

Non-Record - Materials that do not meet the definition of a record

## Transitory -

- Have short-term administrative, legal or fiscal value and should be disposed of once that administrative, legal or fiscal value has expired;
- Have little or no documentary or evidential value and need not be set aside for future use; or
- Are only useful for a short period of time, perhaps to ensure that a task is completed or to help prepare a final product.

## A Record is . . .

<u>Information</u>, regardless of physical form or characteristics, <u>that documents a transaction or activity</u> <u>of an agency</u> and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the agency. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.

## E-mail Management – The BIG Question!

- Can e-mail be a record? ABSOLUTELY – But not always!
- E-mail is NOT a separate record series on a records retention and disposition schedule
- E-mail is a format, NOT a record type REMEMBER: E-mail is based on CONTENT
- E-mail is a communication transport mechanism for information including records, non-records and transitory messages