







APPENDIX “A”

IS IT A RECORD OR IS IT A TRANSITORY ITEM?

STEP 1		STEP 2		STEP 3		
Does the e-mail provide evidence of a business activity, decision or transaction related to the functions and activities of the organization?	YES 	Does the e-mail contain information that is of short-term business value and will not be required in the future? OR Is the e-mail a duplicate that was circulated strictly for reference purposes? OR Is the e-mail a draft document that will have no further value once a final version is produced?	NO 	Is the e-mail needed to support business activities? OR Does the e-mail protect the rights of citizens and the City? OR Will the e-mail have some future business, financial, legal, research or historical value to the City and its citizens?	YES 	It is an official Corporate Record. File it.
- NO – 		- YES – 		- NO – 		
Transitory item. Not an official Corporate Record. Please Delete it.						