

RECORDS MANAGEMENT & TELECOMMUTING TIPS



1. DEFINE RECORDS BY CONTENT

The information in a record determines its value and retention, not the format. An agency may store a record in any format as long as the record remains readable and accessible for its retention period.



2. KEEP FILES SECURE

Records held at home are subject to the same processes and protections as records in the office. All devices, networks, and accounts used to access public records should be password protected, locked, and secure at all times.



3. SEPARATE WORK AND PERSONAL RECORDS

Avoid using personal accounts, such as your personal email or social media, for official public business. Email or social media accounts used for state business are subject to public records laws.



4. REMEMBER RECORDS ARE PUBLIC

Records created in the course of state business are public records and must follow proper retention and disposition schedules regardless of where they are created and/or maintained.