Is It A Record?

Email Message

Are you or your organization the creator of the record? Did you generate or receive the message to use for your technical/administrative work in conducting agency business?

- RECORD
- YES
- NO

Is it an original message/document related to agency business that does not exist elsewhere?

- RECORD
- YES
- NO

Does it contain informational value as evidence of your organization’s functions, policies, decisions, procedures, operations, mission, programs, projects, or activities?

- RECORD
- YES
- NO

Is it material that originated in another office or outside your agency, but you commented or took action on the material?

- RECORD
- YES
- NO

Does it document business actions, such as: what happened, what was decided, what advice was given, who was involved, when it happened, the order of events and decisions?

- RECORD
- YES
- NO

Is it published or processed information that you received and use as reference?

- RECORD
- YES
- NO

Was the message sent to you “for information only”? Is it a copy of a document or correspondence kept only for convenience of reference on which no action is taken?

- RECORD
- YES
- NO

Is it information accumulated and kept at the workplace, but does not affect or reflect agency program business?

- RECORD
- YES
- NO

Is it spam or documentation that has no work-related informational or evidentiary value? Is it routine chit-chat?

- RECORD
- YES
- NO

When in doubt, treat it as a record.
Call your Records Officer for information.

Courtesy of Anna W. Nusbaum, CRM
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