



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

12 June 2009

MEMORANDUM FOR DISTRIBUTION

Subj: INFORMATION SYSTEM RECORDS SCHEDULING

- Ref: (a) SECNAVINST 5210.8D, Department of the Navy Records Management Program, of 31 Dec 2005
(b) DoD Directive 5015.2 DoD, Records Management Program, of March 6, 2000
(c) SECNAV Manual M-5210.1, Department of the Navy, Records Management Program, Records Management Manual, November 2007
(d) Tasker 2009UGENERAL-008423C, DNS Tasker – Scheduling Electronic Records (NOTAL)

Many electronic information systems retain information. Information systems that contain information which meets the definition of a Federal record (reference (a)) must comply with record management requirements according to references (a) and (b). This includes the requirement to obtain National Archives and Records Administration (NARA) approved schedules (i.e., disposition instructions) for the records held in the information system (reference (c)).

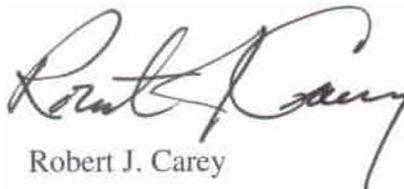
In addition, NARA Bulletin 2006-02, "NARA Guidance for Implementing Section 207(e) of the E-Government Act of 2002," states that any system containing electronic information that meets the definition of a Federal record must have an approved disposition schedule by 30 September 2009. In many cases this is simply a matter of applying an existing Department of the Navy disposition schedule (reference (c)) or a NARA General Record Schedule (GRS).

On 7 May 2009, Chief of Naval Operations Director of Records (DNS 5) promulgated a tasker (reference (d)) requesting that Echelon II commands update the records management fields within the Department of Defense Information Technology Portfolio Repository – Department of the Navy (DITPR-DON) for each electronic information system within their purview. Further, systems that contain records must be scheduled through an existing schedule, GRS, or by requesting a new disposition schedule. Reference (d) contains checklists, workflows, and other material to assist with the task.

Properly reviewing electronic systems, determining whether system content qualifies as official records, and implementing a disposition schedule requires teamwork among Information Technology personnel, a system's program management personnel, and records personnel. Therefore, I request that addressees assist their Command Record Officers in complying with the requirement to implement disposition schedules for electronic information systems.

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My point of contact for records management is Mr. Jim Knox, at (703) 607-5653, DSN 327-5653 or jim.knox@navy.mil. The U. S. Navy Records Manager is Mr. Matt Staden, SECNAV_OPNAVrecords@navy.mil.



Robert J. Carey

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