

Quick Reference – Examples of Copies – Transitory and Government Record

Reminder: Additional guidance from the department or other public body is required to support the understanding of transitory records unique to their organization; what may be transitory for one may not be transitory for another.

Copies that May be Transitory
Printouts made to support review and editing.
Reports, logs or client/case data generated through a business application that can be regenerated if required.
Agendas, presentations, minutes or other meeting records for which the responsibility for retention is with the meeting organizer or chair.
Information circulated internally for review/feedback (e.g. attachments in an email)
Information provided to another individual, department or other public body to complete a service (e.g., invoices are sent to Finance for processing).
Information that is circulated to the organization or group (e.g. PSN messages, mass updates to staff, etc.) but is managed in an accessible repository by the distributor of the information (e.g. PSN Intranet or Departmental Intranet, Government website) and other FYI Information.

Copies that May Need to be Retained
Copies of information that are used to support a decision, process or transaction.
Copies of information received from an external source not available elsewhere in the department or other public body.
Meeting records distributed to the individuals from outside the department or other public body.
Copies of information with a response from the individual on behalf of the department or other public body. Where these change the original document, they can be considered an annotated discussion and should be kept with the original record.