

## Email as a Record

### When are e-mail messages records?

You should treat e-mail messages the same way you treat paper correspondence. An e-mail message is a record if it documents the agency's mission or provides evidence of an agency's business transaction and if you or anyone else would need to retrieve the message to find out what had been done or to use it in other official actions.

# E-mail Record Decision Tree

## How to decide if an e-mail is a record

