

**UNITED STATES DEPARTMENT OF AGRICULTURE**

**Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062**

**State and County Office Records Operations  
25-AS (Revision 3)**

**OREGON  
AMENDMENT 1**

*Approved by:*  
*LEF:mac*

**STATE EXECUTIVE DIRECTOR**

*Larry A. Frey*

**Amendment Transmittal**

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*A*

**Reason**

Update Oregon policy and procedure for e-mail messages.

- add page requiring printing in there completion incoming and outgoing e-mails that are official records.
  - maintain the e-mails in the approved filing system
  - retain for the same length of time as the other materials for that subject area.
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**PAGE CONTROL CHART**

**TC**

**Text**

**Exhibit**

**1**

**2-45 (Add)**



**Oregon Table Of Contents**

**Page Number**

**Part 2 State and County Office File Operations**

**Section 2 Electronically Created Records**

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**A  
State and  
County Action**

This paragraph informs FSA employees of:

- the FSA policy on e-mail messages
- their responsibilities for managing records made or received through e-mail.

**B  
E-Mail  
Messages Are  
Records**

E-mail messages **are** official records if they meet the criteria in the statutory definition of records: i.e., the e-mail documents the FSA mission or it provides evidence of FSA business transactions.

**Note:** The statutory definition of records is:

Records are papers, photographs, maps, books, machine readable material, or other documentary materials, regardless of physical form or characteristics that have documentary or evidential value. These materials, created or received in connections with the transaction of the Agency’s business, are preserved: as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities or because of the records’ informational value.

**C  
Policy on E-  
mail**

It is FSA policy to:

- **print complete** incoming and outgoing e-mails that are official records
- **maintain** the e-mails in the **approved filing system**
- **retain** for the same length of time as the other materials for that subject area.

The complete incoming and outgoing e-mail consists of the following:

- transmission data that identifies the sender, the recipient(s), and the date and time the message was sent and/or received
- distribution list information, when applicable, identifying all parties on the list
- record of codes or aliases to identify senders or recipients
- attachments.

*Continued on the next page*

***D***  
**Responsibilities**

Both the sender and the recipient of e-mail messages are responsible for the following:

- documenting their activities and those of the agency
  - determining whether e-mail messages are part of that documentation
  - adhering to agency policy on e-mail records.
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***E***  
**Deleting E-Mails**

E-mail messages that are not official records may be deleted when no longer needed.

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***F***  
**FOIA Requests**

E-mail messages are subject to FOIA and its release is subject to the same FOIA exemptions that apply to other agency records.

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***G***  
**Backup Tapes**

Backup tapes and diskettes:

- do not automatically manage records
  - are not suitable for recordkeeping purposes
  - are created solely for the purpose of protection from system failures and disaster/emergency situations.
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