



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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