

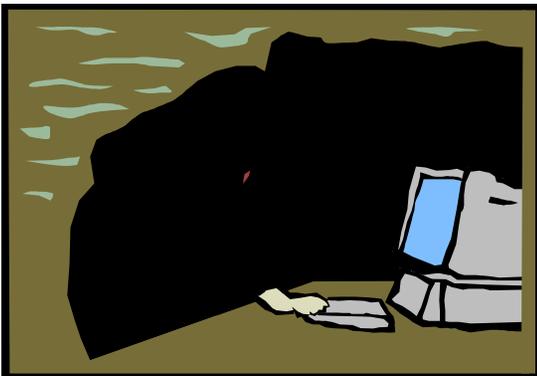
## NARA CAN HELP

### E-Mail:

- NARA can provide tailored e-mail briefings for your agency.
- NARA can evaluate your e-mail system to see if it meets your recordkeeping needs and government-wide regulatory requirements.

### All Records:

- NARA can help you schedule those records that are not covered by your agency records control schedule.
- NARA's Targeted Assistance Program provides free assistance to Federal agencies on records management issues.



# National Archives and Records Administration

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# E-Mail Guide For Federal Agencies



## National Archives and Records Administration Northeast Region

*Serving Federal agencies in Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Puerto Rico, and the U.S. Virgin Islands*

## E-Mail

E-mail messages may be records when they:

- are made or received by a Federal agency during the course of Government business;
- AND**
- provide evidence of the organization, functions, policies, decisions, procedures, operation, or other activities of the agency;
  - or contain historically valuable information.

## Types of Important Records

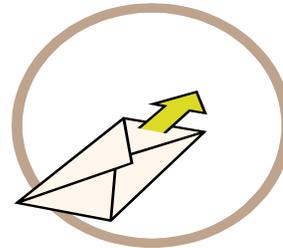
Records that document:

- the organization, mission, and functions of the agency;
- basic agency policies and decisions;
- actions by agency officials
- activities subject to public accountability;
- the financial, legal, fiscal, and rights of the Government and individual.

## Procedures

Before deleting any e-mail message, ask if it meets the legal definition of a record. If it does, it must be retained.

- Print it out with transmission data or...
- Move it to an accessible, indexed electronic format, along with transmission data and attachments.
- Disposition must be in accordance with an approved records schedule.



## Transmission Data

- The envelope enclosing an e-mail that states:
  - the name and address of the creator
  - the recipient(s)
  - when the message was sent
  - and when it was received.



## Points to Remember

- You should have no expectation of privacy or confidentiality for any personal information which may be on an e-mail system.
- E-mail messages that are not Federal records may still be subject to the Freedom of Information Act, the Privacy Act, and judicial discovery.

For answers to these questions and more, contact:  
**Stephanie Fawcett** at  
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