

Remember to capture the transmission data that identifies senders, recipients, their affiliations, dates, and times sent as part of the record, and file in the approved recordkeeping system. To determine whether to file in ADAMS, another electronic system, or paper files, consult NUREG-0910 "NRC Comprehensive Records Disposition Schedule."

When unsure where to file, contact your office's Records Liaison Officer (RLO) or the Records and Archives Services Section at 415-7228.

When ADAMS is the approved recordkeeping system, refer to ADAMS Document Submission Guidelines for HQ Offices Step-by-Step Instructions.

E-mail records may be deleted from the e-mail system after they are placed in the approved recordkeeping system. Nonrecord e-mail may be

deleted from the e-mail system as soon as it is no longer needed.

NRC's auto-delete function can be used to accomplish this and is in compliance with the National Archives and Record Administration's (NARA's) Final Rule on the Disposal of Transitory Records (NWM 15.2006 available at [www.archives.gov/records-mgmt](http://www.archives.gov/records-mgmt)).

The NARA web site provides many helpful resources regarding records management and can be accessed at

**[www.archives.gov/records-mgmt](http://www.archives.gov/records-mgmt)**

Additional NRC Guidance can be found on the Internal Records Management web site [www.internal.nrc.gov/ois/divisions/irsd/records-mgt.index.html](http://www.internal.nrc.gov/ois/divisions/irsd/records-mgt.index.html), and the staff of the Records and Archives Services Section is available to answer questions and can be reached at 415-7228

# Capture of e-mail Records



# Is It a Record?

When NRC employees conduct agency business using e-mail, they create e-mail records. E-mail is a lot like the paper mail that we receive - you get lots of junk mail! You shouldn't save all of your paper mail, so why would you save all of your e-mail? You should manage your email in the same way that you do your paper mail. Would you place your paper mail back in the mailbox? Then don't do it with your electronic mail. Sort through your email and save the important things. Ask yourself the following questions to determine if something is a record:

## Record

Is it generated or received by your organization to conduct agency business?

Does it contain information of value that documents functions, policies, decisions, operations, procedures, mission, or activities?

Is it material on which you took action or commented on for your agency?

Does it document business decisions, actions, advice, order of events, when it happened, or who it involved?

Is it an original document that doesn't exist elsewhere but is work-related?

## non-Record

Is it a draft document, or not circulated to others, or final version is being maintained elsewhere?

Is it published information?

Is it a copy of a document or correspondence kept for convenience or reference?

Is it information maintained at work but unrelated to your business?

Is it junk mail or non-work-related material that has no informational or evidentiary value?

Consult NUREG-0910 or the General Records Schedules to determine the proper record-keeping system and retention time

File in approved record-keeping system

Add to ADAMS (See Desk Reference Guide)

Delete from system when no longer needed