



### ASSESSMENT OF EMAILS FOR PERMANENT RETENTION PART 1

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

Emails from the individuals identified below are records of significant historical value and are to be retained permanently. These individuals are high-level, senior officials in your agency.

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

- 1. The head of the agency, such as the secretary, commissioner, Council of State member, superintendent, director, president, or equivalent.** The very top executive of the agency. Most agencies will have one position for this category, although the one position may have multiple email accounts.

NAME	POSITION TITLE/ROLE	BEACON POSITION NUMBER	EMAIL ADDRESS	BEGINNING DATE FOR EMAIL COLLECTION

**Predecessors (from January 2011-present):**

NAME	POSITION TITLE/ROLE	EMAIL ADDRESS	BEGINNING & ENDING DATES IN THIS POSITION



2. **Principal assistants to the head of the agency (second tier of management), such as assistant and deputy secretaries, deputy directors, commissioners, assistant and deputy commissioners, and/or their equivalents.** The number of positions at this level will vary greatly from agency to agency. Some agencies will have only one, while others may have multiple.

NAME	POSITION TITLE/ROLE	BEACON POSITION NUMBER	EMAIL ADDRESS	BEGINNING DATE FOR EMAIL COLLECTION

**Predecessors (from January 2011-present):**

NAME	POSITION TITLE/ROLE	EMAIL ADDRESS	BEGINNING & ENDING DATES IN THIS POSITION