



DEPUTY SECRETARY OF DEFENSE  
1010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1010

AUG 03 2022

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
COMMANDERS OF THE COMBATANT COMMANDS  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Records Management Responsibilities for Text Messages

Retention of records as required by the Federal Records Act is a solemn responsibility and legal obligation for all federal employees, civilian and military.

DoD personnel are reminded that, in accordance with DoD Instructions 5015.02 and 8170.01, users must retain text messages that qualify as records under the Federal Records Act. Under the Federal Records Act, a record is recorded information that is made or received in connection with the transaction of public business that is preserved or appropriate for preservation by an agency. This information provides evidence of government organization, functions, policies, decisions, procedures, operations, or other official activities, or is of value to the Department.

This memorandum further directs that, effective immediately, all mobile device service providers in DoD will capture and save the data resident on DoD-provisioned mobile devices when devices are turned-in by users.

The DoD Chief Information Officer (CIO), working with the Secretaries of the Military Departments and other DoD Component heads, is responsible for ensuring this guidance is implemented across the Department of Defense.

The DoD CIO and DoD General Counsel are further directed to assess DoD policies and procedures for facilitating and ensuring Federal Records Act compliance and report back to me within 30 days on any further recommended actions.

A handwritten signature in black ink, appearing to read "Karl A. H. H.", is located at the bottom center of the page.



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