



Standard Operating Procedure Name TRANSITORY RECORDS- Guide to minimizing		SOP Number: 0940 – (SOP)
		Effective Date: December 22, 2016
Approved By: Executive Team	Next Date for Review: December 2019	Date Revised:
Classification: Administration and Governance		Page No: Page 1 of 1

PURPOSE:

The purpose of this document is to provide tips for controlling the growth and disposing of transitory records. This is copied from an Alberta Government document: “Official and Transitory Records: A Guide for Government of Alberta Employees (2015).

APPLICABILITY:

All staff

STANDARD OPERATING PROCEDURE:

Here are some common-sense tips for dealing with transitory records:

- Don't create unnecessary transitory records by downloading documents and distributing them as attachments. If possible, link to the original website instead.
- Transitory email should be deleted as soon as no longer required.
- Discard duplicate print and electronic documents when you are sure the master has been filed.
- Dispose of draft versions of documents and working materials that you don't need to keep when you are sure the final version has been distributed and a copy filed.
- Securely destroy supplies of blank forms and business cards once they are obsolete.
- Discard routine, external publications once they have been circulated and/or you no longer need them.
- Use techniques such as Spam Filters to reduce spam.
- Dispose of information with short-term value once you have acted on it.
- Dispose of advertising material and unsolicited mail as soon as you are finished with it.
- Review emails regularly and delete transitory messages once they are obsolete.
- Erase voicemail messages after listening to them; erase archived messages once you no longer need to save them.
- Keep a recycle box by the photocopier for extra copies and photocopying errors, BUT be sure you don't discard any copies with confidential or sensitive information.
- Make good use of the Locked Bins for confidential transitory records.