



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 notating 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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RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001

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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.

MEREDITH SCHEIBER  
Records Management Services

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<b>Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA Use Only)</b>	
To: National Archives and Records Administration (NARA) Washington, DC 20408		Job Number	N1-263-14-01
1. From: (Agency or establishment) (U) Central Intelligence Agency (CIA)		Date Received	1/30/14
2. Major Subdivision (U) Information Management Services (IMS)		<b>Notification to Agency</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision		Date	Archivist of the United States
4. Name of Person with whom to confer (U//FOUO)	5. Telephone (include area code) (U//FOUO)		

**6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required       is attached       has been requested

Signature of Agency Representative <i>Joseph W. [Signature]</i>	Title Director, IMS	Date (mm/dd/yyyy) 22-Jan-2014
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Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>(U) Non-Senior Email.</p> <p>(U) Please see attached 1 page.</p> <p>* (U) This document is protected from release under Section 6 of the CIA Act of 1949. No portion—including Unclassified portions thereof—is authorized for release without prior approval from CIA.</p>		

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**(U) Flexible Records Control Schedule**  
**(U) Non-Senior Email**

(U) The following request for records disposition authority is consistent with guidance provided by the National Archives and Records Administration in NARA Bulletin 2013-02, Guidance on New Approach to Managing Email Records, dated August 29, 2013.

(U) **Non-Senior Email.** Record copies of email created, sent, or received by all Agency personnel (including staff and contractors) who are not in senior leadership positions as defined below\* via government email systems as described in Agency email policy.

(U) **Temporary:** After separation of staff employee, contractor, or other category of personnel, destroy at 3 years or when no longer needed, whichever is sooner.

(Agency policy requires users to retain email that meet the definition of a record requiring longer retention in an approved recordkeeping system. Agency policy also allows disposal of temporary, transitory, or nonrecord email requiring shorter retention in accordance with General Records Schedule 23 Item 7 and other relevant GRS or Agency Records Control Schedule citations.)

(U) \*Excluded from this schedule are records that document the formation of significant policies, decisions, or actions of senior leadership positions as defined by the following titles (or predecessor / successor titles), which may include supporting personnel if they perform functions on direct behalf of senior leaders:

- Director, CIA
- Deputy Director, CIA
- Executive Director, CIA
- Deputy Executive Director(s), CIA
- Director for Intelligence
- Director, National Clandestine Service
- Director for Science and Technology
- Director for Support
- General Counsel
- Inspector General
- Associate Director for Military Affairs
- Director, Office of Congressional Affairs
- Director, Office of Public Affairs
- Chief Financial Officer
- Chief Information Officer
- Chief, Human Resources
- Director, Corporate Strategy, Policy, and Integration
- Director, Center for Mission Diversity and Inclusion
- Director, Open Source Center
- Director, Operations Center
- Chief, Director's Executive Support Staff
- Chief, Office of Protocol

(U) Such records of these senior positions are identified as Permanent.