From: relativitysupport
To: Clausen, Rebecca
Cc: relativitysupport; Ahmed, Farhana
Subject: ED_002833 (EPA-HQ-2019-007745) - Complete and Ready for Review
Date: Wednesday, August 21, 2019 12:03:14 PM

Hello,

Thank you for submitting your centralized search request. Your request, ED_002833 (EPA-HQ-2019-007745), is complete and ready for review in Relativity. There are 30 documents in the workspace. Please let us know if there are any additional individuals who will need access to the workspace.

You can access Relativity at https://webreviewprod.epa.gov/Relativity. If you have questions regarding your login credentials or accessing this data, please respond to this email.

> **YOU MAY NOT BE DONE SEARCHING!** Please provide the important information below to all potential custodians, i.e. those individuals who may have potentially responsive documents.
>
> The centralized search is run ONLY in the EPA's Microsoft 365 system, and the search results are limited to 1) Outlook email messages, 2) Outlook calendar entries, and 3) Lync Chats.
>
> Depending on the request to which you are responding, you may still need to search other sources for potentially responsive information. Other possible sources include Lotus Notes mailboxes or calendars, other Lotus Notes databases, the Enterprise Content Management System (ECMS)[1], the Correspondence Management System (CMS), local or shared computer drives, SharePoint sites, OneDrive, mobile devices (e.g., text messages and photographs, which are unique to the device), thumb drives, discs, paper files, and other locations where potentially responsive information may be found.
>
> According to the Federal Records Act and EPA Policy, all messages sent on a personal messaging account such as a personal email account must be sent to the employee's epa.gov email account at the time of sending, or within 20 days of sending. If an employee has a message potentially responsive to a request that has yet to be transferred to an epa.gov account, the employee must forward that message to the employee's account and provide a copy of the forwarded message to the search lead for the request.

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Please email relativitysupport@epa.gov for all Relativity inquiries and requests.

Please email eDAT@epa.gov for questions or help on search requests.
Please visit the Relativity Resource Center to access Relativity training videos and support documentation.

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[1] If a responsive Outlook email message was saved to ECMS using EZ Records and deleted from the user's Outlook account, that document must be retrieved from ECMS.