

What Records Do I Need to Keep?

1. Does this discussion or decision need to be recorded for future reference?
2. Will I need this to show what actions I took/what advice or services I provided?
3. Will others need a record of my activity in order to provide service or complete their work?

Transitory Records

(can be destroyed without written approval)

- x Announcing events
- x Arranging meeting times
- x FYIs- convenience copies or extracts
- x Correspondence drafts
- x Email not meeting a) above

* DRAFT RECORDS Once the final version of a document is complete and filed, most drafts and working materials can be disposed of as transitory records. Offices responsible for drafting legal documents, policy, budgets, standards, guidelines or procedures often need to track the evolution of the final product. These offices may need to keep various drafts, research and working materials that the final product be understood

Privacy <http://www.uvic.ca/universitysecretary/privacy>

Information Security <http://www.uvic.ca/systems/services/informationsecurity>

University policies and procedures <http://www.uvic.ca/universitysecretary/policies/>

Records Management Policy <http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7700.pdf>

Records Management page <http://www.uvic.ca/uvicrm>

Directory of Records <http://www.uvic.ca/dor>

