



# Is It a Record ?

**It's a record**

**No** ↓  
**Yes** Are you or your office the creator of the record? Did you generate or receive the information to use for your technical or administrative work in conducting agency business?

**It's a record**

**No** ↓  
**Yes** Does it contain information value as evidence of your office's functions, policies, decisions, procedures, operations, missions, programs, projects, and or functions?

**It's a record**

**No** ↓  
**Yes** Is it material that originated in another office or outside your agency, but you commented or took action on the material?

**It's a record**

**No** ↓  
**Yes** Does it document business actions, such as: what happened, what was decided, what advice was given, who was involved, when it happened, or the order of events and decisions?

**It's a record**

**No** ↓  
**Yes** Is it an original document related to agency business that does not exist elsewhere?

**No** ↓  
**Yes** Is it a draft or interim document that has not been circulated to others or does not contain substantive comments and for which there is a final version being maintained?

**It's not a record**

**No** ↓  
**Yes** Is it published or processed information that you received and use as reference?

**It's not a record**

**No** ↓  
**Yes** Is it a copy of a document or correspondence kept only for convenience of reference on which no action is taken?

**It's not a record**

**No** ↓  
**Yes** Is it information accumulated and maintained at the workplace, but which does not affect or reflect the transaction of your program business?

**It's not a record**

**No** ↓  
**Yes** Is it junk mail or documentation that has no work-related information or evidentiary value?

**It's not a record**



**It's the Law!**