



**ASSISTANT SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-6000**

**NETWORKS AND INFORMATION
INTEGRATION**

MAY 22 2005

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANTS TO THE SECRETARY OF DEFENSE
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DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
CHIEF INFORMATION OFFICERS OF THE MILITARY
DEPARTMENTS**

**SUBJECT: Electronic Mail Records and Electronic Mail Retention Policies for the
Department of Defense (DoD)**

The purpose of this memorandum is to re-emphasize DoD email records and email retention policies regarding records created or received on electronic mail systems. This memorandum is intended to orchestrate actions between the Department's records management and email systems management communities. These communities must work together to ensure that email records are captured and scheduled for disposition **expeditiously so as to permit subsequent non-record email destruction actions.**

Email records that meet the definition of a record as defined in DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000, may be converted to a paper copy, then scheduled for disposition within approved paper-based records management procedures for email records. There is also an option to manage email records electronically within applications that are compliant with DoD 5015.2-Std, "Design Criteria Standard for Electronic Records Management (ERM) Software Applications" June 19, 2002.



Efficient disposition of email records facilitates subsequent timely destruction of email that is not of record. Non-record email, when practical, shall be destroyed within 180 days of creation.

Due to the increasingly electronic nature of the DoD workplace, I plan to develop an ERM Instruction to supplement DoDD 5015.2. My point of contact is [REDACTED] at (703) 602-0816 or email: [REDACTED]



Linton Wells II
Acting

LIST OF COORDINATING OFFICES

| | |
|----------------|--|
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