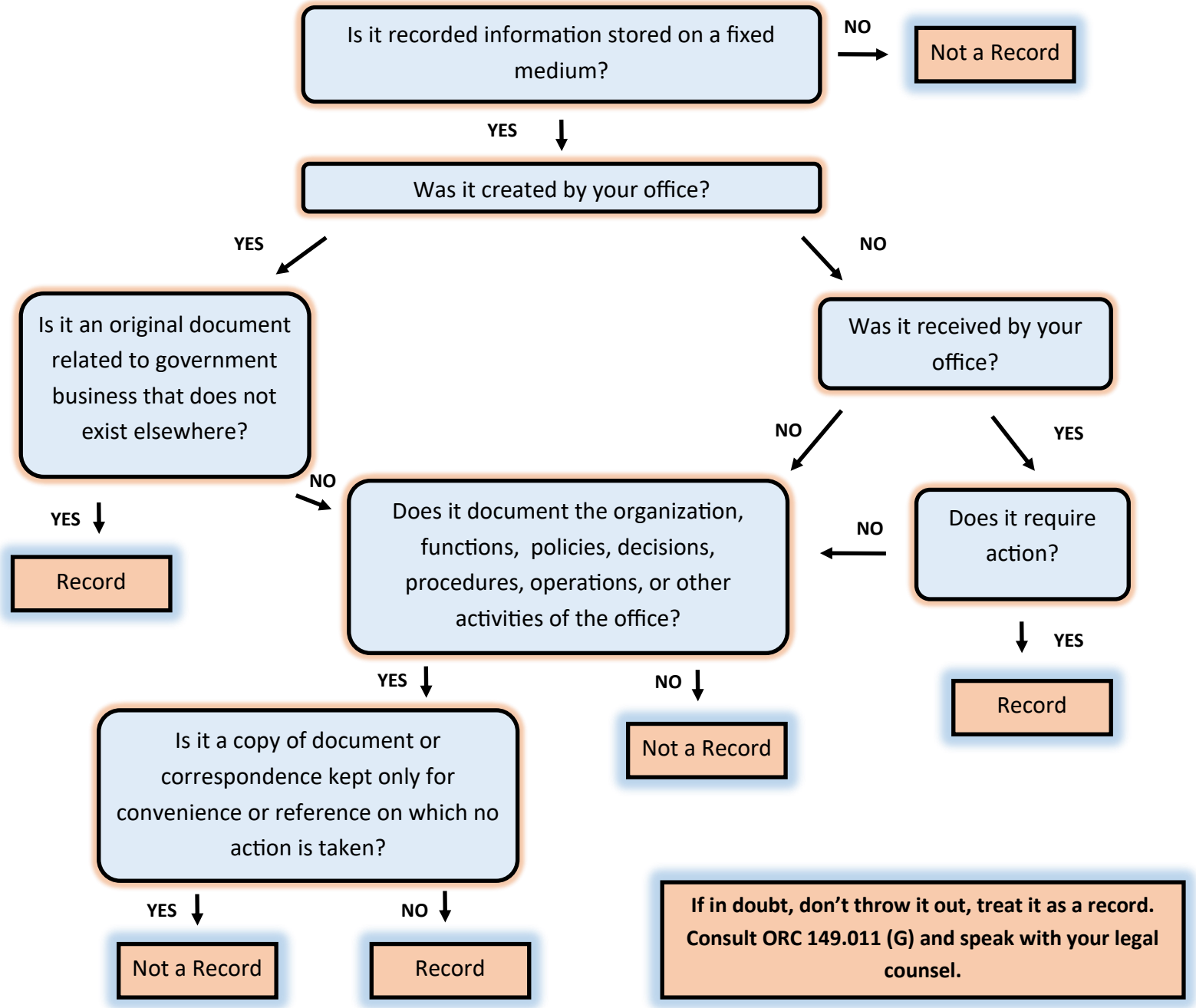
Is it recorded information stored on a fixed medium?
NO
Not a Record
YES
Was it created by your office?
YES
NO
Is it an original document related to government business that does not exist elsewhere?
Was it received by your office?
NO
YES
YES
Record
NO
Does it document the organization, functions, policies, decisions, procedures, operations, or other activities of the office?
NO
Does it require action?
YES
Record
YES
NO
Not a Record
Is it a copy of document or correspondence kept only for convenience or reference on which no action is taken?
YES
NO
Not a Record
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.