

Office of the
Secretary | Office of
Public Records

The DC Archives Transitioning to the Future



Implementing Electronic Records Management in the
Government of the District of Columbia

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Introduction



Digital Preservation and Electronic Records Management were identified in 2023 as the Office of the Secretary's key objectives.

Updated the General Records Schedule 20 - Electronic Systems. It is Now Electronic Records and System.

This general records schedule covers:

- General electronic files created by agencies
- non-records copies of electronic records
- email communications and text messages
- social media posts

Important to note that it is not a replacement for agency records schedules.



Item #10: Non-recordkeeping copies of electronic records

Copies are non-record if they are kept only for the convenience of reference, not to conduct agency business.

Your records manager will designate a record-keeping copy.



Item #18: Electronic Messaging Records

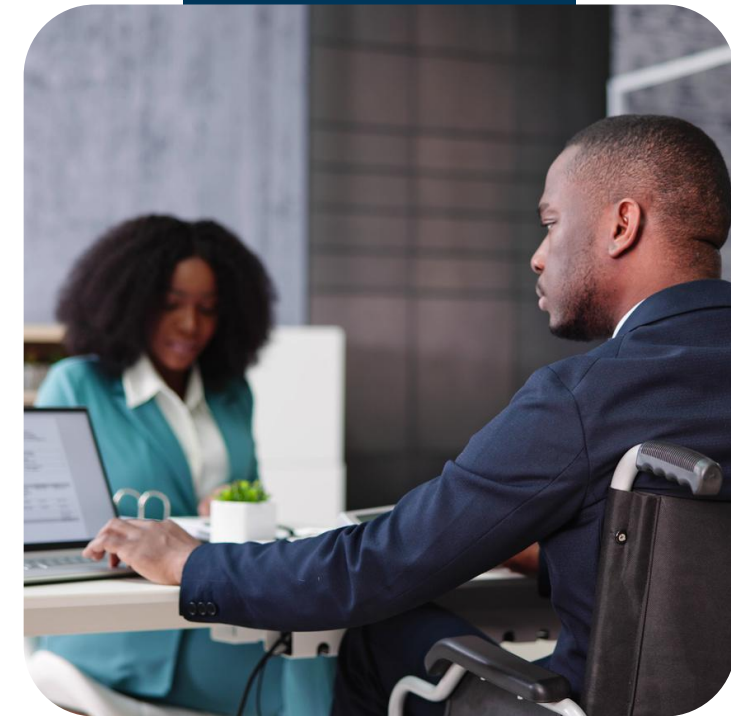
This section applies to senders' and recipients' versions of electronic mail messages, text messages, chat messages, and other electronic messages sent through messaging systems such as Microsoft Teams that meet the definition of District records and any attachments to the record messages.

1. Email and other electronic messages of Senior DC Government Officials.
2. Email and other types of electronic messages of Non-Senior officials.
3. Email and other types of electronic messages of Support and/or administrative positions.



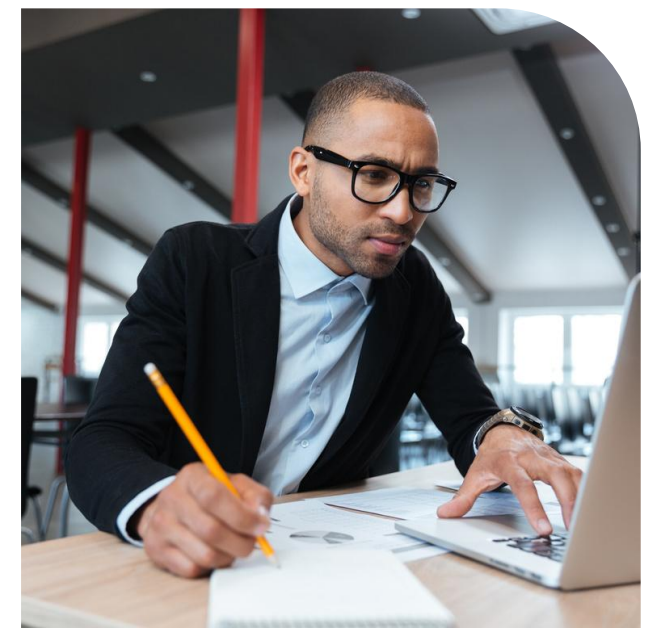
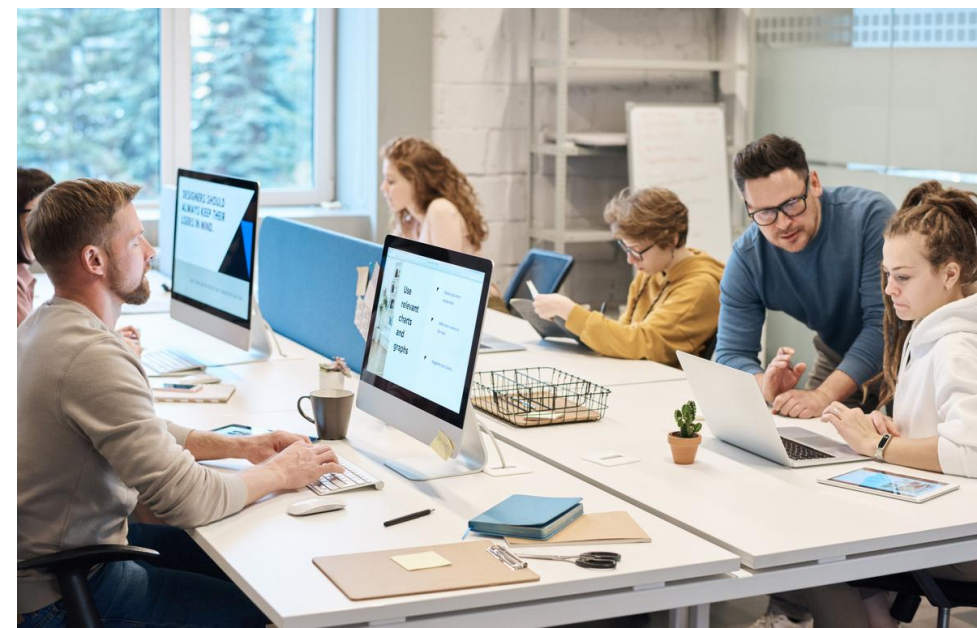
Item #18: Electronic Messaging Records, Cont.

- Email management is based on the “capstone approach” developed over 10 years by the National Archives
- The Capstone Approach is a method of email management that bases appraisal and scheduling on the account owner's role or position rather than individual email content.
- The Capstone Approach can help reduce the risk of unauthorized destruction of temporary email and ensure the preservation of valuable or historical email records.
- Simplifies the process of email management



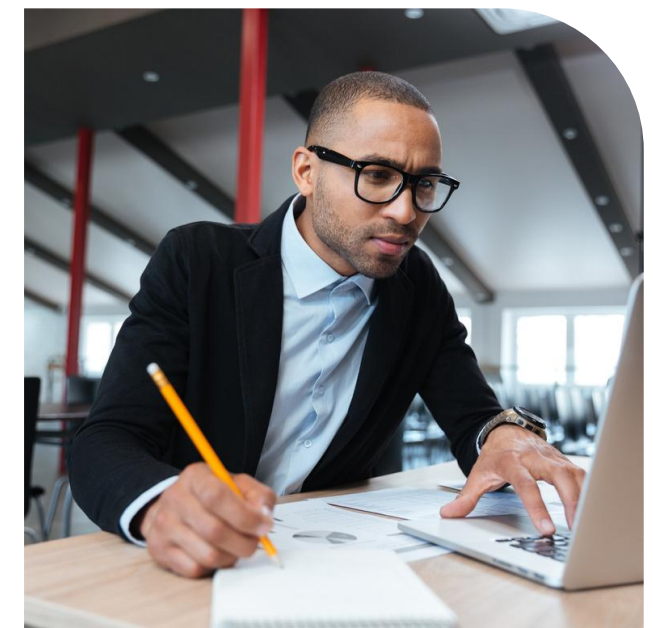
A. Email and other electronic messages of Senior DC Government Officials.

Senior DC Government Officials are designated by account or position level. This group includes those generally identified as members of the Mayor's 1st and 2nd Cabinets. This may be by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function, and/or by phone number or other identifier for other types of electronic messages.



A. Email and other electronic messages of Senior DC Government Officials.

If a Senior official has more than one agency-administered account, this item applies to all accounts. If a Senior official has an email account managed by other staff (such as personal assistants, confidential assistants, military assistants, or administrative assistants), this item applies to those accounts.



A. Email and other electronic messages of Senior DC Government Officials.

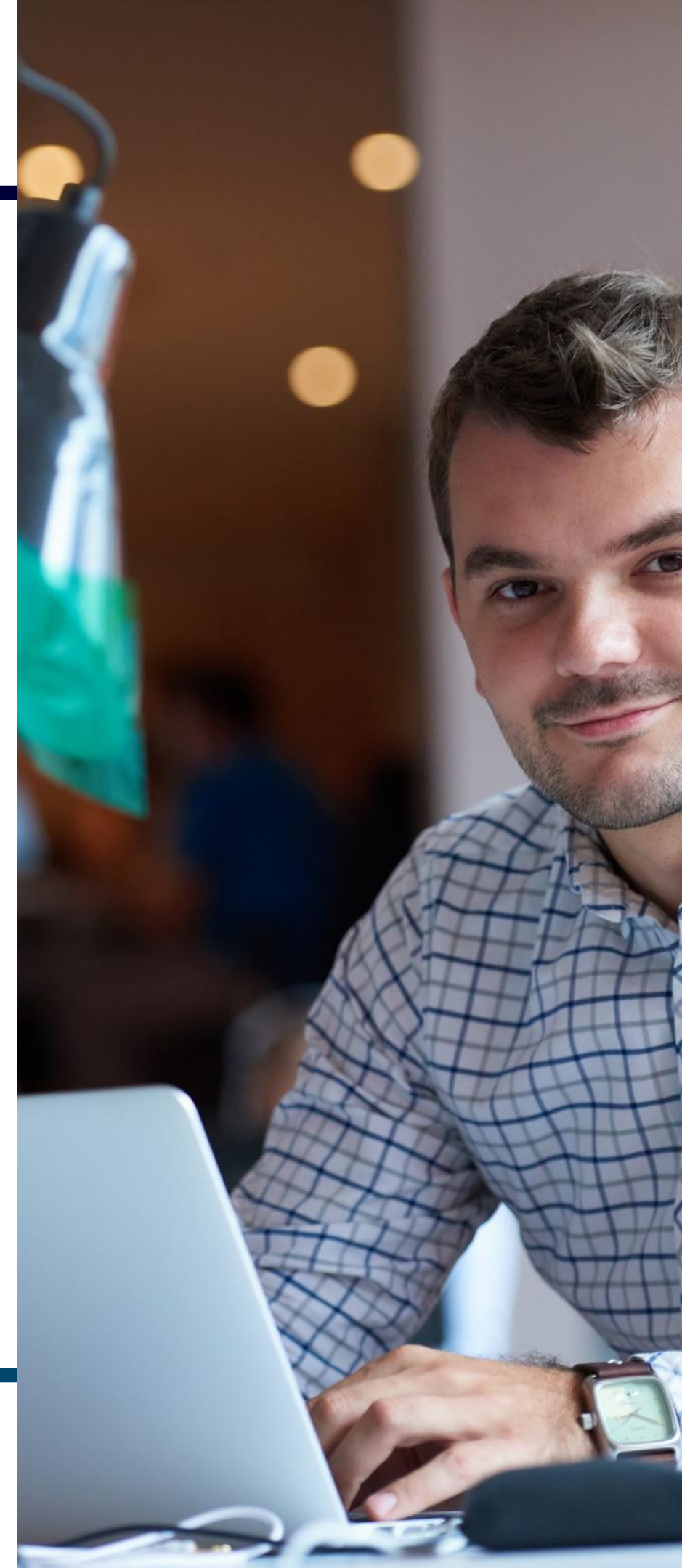
- 1.The head of the agency, such as Secretary, Commissioner, Administrator, Chairman, or equivalent;
- 2.Principal assistants to the head of the agency (second tier of management), such as Deputy Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Metropolitan Police Department serving in comparable positions;
- 3.Deputies of all positions in categories 1 and 2, and/or their equivalent(s);
- 4.Staff assistants to those in categories 1 and 2, such as special assistants and/or aides;
- 5.Principal management positions, such as Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer, and/or their equivalent(s);



Item #18(b) Email and other types of electronic messages of Non-Senior officials.

Email and/or other types of electronic messages of all other officials, staff, and contractors not included in item 018(a). This item applies to the majority of email and other messaging accounts/users within an agency.

Disposition Instruction: Delete when 7 years old, but longer retention is authorized if required for business use.



What happens if other accounts create emails that are records?

Agencies are encouraged to create a policy based on this schedule that fits their agency but complies with this schedule. For example, if the Records Manager believes an account should be included in the capstone list, they can add the account to the list.



The goal of the capstone approach is to limit the unauthorized destruction of email and other kinds of electronic communications. Decisions of what is a record and non-record message rest with the Records Manager and at times OPR. This decision is made at the time of transfer and independently of the account user.



Item #19: Transitory Records

Records that meet the following conditions:

- They are required for only a short time (generally less than 180 days) and
- They are not required to meet legal or fiscal obligations or to initiate, sustain, evaluate, or provide evidence of decision-making.
- non-record, spam, personal messages



Item #20: Social Media Posts and Data

This section refers to official DC Government agency, departmental, and or senior official accounts. includes posts, comments, direct messages, and other content related to Agency and departmental social media posts.

Media: Electronic (Stored on social media sites)

- Permanent: Records close when published and cut off the last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.



Thank You



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