Guideline on the Creation and Handling of Transitory Records

Transitory records are records that are required for a limited time to complete a routine action, are used in the preparation of a subsequent report, or are retained as information or convenience copies by offices or individuals who do not have primary responsibility for them. Transitory records will have no further value or usefulness beyond an immediate transaction; or will only be required for a short time after a transaction; until they are made obsolete by an updated version of a record or by a subsequent transaction; or decision. Transitory records can be created in any media.

Examples of Transitory Records

- Working documents, such as drafts or preliminary versions, and supporting materials used in the preparation of final documents, provided they do not document significant changes or how the final agreement was reached
- Copies of committee agendas and minutes used by committee members other than the chair/secretary
- Copies of records retained when the original is sent to another unit (e.g., a copy of an invoice sent to Finance for payment)
- Electronic files retained when a printed copy has been made and filed as the official record, or paper records of files where the electronic copy is filed as the official record
- Printouts and extracts from databases that can be recreated at a later date
- “cc”, “bcc”, or FYI copies kept only for convenience or information
- Announcements and notices of a general nature
- Routine emails to schedule or confirm meetings and events
- Publications or forms that are no longer in use
- Superseded address or distribution lists
- Personal emails
- Individual working papers for which the official results have been amalgamated into the departments official record or file
- External publications (solicited or unsolicited) no longer required for reference

Additional Points to Consider

Creation and Handling of Transitory Records

Transitory records are created daily in the course of business. Discretion is required in the management of these records to ensure that they are retained as needed and destroyed when operational needs end. You should ensure they are destroyed before the end of the retention period that applies to the subsequent (or final) record they aided in the creation of. Even if records are deemed transitory, it is still important to ensure that they are handled properly, ensuring only those who need access to the information have access, and they are stored appropriately should they contain any personal or confidential information.

Holds on Transitory Records

It is important to note that while records may be deemed transitory; there are specific incidences where you may be required to retain them. Transitory records are subject to access to information requests under FIPPA, or to legal hold in the event of, or potential event of litigation. As soon as you are made aware of a pending request of this nature, you must hold off on all destruction of transitory records that may pertain to the case or request. Contact the Access and Privacy Office for help in determining which records may be subject to hold.

Destruction of Transitory Records

There is no requirement to submit a Requisition to Destroy Records form for transitory records. They may be destroyed by the creating department once their usefulness has ended. Destruction of transitory records should be in accordance with the security classification of the records, taking care that all material that is confidential or contains personal information is destroyed in a secure manner.

For further information, contact the Access and Privacy Office, 233 Elizabeth Dafoe Library, 204.474.9462, fippa@umanitoba.ca