










## Transient & Non-Records

**“Transient” definition:** Convey information of a temporary value, regardless of medium, and have a very short-lived administrative, fiscal and/or legal value. Typically, the retention is not a fixed period of time and is event-driven.

### How to determine if a record is transient:

- Temporary usefulness
- Only required for a limited period of time for the completion of an action or in preparation of an on-going record series
- Common types of transient media (although media does **not** dictate transience): **Some** voicemail, e-mail, instant messages, text messages, drafts, post-it notes, personal notes, unsolicited, unsigned, or anonymous materials.

### Examples of transient and non-record email and text messages:

e-Mail	Text Messages
<p><b>Spam/Unsolicited:</b></p> <ul style="list-style-type: none"> <li>• Ads, news articles, non-work related mail</li> </ul> 	<p>Traffic delays on campus today.</p> 
<p><b>Personal:</b></p> <ul style="list-style-type: none"> <li>• Please pick up some milk!</li> <li>• Late meeting, can you get the kids?</li> <li>• Not related to job</li> </ul> 	<p>Ready for lunch?</p> 
<p><b>Mass Distribution:</b></p> <ul style="list-style-type: none"> <li>• Schedule your flu shot</li> <li>• Brown Bag lunch at 12:00</li> <li>• “while you were out” notes</li> <li>• Administrative notices</li> </ul> 	<p>Campus safety notices.</p> 
<p><b>Listservs:</b></p> <ul style="list-style-type: none"> <li>• Newsletters/Bulletins</li> <li>• Info-sharing communities</li> <li>• Discussion boards</li> </ul> 	<p>Don't forget to sign up for Vendor X's new accounting software webinar!</p> 
<p><b>Temporary/Informal:</b></p> <ul style="list-style-type: none"> <li>• Meeting setup/requests</li> <li>• Non-substantive/short-term use</li> <li>• FYI/CC/BCC: no response needed</li> <li>• Thank you!</li> </ul> 	<p>I'll be 10 minutes late to the meeting.</p> 