

Exercise for “Transaction” related to local government records.

For each of the examples below, determine whether they document a *transaction* of public business for the City of Golden Girls.

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Transaction Activities

Document #1

 **Local Weather**
Monday at 2:00 PM

This weekend's weather will be sunny!



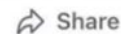
55 comments



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Mayor of City of Golden Girls:

Glad to hear we will have perfect weather for the annual City of Golden Girls' clothes drive this upcoming weekend.

Remember the clothes drive will be held at the City Hall on Sunday @ 9am-12pm. Contact CitySecretary@email.com for donation information.

Further event details can be found here:

www.cityggclothesdrive.com/2023

We would love to see you there!

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New Message



To: City of Golden Girls

From: Emergency Precaution Agency

Dear the City of Golden Girls,

We are notifying cities in your area that there is a tornado watch until tomorrow. Please reach out to all affected staff members.

Please contact us if you have any questions.

Sincerely,
Emergency Precaution Agency

REPLY

New Message



To: Employee's Grandma

From: Employee (Using Govt. email account)

Hi Grandma,

I will meet you for lunch at the Deli at
12:00pm.

See you soon,

Your favorite grandkid

SEND

Answers:

Document #1:

Answer: Yes, because the mayor created the correspondence to exchange interaction about an event related to the City of Golden Girls' business functions and that the City of Golden Girls is hosting.

The most likely applicable record series: General Correspondence. Although the mayor is talking about the event, he is discussing general information about the event, and this information is likely found in a more formal document for the event that would be retained under another record series.

Document #2:

Answer: No, the City of Golden Girls did receive the document, but it doesn't document an exchange or interaction of business related to the city's specific functions. The agency who created the requirements is the custodian of these records because it's related to their agency's functions as authority over emergency prevention requirements.

The city may have created documents that do document actions they took based off the requirements, such as posting notice that their office is closed and emailing all affected staff members about how the office closure will affect their work schedules.

Applicable record series: Transitory. This record is considered a convenience copy for the city, and convenience copies can be destroyed at any time.

Document #3:

Answer: No, the employee did create the correspondence, but the correspondence is not directly related to the city's functions.

Applicable record series: Transitory. This email is not considered a government record, so it can be deleted at any time. In fact, TSLAC recommends deleting the email as soon as possible to save storage space.

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