



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1400**

MAY 25 2019

MEMORANDUM FOR DODEA HQ EMPLOYEES

SUBJECT: Records Management Responsibilities

1. References:

- a. The Presidential and Federal Records Act Amendments of 2014, 44 U.S.C. Chapter 21.
- b. Memorandum M-12-18, Office of Management and Budget, National Records Administration, subject: Managing Government Records Directive, 24 August 2012.
- c. Department of Defense Instruction 5015.02, DoD Records Management Program, 17 August 2017.
- d. Administrative Instruction 15 Volume I & II, OSD Records and Information Management Program, 19 April 2017.
- e. DoDEA Regulation 5015.01, Records Management Program, 19 December 2017.

2. In your capacity as an employee of DoDEA acting on behalf of the U.S. Government, you will create and have access to official records. Official records are materials that document the workings of the agency. They may include various publications, maps, charts, photos, or other items or materials, made or received in compliance with Federal law in the transaction of agency policies, decisions, procedures, operations, or other activities of public business. Personal files are distinct from official records and pertain solely to an individual's personal or private affairs. Official records, whether paper or electronic, are considered the property of the U.S. Government. Appropriate preservation and management of official records are required by Federal law and are necessary to protect the national security, privacy, legal, and fiscal interests of the Government and persons affected by the Government's activities. Criminal penalties apply to the unlawful removal or destruction of official records.

3. All official Records, regardless of form or characteristics, must be preserved and managed in an official Recordkeeping System, and in accordance with the records retention and disposition guidelines approved by the National Archives and Records Administration and the Office of Secretary of Defense, Administrative Instruction 15, Volume II. Destruction of records before they reach their authorized destruction date is strictly prohibited. Additional information on proper retention and disposal of records is available through the DoDEA Records Management Officer or your Division Records Liaison.

4. Every office in DoDEA HQ must have an Office File Plan. An office file plan is a comprehensive outline that includes records series, file organization, and file retention and disposition instructions. The purpose of an office file plan is to provide direction and documentation for the effective management of records. File plans specify how records are to be

organized once they have been created or received, then serve as a roadmap for dispositioning the records.

5. OMB Memorandum M-12-18 prohibits employees from using personal (non-official) email accounts for business communications. The memorandum also allocates primary responsibility on each employee as pertaining to management of official federal records. Additionally, and according to NARA Bulletin 2014-06, all employees are required to review each email message (sent and received), identify its value for the agency, and either delete it or move it to your designated email folder structure or official recordkeeping system. Electronic Mail Records can be deleted from the email system ONLY after copying to an official recordkeeping system.

6. In accordance with OSD Administrative Instruction 15, Volume II, the Information Technology Division, in collaboration with the Records Management Officer, should retain General Counsel employee email accounts for 10 years, contractors for 3 years, and all other DoDEA employee accounts for 7 years from the date of separation. Reminder: All DoDEA employee electronic email records are subject to the Freedom of Information Act.

7. The Executive Services Division has implemented online records and information management training. In accordance with DoDEA Regulation 5015.01, all DoDEA HQ employees are required to take records management training annually. Appointed Records Liaisons are required to take the "Component Records Management Officers Training" module, and all other employees are required to take the "Records and Information Management Annual Training" module. Note: Certificates of completion should be sent to supervisors for tracking purposes.

8. When you depart from DoDEA, all official records must remain in Government custody. Your contact list and calendar items, less the attachments, are considered personal files. The retention of official government records after you leave Federal service is strictly prohibited. All employees are responsible for ensuring they do not keep official government records when they leave Federal service. Additionally, all DoDEA HQ employees must complete the SD Form 822, Departing Employee Checklist, at least 2 weeks prior to departure. Failure to do so will result in unfavorable actions.

9. If you have any questions or need additional information, please contact Mr. Samuel Gotti at 571-372-1891, or by email at samuel.gotti@dodea.edu.


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Chief of Staff