

**671—15.1(17A,305) Definitions.**

*“E-mail”* is a computer-generated message transmitted or received by means of a computer network. An E-mail may contain any combination of text, Internet Uniform Resource Locator (URL) links, attached files and associated metadata.

*“E-mail messages”* are individual E-mail transmissions sent or received.

*“Metadata”* is the contextual information (i.e., sender, recipient, creation date, transmission information) that is used to understand and access other information.

*“Record”* means a document, book, paper, electronic record, photograph, sound recording, or other material regardless of physical form or characteristics, made, produced, executed, or received pursuant to law in connection with the transaction of official business of state government. “Record” does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes, additional copies of records maintained or distributed for reference purposes, or stocks of publications and unprocessed forms.