



DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

Office, Chief Information Officer/G-6

SAIS-AOI

NOV 11 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enterprise Email Journaling

1. References:

a. Title 36, Code of Federal Regulations, Chapter XII, "National Archives and Records Administration," Subchapter B, "Records Management," 1 July 2010.

b. U.S.C. Title 44, Chapters 29, 31, 33 and 35, February 2008.

c. Department of Defense Directive (DoDD) 5015.2, DoD Records Management Program, 6 March 2000.

d. DoDD 5015.02, Electronic Records Management Software Applications Design Criteria Standard, 25 April 2007.

e. Memorandum, Acting Under Secretary of the Army, 21 February 2008, subject: Electronic Mail (Email) Journaling.

2. Purpose. To define organizational Army requirements for journaling in order to centrally program and fund journaling as part of the Enterprise Email program.

3. Background. The Defense Information Systems Agency (DISA) is designated as the Army's service provider for Enterprise Email. DISA retains electronic records for those accounts designated by the Army as records. Journaling supports the Army's routine receipt of Freedom of Information Act (FOIA) requests, congressional inquiries and statutory compliance investigations. In an effort to support these requests and preserve email records, the Army began journaling the emails of selected senior Army officials in 2008.

4. Policy. Effective 1 October 2013, the Chief Information Officer/G-6 (CIO/G-6) will centrally program and fund journaling as part of the Enterprise Email program. All Defense Enterprise Email mailboxes associated with Army political appointees, active duty Army, U.S. Army Reserve and Army National Guard General Officers (GO),

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Department of the Army civilian Senior Executive Service (SES) personnel and the Sergeant Major of the Army are designated records and will be permanently journaled.

5. Exceptions. Other valid journaling justifications may exist. All Army organizations are required to review their internal journaling requirements and to submit justification for journaling to CIO/G-6 no later than 13 November 2013.

a. Justifications should align with federal guidelines to support FOIA requests, congressional inquiries and statutory compliance investigations.

b. Justification requests for a waiver will be addressed to the CIO/G-6 and must include:

- 1) Approval from the first GO in the chain of command (or civilian equivalent)
- 2) Title of the position(s)
- 3) Description/justification of the duty position(s)
- 4) Number of accounts requested
- 5) Start and end dates

c. Justification examples can be found on the milBook site for the journaling policy: <https://www.milsuite.mil/book/docs/DOC-122576>.

d. Once a waiver is granted, Commands will be responsible for managing the journaling feature on these specific accounts.

e. Beginning 2 December 2013, CIO/G-6 will direct DISA to suspend journaling on mailboxes without approved waivers. Army organizations will have the authority to enable journaling only when granted a waiver by the CIO/G-6.

6. Policy expiration. This policy will remain in effect until incorporated into Army Regulation 25-1, Army Information Technology.

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7. The points of contact for this policy are: LTC Guy M. DeWees, SAIS-AOI, DSN 312-224-7287, (703) 614-7287 or guy.m.deweess.mil@mail.mil; and Mr. John J. DiBacco, SAIS-AOI, DSN 312-224-1533, (703) 545-1533 or john.j.dibacco.ctr@mail.mil.

Encl


MICHAEL E. KRIEGER
Acting Chief Information Officer/G-6

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Enclosure 1: Definitions

Journaling and archiving are two different methods for capturing, storing and cataloging electronic messages (email).

Journaling provides the ability to retain all messages and attachments sent to and from a journaled mailbox. Its primary purpose is to record all email activity regardless of its content, origin or destination. Journaled mailboxes are considered Army electronic records. Electronic records associated with a journaled account are retained for a period of up to 10 years and can be retrieved at any time, if authorized. Users are unable to delete or modify this content.

Archiving, on the other hand, is primarily for backing up data, removing it from its original location and storing it elsewhere. The main purpose is to ease data storage on the primary message system by moving messages older than 120 days to a message archive. Users maintain control over the message archive and can access and delete messages.