

**If I put these records on my hard drive will they be safe?**



**Have we documented our effort to meet the Secretary's Principles?**

- 1. National standards, neighborhood solutions.**
- 2. Collaboration, not polarization.**
- 3. Solutions transcend political boundaries.**
- 4. Markets before mandates.**
- 5. Protect privacy.**
- 6. Science for facts, process for priorities.**
- 7. Reward results, not programs.**
- 8. Change a heart, change a nation.**
- 9. Value life.**

## **NEED MORE INFORMATION?**

<b>NAME</b>	<b>ORGANIZATION</b>	<b>PHONE</b>
Douglas Johnson	ACF	202-690-1205
Harry Posman	AOA	202-357-3540
Kathleen Melendez	AHRQ	301-427-1215
Mary Wilson	CDC	404-498-1552
Vickie Robey	CMS	410-786-7883
Seung Ja Sinatra	FDA	301-796-3802
Angela Tuscani	HRSA	301-443-1785
Kelvin Vandever	IHS	301-443-8029
Nyja DeFrank	NIH	301-496-2463
Elaine Pankey	OS	202-690-5687
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# **E-Mail Guide for HHS Employees**



## **What do I do with all these e-mails?**

## **Are They Records?**

# E-Mail

E-mail messages may be records when they:

- are made or received by a Federal agency during the course of conducting Government business.

**AND**

- Provide evidence of the organization, functions, policies, decisions, procedures, operation, or other activity of the Agency;
- or contain historically valuable information.

## Types of Important Records

Records that document:

- the organization, mission, and functions of HHS;
- basic agency policies and decisions;
- activities subject to public accountability;
- the financial, legal, fiscal and rights of the Government and the public we serve.

# Procedures

Before deleting any e-mail message, ask if it meets the 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.

Is this a record? Who do I ask?



# Transmission Data

The envelope enclosing an email that states:

- the name and address of the creator of the e-mail
- the recipient (s)
- when the message was sent
- and when it was received.

## Points to Remember

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