

FYI

# Identifying and Disposing of Transitory Records

## Definition

Transitory records are defined in the Management of Information Act as government records of temporary usefulness in any format or medium having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record.

## Advice

- Transitory records are either copies of information retained elsewhere or records that will not be required as evidence of government's business activities.
- Transitory records may be disposed of when they are no longer of value, and shall only be disposed of through means which render them unreadable, including secure shredding or, in the case of electronic records, secure electronic erasure.
- Disposing of transitory records in a timely manner facilitates efficient use of resources as storage and management requirements for these records is minimized.
- Disposing of transitory records does not require authorization of the Government Records Committee.
- If in doubt whether to keep or dispose of transitory records, discuss with a manager or your department or other public body's information management staff.

## Examples

### Convenience copies of information retained for reference purposes:

- Copy of a report of a government record available in an alternate location and format
- Extra copies of meeting agendas and minutes
- Electronic version of a signed document, where it has been determined that the signed version is the record to be kept and managed

### Drafts of records:

- Which reflect content that is included in the final version of the record
- Which contain only minor edits to content or formatting changes

**Supporting information used in the preparation of a subsequent record:**

- Working papers, notes and research deemed to be inconsequential

**Records not directly related to you or your office that do not require you to act:**

- E-mails on which you are in the “cc” line only – once you determine you no longer need to retain “cc’s” you may delete them

**Transmittal or routing slips and opened envelopes:**

- A physical routing slip or an e-mail that is used to route an attached document – “see attached” e-mails
- E-mail read receipts or failure receipts

**Broadcast messages sent to all employees:**

- Invitation sent to all employees, PSN e-mail messages
- Notice of renovations and employment opportunities

**Publications produced for mass distribution:**

- Catalogues, periodicals, pamphlets and newsletters

For more information on Transitory Records contact [IM@gov.nl.ca](mailto:IM@gov.nl.ca).

**Supporting Materials**

POLICY—Information Management and Protection Policy

[https://www.ocio.gov.nl.ca/ocio/im/im\\_ip\\_policy.pdf](https://www.ocio.gov.nl.ca/ocio/im/im_ip_policy.pdf)

DIRECTIVE—Instant Messaging Directive

[https://www.ocio.gov.nl.ca/ocio/instant\\_messaging\\_directive.pdf](https://www.ocio.gov.nl.ca/ocio/instant_messaging_directive.pdf)

FAQ—Instant Messaging Directive

[https://www.ocio.gov.nl.ca/ocio/instant\\_messaging\\_faq.pdf](https://www.ocio.gov.nl.ca/ocio/instant_messaging_faq.pdf)

FYI—Instant Messaging Directive

[https://www.ocio.gov.nl.ca/ocio/instant\\_messaging\\_fyi.pdf](https://www.ocio.gov.nl.ca/ocio/instant_messaging_fyi.pdf)

GUIDELINE—Email Guideline

<https://www.ocio.gov.nl.ca/ocio/publications/policies/emailGuidelines.pdf>

QUICK REFERENCE—Transitioning Instant Message Content to Recordkeeping Format

[https://www.ocio.gov.nl.ca/ocio/instant\\_messaging\\_quickreference.pdf](https://www.ocio.gov.nl.ca/ocio/instant_messaging_quickreference.pdf)

**Version History**

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