

Freedom of Information and Protection of Privacy (FOIP) Act

Transitory Records are records in any format that are only required for a limited (short) time period to complete a routine action or to help prepare a final version business document (final business decision). They are often only kept for reference purposes for an immediate, or minor, transaction.

Examples of Transitory Records

- ✓ Advertising Material (Outdated)
- ✓ Books (Pamphlets, Magazines, Ephemera)
- ✓ Copies (Photocopies or when Final Record is held in another Business Unit)
- ✓ Drafts (Draft Decisions or Draft Deliberations)
- ✓ Emails (Helpdesk Tickets, CC's (FYI's), Newsletters, Personal Emails)
- ✓ Forms (Blank or Outdated)
- ✓ Receipts or Invoices already processed by Financial Services
- ✓ Records containing data already entered into Banner

Destroying Transitory Records

- ✓ Transitory Records can be destroyed/deleted when they are no longer needed for short-term reference for your business.
- ✓ Transitory Records can be destroyed/deleted as needed **without relying** on the MRU Records Retention Schedule (outlines legal retention lengths).
- ✓ *1 year after a decision is made about an individual is recommended.*

The Benefits

- ✓ Eliminating Transitory Records maintains a clean-efficient workspace.
- ✓ Regularly shredding/deleting Transitory Records helps lower the risk of unauthorized access to personal information. (Privacy Breach Mitigation)

Protecting Personal Information: Always shred, or delete, records containing personal information in a secure manner. (*Both Transitory and Business Records)

Always use shredding machines and ensure your computer trash can is empty.

Official Business Records are those University records that generally represent the first complete and final record, which are able to produce the consequences intended by its author or creator.

Official Business Records must be filed, classified and retained based on the MRU Records Retention Schedule. ([Go to the Online Toolkit on MyMRU > Employee \(Resources & Timesheets Tab\) > General Counsel Box > FOIP > See Also > Retention](#))

- ✓ They are required, and maintained, to support business operations.
- ✓ They document, and provide, evidence of business transactions.
- ✓ They are required by legislation.
- ✓ They are retained to protect the rights of citizens and/or the University.
- ✓ They provide evidence of compliance and accountability or other specialized business requirements.
- ✓ They have some future business, financial, legal or archival value to the University

Transitory Records Decision Diagram

The diagram below can help you identify records that are considered “Transitory”, and therefore, can be shredded or securely deleted.

