

Request for Records Disposition Authority

Records Schedule Number	DAA-0588-2016-0001
Schedule Status	Approved
Agency or Establishment	Architectural and Transportation Barriers Compliance Board
Record Group / Scheduling Group	Records of the Architectural and Transportation Barriers Compliance Board
Records Schedule applies to	Agency-wide
Schedule Subject	Access Board Email Records
Internal agency concurrences will be provided	No
Background Information	<p>The Managing Government Records Directive (OMB-M-12-18) requires that "by 2016, Federal agencies will manage both permanent and temporary email records in an accessible electronic format...." The Architectural and Transportation Barriers Compliance Board (Access Board) has implemented a Records Management Application (RMA) that encompasses the agency's email system.</p> <p>Access Board email is managed in the cloud. Inbound and outbound email is journaled from the Access Board Microsoft Exchange Server to the Access Board Cloud Server where it is processed by the BridgeLogiQ Records Management suite from Feith Systems and Software, Inc. The Feith suite then processes the email and indexes the files into Feith Document Database. The text of the email and any attachments are captured at this time. The files are stored in a Feith electronic repository (File Cabinet) named Mail iQ2.</p> <p>The appropriate email records category is associated with the email record based on the email's metadata. To meet federal regulations, and ensure the records are understood in their proper context, the following metadata is captured, in addition to the body of the email and any attachments:</p> <ul style="list-style-type: none">• Name and email address of sender• Name and email address of addressee(s)• Distribution list (if applicable)• Subject of the message• Date and time the message was sent• System Message ID <p>The Access Board determines whether a record is a temporary or permanent according to the approved Access Board records retention</p>

schedule (N1-0588-2011-001). Records are declared and auto-categorized based on metadata, as well as content defined by the agency. If the metadata of an email corresponds to the metadata associated with a permanent category, that email will be categorized as a permanent record. Once an email is declared a record and categorized, it can no longer be deleted or modified in the records management repository by an end user. The record will be managed according to the disposition instructions of the assigned category. If it is permanent, the record cannot be deleted by an end user, and will remain on the cloud server until it is transferred to another owning agency, e.g. the National Archives and Record Administration (NARA). If the record is not permanent, it will remain in the repository on the cloud for the period defined in the disposition schedule and will be transferred or destroyed accordingly. The USAB Record Manager is responsible for reviewing and approving records identified for disposition to ensure records are categorized appropriately and disposition periods are set correctly.

The email retention period is dependent on the record category. The categories and rules associated with them are configured in the Feith Records Management suite using the records management module called RMA iQ Administrator. The Records Manager is responsible for creating and maintaining the categories to ensure the correct action is applied to the email. When an email is categorized, there are transactions in the database that capture and update the necessary tables and metadata to track disposition and calculate the date of the next action (e.g. cutoff, destroy, transfer, etc.). When a record is identified for a disposition action, the record will be presented to the Records Manager for approval.

To ensure that personal emails do not become part of the official records the Access Board has implemented a tool that interfaces with the RMA to assist staff with their email responsibilities. The User-Specific Probably Non-Record Interface tool enables all Access Board staff to identify personal email addresses and ensures the emails are categorized as transitory and deleted after 180 days. AB staff members are responsible for reviewing their list regularly and making the appropriate updates.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0588-2016-0001

Sequence Number	
1	Access Board Email Records
1.1	Program Management Records Disposition Authority Number: DAA-0588-2016-0001-0001
1.2	Rulemaking Activity Records Disposition Authority Number: DAA-0588-2016-0001-0002
1.3	Temporary Program and Administrative Records Disposition Authority Number: DAA-0588-2016-0001-0003
1.4	Access Board Committee Activity Records Disposition Authority Number: DAA-0588-2016-0001-0004

Records Schedule Items

Sequence Number	
1	<p>Access Board Email Records</p> <p>This record category covers all Access Board email messages and attachments, tasks, chat transcripts, calendar, appointments and other communications captured by the Access Board's RMA, which captures the email records from email accounts related to the roles, responsibilities and business processes of the agency based on series-specific journaling instructions related to metadata and whole-text keyword searches..</p>
1.1	<p>Program Management Records</p> <p>Disposition Authority Number DAA-0588-2016-0001-0001</p> <p>This record series covers all email records created and received by the Executive Director, General Counsel and the Deputy General Counsel while in an official capacity of the Access Board that provide unique and substantive documentation of functions, policies, procedures, decisions, and program operations. This series includes but is not limited to: incoming and outgoing email correspondence from the White House, Congress, Federal, state and local governments, and records documenting significant activities of the Access Board.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This schedule covers Access Board email records and their related attachments.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the end of the calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2016</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2016</p>

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

Rulemaking Activity Records

Disposition Authority Number **DAA-0588-2016-0001-0002**

This record series covers email records created and received by the designated rulemaking staff. Rulemaking emails document the step by step process used in developing accessibility requirements. Email records include but are not limited to: General background materials and routine supporting documents, such as Regulatory Flexibility Act Analyses, OMB and SBA Office of Advocacy review, Public Comments and Federal Register Notices.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This schedule covers Access Board email records and their related attachments.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off files when final rule is issued.**

Retention Period **Destroy 7 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.3

Temporary Program and Administrative Records

Disposition Authority Number **DAA-0588-2016-0001-0003**

This record series covers email records created and received by Access board staff whose roles and responsibilities relate to the business processes and mission activities of the Access Board. Email records include but are not limited to: Background and supporting materials for temporary records as outlined in the Access Board Records Retention Schedules (e.g., Board Files, Compliance and Complaint Files, Press Releases, Training) and administrative files (e.g., Financial, Personnel, Ethics) covered by NARA's General Records Schedule.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This schedule covers Access Board email records and their related attachments.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of the calendar year.**

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Access Board Committee Activity Records

Disposition Authority Number **DAA-0588-2016-0001-0004**

This record series covers emails created and received by the Access Board and/or assigned Board members related to Access Board permanent standing committees and ad-hoc committees established by the Access Board. Email records include communications regarding technical specifications, guidance and requirements needed for proposed rulemaking that are presented to the Board members for approval and action.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This schedule covers Access Board email records and their related attachments.**

Do any of the records covered by this item currently exist in **No**

1.4

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction

Cut off files at the end of the calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 year(s) after cutoff

Additional Information

First year of records accumulation **2016**

What will be the date span of the initial transfer of records to the National Archives? **From 2016 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	7 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/17/2016	Certify	Susan Little	Records Officer	Division of Administration - Records Office
06/14/2016	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/07/2016	Submit For Certification	Mary Fernandez	Records Manager	Office of Administration - Records Management
07/12/2016	Certify	Susan Little	Records Officer	Division of Administration - Records Office
09/28/2016	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - ACRA
10/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist