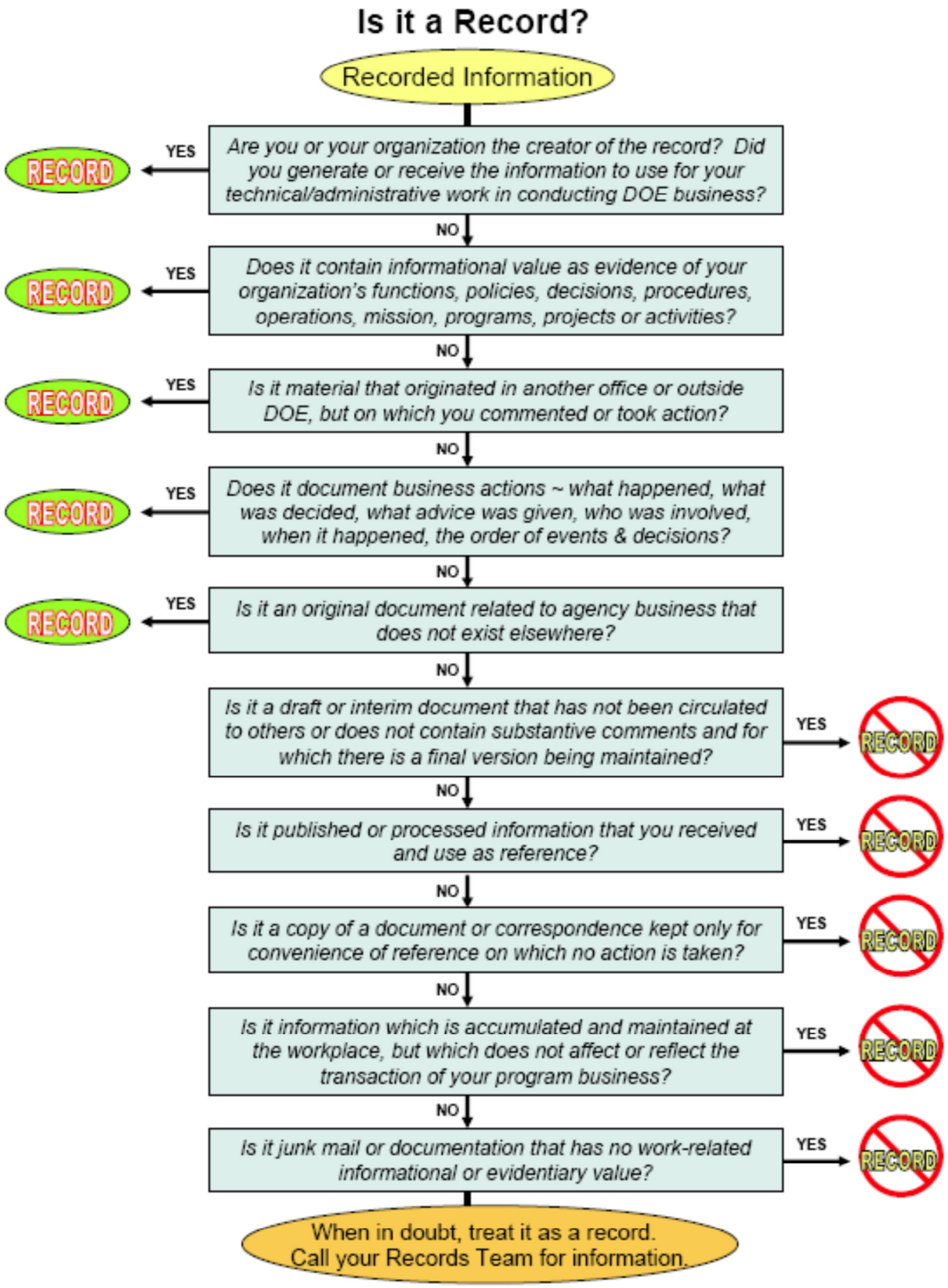
Is it a Record?
Recorded Information
Are you or your organization the creator of the record? Did you generate or receive the information to use for your technical/administrative work in conducting DOE business?
YES
RECORD
NO
Does it contain informational value as evidence of your organization's functions, policies, decisions, procedures, operations, mission, programs, projects or activities?
YES
RECORD
NO
Is it material that originated in another office or outside DOE, but on which you commented or took action?
YES
RECORD
NO
Does it document business actions ~ what happened, what was decided, what advice was given, who was involved, when it happened, the order of events & decisions?
YES
RECORD
NO
Is it an original document related to agency business that does not exist elsewhere?
YES
RECORD
NO
Is it a draft or interim document that has not been circulated to others or does not contain substantive comments and for which there is a final version being maintained?
YES
RECORD
NO
Is it published or processed information that you received and use as reference?
YES
RECORD
NO
Is it a copy of a document or correspondence kept only for convenience of reference on which no action is taken?
YES
RECORD
NO
Is it information which is accumulated and maintained at the workplace, but which does not affect or reflect the transaction of your program business?
YES
RECORD
NO
Is it junk mail or documentation that has no work-related informational or evidentiary value?
YES
RECORD
When in doubt, treat it as a record.
Call your Records Team for information.