

The agency seeks to use the General Records Series for Email Records (7-year retention period) as the basis for disposing of the records listed in this disposition request. As an authorized agency representative for this request, I hereby attest that the agency has implemented the following practices.

1. The agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the e-mail system.
2. The email system used by the agency includes a central storage and management system for email that is separate from copies of email stored in the end-users' email boxes, wherein: a) only authorized information technology and/or records management staff control the disposition of email records stored in the centrally-managed system; b) the agency administers "litigation holds"; and c) individual end-users *cannot delete* email records from the central storage/management system.
3. The agency has adopted acceptable use policies for email and internet usage, with supporting employee training and/or informational programs.
4. The agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of e-mail records.
5. The agency has back-up/disaster recovery services in place that allow for the restoration of email records following catastrophic or disruptive events.