



RM *At-A-Glance*

Subject: What are My Responsibilities for Managing E-mails that are Records?

<p>What is a record?</p>	<p>Records are all documentary materials, regardless of physical form, that are</p> <ul style="list-style-type: none"> • Created or received by the agency, and • Preserved or appropriate for preservation as evidence of agency organization, functions, policies, decisions, procedures, operations, or other activities of FHFA or because of the informational value of the data in them (44 USC 3301). <p>A record is any information or data, regardless of format or mode of transmission, which you need to preserve in order to explain, justify, or document an action taken or decision made relative to your responsibilities at FHFA.</p> <p>A record supports the mission or business activities of FHFA. You need to keep it as evidence of your actions or decisions because of the value of the information it contains.</p>
<p>How do I know if an e-mail is a record?</p>	<p>An e-mail is a record if it helps explain, justify, or document an action you have taken or a decision you have made relative to your responsibilities at FHFA.</p>
<p>What are my responsibilities if an e-mail is a record?</p>	<p>When an e-mail is a record, it must be managed with the related records, just like a record in any other format.</p> <p>If it meets the definition of a record, save it either in a paper-based or electronic recordkeeping system, and manage it as a record throughout its lifecycle. Apply the proper FHFA Comprehensive Records Schedule Retention.</p> <p>If an e-mail is <i>not</i> a record, delete it when it is no longer needed.</p>
<p>What information should be included if an e-mail is a record?</p>	<p>A complete e-mail record must contain</p> <ul style="list-style-type: none"> • The body of the e-mail, • Any attachments to the e-mail, and • The transmission data. <p>Transmission data includes</p> <ul style="list-style-type: none"> • When the e-mail message was sent, • When the message was received, • Who sent the message, and • Who received the message.

Where can I find more information about Records Management?	Contact your office's Records Liaison; contact a member of the Records and Information Management team by telephone or email: Susan Sallaway at 202-649-3674 (susan.sallaway@fhfa.gov), Karen Rogers at 202-649-3673 (karen.rogers@fhfa.gov) and Brigitte Tolbert at 202-649-3675 (brigitte.tolbert@fhfa.gov); or see the Records Management page on the Intranet.
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