MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Management of Army Email Records

1. References:

2. Purpose. To provide information on the Army's process for managing email in compliance with OMB/NARA Directive M-12-18

3. Background
   a. Reference 1b stipulates that by 31 December 2016, all Federal agencies will manage both permanent and temporary email records in an electronic system that supports records management and litigation requirements.
   b. Currently, the emails of 2,000 selected Army officials are captured utilizing a process known as journaling. Journaling automatically captures all email communication (both sent and received) by the individual and is retained for 10 years from date of creation. After 10 years, these journaled emails are deleted. They do not go to the National Archives and Records Administration (NARA) for permanent retention.

4. Implementation and Coordination
   a. To comply with OMB requirements identified in reference b, the Department of the Army is building upon the existing journaling process and implementing an additional email management procedure known as "Capstone."
   b. Under Capstone, the Army has identified the following 591 top-level senior Army officials who are likely to create permanently valuable Federal records: All General Officers; all SES, Defense Intelligence SES, and Reserve Component SES; all Presidential Appointed / Senate Confirmed (PAS) Officials; and all select Schedule C
SUBJECT: Management of Army Email Records

non-competitive appointees. Reserve Component General Officers who are in permanent Title 10 billets will be included in Capstone.

c. The Army will maintain these additional Capstone emails for a minimum of 15 years from date of creation, at which time they will become eligible for transfer to NARA for permanent retention and historical preservation.

d. Defense Enterprise Email Entitlement Managers will be responsible to enroll their respective Capstone officials within the email system, based on monthly official listings from HQDA.

e. All Non-Capstone email accounts will continue to be managed IAW existing Records Management policies.

5. Point of Contact. Direct any questions about this guidance to Mr. Anthony Crawley-Gibson, Army Records Officer, anthony.d.crawley-gibson.civ@mail.mil or 703-428-6464.

GERALD B. O'KEEFE

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