Challenges of Email as a Record
Archiving Email Symposium
Department of Justice
June 2, 2015
Agenda

• Issues/challenges
• Management Framework
Issues and Challenges with Email

- Human nature
- Nature of email
- Evolving business practices
- Technical limitations
Management Framework

- Capstone schedules
- DOJ Policy Statement
- Business requirements definition
- Technical solutions/implementation
- Training
- Evaluation
DOJ Policy Statement 0801.04
Electronic Mail Records Retention

• Issued May 8, 2015
• Scope – everyone using a DOJ Email account
• Capstone Officials
  • Senior Leadership (all program staff)- permanent
  • Heads of Components and their direct reports- permanent
  • Cases and Projects – acquires retention of the case or project
  • Non capstone/non case or project – temporary 3 to 7 years
  • Non record – when no longer needed but not longer than 7 years
• Cases and Projects definition
• Personal email account use – do not use unless exigent circumstances. If used, capture in DOJ account within 20 days then delete from personal account once captured
Issues and Challenges with Capstone

• Account management
• Ongoing training burden
• Management restructuring on the backend
• Extension to all electronic messaging
Questions?

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