

Quick Reference – Examples of Drafts – 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.

Drafts that May be Transitory
Drafts that contain minor changes in content/format
Drafts of a document circulated internally for comment and feedback
Drafts that include comments or annotations that do not change the “thought” of the document or are not included in the final
Drafts that are not circulated to others, but rather versions of preliminary work completed prior to release of first draft
Drafts of routine activities or of minor transactions
Drafts of straightforward decision making requiring limited consultation (e.g., purchase of office supplies, minor change request)
Drafts used in preparation of general or administrative records (e.g., communications to staff, general status updates, etc.)

Drafts that May Need to be Retained
Drafts that reflect decisions on content, changes in position (e.g., briefing notes, ministerial responses, major reports, legislative proposals and amendments)
Drafts that are circulated externally for comment and feedback
Drafts that reflect an important stage in the development process (e.g., draft of wording related to a summary of consultation findings)
Drafts that have a business reason to retain (e.g., circulation of a draft is part of a defined governance process)
Drafts that fit the criteria identified in a legal hold, audit or ATIPP request
Drafts that have been appraised as archival in Government Records Committee (GRC) approved Records Retention and Disposal Schedules (RRDS)