

QUICK TIPS: Records Clean-Out

What Do I Keep?

The following Official University Records document the various activities that support Memorial's programs and services. They may NOT be destroyed without proper disposal authorization.

- **Records that demonstrate a unit's line of business:** Policy files, correspondence, directives, etc.
- **Records that document the provision of a service:** Case files, client files, work orders, or service reports.
- **Original versions of publications that are filed by the program area responsible:** Annual reports and business plans.
- **Significant drafts that demonstrate stages of development or decision making:** Updates to records, policy documents, legislation, or project records.
- **Records of recommendations and decisions, including relevant supporting material:** Executive or senior level briefing notes, advice, memos to management and executive, or reports from consultants.

As a RULE, always err on the side of caution!
Ask an IM Advisory Services representative if you are unsure: IM@mun.ca

What Gets Shredded?

The following transitory records may be disposed of with no further disposal authorization when they are no longer of value.

- **Copies of convenience or duplicates:** Records kept solely for convenience or quick reference – the original or official record is held elsewhere (e.g. copies of meeting minutes, agendas, etc.)
- **Published material:** Commercially published books, magazines, newspapers, catalogues, obsolete software manuals, outdated training course material, etc.
- **Personal information:** Such as copies of your resume, leave slips, etc.
- **Preliminary Drafts:** Records that do not reflect or record significant steps in the preparation of a final document or record decisions.
- **Supporting Documents:** Information used in the preparation of a subsequent record.
- **Announcements:** Staff announcements, broadcast messages, or notices of a general nature.
- **Personal messages:** Such as meet me for lunch or business messages to schedule a meeting, invitations, etc.
- **Notifications:** of meetings, special events, holidays, acceptances, and regrets.