

# IM Month 2021: Declutter Challenge

## Challenge 15:



### Managing Note Books

April 22



#### Declutter Challenge – Manage Note Books

Note Books (e.g., Black Books) and other note-taking journals/software used by individuals in departments and other public bodies, if determined to be transitory, can be securely destroyed.

**Important:** The content and context determines whether a record is transitory; not its format. Note Books may be considered transitory depending on how they are used but an assessment to determine both content and context is required.

Review the below definition and resources to help you master this declutter challenge.

#### Definition of Transitory Record:

A transitory record is a government record 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. Transitory records can be securely destroyed when no longer of value without authorization of the Government Records Committee (Source: [MOIA](#) ).

#### Resources:

[Webpage – Transitory Records](#)

[FYI – IM Advisory – Managing Note Books](#)

If you need assistance with assessing your Note Books contact the [Contact Info IM Program].