Is it recorded information stored on a fixed medium?

- NO → Not a Record
- YES → Was it created by your office?

Was it created by your office?

- NO → Was it received by your office?
- YES → Does it document the organization, functions, policies, decisions, procedures, operations, or other activities of the office?

Does it document the organization, functions, policies, decisions, procedures, operations, or other activities of the office?

- NO → Does it require action?
- YES → Record

Does it require action?

- NO → Is it an original document related to government business that does not exist elsewhere?
- YES → Record

Is it an original document related to government business that does not exist elsewhere?

- NO → Is it a copy of document or correspondence kept only for convenience or reference on which no action is taken?
- YES → Not a Record

Is it a copy of document or correspondence kept only for convenience or reference on which no action is taken?

- NO → Record
- YES → Not a Record

If in doubt, don’t throw it out, treat it as a record. Consult ORC 149.011 (G) and speak with your legal counsel.