

From: Andrea Riley <andrea.riley@nara.gov>
Sent time: 11/08/2017 02:26:52 PM
To: GRS_Team <GRS_Team@nara.gov>
Cc: Glenn Stoll <glenn.stoll@tsa.dhs.gov>; Jeremy Schmidt <jeremy.schmidt@nara.gov>
BCc: susan.means@nara.gov; jennie.guilbaud@nara.gov; leslie.watson@nara.gov; laura.mchale@nara.gov; galen.wilson@nara.gov
Subject: CORRESPONDENCE: Email management letter to TSA dated 11-08-2017
Attachments: 2017-11-08_Other_TSA_Email_1301-1a.pdf

Attached please find correspondence from Laurence Brewer, Chief Records Officer for the U.S. Government.



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
www.archives.gov

Sent Via Email. No Hard Copy to Follow.

November 8, 2017

Mr. Glenn Stoll
Records Officer
Transportation Security Administration
601 12th St S
Arlington, VA 20598
glenn.stoll@tsa.dhs.gov

Dear Mr. Stoll:

I am contacting you in your role as the Transportation Security Administration's (TSA) Agency Records Officer to request more information about your agency's email management strategy.

In 2012, OMB and NARA issued the [Managing Government Records Directive](#) (M-12-18). This Directive set two targets, the first of which required agencies to manage all email electronically by December 31, 2016. The second target that agencies are currently working on is to manage all permanent 'born-digital' records electronically by December 31, 2019. As the Agency Records Officer for your agency, you have been assigned the overall responsibilities for meeting these important goals.

With a reporting deadline of March 17, 2017, we required many Federal agencies to submit to NARA an annual Records Management Self-Assessment (RMSA); a Federal Email Management Report describing agency maturity for managing email electronically; and a SAORM Report addressing critical aspects of the M-12-18 Directive. An analysis of the data received shows that the majority of agencies have made substantial progress towards the 2016 email goal of managing all email records electronically. Additional information on the [Directive](#), the [Capstone Approach](#), and use of [NARA form NA-1005](#) may be found on our webpage.

In your 2016 reporting, you stated the following regarding your plans for email management:

1) Senior Agency Official for Records Management (SAORM) Report response (via the Department of Homeland Security report)

No, you are not managing email in an electronic format.

TSA has an email backup but do not journal through EaaS as some DHS components do. This is viewed as a short-term solution for reaching the goal. DHS Headquarters is drafting a formal email policy for adoption and implementation on an enterprise-wide scale. Anticipated submission for stakeholder and leadership review is Fiscal Year (FY) 2017, Quarter 3, with anticipated completion and implementation FY 2018, Quarter 1.

2) Federal Email Management Report response:

Beginning to work with NARA to create retention scheduling specifically covering email; disposition of email is handled haphazardly by the end user; and there is some identification of permanent and temporary email records.

3) Records Management Self Assessment (RMSA) response:

No, you have not implemented a plan to use Capstone. You are in informal discussions about using Capstone for Senior Leadership.

Your agency has since been in contact with our office on your approach; however, we have not received a NA-1005 form for GRS 6.1, Email Managed under a Capstone Approach. At this time, we request that you reply within 30 calendar days of the date of this letter to GRS_Team@nara.gov with an update on the status of your NA-1005 submission.

We appreciate your assistance in this matter and your work towards managing and preserving the records of our Government for future generations. If you have any questions, please contact Jeremy Schmidt, your NARA appraiser, at 301-837-3441 or by email at jeremy.schmidt@nara.gov .

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a large initial 'L'.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

cc:

Jeremy Schmidt
NARA Appraisal Archivist for TRANSPORTATION SECURITY ADMINISTRATION
jeremy.schmidt@nara.gov

From: Jeremy Schmidt <jeremy.schmidt@nara.gov>
Sent time: 11/14/2017 01:49:03 PM
To: Stoll, Glenn <glenn.stoll@tsa.dhs.gov>
Cc: RM Communications <rm.communications@nara.gov>; Brewer, Laurence <laurence.brewer@nara.gov>; Margaret Hawkins <margaret.hawkins@nara.gov>; Rachel BanTonkin <Rachel.BanTonkin@nara.gov>; Tina Chase Fomukong <tina.chasefomukong@nara.gov>; chris.gushman@nara.gov; francisco.cancel@nara.gov; laura.mchale@nara.gov; julie.reaves@nara.gov; jim.reynolds@nara.gov; groups.archive4@nara.gov; nathan.miller@nara.gov; matthew.cidson@nara.gov; andrea.scherer@nara.gov; scott.rolley@nara.gov; shannon.olsen@nara.gov; james.stossel@nara.gov; bethany.cron@nara.gov; cindy.smolovik@nara.gov; stephanic.fawcett@nara.gov; lisa.haralampus@nara.gov; darin.cote@nara.gov; donald.rosen@nara.gov
BCc:
Subject: CORRESPONDENCE: Emergency Disposal Letter to TSA dated 11-14-2017
Attachments: 2017-11-14_EmerDisp_TSA_Houston_1301-1b.pdf

Attached please find correspondence from Laurence Brewer, Chief Records Officer for the U.S. Government.

J.P. SCHMIDT
Senior Records Analyst

Records Appraisal and Agency Assistance (ACRA)
Office of the Chief Records Officer
National Archives and Records Administration
8601 Adelphi Road, Room 2100
College Park, MD 20740
Tel: 301-837-3439
jeremy.schmidt@nara.gov



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November 14, 2017

Mr. Glenn Stoll
Records Officer
Transportation Security Administration
601 South 12th Street
Arlington, VA 22202-4220

Dear Mr. Stoll:

This letter is to notify you that, in accordance with 36 CFR Part 1229.10, the Archivist of the United States has approved the request from the Transportation Security Administration (TSA) for emergency destruction of temporary administrative records as described in the attachment to your letter dated November 8, 2017, from the TSA's office located at the Houston, Texas, Hobby International Airport that were damaged by Hurricane Harvey in August 2017.

We understand that these records have been contaminated with mold and cannot be salvaged, and for those records that have electronic backups that TSA will reconstruct the official file. We also understand that TSA will have employees sign new copies of Operational Testing SSI Non-Disclosure Acknowledgement TSA FORM 420, and Drug and Alcohol Testing Consent Form / TSA Form 1156A as these forms do not have electronic copies. Because the hard copies of these records are a potential danger to human health and property, they may now be destroyed immediately.

If you have any questions concerning this matter, please contact your appraiser Jeremy Schmidt jeremy.schmidt@nara.gov or 301-837-3439.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

cc:

Jeremy Schmidt
NARA Appraisal Archivist for the Transportation Security Administration
jeremy.schmidt@nara.gov



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Sincerely,

LAURENCE BREWER
Chief Records Officer
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March 14, 2018

Mr. Glenn Stoll
Records Officer
Transportation Security Administration
601 South 12th Street
Arlington, VA 22202-4220

Dear Mr. Stoll:

This letter is to notify you that, in accordance with 36 CFR Part 1229.10, the Archivist of the United States has approved the request from the Transportation Security Administration (TSA) for emergency destruction of temporary administrative records from TSA's office located at the San Juan, Puerto Rico, Luis Munoz Marin International Airport that were damaged by Hurricane Irma in September 2017, as described in your letter dated March 8, 2018.

We understand that these records, "Hand Receipts," have been contaminated with mold and cannot be salvaged. We understand that TSA will be recreating the records to the greatest extent possible. Because the records are a potential danger to human health and property, they may now be destroyed immediately.

If you have any questions concerning this matter, please contact your appraiser Jeremy Schmidt at jeremy.schmidt@nara.gov or 301-837-3439.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

cc:

Jeremy Schmidt
NARA Appraisal Archivist for the Transportation Security Administration
jeremy.schmidt@nara.gov



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NARA Appraisal Archivist for the Transportation Security Administration
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cc:

Jeremy Schmidt
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