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 **RECORD** technical/administrative work in conducting agency business? YES NO Does it contain informational value as evidence of your organization's functions, policies, decisions, procedures, operations, **RECORD** mission, programs, projects, or activities? YES Is it material that originated in another office or outside your agency, RECORD but you commented or took action on the material? YES NO Does it document business actions, such as: what happened, what RECORD was decided, what advice was given, who was involved, when it YES happened, the order of events and decisions? NO Is it an original message/document related to agency business that **RECORD** does not exist elsewhere? YES NO Is it a draft or interim document that has not been circulated to others YES or does not contain substantive comments and for which there is a final version being maintained? NO Is it published or processed information that you received and use as YES reference? NO Was the message sent to you "for information only?" Is it a copy of YES a document or correspondence kept only for convenience of reference on which no action is taken? NO Is it information accumulated and kept at the workplace, but does not YES affect or reflect agency program business? NO Is it spam or documentation that has no work-related informational YES or evidentiary value? Is it routine chit-chat? Courtesy of Anna W. Nusbaum, When in doubt, treat it as a record. CRM Sandia National Laboratories Call your Records Officer for information.