ONE APPROACH TO CAPSTONE
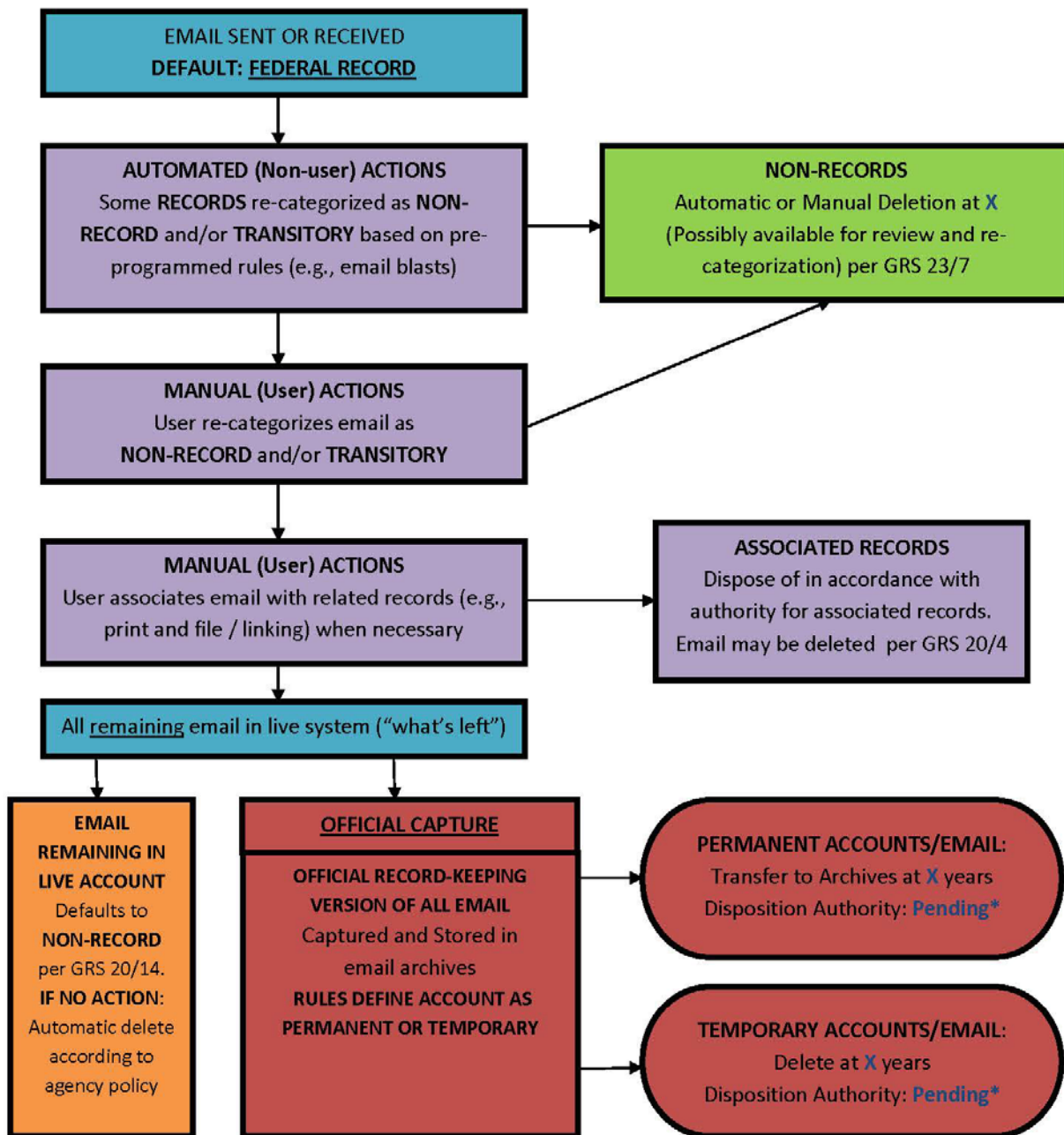
This example assumes the use of an email archive, and allows for both automated and manual culling.

EMAIL SENT OR RECEIVED
DEFAULT: FEDERAL RECORD

AUTOMATED (Non-user) ACTIONS
Some **RECORDS** re-categorized as **NON-RECORD** and/or **TRANSITORY** based on pre-programmed rules (e.g., email blasts)

NON-RECORDS
Automatic or Manual Deletion at **X** (Possibly available for review and re-categorization) per GRS 23/7

MANUAL (User) ACTIONS
User re-categorizes email as **NON-RECORD** and/or **TRANSITORY**

MANUAL (User) ACTIONS
User associates email with related records (e.g., print and file / linking) when necessary

ASSOCIATED RECORDS
Dispose of in accordance with authority for associated records. Email may be deleted per GRS 20/4

All remaining email in live system ("what's left")

EMAIL REMAINING IN LIVE ACCOUNT
Defaults to **NON-RECORD** per GRS 20/14.
IF NO ACTION: Automatic delete according to agency policy

OFFICIAL CAPTURE
OFFICIAL RECORD-KEEPING VERSION OF ALL EMAIL Captured and Stored in email archives
RULES DEFINE ACCOUNT AS PERMANENT OR TEMPORARY

PERMANENT ACCOUNTS/EMAIL:
Transfer to Archives at **X** years
Disposition Authority: **Pending***

TEMPORARY ACCOUNTS/EMAIL:
Delete at **X** years
Disposition Authority: **Pending***

* A valid disposition authority will be required.