



**ASSESSMENT OF EMAILS FOR PERMANENT RETENTION  
POSITIONS TO BE REMOVED**  
December 2018 Update

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

Please identify positions that have previously been identified as Capstone positions but either, in the case of Category 3 positions, *no longer* create official records that document agency policies, decisions, or functions OR, in the case of Category 1 or 2 positions, were originally misappraised. See page 3 of this form for criteria for determining the historical value of email; see also the *Functional Schedule for State Agency Records* and the “Appraisal Criteria for State Agency Email” for guidance.

Emails generated by these positions either *do not* contain records that meet the criteria on page 3 or are already being captured in the email of an agency position listed in Category 1, 2, or 3, including instances where the employee in one of those positions has been copied on these emails.

Note that Category 3 positions should be reappraised on an employee-by-employee basis to determine whether archival material is being sent or received by the current occupant of the position. It is critical to review Category 3 Capstone positions whenever the agency or office is reorganized or position responsibilities change.

CURRENT NAME	POSITION TITLE/ROLE	BEACON POSITION NUMBER	CAPSTONE CATEGORY	EMAIL ADDRESS	BEGINNING DATE FOR REMOVAL



Please sign here to confirm that the employees in the positions identified above *do not* use email to produce records that document the core functions and programs of your agency.

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

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



The *Functional Schedule for North Carolina State Agencies* provides criteria for determining the historical value of records in the form of clarifying questions. A position's associated email accounts may be archival if the answer to any of the following questions is yes:

- **Do the records protect the rights and property of citizens?** These would include legal and vital records held at the state level. Staff who have final approval on permits or registrations involving rights or property, and document that approval via email, would be Capstone candidates.
- **Do they have a long-term impact on citizens?** For instance, records involving environmental pollution and clean-up efforts may document events or programs that affect the health of citizens for generations.
- **Do they document the core functions of an agency?** Core functions or programs are those that directly support the agency's goals and/or mission statements and serve significant populations and/or geographic areas. Records from the Office of the Governor related to the issuance of disaster declarations (RC No. 626.A), for example, document a core function of that office and have been scheduled as archival.
- **Do they document high-level decision-making that shapes an agency's policies or initiatives?** This criterion is particularly relevant to email. There are many positions within state government that involve email communication documenting high-level decision-making; for example, administrative staff tasked with managing the day-to-day operations of important boards or commissions likely send and receive archival email.
- **Do they summarize an agency's activities?** Annual reports and agency histories fall into this category; although these are not likely to be created and stored via email, if they were, the email would be archival.

Other considerations for determining historical value include

- **Inherent interest** is created by nonroutine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
- **Extraordinary documentation** is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

See the *Functional Schedule* and the "Appraisal Criteria for State Agency Email" for further guidance.