From:	Corbett, Krysti
To:	O"Grady, John; Morrison, Denise; Tim Seidman; McBride, William; Mills, Lesley; Pitchford, Ann; Sims, Mark; Oliver, Leah
Cc:	Coryell, Mark; Johnson, StacyD; Jones-Parra, Lisa
Subject:	NOTICE: Lotus Notes and Webforms
Date:	Tuesday, October 3, 2017 9:28:00 AM

All,

Over the course of several years the Agency has been working toward retiring the Lotus/Domino Infrastructure. This includes two key areas: Email and Webforms.

Emails

The Lotus Notes email system will be retired for general use after December 31, 2017. Most employees will not be able to access Lotus Notes email, except as necessary to respond to official document requests, such as Freedom of Information Act (FOIA) requests. Throughout the 2018 calendar year, Lotus Notes emails dated 2007 forward will be migrated into each employee's Outlook archive.

Webforms

The legacy WebForms application is being retired as part of the retirement of the Lotus Notes/Domino software platform. WebForms application *support* will not be available after Sept. 30, 2017, and the application itself will not be available after December 31, 2017 when EPA will reduce the number of licenses for the IBM Lotus Notes/Domino software platform. During October – December the WebForms application may be operational, although it is subject to outages.

Data in WebForms will be archived until May 2021, but any Program Office/Region requiring access to the data will face additional charges and pdf style forms may not be available. If employees anticipate needing access to any completed WebForms forms, including but not limited to leave slips, they should retain electronic copies of those forms, and if appropriate, save them in an approved EPA recordkeeping system. Many of the form templates in WebForms are being migrated to the Agency's new Business Automation Platform. The new BAP supports Agency business operations, automation, forms, and workflow management. OEI will migrate many of the most frequently used agency-wide form templates to the new platform.

As part of BAP support, OEI will make available platform training, application migration and development services under the Agency's Working Capital Fund. Organizations will be able to use this service to support form and application development and workflow models specific to their own programs. For more background on the WebForms Migration project, please visit the WebForms Migration Blog. For more information on the BAP, please visit the Business Automation Platform (BAP) Community Site.

Given that email functionality is provided by Outlook, and offices are migrating needed Webform applications to new platforms (e.g., BAP, intranet), we believe this change is *de minimus.* However, we have set up a briefing for you to ask any questions you may have on October 11, 2017, from

10am-11am EST (calendar invitation to follow). **Stacye Johnson** is the lead LER specialist on this initiative, please let her know if you have any questions or concerns. She can be reached at 202-564-3941.

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