



Quick Reference Guide to Transitory Records

Transitory Records are records of temporary usefulness that are needed only for a limited time in order to complete a routine action or prepare an ongoing record. They are not needed as evidence of a business activity to meet financial, legal, audit, or legislative obligations.

Unless they are relevant to a FOIP request or legal discovery, transitory records should be disposed of as soon as their business use ends.

WHAT	SHORT DEFINITION	EXAMPLES
Records of short-term use	Records created or received for informational purposes only; OR convenience copies for reference or ease of use when the official copy has been filed in the office recordkeeping system	<ul style="list-style-type: none"> • Messages (e.g. email, voicemail, instant messaging) that are not required to document a decision, action, or transaction • Duplicate copies, partial copies, or extracts • Input source documents no longer required
Working materials, drafts, and revisions	Preliminary versions and supplementary documentation used to prepare a final document, which DO NOT indicate new decision or provide approval	<ul style="list-style-type: none"> • Drafts and revisions that provide no information on decisions or approvals that cannot be found elsewhere • Rough notes, calculations, outlines, lists of ideas or suggestions • Newspapers or magazines used for compiling newsletters (physical or electronic)
Third party advertising and promotional material	Advertising and promotional material from businesses or business professionals which DOES NOT relate to a transaction with a service provider	<ul style="list-style-type: none"> • Company profiles, pamphlets • Direct mail/email notices and bulletins • Catalogues • Course and seminar announcements
Supplies of University publications and blank forms	Stocks of University publications, blank forms, and stationary which have no further usefulness Note: at least one copy of all University publications should be filed in the Office of Primary Responsibility's recordkeeping system.	<ul style="list-style-type: none"> • Blank forms, including e-forms and e-templates • Blank stationary with out-of-date information • Out-of-date published material (e.g. pamphlets, brochures, newsletters)

Dispose of Transitory Records as soon as you are finished with them!

See *University and Transitory Records: A Guide for University of Lethbridge Employees*, available at www.uleth.ca/records-management, for detailed information.