



# TELEWORKING & RECORDS MANAGEMENT

1

## RECORDS ARE STILL PUBLIC

Just because you aren't in the office doesn't mean that the records you are creating aren't public records. If you're creating records while conducting public business, no matter where you may be, it's a public record.

2

## KEEP WORK AND PERSONAL SEPARATE

Don't use personal accounts for business, such as your private email or social media. If the messages sent are done in the transaction of public business, it's a record!

3

## RECORDS ARE DEFINED BY THEIR CONTENT

The information in a record determines its retention, not the format. There is no series for "email" or "spreadsheet" or any other type of electronically based record.

4

## KEEP FILES SECURE

When sharing and transferring records, make sure they are secure. Be cautious when using removable media such as jump drives or sending files over non-secured networks. Be aware about sharing and viewing capabilities in platforms like Google Drive.

**DIRECTORY OF RECORDS OFFICERS**

**ELECTRONIC RECORDS GUIDE**

**PUBLIC RECORDS MANUAL**

**EMAIL MANAGEMENT GUIDE**

**THE VIRGINIA PUBLIC RECORDS ACT**

Questions? Concerns? Contact your Records Analyst!