

University of British Columbia RECORDS SCHEDULE		Schedule no: 00-0000	
Primary Title Transitory Information		Office of Primary Responsibility: All UBC	
<p>Definition: records or data of temporary usefulness needed only for a limited time in order to complete a routine action or prepare a final record (e.g. drafts once the final has been produced). Other examples include:</p> <ul style="list-style-type: none"> • Back and forth establishing meeting arrangements • personal or instant messages generated electronically • cc copies (unless you are the main staff member responsible for the matter) • outlines, calculations, preliminary notes and other rough content or data used to prepare a final record • routine correspondence about drafts and revisions • announcements of social events • 3rd party published material. <p>Transitory records should be destroyed when they are no longer required for operational use. Within automated systems, transitory records will be retained no longer than 90 days.</p> <p>Note: Retain <u>last draft</u> if document if it is not intended to be finalized.</p>			
Authority		Approval	
BOG Policy GA4 : Section 2.1 and 2.1 of BOG Policy, Records Management			
VITAL	PI	RETENTION	DISPOSITION
NO	No	OPR= SO NON-OPR= SO SO=when no longer required	Destroy