Tip Sheets

The Records Management program uses **Tip Sheets**, short, informal documents, to provide guidance on common Records Management issues.

Currently Available

[Archival Transfer - Electronic Records](#) [Updated January 2020]

[Archival Transfer - Paper Records](#) [Updated December 2023]

[Digital Signatures](#) [Updated January 2021]

[Email: Keep or Delete?](#) [Updated September 2022]

[Naming Conventions](#) [Updated November 2019]
*Print on legal sized paper for full size.

[Records Destruction](#) [Updated July 2019]
*Print on legal sized paper for full size.

[Transitory Records](#) [Updated March 2019]

[Work from Home-Temporary Guidance](#) [Updated April 2020]

Please download and share! If there is a topic that you would like to see turned into a tip sheet, please contact the [Records Manager.](#)

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