Is it a Record?

Document

- You created it
  - This is a copy of a record another department/agency keeps
    - Non-record

- Your department is the official keeper for this record
  - You did not change it
    - Non-record

- You received it
  - It's from outside your agency (a citizen, another agency, etc)
    - You changed it
      - Next step: Use schedule to determine length of retention
        - Record
          - You did not change it
            - Non-record

- It's from someone inside your agency
  - You changed it
    - Next step: Use schedule to determine length of retention
      - Record
        - You did not change it
          - Non-record

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