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- Published material: Commercially published books, magazines, newspapers, catalogues, obsolete software manuals, outdated training course material, etc.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.