

Checklist for Identifying a Record

Items that are definitely not records, which may be destroyed locally

- Duplicates – including snapshots, printouts, or extracts from databases.
- 'cc' and 'FYI' copies
- Unaltered drafts
- Circulated or convenience duplications of master documents (e.g. minutes of meetings chaired by someone else).
- Working papers – where the results have been written up in to an official document and which are not required to support it.
- Transmission documents including:
 - Standard covering letters
 - Envelopes, cover sheets
 - Routing slips, compliments slips (items that accompany documents but do not add value to them)
- Announcements and notices of meetings and events and notifications of acceptance or apologies relating to meetings and events or catering, where no internal changes are made.
- Requests and confirmations of reservations with third parties, e.g. travel, hotel accommodation, restaurants once invoices have been received.
- Out of date address lists, distribution lists, personal diaries and address books.
- Emails and copies of emails with no significant operational, informational or evidential value to The University of Warwick.
- Published / reference materials received that require no action and are not needed for record purposes, e.g. trade magazines, vendor catalogues, flyers, newsletters.
- Copies of circulars from academic or professional bodies
- Requests for brochures, maps, travel directions etc.

These items should not be kept once they have served the purpose for which they were created.

Identifying records

- Does it fall within the functions and activities contained in the Estates Records Retention Schedule?
- Does it form part of a University transaction?
- Does it add value to or support an existing document?
- Does it show how a transaction was processed?
- Does it show how a decision was made?
- Does it document a change to a policy, procedure or methodology?
- Does it show when or where an important event happened?
- Is it a formal draft of a submission, agreement, or legal document?
- Is there a statutory requirement to keep the document?
- Is it in some other way a document that demonstrates the history of the University?

If your document does not fall into any of the above, it is not a records and can be disposed of when no longer current.