

Managing your Electronic Records

The purpose of this guidance is to provide BLM employees with a quick reference for managing their electronic mail records.

An email message can become a record when created or transmitted by the sender or when received and acted on, depending on how the information is used.

BLM policy is to properly manage the creation, retention, and disposition of records that are created or transmitted on email systems in accordance with BLM Manual Sections 1220 and 1270, and regulations contained in 36 CFR 1220 et al.

This policy applies to all messages, including attached files, that are transmitted or received via the local area network (LAN) email system, including messages that originate on the Internet, a commercial service, or the email system used by the BLM.



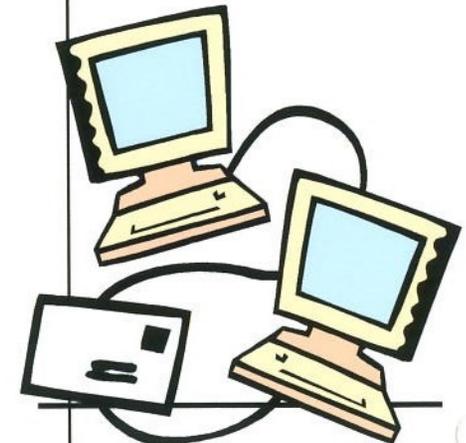
Bureau of Land Management
New Mexico State Office
P.O. Box 27115
Santa Fe, NM 87502-0115

State Records Manager
505-438-7485

State Records Administrator
505-438-7636



Managing Email Records



An Employee Guide

When is Email a Record and When is it a Non Record?

Email documents are records when they are created or received in the transaction of BLM business, are appropriate for preservation as evidence of BLM's functions and activities, or are valuable because of the information they contain.



Records

Records are:

Unique, valuable information developed in preparing position papers, reports, and studies that reflect actions taken while conducting BLM business.

Unique, valuable information on programs, policies, decisions, directions, and essential actions (such as tasks completed, or resolution of issues).

Statements of policy or the rationale for decisions or actions.

Documentation of conversations (in person or by telephone) during which policy was formulated or other activities were planned.

Maintaining Email Records

If you determine, that either an email message or attached file is a record, you must print a hard copy of the record and file it in the official filing system. The same rules apply whether you send or are the primary recipient of a message.

After printing and filing the hard copy, you may delete the electronic version of the message. You should also promptly delete non record messages.

Non Records

Non Records:

Provide no evidence of agency functions and activities.

Lack information of value.

Duplicate information documented in existing records, and therefore, are not unique.

Employee Responsibilities

Users must determine record or nonrecord status of email and attachments received or sent.

Users must print a hard copy of the record, including transmission information, and file in the official filing system.

Users should delete the email version of the record, unless it is needed for reference purposes.

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If you are unsure that an email message is a record, you shall treat it as a record and handle it accordingly. Contact your Records Manager or Records Administrator for assistance. Employees should use great care when handling privileged information, such as that containing Privacy Act or proprietary and confidential information via email. Be sure your recipients know that the information is sensitive and handle it accordingly.

Contacts

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