

## RECOGNIZING EMAIL RECORDS

### E-MAIL MESSAGES ARE RECORDS WHEN THEY

... are made or received by an agency under Federal law or in connection with public business; and  
... are preserved or are appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government, or because of the information value of the data in them.

### PRINCIPAL CATEGORIES OF RECORDS TO BE PRESERVED

Records that document the formulation and execution of basic policies and decisions and the taking of necessary actions.

Records that document important meetings.

Records that facilitate action by agency officials and their successors.

Records that make possible a proper scrutiny by the Congress or other duly authorized agencies of the Government.

Records that protect the financial, legal, and other rights of the Government and of persons directly affected by the Government's actions.

### EXAMPLES OF E-MAIL MESSAGES THAT MAY CONSTITUTE FEDERAL RECORDS

E-Mail providing key substantive comments on a draft action memorandum, if the E-Mail message adds to a proper understanding of the formulation or execution of agency action. Drafts, working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations should be preserved.

E-Mail providing documentation of significant agency decisions or commitments reached orally (person-to-person, by telecommunications, or in conference) and not otherwise documented in agency files.

E-Mail conveying information of value on important agency activities, e.g., data on significant programs specially compiled by offices in response to a Department solicitation, if the E-Mail message adds to a proper understanding of Department or agency operations and responsibilities.

### DETERMINING IF AN E-MAIL MESSAGE IS A RECORD

If you answer yes to any of the following questions, your electronic message is considered to be a record document:

1. If the information in your E-Mail message had been received in a memo would you file it?
2. Does the message convey a statement of policy or the rationale for official decisions or actions?
3. Was the message and attachment created to facilitate agency business?  
Examples: Minutes of meetings, documentation of actions taken or to be taken.
4. Does the message establish procedures between two offices to perform services?  
Examples: Preparation of drawings for specifications, review of reports.
5. Does the message commit significant resources or employee service(s)?  
Examples: Agreements to participate in a program or an event.

6. Does the message answer a request for information about a specific program or area of concern?  
Examples: Replies to a phone call, memorandum, message, etc., requesting information; guidance from other agencies/offices that is used as input/source documents.
7. Is the message used as a source of reference by other employees?  
Examples: Reports, statistical information, geological data.
8. Is the message the only record of a BLM decision or commitment reached orally and not otherwise documented?  
Example: Consultation with the Office of the Solicitor.
9. Does the message provide comments on a draft document that may significantly change the original intent or concept, or add to the understanding of the formulation or execution of a Bureau action?  
Example: Recommendations of changes to draft report.

Note: NARA has indicated that multiple copies of records may need to be kept if used for different purposes.

#### EXAMPLES OF NON-RECORD E-MAIL MESSAGES INCLUDE:

1. Blank forms, formats, or form letters stored on the network systems used to facilitate the creation of records.
2. Duplicate copies of record materials and/or information maintained solely for ease of reference, where the record is filed elsewhere in an official file.
3. Personal work-related materials such as diaries, journals, schedules, and some calendars.
4. Messages that do not relate to agency functions or activities.
5. Information messages distributed to all employees
6. Messages dealing with routine administrative matters such as arranging a routine internal meeting.

## PROPER FILING OF E-MAIL RECORDS

Certain employee E-Mail messages are official agency records, and these records must be preserved like any other type of official record.

Federal regulations require that every employee (1) determine which of their E-Mail messages are **records**, and (2) print these messages and file them in the "proper official filing system."

For many records, Central Files serves as the "official filing system." All **records** which are not maintained within official files at other locations within the office should be maintained in Central Files. Therefore, any E-Mail which you believe to be a **record**, which is not officially maintained in another official filing system (such as a serialized land or mineral case file, an official personnel filing system, an official file containing sensitive, confidential, or proprietary data, a specific file containing committee records, etc.), should be maintained in Central Files. Each employee has the responsibility to determine which of their E-Mail **records** should be filed in Central Files.

**FOR EACH E-MAIL MESSAGE THAT YOU SEND OR RECEIVE, WHICH YOU HAVE DETERMINED IS A RECORD AND SHOULD BE FILED IN CENTRAL FILES, PLEASE FORWARD THE MESSAGE TO THE APPROPRIATE CENTRAL FILES GROUPWISE ADDRESS LISTED BELOW:**

<u>OFFICE</u>	<u>GROUPWISE ID</u>
<b>STATE OFFICE</b>	<b>cfwso</b>
<b>WORLAND</b>	<b>cfwdo</b>
CODY	cfkra
<b>RAWLINS</b>	<b>cfrdo</b>
LANDER	cfkra
<b>ROCK SPRINGS</b>	<b>cfrsdo</b>
PINEDALE	cfpra
KEMMERER	cfkra
<b>CASPER</b>	<b>cfcd</b>
BUFFALO	cfbra
NEWCASTLE	cfkra
PLATTE RIVER	cfpra

1. **WITH THE MESSAGE OPEN, CLICK ON "FORWARD"**
2. **ON THE "SUBJECT" LINE, TYPE THE APPROPRIATE SUBJECT FUNCTION CODE (E.G., 1220)**
3. **ON THE "TO" LINE, TYPE THE APPROPRIATE GROUPWISE ADDRESS FOR YOUR OFFICE FROM THE ABOVE LIST**
4. **CLICK ON "SEND"**

For your convenience, a list of commonly used Subject Function Codes is attached. These are the codes used by the State Office Central Files. We are providing this copy for quick reference. Your office may not use some of the codes listed, or may use some codes not contained in the listing.

A complete list of Subject Function codes is found in BLM Manual 1220 Appendix 3. It is also accessible on-line on the Directives and Records home page (WO-500 internal homepage). Use <http://web.blm.gov/internal/wo-500/> and press either the Directives and Records selection or Policy group selection.

If you need additional assistance, please work with the appropriate Central Files contact for your office:

<u>OFFICE</u>	<u>NAME</u>	<u>GROUPWISE ID</u>
STATE OFFICE	Jim Foy Ronelle Jensen	jfoy r75jense
WORLAND	Diane Tippets Cathy Geary	dtippets cgeary
CODY	Cheryl Shultz Cara Blank	cshultz cblank
RAWLINS	Nancy Robinson Bev Forrest	nrobinso bforrest
LANDER	Marita Allen Vicki Metzger	mallen vmetzger
ROCK SPRINGS	Sheila Pridmore Ron Giles	spridmor rgiles
PINEDALE	Jeanne Stott Norma Hyde	jstott nhyde
KEMMERER	Jean Cattelan Donna Sedey	jcattela dsedey
CASPER	Sandy Lindahl Daisy Carter Shirley Olson	slindahl dcarter solson
BUFFALO	D J Beaupeurt April Groskopf Roxanne Boone	dbeaupeu agroskop rboone
NEWCASTLE	Patricia Fortner Karie Hilt Shelley Peele Bill Carson	pfortner khilt speele bcarson
PLATTE RIVER	Dorothy Moore	d75moore

NOTE: In the event of a FOIA request or other official request for documentation, **all** records - whether they are filed in Central Files, contained on a personal PC or AIX machine, or filed in a separate filing system such as a serialized mineral case file - must be made available for review by the FOIA or Program officials.

This direction is effective immediately. If you have any questions or need additional information, please contact Susan Bennett, Supervisory Records Management Specialist, via E-Mail or at 307-775-6131, or Jim Foy, Central Files, via E-Mail or at 307-775-6089.