

Capstone Management

Senior Officials: The 5 W's



Capstone is a federal agency-specific program designed to manage senior officials' email and other mechanisms of electronic communication. For Marine Corps purposes, the term "Capstone" encompasses the following:

WHO



Who qualifies as "Capstone?"

Capstone officials encompass all General Officer, Senior Executive Service, and senior leader billets of significant decision-making authority whose records are subject to capture and **permanent retention** by the National Archives and Records Administration (NARA).

WHERE



Where are Capstone records stored?

All Capstone records are captured by Marine Corps Cyber Operations Group Command's global retention policies and copied to DON TRACKER for **15 year archival**. They are then transferred to NARA in .pst format for accession and retirement.

WHAT



What kind of records are captured?

Capstone records consist of all electronic communications (i.e., email, calendars and appointments, Teams chats, associated attachments to those electronic communications, etc.) **sent or received** while acting in the capacity of a Capstone official.

WHEN



When are Capstone records accessible?

Capstone records may only be accessed **via official means**, with official justification (such as a Freedom of Information Act request or Department of Justice inquiry), and even then, only by a handful of authorized USMC officials. The corresponding rules for security and information governance apply.

WHY



Why is Capstone records management important?

Capstone records **document** the Marine Corps' mission, function, policy and decision-making processes, procedures, and in-theater activities. In retaining these records, we **preserve** the history and legacy of the Marine Corps.

IMPORTANT LINKS

GRS 6.1: Email Managed under a Capstone Approach ([archives.gov](https://www.archives.gov))

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