

# Guidelines for Purging Office Files

As you prepare to downsize your files/binders in preparation for the move to the new Central Services Building, you need to be a responsible custodian of the College's records. Office files/binders contain three types of records:

|                               |  |
|-------------------------------|--|
| Transitory                    | Routine correspondence or other documents that have short-term value and should be destroyed after serving their purpose.  |
| Retained for a period of time | Categories of official College records must be retained and disposed of in accordance with the <a href="#">College's Records Management Program</a> . Refer to the <a href="#">Records Retention Schedule</a> to verify if records need to be retained by your office. |
| Historical                    | A <i>miniscule</i> percentage of records have enduring value and help to document the history of the College. These records may be candidates for permanent storage in <a href="#">Special Collections</a> .   |

## **Transitory Records:**

The following materials are considered to have no administrative, legal, fiscal, or archival requirements for their retention. They may be disposed of as soon as they have served their reference purpose.

- **Copies of Official College Records:** A record may be on the Records Retention Schedule as an official record, but if your office is not the Office of Record, you may dispose of the copy. An Office of Record is the one that creates/receives the official record and is the responsible custodian of the official record. Example: you may have copies of personnel files, but the official copy is *only* retained by the Office of Human Resources and Strategic Talen Management.

---

- **Drafts and/or Documents with Errors:** Incorrect versions of documents, forms, or reports that had to be regenerated in order to correct errors in typing, data entry, spelling, grammar, or format.

---

- **Duplicates:** Extra copies of correspondence, completed forms, bulletins, statistics, reports, hardcopy extracts/spreadsheets from a database, outdated phone or mailing lists, etc., used only for reference or informational distribution.

---

- **Extracted Data:** Documents derived from a master file or database in the form of statistics, reports, hardcopy printouts, lists/logs, auto-generated notifications and reminders, or e-mails, etc. These records will be visible and accessible for their full retention period in the system of record and can be reprinted as needed.

---

- **Miscellaneous Notices or Memoranda:** Memos and postings that do **not** relate to the functional responsibility of the unit (i.e., announcements of meetings, reservations, confirmations, itineraries, acknowledgements, form-letter thank you notes, etc.).

---

- **Published Reference Materials:** Printed materials received from other MC offices, vendors, or other non-MC institutions, which require no action and are not needed for documentary purposes. May include technical reports/studies, magazines, catalogs, periodicals, flyers, announcements, newsletters, and other widely distributed printed materials received by an office.

---

- **Requests for Information:** Routine memos or forms used to request, or respond to requests for, information, forms, mailing lists, database printouts/reports, publications, etc. Retain until after the information has been sent or received.

---

- **Stocks of Publications:** Supplies (multiple copies) of departmentally-produced printed documents which are *superseded, obsolete, or otherwise valueless*. May include program brochures, booklets, flyers, forms, catalogs, directories, manuals, posters, and other informational materials produced by a department for wide distribution.