



NATIONAL
ARCHIVES

LRC, 8/27/14

Date: August 18, 2014
Appraiser: Meredith Scheiber, ACNR
Agency: Central Intelligence Agency
Subject: N1-263-14-01

INTRODUCTION

Schedule Overview Non-Senior Email Accounts

Additional Background Information

In preparation for implementing a Capstone approach for their temporary email, the Agency consulted with Directors and Information Management Technical Officers, and conducted extensive analysis to determine the likelihood of email captured elsewhere in other files, as directed in agency policy and practices. This provided the foundation to determine their proposal for those individuals and emails that should be excluded from inclusion in this temporary schedule item. While the Agency is not implementing Capstone for their permanent email, the proposed schedule is in line with the principles outlined in NARA Bulletin 2013-02, Guidance on a New Approach to Managing Email Records.

Overall Recommendations

I recommend approval of the attached schedule.

APPRAISAL

Item 1: Non-Senior Email

The Agency currently uses Lotus Notes and is nearly complete in migrating to Outlook Exchange. Email at the Agency dates from 1990 to the present; however, email creation did not become prolific until the rollout of Lotus Notes in 1995. The agency's current email policy is to print and file. New email policy for the Agency has been drafted which corresponds to this proposed schedule and includes additional instructions and directions for employees regarding email practices, such as detailing excluded positions, the filing of emails into other appropriate files, and noting that if any employee feels additional email(s) should be retained then they must be retained in a recordkeeping system.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

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Appraisal Justification:

- Captured elsewhere in permanent records. It is unlikely that permanent records will be found in these email accounts that is not filed in other appropriate files appraised as permanent, per current Agency policy or the new policy to be issued upon approval of this schedule. Examples of records currently designated as permanent in existing approved records schedules are Finished Intelligence Reports; Operational Activity files; Policy and Planning files; and Intelligence Collection and Operation files.
- Has little or no research value. Remaining email not captured in other recordkeeping systems is routine or administrative in nature; transitory; or personal in nature.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The Agency received GAO concurrence on the retention period pursuant to the requirements outlined in 36 CFR 1225.20. The proposed retention meets the business needs of the Agency. It is deeply embedded in Agency culture for employees to maintain access to their email for their entire career and to file email in appropriate files, corresponding to record schedule items, per Agency policy. The average career of an Agency employee is 22 years. There is the likelihood a small number of extreme outliers who may only be employees of the Agency for a very short time period—less than 3 years. The proposed disposition is low risk for these extreme outliers in that there are multiple records systems to capture the actions and decisions of employees and multiple internal controls in place in the event an employee was engaged in malicious activities.

Media Neutrality: Approved.

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