

## National Archives and Records Administration

## § 1236.6

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### Subpart A—General

#### § 1236.1 What are the authorities for part 1236?

The statutory authority for this part is 44 U.S.C. 2904, 3101, 3102, and 3105. OMB Circular A-130, Management of Federal Information Resources, applies to records and information systems containing records.

#### § 1236.2 What definitions apply to this part?

(a) See § 1220.18 of this subchapter for definitions of terms used throughout subchapter B, including part 1236.

(b) As used in part 1236—

*Electronic information system* means an information system that contains and provides access to computerized Federal records and other information.

*Electronic mail system* means a computer application used to create, receive, and transmit messages and other documents. Excluded from this definition are file transfer utilities (software that transmits files between users but does not retain any transmission data), data systems used to collect and process data that have been organized into data files or data bases on either personal computers or mainframe computers, and word processing documents not transmitted on an e-mail system.

*Metadata* consists of preserved contextual information describing the history, tracking, and/or management of an electronic document.

*Unstructured electronic records* means records created using office automation applications such as electronic mail and other messaging applications, word processing, or presentation software.

#### § 1236.4 What standards are used as guidance for this part?

These regulations conform with ISO 15489-1:2001. Paragraph 9.6 (Storage and handling) is relevant to this part.

#### § 1236.6 What are agency responsibilities for electronic records management?

Agencies must:

(a) Incorporate management of electronic records into the records management activities required by parts 1220-1235 of this subchapter;

(b) Integrate records management and preservation considerations into the design, development, enhancement, and implementation of electronic information systems in accordance with subpart B of this part; and

(c) Appropriately manage electronic records in accordance with subpart C of this part.