For the Record...

TRANSITORY RECORDS

What is a Transitory Record?

The *Management of Information Act* and Memorial's *Information Management Policy* defines transitory records as records of temporary usefulness, in any format or medium, having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. These records are not essential to the fulfillment of statutory obligations or the documentation of university functions and may be securely disposed of without a Retention and Disposal Schedule (RDS) provided by Information Management and Protection.

If the information in the record has some future administrative, legal, fiscal, historical, or research value to your job, your unit or the university, you should retain the record. The decision of what is and is not a transitory record comes down to the individual judgement of each employee.

Examples of Transitory Records

- Convenient copies of information retained for reference purposes

- Copies of an official record available in an alternate location and format

- Drafts of records which reflect content that is included in the final version of the record or contain only minor edits to content or formatting changes

- Supporting information used in the preparation of a subsequent record

- Records not directly related to a unit that do not require action or decision by the unit or by an employee within the unit

- Publications produced for mass distribution

- Personal messages (i.e. meet me for lunch) or business messages (i.e. to schedule a meeting)

- Notifications of meetings, special events, holidays, acceptances and regrets

- Announcements or notices of a general nature

When to Dispose of Transitory Records

As a general rule, you should destroy (deletion or secure shredding) transitory records as soon as they have served their primary purpose. Disposing of transitory records in a timely manner facilitates efficient use of resources and storage and management requirements for these records is minimized.

Examples of transitory email types and their triggers for deletion are presented in the following table (see page two):

For the Record...

TRANSITORY EMAIL TYPE	TRIGGER TO DELETE
Duplicates	When identified
"cc" , "bcc" or "FYI" copies	When issue is resolved and/or information is no longer referenced
Announcements and notices	When the event has taken place
Superseded lists	When no longer needed
Supporting information	When no longer useful
Personal messages	When identified
Routine email – i.e. arranging meetings or events	When the meeting or event has taken place and/or no longer useful
Copies of records for which you are not responsible	When no longer useful