

Office of Information Affairs

Messaging on Mobile Devices Quick Guide

The text and electronic messages that you send and receive on behalf of USDA are records that may be subject to disclosure, discovery, and search. Any Microsoft Outlook and Teams messages sent using your USDA provided email account are already captured.

When you store USDA records and information on mobile devices, whether Android or iPhone bases, electronic messages exchanged outside of Microsoft Tools are not accessible to USDA.

When you send and receive messages, including on electronic and mobile devices, you are acting in your official capacity for USDA and your messages may be read, released to the public, to the court, or used in administrative proceedings.

See below the guidelines for messaging on mobile devices.

- ✓ Use only your Government Furnished Equipment (GFE) to send text or other electronic messages in accordance with the USDA Information Security Rules of Behavior.
- ✓ Carbon copy or forward messages sent via text or electronic messaging to your official email account within 20 days as outlined in the capture instructions (See [Text Message Capture Quick Guide](#)).
- ✓ You must preserve text and electronic messages sent and received while conducting USDA business.

For help, contact your Agency Records Officer (ARO), who will work with your USDA Information Technology (IT) Administrator, if you experience any issues, or have a large volume of text and electronic messages to address.

For any questions, contact the Departmental Records Program:

Departmental Records Officer (DRO) Beatriz Collazo, at Beatriz.Collazo@usda.gov, or USDADepartmentalRecords@usda.gov.