



**ASSESSMENT OF EMAILS FOR PERMANENT RETENTION  
CATEGORY 2**

December 2018 Update

Agency: \_\_\_\_\_

Please list the employees in the positions identified in the examples below who routinely use email to produce records that document the core functions and programs of your agency. Core functions or programs are those that directly support your agency’s goals and/or mission statements and serve significant populations and/or geographic areas. Consider individuals who are on governing boards, conduct research supporting core programs, oversee outreach and/or educational efforts, manage time-limited projects with agency-wide impact, capture the history of core programs, or are responsible for communicating the accomplishments of these programs. Consult the *Functional Schedule for State Agency Records* and the “Appraisal Criteria for State Agency Email” for guidance.

If the emails generated by the positions listed in the descriptions below are already being captured by the email account of an agency executive listed on the Category 1 form you already completed, including instances where the agency executive has been copied on these emails, it is not necessary to list those individuals here. Your agency may not have every position in the examples below, or those positions within your agency may not produce archival email.

For each individual identified, please list the email accounts of all predecessors in that role since January 2011.

- 1. Principal management positions, such as chief operating officer, chief information officer, chief technology officer, chief financial officer, and/or their equivalents.** These positions tend to be those executives who have operational and management responsibilities within an agency. These positions may be required by statute. For some agencies, these positions may be reflected in Category 1.

| NAME | POSITION TITLE/ROLE | BEACON POSITION NUMBER | EMAIL ADDRESS | BEGINNING DATE FOR EMAIL COLLECTION |
|------|---------------------|------------------------|---------------|-------------------------------------|
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**Predecessors (from January 2011-present):**

| NAME | POSITION TITLE/ROLE | EMAIL ADDRESS | BEGINNING & ENDING DATES IN THIS POSITION |
|------|---------------------|---------------|---|
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2. **Roles or positions that routinely and directly advise the positions above, including general counsel, chiefs of staff, deputy chiefs of staff, and so on.** Many management positions routinely provide advice and oversight to the agency in the course of daily business and are involved in mission-related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. This does not include those who advise on purely administrative issues.

| NAME | POSITION TITLE/ROLE | BEACON POSITION NUMBER | EMAIL ADDRESS | BEGINNING DATE FOR EMAIL COLLECTION |
|------|---------------------|------------------------|---------------|-------------------------------------|
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**Predecessors (from January 2011-present):**

| NAME | POSITION<br>TITLE/ROLE | EMAIL ADDRESS | BEGINNING & ENDING<br>DATES IN THIS POSITION |
|------|------------------------|---------------|--|
|      |                        |               |  |
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Please sign here to confirm that the employees in the positions identified above routinely use email to produce records that document the core functions and programs of your agency.

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_