



Fact Sheet

Transitory Records

What are Transitory Records?

Transitory Records are created or received by the University in the course of conducting its activities, but have no ongoing operational, informational, evidential or historical value. Usually transitory records have an immediate or short-term value, pertaining to an immediate task or minor transaction. They can exist in any format or medium.

Unlike University Records that provide evidence of policy, decision or obligation, and which must be filed and retained in a recordkeeping system, and disposed of according to authorized records retention schedules, transitory records may be destroyed/deleted as soon as they no longer

Destroying/Deleting Transitory Records

Destroy/delete transitory records regularly.

- Do not retain transitory records

- Review transitory materials regularly after operational need ends

- Clearly identify draft items and discard once the final version of a document is prepared (with exceptions noted below)

Destroy/delete transitory records as soon as they have served their primary purpose.

- Notices: once event has taken place (unless you are the originator)