What is a Transitory Record?

Records created or received that are temporarily useful. These records will have no further value beyond:

- Completing a simple transaction
- Using to prepare a University Record
- Acting as a convenient reference copy for an office or individual that does not have primary responsibility for that record

Common Transitory Records:

- Personal emails and messages
- Forms used to complete another record (example: information on form used to make a database entry)
- Blank forms, letterhead, or other stationary
- Advertising materials, Listserv emails, magazines, and other publications from outside your office
- FYI, BCC, or CC messages that require no action
- Duplicate copies created for quick reference or handouts
- Superseded lists (telephone, distribution) and manuals (printers, scanners)
- **Drafts, notes, or working materials used to prepare a final document (report, policy, calendar, memo, video, etc.)
- General announcements or notifications of meetings, special events, holidays, acceptances or regrets

**Use your professional judgement!** Drafts of legal documents, investigation notes, or draft records with annotations/comments that document the development of significant processes, policies, or decisions may need to be managed like a University record. Not certain? Contact the Records Manager for guidance.

How do I dispose of Transitory Records?

Once the Transitory Record is no longer required to complete your work, please take care to **delete, recycle, or shred**. You do not need permission nor do you need to complete any forms.

**Warning!**

1. Any paper Transitory Records containing personal information should be destroyed by secure shredding. Never put records containing personal information into desk side blue bins.
2. Transitory Records are still subject to **legal discovery** and requests made under the **Freedom of Information and Protection of Privacy Act**. You may be forbidden from disposing of Transitory Records in these circumstances.

**REMINDER!**

It’s good practice to do regular reviews of your work space for Transitory Records that are not needed.