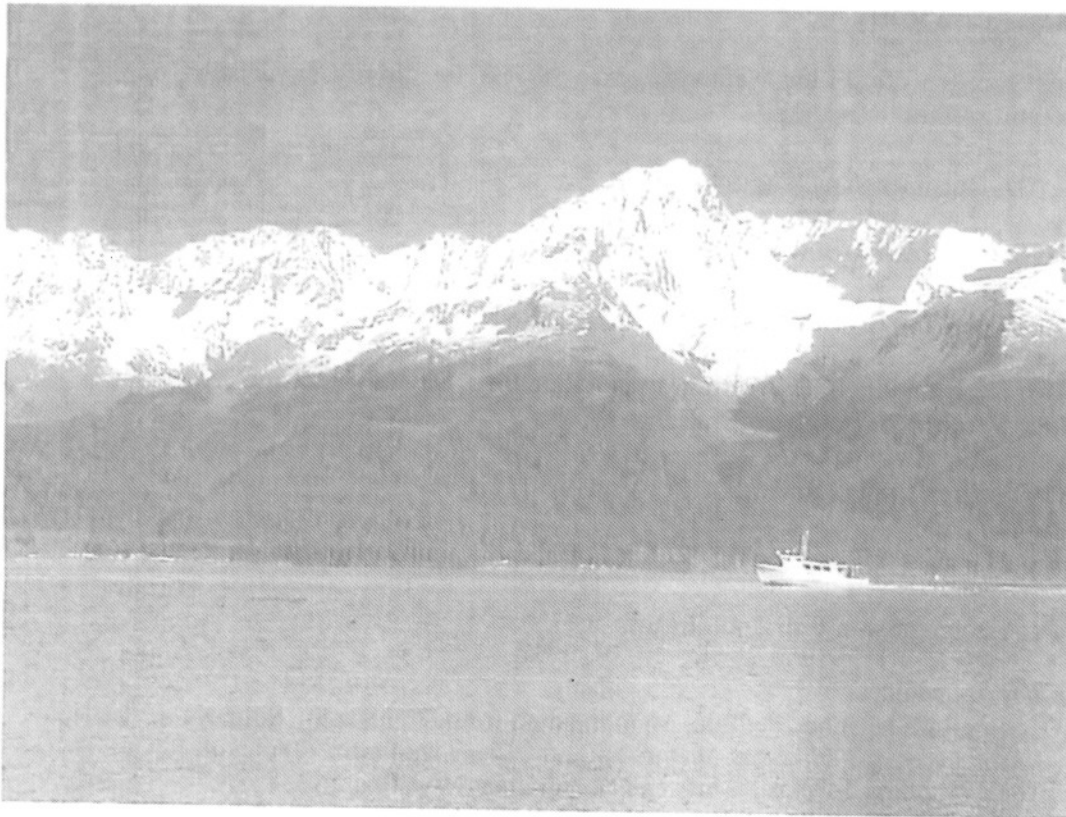


Bureau of Ocean Energy Management, Regulation and Enforcement

Alaska OCS Region

Directive for Records



August 19, 2010

- A. E-mail messages are records when created or received in the transaction of public business and retained as evidence of official policies, actions, decisions, or transactions.
- B. E-Mail records include: policies and directives; correspondence or memoranda related to official business; work schedules and assignments; agendas and minutes of meetings; drafts of documents that are circulated for comment or approval; any document that initiates, authorizes, or completes a business transaction; and final reports or recommendations.
- C. E-mail messages that are not a Federal record include: personal messages and announcements not related to official business; copies or extracts of documents distributed for convenience or reference; and announcements of social events, such as retirement parties or holiday celebrations.
- D. E-mail records must be identified, managed, protected and retained in accordance with the Bureau's retention schedule or as long as needed for ongoing operations, audits, and legal proceedings.
- E. If an e-mail record already exists in the Region's official files your copy of the e-mail is not the official record and can be deleted or retained as a convenience copy.
- F. E-mail records often contain sensitive information and must not be released to unauthorized individuals, agencies, or organizations. Improper or unauthorized release of sensitive and administratively-controlled information or employee records or failure to safeguard classified material will not be tolerated. All forwarding (sharing) of e-mail records outside of the Bureau must include a "cc" to first and second line supervisors.

IV. Use of Personal E-mail Accounts for Government Business

Personal e-mail accounts should not be used to conduct government business or share government information to outside sources. The intent is that all government business is to be conducted on government equipment or accessed through the Bureau's Citrix server. Due to unforeseen circumstances and emergency situations, personal e-mail accounts may be used as long as the government e-mail account is copied as an address with the message.

V. Other Types of Electronically Stored Information

At present, the Department does not have the capability of preserving certain types of Electronically Stored information (ESI) in electronic form such as:

- Radio transmissions
- Voice mail messages

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