

## CORPORATE ARCHIVES & RECORDS

# Official vs. Transitory Records

## OFFICIAL RECORDS

### Functional materials (electronic or paper)

- Materials (electronic or paper) that document formal agreements, confirmation of actions or decisions taken.
- Drafts or copies that are annotated with important decisions or information that is not contained in other or newer drafts.
- If the information does not exist elsewhere, also retain final reports or recommendations or notes of significance on said reports.
- Correspondence and documents from external sources that contain significant information related to the operation and work of the University.

### Operational materials (electronic or paper)

- Materials that convey opinions, decisions, or positions of university staff, faculty, departments, committees and other governing bodies.
- Materials from original sources that contain policies or directives for the university.
- If the information does not exist elsewhere, retain materials that contain information related to work assignments, notes, and minutes from meetings.

**RETAIN AS RECORD**

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## TRANSITORY RECORDS

### Convenience & draft copies

- Preliminary drafts that do not record significant changes or decision-making processes.
- FYI or “cc” copies for which no action by your office or you is required.
- Minutes and agendas originating from other departments or committees in the university for which your department is not responsible.
- Newsletters originating from other departments or committees in the university for which your department is not responsible.
- Materials published elsewhere gathered for research (e.g. newspaper clippings, newsletters from other universities, etc.)

### No operational value

- Personal or collegial correspondence and documents.
- Business messages to schedule or confirm meetings.
- Notice of meetings, holidays, or special events.
- Memos to all staff or university for which you or your office is not the creator.

**RECYCLE OR DESTROY AFTER USE**