



Office of the Chief  
Records Officer for the  
U.S. Government

**AC 40.2022**

July 26, 2022

**Memorandum to Federal Records Management Contacts:** Preparing for the Capstone Resubmission Cycle

NARA is beginning to prepare for the first federal-wide Capstone resubmission cycle. All agencies who are managing their email using the [General Records Schedule \(GRS\) 6.1](#) will be required to resubmit their Capstone forms in January 2023.

As a reminder, requirements for the resubmission cycle were issued in [NARA Bulletin 2022-02: Resubmission of Capstone Forms](#). More information about the resubmission process will be provided before the beginning of the resubmission cycle.

To help prevent agencies from doing duplicate work, NARA will temporarily stop accepting the Capstone form NA-1005, Verification for Implementing General Records Schedule (GRS) 6.1, Email Managed Under a Capstone Approach. The pause in accepting forms for both new submissions and ad-hoc resubmissions will begin on August 8, 2022.

If agencies have questions about this memo, please contact the GRS Team at [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov).

**LAURENCE BREWER**  
Chief Records Officer  
for the U.S. Government