

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2022-0001

Status: APPROVED
Date Approved: 05/10/2024

General Information

Agency or Establishment	Department of the Army
Record/Scheduling Group	AU - Army Undifferentiated Scheduling Group
Records Schedule Applies To	Agency-wide
Schedule Subject	Social Media and Electronic Message Records
Additional Schedule Information	This schedule covers all types of electronic messages excluded from GRS 6.1 such as social media accounts records created and received primarily, but not only, on Army supplied electronic devices and includes messages affiliated with social media accounts/social media direct messaging services, messaging services provided on video conferencing applications and services, voice mail (or similarly recorded) messages, messages affiliated with collaboration platforms, and messaging systems that are ancillary to the purpose of a larger system (for example, a chat function built into a procurement system). These communications are Federal records if they are made or received by a federal official in the course of doing business.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-AU-2022-0001

Item #	Title	Disposition
0001	Electronic Messaging Records : Electronic Messaging Records of Designated NA-1005 Capstone Officials	Permanent
0002	Electronic Messaging Records : Other Electronic Messaging Records	Temporary

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Records Schedule Items

Group Title	Electronic Messaging Records
Group Description	Electronic messaging records are electronic communications between individuals (on a one-to-one, or one-to-many basis). These communications are Federal records if they are made or received by a Federal official in the course of doing business.
DAA-AU-2022-0001-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Electronic Messaging Records of Designated NA-1005 Capstone Officials
Item Description	This schedule covers Senior Officials social media accounts records created and received primarily, but not only, on Army supplied electronic devices and includes messages affiliated with social media accounts/social media direct messaging services, messaging services provided on video conferencing applications and services, voice mail (or similarly recorded) messages, messages affiliated with collaboration platforms, and messaging systems that are ancillary to the purpose of a larger system (for example, a chat function built into a procurement system). These communications are Federal records if they are made or received by a federal official in the course of doing business. The Capstone officials included in the item are defined and documented in the agency's approved form NA-1005 for use of GRS 6.1
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	25-400-2
Manual Title	The Army Records Information Management System
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent

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Cutoff Instructions	Other: Cut off when employee's tenure as Designated Capstone Officials ends.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after Cut off
ADDITIONAL INFORMATION	
Current Records Format	Textual data:100GB formatting unknown
End year of records covered by this authority	Still being created
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-AU-2022-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Other Electronic Messaging Records
Item Description	This schedule covers social media accounts records of all other staff not designated as a Senior Official created and received primarily, but not only, on Army supplied electronic devices and includes messages affiliated with social media accounts/social media direct messaging services, messaging services provided on video conferencing applications and services, voice mail (or similarly recorded) messages, messages affiliated with collaboration platforms, and messaging systems that are ancillary to the purpose of a larger system (for example, a chat function built into a procurement system). These communications are Federal records if they are made or received by a federal official in the course of doing business.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	25-400-2
Manual Title	The Army Records Information Management System
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.

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Retention Period	Other: Delete 7 years after cut off, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Records Schedule Number: DAA-AU-2022-0001

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Signatory Information

Action	User	Date
Accept	Data Migration	12/17/2021
Approve	Colleen Shogan	05/10/2024

DAA-AU-2022-0001 approved

2 messages

Joseph Bengel <joseph.bengel@nara.gov>

Mon, May 13, 2024 at 9:32 AM

To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>, "Dickerson, Andrica D CIV USARMY HQDA CIO (USA)" <andrica.d.dickerson.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>
Cc: Richard Green <richard.green@nara.gov>, Sean Curry <sean.curry@nara.gov>

Morning Thompson and everyone,

I am glad to inform you that DAA-AU-2022-0001 Social Media and Electronic Message Records has been approved and can now be utilized for records management. I have attached a copy of the schedule for your review.

--

Joseph W Bengel
Archives Specialist
Office of the Chief Records Officer
Team 4
Cell: 301-467-6373

"There are always a lot of people so afraid of rocking the boat that they stop rowing. We can never get ahead that way." -Harry S Truman.

 **DAA-AU-2022-0001.pdf**
306K**Thompson, Yolanda A CIV USARMY HQDA CIO (USA)** <yolanda.a.thompson9.civ@army.mil>

Mon, May 13, 2024 at 9:34 AM

To: Joseph Bengel <joseph.bengel@nara.gov>, "Dickerson, Andrica D CIV USARMY HQDA CIO (USA)" <andrica.d.dickerson.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>
Cc: Richard Green <richard.green@nara.gov>, Sean Curry <sean.curry@nara.gov>

Good morning, Joe.

That is great news. Thank you for all your assistance.

v/r

Yolanda

Yolanda Thompson

Records and Information Management Specialist

Army Records Management Directorate (ARMD)

Records Management Division

9301 Chapek Rd. Bldg 1458, 1NW3012

Fort Belvoir, VA 22060-5605

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NATIONAL
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Joseph Bengel <joseph.bengel@nara.gov>

DAA-AU-2022-0001

2 messages

Joseph Bengel <joseph.bengel@nara.gov>

Wed, May 1, 2024 at 8:58 AM

To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>, "Dickerson, Andrica D CIV USARMY HQDA CIO (USA)" <andrica.d.dickerson.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>

Morning Ms. Thompson,

I am just updating you on DAA-AU-2022-0001 has finished being on the Federal Register with no comments So it will now be going to the final stages of approval.

--

Joseph W Bengel
Archives Specialist
Office of the Chief Records Officer
Team 4
Cell: 301-467-6373

"There are always a lot of people so afraid of rocking the boat that they stop rowing. We can never get ahead that way." -Harry S Truman.

Thompson, Yolanda A CIV USARMY HQDA CIO (USA) <yolanda.a.thompson9.civ@army.mil>

Wed, May 1, 2024 at 9:00 AM

To: Joseph Bengel <joseph.bengel@nara.gov>, "Dickerson, Andrica D CIV USARMY HQDA CIO (USA)" <andrica.d.dickerson.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>

Good morning Joe,

That's great news. Thank you for the update and your assistance.

v/r

Yolanda

Yolanda Thompson

Records and Information Management Specialist

Army Records Management Directorate (ARMD)

Records Management Division

9301 Chapek Rd. Bldg 1458, 1NW3012

Fort Belvoir, VA 22060-5605

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DAA-AU-2022-0001

6 messages

Joseph Bengel <joseph.bengel@nara.gov>
To: SHU_Alert@nara.gov, GRS_Team <GRS_Team@nara.gov>

Fri, Feb 16, 2024 at 9:11 AM

Morning I submitted to you the schedule DAA-AU-2022-0001 for review.

--

Joseph W Bengel
Archives Specialist
Office of the Chief Records Officer
Team 4
Cell: 301-467-6373

"There are always a lot of people so afraid of rocking the boat that they stop rowing. We can never get ahead that way." -Harry S Truman.

Sean Curry <sean.curry@nara.gov>
To: GRS_Team@nara.gov, Joseph Bengel <joseph.bengel@nara.gov>

Fri, Feb 16, 2024 at 11:28 AM

Hi Joseph:

Thanks for sending along DAA-AU-2022-0001 for final review.

Although it looks like the title of item 0001 was changed to link it to the agency's approved NA-1005 form(s), and it's documented in the appraisal report, I would recommend that the agency take it a step further and write something into the item description itself.

For example, similar to what was done with the [RG64 schedule](#) for social media and electronic messages. It's a literal simple statement added at the end of the description such as "The Capstone officials included in the item are defined and documented in the agency's approved form NA-1005 for use of GRS 6.1"

As one of the only examples of this type of schedule I think we want to be careful with these as it will set precedent.

I will hold off on any action in ERA until I hear back.

As stated in my email about the initial review, this is not a GRS concern per se, but one related to my role as Capstone SME.

Thanks!!
Sean

[Quoted text hidden]

[Quoted text hidden]

--

You received this message because you are subscribed to the Google Groups "GRS_Team" group.

To unsubscribe from this group and stop receiving emails from it, send an email to GRS_Team+unsubscribe@nara.gov.

To view this discussion on the web visit https://groups.google.com/a/nara.gov/d/msgid/GRS_Team/CA%2BiOB%2BkPAekJCbBvAwC7Pt9fE%2Bm_R80PJoLSw7fqNFHt8hXN%3DQ%40mail.gmail.com.

--

Sean A. Curry, MLS
GRS Lead, Operations Research and Support Team (ACRS)
Agency Services, National Archives and Records Administration
[14700 Townsend Road](#)
[Philadelphia, PA 19154](#)
(p) 215-305-2036
(f) 215-305-2052
www.archives.gov

Joseph Bengel <joseph.bengel@nara.gov>
To: Sean Curry <sean.curry@nara.gov>

Fri, Feb 16, 2024 at 12:15 PM

Afternoon Sean,

We did add a statement like that in the additional Schedule information. It was my fault it was removed from the item description because I said it seemed repetitive. I told them that they insisted on it. I will add it back, so I just did. Yeah I know it really isn't a deviation from the GRS but since it deals with records not covered by the GRS and closely related to capstone I felt it would be better get your thoughts and suggestions also.

[Quoted text hidden]

Sean Curry <sean.curry@nara.gov>
To: Joseph Bengel <joseph.bengel@nara.gov>

Fri, Feb 16, 2024 at 12:26 PM

Thanks, Joseph!

I still don't see it in the background information, but it's great that it can be added to the item. I appreciate your flexibility on this, since this may become a model for similar schedules.

I will complete the paperwork in ERA.

Thanks!
Sean

[Quoted text hidden]

Joseph Bengel <joseph.bengel@nara.gov>
To: Sean Curry <sean.curry@nara.gov>

Fri, Feb 16, 2024 at 12:59 PM

that's because for some reason in a rush I placed it in item 1's item description at the bottom. dDo you think it would be better in group description?

[Quoted text hidden]

Sean Curry <sean.curry@nara.gov>
To: Joseph Bengel <joseph.bengel@nara.gov>

Fri, Feb 16, 2024 at 1:43 PM

No, I personally think it's good where it is. :)

Thanks!
Sean

[Quoted text hidden]

DAA-AU-2022-0001

9 messages

Joseph Bengel <joseph.bengel@nara.gov>

Thu, Dec 14, 2023 at 8:41 AM

To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>, "Dickerson, Andrica D CIV USARMY HQDA CIO (USA)" <andrica.d.dickerson.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>

Morning Ms. Thompson,

I was reviewing the schedule Social Media Records DAA-AU-2022-0001 and found only two things. One is just a suggestion. In the General Information part of the schedule there is the additional schedule information section. Which it is good I would suggest lets just be even more direct by adding something like "this schedule covers all types of electronic messages excluded from GRS 6.1."

The second is the RN references in the titles are needed in the title or can we move those to the Agency Code section in the manual citation section.

--

Joseph W Bengel
Archives Specialist
Office of the Chief Records Officer
Team 4
Cell: 301-467-6373

"There are always a lot of people so afraid of rocking the boat that they stop rowing. We can never get ahead that way." -Harry S Truman.

Thompson, Yolanda A CIV USARMY HQDA CIO (USA) <yolanda.a.thompson9.civ@army.mil>

Fri, Dec 15, 2023 at 9:17 AM

To: Joseph Bengel <joseph.bengel@nara.gov>, "Dickerson, Andrica D CIV USARMY HQDA CIO (USA)" <andrica.d.dickerson.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>

Good morning Mr. Bengel,

I concur with your suggestion to use "this schedule covers all types of electronic messages excluded from GRS 6.1."

For now, can we leave the RN in the title and can you input the following in the manual citation section. I guess I must have left that schedule.

Agency Code **AR 25-400-2**

Manual Title **Army Records Information Management System (ARIMS)**

Thank you, for all your assistance.

v/r

Yolanda

Yolanda Thompson

Records and Information Management Specialist

Army Records Management Directorate (ARMD)

Records Management Division

9301 Chapek Rd. Bldg 1458, 1NW3012

Fort Belvoir, VA 22060-5605

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[Quoted text hidden]

Thompson, Yolanda A CIV USARMY HQDA CIO (USA) <yolanda.a.thompson9.civ@army.mil>

Fri, Dec 15, 2023 at 9:28 AM

To: Joseph Bengel <joseph.bengel@nara.gov>, "Dickerson, Andrica D CIV USARMY HQDA CIO (USA)" <andrica.d.dickerson.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>

Mr. Bengel,

Correction: The manual title should read as **Army Records Management Program**, not **Army Records Information Management System (ARIMS)**.

Thank you,

[Quoted text hidden]

Joseph Bengel <joseph.bengel@nara.gov>
To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>

Mon, Dec 18, 2023 at 8:41 AM

Morning Ms. Thompson,

How does this sound to you?

"This schedule covers all types of electronic messages excluded from GRS 6.1 such as social media accounts records created and received primarily, but not only, on Army supplied electronic devices and includes messages affiliated with social media accounts/social media direct messaging services, messaging services provided on video conferencing applications and services, voice mail (or similarly recorded) messages, messages affiliated with collaboration platforms, and messaging systems that are ancillary to the purpose of a larger system (for example, a chat function built into a procurement system). These communications are Federal records if they are made or received by a federal official in the course of doing business."

[Quoted text hidden]

Joseph Bengel <joseph.bengel@nara.gov>
To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>

Tue, Jan 23, 2024 at 9:35 AM

Morning Yolanda,

Just checking if you agree with the changes I suggested.

[Quoted text hidden]

Thompson, Yolanda A CIV USARMY HQDA CIO (USA) <yolanda.a.thompson9.civ@army.mil>
To: Joseph Bengel <joseph.bengel@nara.gov>

Tue, Jan 23, 2024 at 10:52 AM

Hi Joe,

I don't know how I missed your previous email. I concur with your suggested changes.

Thank you,

Yolanda

[Quoted text hidden]

Joseph Bengel <joseph.bengel@nara.gov>
To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>

Thu, Feb 8, 2024 at 9:26 AM

Morning Ms. Thompson,

I have heard back from most of the SHUs. the GRS suggests for item 1 to state that these are messages from the senior officials that are found on the Army's NA-1005s.

My suggestion is just go from "This schedule covers Senior Officials social media accounts records created and received primarily, but not only, on Army supplied electronic devices and includes messages affiliated with social media accounts/social media direct messaging services," to

"This schedule covers Senior Officials found on the Army's NA-1005s. this schedule covers their social media accounts records created and received primarily, but not only, on Army supplied electronic devices and includes messages affiliated with social media accounts/social media direct messaging services," does this work for you?

[Quoted text hidden]

Joseph Bengel <joseph.bengel@nara.gov>
To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>

Fri, Feb 9, 2024 at 9:47 AM

Disregard the last email you have capstone written in many places So I suggest we just write NA-1005 before the word Capstone.

[Quoted text hidden]

Thompson, Yolanda A CIV USARMY HQDA CIO (USA) <yolanda.a.thompson9.civ@army.mil>
To: Joseph Bengel <joseph.bengel@nara.gov>

Fri, Feb 9, 2024 at 11:47 AM

Thank you, Joe.

[Quoted text hidden]

Electronic Messaging - Update

3 messages

Joseph Bengel <joseph.bengel@nara.gov>

Fri, Sep 15, 2023 at 1:30 PM

To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>

Afternoon,

I just want to give you an update that I am meeting with GRS and supervisor Monday on this schedule and get their take on what they mean.

--

Joseph W Bengel
Archives Specialist
Office of the Chief Records Officer
Team 4
Cell: 301-467-6373

"There are always a lot of people so afraid of rocking the boat that they stop rowing. We can never get ahead that way." -Harry S Truman.

Thompson, Yolanda A CIV USARMY HQDA CIO (USA) <yolanda.a.thompson9.civ@army.mil>

Fri, Sep 15, 2023 at 1:42 PM

To: Joseph Bengel <joseph.bengel@nara.gov>, "Hill, Sammy L CIV USARMY HQDA CIO (USA)" <sammy.l.hill.civ@army.mil>

Good afternoon Joe,

Thank you for providing that update.

Have a great weekend!

v/r

Yolanda

Yolanda Thompson

Records and Information Management Specialist

Army Records Management Directorate (ARMD)

Records Management Division

9301 Chapek Rd. Bldg 1458, 1NW3012

Fort Belvoir, VA 22060-5605

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[Quoted text hidden]

Hill, Sammy L CIV USARMY HQDA CIO (USA) <sammy.l.hill.civ@army.mil>

Fri, Sep 15, 2023 at 1:49 PM

To: Joseph Bengel <joseph.bengel@nara.gov>

Cc: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>

Awesome, Thanks!

v/r

Sammy L. Hill

Chief, Records Management Training & Assessment Branch

Records Management Division (RMD)

Army Records Management Directorate (ARMD)

Army Enterprise Services Agency (AESA)

9301 Chapek Road Bldg 1458

Fort Belvoir, VA 22060

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From: Joseph Bengel <joseph.bengel@nara.gov>

Sent: Friday, September 15, 2023 1:31 PM

To: Thompson, Yolanda A CIV USARMY HQDA CIO (USA) <yolanda.a.thompson9.civ@army.mil>; Hill, Sammy L CIV USARMY HQDA CIO (USA) <sammy.l.hill.civ@army.mil>

Subject: [Non-DoD Source] Electronic Messaging - Update

Afternoon,

[Quoted text hidden]

DAA-AU-2022-0001 Electronic Messaging Records

2 messages

Joseph Bengel <joseph.bengel@nara.gov>

Wed, Aug 23, 2023 at 11:12 AM

To: "Thompson, Yolanda A CIV USARMY HQDA CIO (USA)" <yolanda.a.thompson9.civ@army.mil>, Richard Green <richard.green@nara.gov>

Morning,

My name is Joseph Bengel (Joe) . I am the new ACR appraiser for the Army and I am going back through the older schedules that need our attention and would like to set up a meeting with you about DAA-AU-2022-0001 Electronic Messaging Records. I have also attached a copy of the schedule since there are still issues with 2.0. My main question is do we still need this schedule since the capstone team has e-messaging on the capstones?

--

Joseph W Bengel
Archives Specialist
Office of the Chief Records Officer
Team 4
Cell: 301-467-6373

"There are always a lot of people so afraid of rocking the boat that they stop rowing. We can never get ahead that way." -Harry S Truman.

 **DAA-AU-2022-0001.pdf**
284K**Thompson, Yolanda A CIV USARMY HQDA CIO (USA)** <yolanda.a.thompson9.civ@army.mil>

Thu, Aug 31, 2023 at 10:50 AM

To: Joseph Bengel <joseph.bengel@nara.gov>

Good morning Mr. Bengel,

This schedule is currently being discussed. Once I have a final answer, I will let you know.

Thank you,

Yolanda Thompson

Records and Information Management Specialist

Army Records Management Directorate (ARMD)

Records Management Division

9301 Chapek Rd. Bldg 1458, 1NW3012

Fort Belvoir, VA 22060-5605

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