



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

July 17, 2019
(CORRECTED COPY)

MEMORANDUM FOR SENIOR LEADERS, HEADQUARTERS, DEPARTMENT OF THE ARMY (HQDA)

SUBJECT: Records Management and Email Use: Guidance for Senior Leaders

1. References:

- a. Presidential and Federal Records Act, 44 U.S.C. § 3301, et. seq.
- b. Memorandum M-12-18, Office of Management and Budget, National Records Administration, subject: Managing Government Records Directive, 24 August 2012.
- c. Memorandum, Department of Defense Chief Information Officer, 6 Apr 2016, subject: Use of Non-Official Electronic Messaging Accounts and Records Management.
- d. Army Regulation 25-1 (Army Information Technology), 25 June 2013.
- e. Memorandum, Administrative Assistant to the Secretary of the Army, 30 December 2016, subject: Management of Email Effective 31 December 2016.

2. Records Management. In your capacity as a senior leader in HQDA acting on behalf of the U.S. Government, you will create and have access to official records. Official records are materials that document the workings of the agency. They may include documents, maps, charts, photos, or other items or materials, made or received in compliance with Federal law in the transaction of agency policies, decisions, procedures, operations, or other activities of public business. Personal files are distinct from official records and pertain solely to an individual's personal or private affairs. Official records, whether paper or electronic, are considered the property of the U.S. Government. Appropriate preservation and management of official records are required by Federal law and are necessary to protect the national security, privacy, legal, and fiscal interests of the Government and persons affected by the Government's activities. Criminal penalties apply to the unlawful removal or destruction of official records, and the unlawful disclosure of information pertaining to national security and personal privacy.

3. Preservation and Management of Records. Records should be preserved and managed in an official Records Management System, such as the Army Records Information System, and in accordance with a records retention schedule approved by the National Archives and Records Administration. Destruction of records before they reach their authorized destruction date is strictly prohibited. Additional information on

SUBJECT: Records Management and Email Use: Guidance for Senior Leaders

proper preservation and management of records is available from your Records Manager or Coordinator

4. Email Rules. Army Regulation 25-1, paragraph 4-1f(3) prohibits Army employees from using personal (nonofficial) email accounts for business communications. However, in alignment with reference 1c, senior officials are granted an exception to the prohibition and may use personal email to conduct official business when a Government email system is not reasonably available for use under these conditions:

a. Senior officials may not create or send a record using a nonofficial electronic messaging account unless the senior official:

(1) simultaneously sends a copy of the email message containing the record or the official business communication from the personal account to an official electronic messaging account in the original creation or transmission of the record or official business communication, or

(2) subsequently forwards a complete copy of the record or official business communication to an official electronic messaging account not later than 20 days after the original creation or transmission of the record or official communication.

b. Electronic messages sent via personal email must not contain personal health information, personally identifiable information, or classified information.

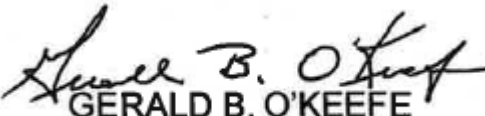
5. Email Journaling. The Department of the Army retains email communications for all political appointees, general officers, and members of the Senior Executive Service and Defense Intelligence Senior Executive Service for a minimum of 15 years from the date of creation, at which time the communications become eligible for transfer to the National Archives and Records Administration for permanent retention and historical preservation.

6. File Retention and Access after Departure. When you depart Federal Service, all official records must remain in Government custody. Your contact list and calendar items, less the attachments, are considered personal files; therefore, you will receive an electronic copy upon your departure. Should you be called to testify before Congress on matters related to your official duties or have another official reason to request access to the Army's record copies of materials, you will be granted necessary access within full compliance of the law. Please contact the Office of the Administrative Assistant for additional details on how to access these records.

7. Classified Files. The retention of classified files after you leave Federal service is strictly prohibited. All officials are responsible for ensuring they do not keep classified files when they leave Federal service.

SUBJECT: Records Management and Email Use: Guidance for Senior Leaders

8. If you have any questions or need additional information, please contact the Army Records Officer at 571-515-0500.



GERALD B. O'KEEFE