



AD.3.2.2 Transitory Records

Schedule A: AD.3.2.2.1 Official vs. Transitory Records

Examples of Official Records	Examples of Transitory Records
Signed contracts – the original, not a copy. Legal agreements of any kind.	Copy of a contract used for reference, or as a convenience copy.
Records documenting how or why recommendations, decisions or actions were taken (along with complete background information).	Annotated drafts where annotations become part of a subsequent version, and are not evidence of decisions related to the evolution of the final record.
Email messages documenting business activities of the department.	Preliminary drafts of letters, memoranda, reports, etc., not communicated outside the creating office.
Final version of reports, briefings, background notes and talking points.	Multiple copies of project or committee materials such as agendas, minutes, reports, etc. as sent to various committee members, staff, etc.
Significant drafts of agreements or policy records.	Information received from other departments in the form of notices or memoranda such as “All staff” emails and memos.
Work done for SAIT by consultants and other third parties.	Multiple copies of publications, blank forms, old letterhead, documents that no longer have corporate or legal value to SAIT.
Interactions with clients, consultants, vendors, partners, regulatory bodies, etc.	Copies of documents used for reference/information or convenience only.
Records created to document significant face to face and phone conversations.	Personal records (for example, records pertaining solely to and individuals own affairs).
Any transactions where payments change hands, services are delivered or obligations are incurred.	Advertising material.
Any technical systems and procedures affecting ongoing availability and integrity of records.	“cc”, “bcc”, or “FYI” copies kept for only convenience or for information.
Official reports. Final version of instruction, statements and speeches.	