Transitory Records

Transitory records:

- have **short term** administrative legal or fiscal value and should be disposed of once that administrative, legal or fiscal use has expired;
- have **little or no documentary or evidential value** and need not be set aside for future use; or
- are **only useful for a short period of time**, perhaps to ensure that a task is completed or to help prepare a final product.

Transitory records, cont'd ….

Depending on the context, transitory records may include, but are not limited to:

- routing slips;
- voice-mail and phone messages (e.g. "Please return call …");
- miscellaneous notices or memoranda, such as "To All Staff" e-mails, notices of holidays or special events, minor information items concerning routine administrative matters or other minor issues not pertaining directly to a program area;
- information copies of widely distributed materials, such as committee minutes, agendas, newsletters and publications, such as published reports, administration manuals, telephone directories, catalogues, pamphlets, or periodicals;
- information received as part of a distribution list or e-mail messages received from listservs and other Internet sources, solely for convenience of reference;
- preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions;
- documents that are superseded or updated, (may not include official reports, newsletters, etc.);
- duplicate copies of documents that are retained only for convenience or future distribution (e.g. extra photocopies, duplicate copies of databases, etc.) and user copies (not original document);
- duplicate stocks of obsolete publications, pamphlets, or blank forms;
- unsolicited advertising materials (e.g. brochures, company profiles, price lists, etc.);
- Information in a form used for casual communication of a transitory nature;
- Information, copies or extracts of documents, received only for convenience of reference and which do not form part of the official record; and
- memoranda (paper-based or email) pertaining to scheduling an event, once it loses its reference or other short term value.