



TRANSITORY RECORDS

Description: Records of temporary usefulness, required only for a limited period of time for the completion of a routine action or the preparation of an ongoing record. Transitory Records do not include those records required to meet statutory obligations, or to sustain administrative or operational functions. Some examples include the following:

- Duplicate records (i.e. records not considered official copies)
- Drafts, as long as these do not document a significant step in a decision-making process
- Non-substantive correspondence (e.g. email to schedule or confirm meetings)
- Routine announcements, notices, and memos, if not the author
- Live recording and/or transcription of Teams meetings
- Published material from external sources (e.g. newsletters, catalogues, brochures)
- Empty folders and empty files
- Blank forms

Transitory Records can be destroyed when they no longer fulfill the purpose for which they were created.

RETENTION PERIOD

Series Title	Personal Information Bank?	Record Classification	Retention Trigger	Retention Period	Final Disposition
Transitory Records	No	Internal	Superseded or obsolete	N/A	Destroy

GLOSSARY

Superseded or obsolete: replaced by updated version or is no longer in use

RETENTION/DISPOSITION RATIONALE

Transitory records should be regularly disposed of to reduce clutter and ensure efficient record management. Retaining transitory records can lead to increased storage costs, and hinder efficiency by complicating the retrieval of records. Regular disposition of transitory records ensures that only useful information is kept, protecting sensitive data and maintaining file organisation and efficiency.

NOTES

Status: Draft
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