Is it an Email Record?

**EMAIL Created or Received**

**PURPOSE**
- Was information in email mandated by statute or regulation?
- Does it support a financial or legal claim or obligation?
- Is it required to operate or support DoD programs?
- Was it created or received in conduct of DoD business?

**ADEQUACY OF DOCUMENTATION**
- Does it facilitate DoD actions (ensure continuity and consistency)?
- Does it assist in the formulation of policies, decisions, or DoD Directives?
- Does it contain board, committee or staff meeting actions?
- Does it protect DoD and individual rights and interests (financial, legal, and/or other)?
- Does it contain information required by Congress?

**PRESENCE**
- Is the material appropriate for wither permanent or temporary preservation by DoD?

**VALUE**
- Does it have administrative, programmatic, fiscal or legal value?
- Does it have historical or evidentiary value?

**EMAIL RECORD**
- Emails related to DoD’s mission or administrative activities or otherwise contribute to an understanding of DoD mission or administrative activities
- Emails containing DoD transactional information
- Emails with supporting materials sufficient to document and/or explain the document trail/decision making process for administrative, legal, final, programmatic, and historical purposes.
- May include drafts, attachments, raw data, meeting minutes and documentation of oral or telephone conversations

**PERSONAL PAPERS**
- Emails not pertaining to transacting DoD business
- Emails accumulated by an official before assuming office
- Emails related to private, personal matters kept for convenience
- Emails with presentations or papers of a professional nature not representing

**NON-RECORD or TRANSITORY EMAILS**
- Emails that do not contribute to an understanding of DoD operations or decision-making processes
- Emails that have no substantial programmatic value
- Exact (extra) copies of record information serving as convenience copies kept solely for ease of access or reference
- Emails that are sent to individuals or offices interested in, but not acting on, a matter (FYI Copies)
- Technical reference documents needed for general information, but not properly part of the office’s