Record Classification

Record Classification for Retention

Each department, in coordination with Archives & Records Management, should determine how long to keep which records based on its particular retention schedule. It may also be useful when making retention decisions to sort types of information into three categories—transactional, facilitative, and strategic—and establish time periods to keep each group regardless of their form (paper or electronic).

Category 1: Transactional - documentary evidence of a temporary or ephemeral nature. Transactional records document routine general office activities. Transactional records found in all media (paper, electronic, or otherwise) may include but are not limited to:
- internal information records, such as office and travel schedules, memoranda, and routine internal reports, reviews and plans, used to disseminate information or for other administrative purposes;
- documentation of the day-to-day administration and training of office personnel;
- records of supplies and office services; and
- records and documentation of unit activity relating to specific and defined short-term administrative projects.

Category 2: Facilitative - documentary evidence that contextualizes the policy or strategic decisions. Facilitative records serve to protect the rights and document the obligations of the College; demonstrate compliance with statutory and regulatory requirements; and document organizational activities. Facilitative records found in all media (paper, electronic, or otherwise) may include but are not limited to:
- communications found in letters, acknowledgements, memos, notes, transmittals, e-mail messages and other messages that, document the College’s obligations and activities, demonstrate compliance, and address issues governed by policies and procedures;
- minutes, agendas, reports, and other records created for operational purposes but which have no historical value;
- standard, common reports, lists and studies; and
- internally directed departmentally generated publications such as newsletters.

Category 3: Strategic - documentary evidence of policies and strategic decisions or directions. Strategic records document the College’s development, decision-making process, and cultural history. Because of their historical importance, they are considered archival records and must be transferred to the college archives when they are no longer required for the day to day activities of the College. Strategic records, found in all media (paper, electronic, or otherwise) may include but are not limited to:
- directives and general orders that document College programs, and policies;
- program establishment/consolidation/disestablishment,
- strategic plans, records that document leadership roles and decision-making processes;
- official minutes, agendas, final reports, bylaws, annual reports, and other historically significant records.