

**Subject:** National Commission on Military, National, and Public Service records management

**From:** Janet Kennelly <janet.kennelly@nara.gov>

**Date:** 6/12/19, 8:14 AM

**To:** info@inspire2serve.gov

Good morning,

I am an archives specialist with the National Archives and Records Administration (NARA) records management division. I would like to set up a time to discuss what will happen to the Commission's records after you shut down in March 2020. Federal agencies are required under 44 USC chapter 31 to establish a records management program. Agencies must create records schedules for their records before they submit these files to the NARA; and the schedules must first be approved by the Archivist of the United States. (A records schedule defines how long data items must be kept, identifies permanent versus temporary items, and provides disposal guidelines for each item.)

You can find NARA's guidance on records management here:

Presidential Memorandum - Managing Government Records

<https://obamawhitehouse.archives.gov/the-press-office/2011/11/28/presidential-memorandum-managing-government-records>

records management guidance <https://www.archives.gov/records-mgmt/policy>

NARA Basic Laws and Authorities <https://www.archives.gov/about/laws>

Email management <https://www.archives.gov/records-mgmt/email-mgmt>

Managing Electronic Records <https://www.archives.gov/files/records-mgmt/prmd/A31report-9-19-14.pdf>

Please contact me. I can be reached at 301-778-1543 or [janet.kennelly@nara.gov](mailto:janet.kennelly@nara.gov) <mailto:janet.kennelly@nara.gov> . I'd like to have a telephone conference with you then follow up with a face-to-face meeting.

Sincerely,

Janet Kennelly, Archives Specialist

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