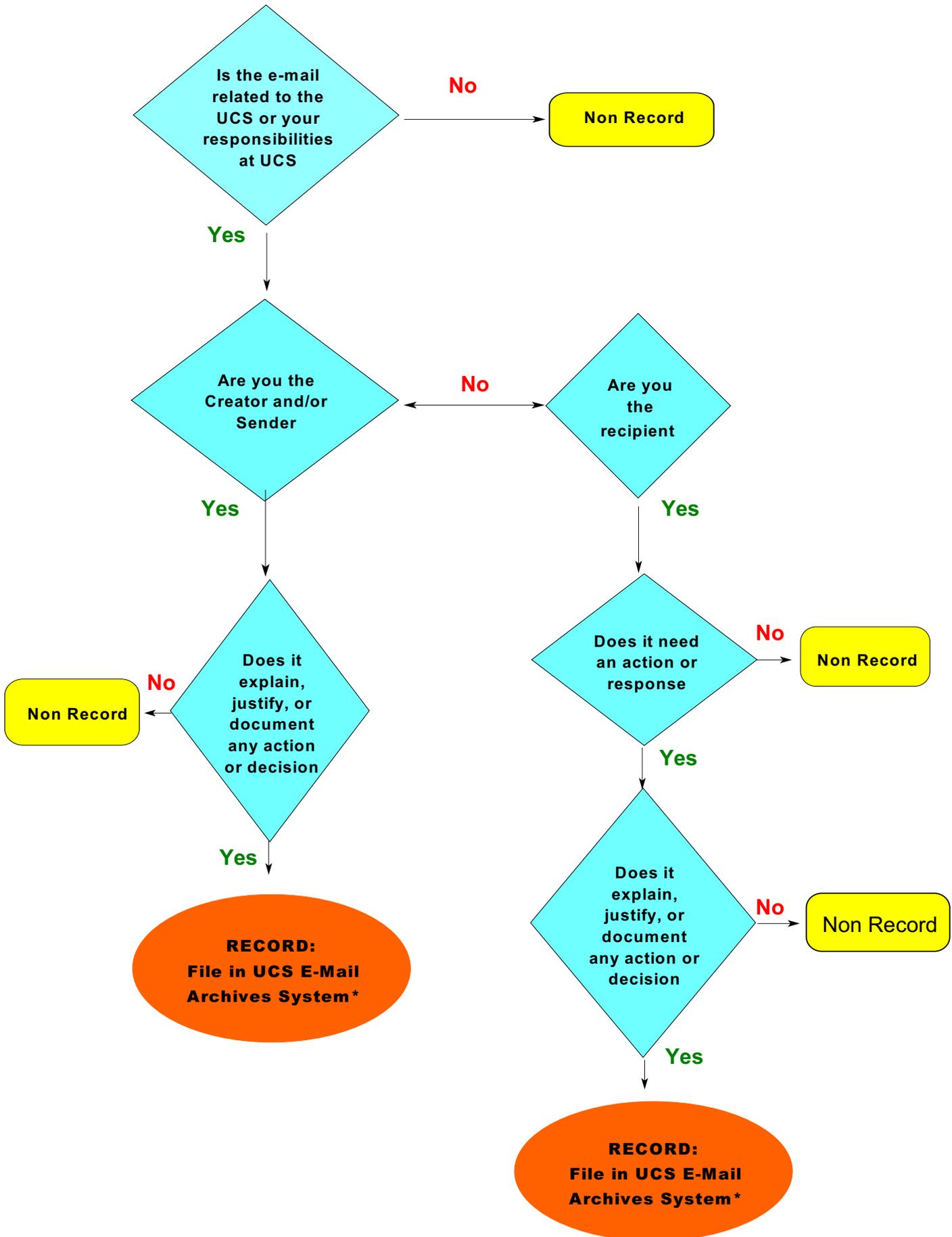


How to decide whether your e-mail is a “record”?



Please use this flowchart to decide whether an e-mail message is a record. An E-Mail message should be treated in the same manner that we treat paper correspondence. An E-Mail message is considered a “record” when it documents the Unified Court System’s mission or when it provides evidence of the Courts’ and/or their administrative offices official business. It is also considered a “record” when an e-mail message is needed for ourselves or someone else to find out what was done or to be used for an official action to perform our work.

***Note: “Records” stored in the UCS’ E-Mail Archives System should be removed from the System when they become eligible for disposal. Records retention requirements for all UCS’ records can be found in the UCS’ Records Retention and Disposition Schedules. To obtain a copy of the UCS’ Records Retention and Disposition Schedules go to: www.nycourts.gov/admin/recordsmanagement/sch_admin_records.shtml. However, before removing any record from the UCS’ E-Mail Archives System, a court or office must first fill out a “Records Disposition Request Form” and obtain OCA’s approval. A copy of the Form can be obtained at: www.nycourts.gov/admin/recordsmanagement/too_forms.shtml. If your court or office does not have nor use the UCS’ E-Mail Archives System for storing e-mails, we recommend that you contact the OCA Division of Court Operations’ - Office of Records Management at: 212-428-2875.**