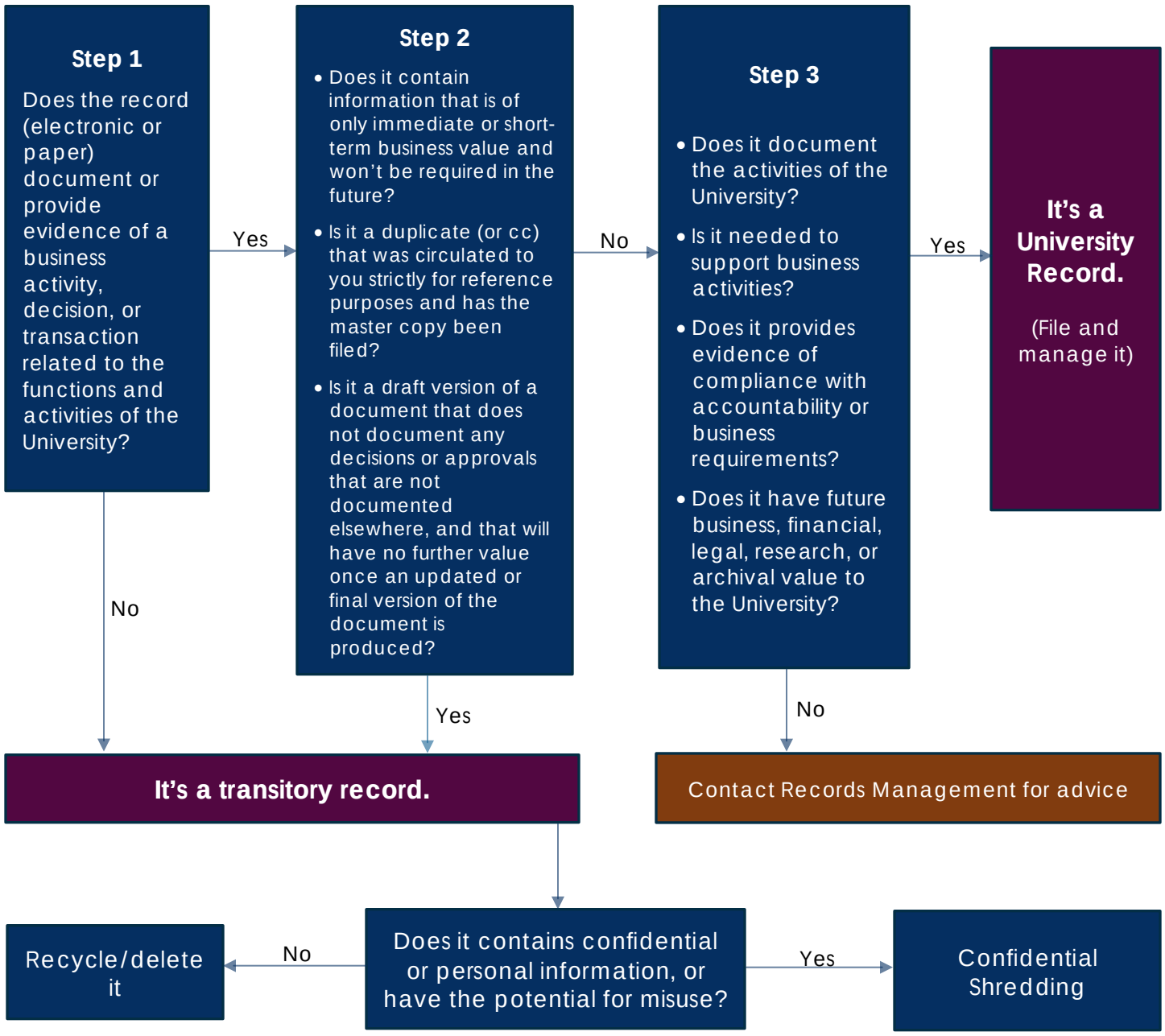
University and Transitory Records Decision Diagram

The diagram below can help you distinguish between records that are “university” or “transitory.” This will help you decide if they should be retained and managed, or if they can be discarded. When in doubt, treat it as a University record.