Identify and separate transitory records from university records and dispose of them appropriately. University records provide evidence of policy, decision, or obligation and should be filed and saved in central recordkeeping systems. Transitory records, regardless of their format or medium, have no ongoing operational, informational, evidential or historical value and can be disposed of as soon as they have served their purpose.

Transitory records may include:

- announcements/notifications of a general nature, such as notifications of meetings, special events, holidays, acceptances or regrets;

- memos to all staff of a routine nature where your unit is not the originator/creator

- working materials where the results have been recorded/compiled in an official document and are not required to support the document;

- convenience or duplicate copies such as; “cc” copies which require no action, “FYI” copies made and kept only for convenient reference or for information and that are not annotated or altered in any way; database printouts or extracts,

- minutes and agendas received from other university business/academic units or external groups which do not require action

- office mail log/daybook copies which have been filed in central system

- email messages forwarded for printing

- personal messages generally and business messages in particular that have no operational value (meet me for lunch; email to confirm meeting time and place)

- Copies of superseded lists such as address lists, distribution lists, membership lists, contact lists (“official” originals should be retained)

- inventories of in-house publications which are obsolete, superseded or no longer relevant such as administrative manuals, phone directories, published reports, newsletters and reference materials received from other parts of the university, from vendors or external organizations which do not require action, blank forms

- drafts (preliminary) which don’t reflect or record significant steps in the preparation of a final document, drafts which don’t record decisions;

Be aware of exceptions and the need to exercise judgement with drafts and working papers;

- Legal documents and evidence of negotiations are required to be retained to document how agreements or decisions were reached

- Versions of documents related to policy or programs that have undergone significant changes may have long-term historical value

- Budgets and policies may have long-term value to the business/academic unit that created them
• Transmission and message documents may be kept as evidence of contacts made on specific dates and times

• Annotated copies of duplicates of records providing evidence of significant input should be retained and managed with other records related to the same function or activity

• Periodic printouts of dynamic databases may provide evidence of crucial “snapshot”

*Review transitory records regularly and discard after operational/reference use ends*