The University of Regina is subject to legislation that permits individuals to request access to university records. The following guidelines are intended to assist university business and academic units create and manage university records and information that are “access-ready”.

a) Identify university records.

**University Record**: documents or information in all media and formats that are created, received, or accumulated by a University officer, employee, authority or office while serving in an official capacity as a representative of the University, which facilitates University activities and the business carried out by the University and/or which reflects the functions, activities and procedures of the creator’s office. University records are university property.

b) Identify non-university records

**Non University Record**: documents or information in all media and formats that are created, received, or accumulated as a result of personal activities. These may be works created as a result of intellectual or artistic activity. While records and documentation that are created or acquired in preparation for teaching or in the course of research may be subject to contractual and academic record-keeping requirements, they are the intellectual properties of the faculty and are not University records (unless otherwise specified in a contract with the University).

❖ **Keep university records separate from personal/non-university records**

c) Transitory records

**Transitory Record**: records of that are of a temporary or immediate nature or of no value such as exact duplicate copies, external publications, routing slips, etc. **It is recommended that transitory records be destroyed once they have served their purpose.**

Typically, transitory records include;

- notes, working papers, drafts – hardcopy or electronic – crated for a temporary/transitional purpose
- convenience, duplicate copies of records for reference purposes (“snapshot” printouts, extracts from databases, “reply all” communications, courtesy copies of reports and agendas).
- drafts, versions and working records leading to a final, official copy (exceptions – drafts, working documents that are evidence of negotiations, substantive revisions - not typos - of policy, programming, decision-making)

While transitory records are not required to meet statutory obligations or to sustain administrative or operational functions, they are subject to legislative requirements and legal proceedings. At the time that a request is received under The Local Authority Freedom of Information and Protection of Privacy Act, all **undestroyed transitory records** related to the request are subject to the Act.

❖ **Don’t retain transitory records**