A Record is . . .

Information, regardless of physical form or characteristics, that documents a transaction or activity of an agency 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

**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.

*NOTE:
Delete non-records immediately; Delete transitory records when no longer useful