

Transitory Records Cheat Sheet

These records can be deleted or recycled when “[no longer needed for agency business](#)” but are **still subject to disclosure** while they exist.

<p><u>GS 50-02-02 Rev. 1</u> BLANK FORMS & PUBLICATIONS</p> <p>Blank forms or extra copies of reports, brochures, newsletters.</p> <p><i>Excludes: Numbered forms like checks and master set of blank forms. One copy of all publications must be sent to WA State Library.</i></p>	<p><u>GS 2016-002 Rev. 0</u> BRAINSTORMING</p> <p>Post-it notes, Whiteboards, Flipcharts, or staff notes from brainstorming sessions.</p> <p><i>Excludes: Drafts, edits, comments, or brainstorming with other agencies or outside consultants.</i></p>	<p><u>GS 2016-003 Rev. 0</u> CONTACT INFORMATION</p> <p>Business cards, Outlook contacts, mailing lists, listservs and requests to be added/removed, or mail returned as undeliverable.</p> <p><i>Excludes: Emergency/Disaster Preparedness contact lists.</i></p>
<p><u>GS 2016-004 Rev. 0</u> DRAFTING & EDITING</p> <p>Drafts, edits, comments, mockups from INTERNAL staff.</p> <p><i>Excludes: Final versions and draft comments or edits from EXTERNAL sources like other agencies or outside consultants.</i></p>	<p><u>GS 2016-005 Rev. 0</u> UNSIGNED DIGITAL DOCUMENT</p> <p>Digital documents or document templates used to create official, signed, paper copies, like official letters or signed meeting minutes.</p> <p><i>Excludes: Copies of signed and sent letters.</i></p>	<p><u>GS 50-02-03 Rev. 0</u> SPAM & MAILERS</p> <p>Catalogs, brochures, bulletins, newsletters, advertisements, or notices <u>NOT</u> created by the agency, not requiring any action by the agency, and not required for agency business.</p>
<p><u>GS 50-02-05 Rev. 2</u> FYI'S & MEMO'S</p> <p>Cookies in the breakroom, Bob out sick today, email read receipts, or out-of-office notices.</p> <p><i>Excludes: Leave records, records documenting or informing agency decisions or actions.</i></p>	<p><u>GS 2016-006 Rev. 0</u> BROWSING HISTORY</p> <p>Cookies, cache, temp files, saved passwords or web form autofill info, Google searches, or bookmarks.</p> <p><i>Excludes: Internet activity logs monitored by IT staff to ensure appropriate use.</i></p>	<p><u>GS 2016-008 Rev. 0</u> TO-DO LISTS & TASKS</p> <p>Records monitoring work in progress, like To-Do lists, Outlook 'Tasks', routing slips, workflow notifications, or status logs.</p> <p><i>Excludes: Strategic plans or unit level work plans.</i></p>
<p><u>GS 2016-009 Rev. 0</u> RAW DATA CAPTURED ELSEWHERE</p> <p>Raw data or temp records (i.e. survey responses or written notes) documented by formal record.</p> <p><i>Excludes: AV recordings of official meetings, electronic records that have been printed (i.e. emails).</i></p>	<p><u>GS 2016-010 Rev. 0</u> REFERENCE INFO</p> <p>Materials gathered from outside sources for reference use which are not evidence of the agency's business transactions. Conference handouts/materials, cheat sheets, white papers, copies of articles, listserv/RSS feeds.</p>	<p><u>GS 50-02-01 Rev. 1</u> BASIC AGENCY INFO</p> <p>Requests for hours of operation, mailing address, directions, front desk phone/fax #, web address.</p> <p><i>Excludes: Public records requests, advice or assistance given as part of agency's mission.</i></p>
<p><u>GS 2016-011 Rev. 0</u> SCHEDULING</p> <p>Invitations, checking availability, cancellations and rescheduling, and venue arrangements.</p> <p><i>Excludes: Calendars, meeting materials, and financial records.</i></p>	<p><u>GS 50-02-04 Rev. 2</u> SECONDARY COPIES</p> <p>Printouts of database records, webpages, emails, CC's, convenience copies.</p> <p><i>Excludes: Copies of records held by other agencies or external organizations.</i></p>	<p><u>GS 2016-012 Rev. 0</u> UNSOLICITED INFO</p> <p>Info not requested/used by agency, extra info included with applications, unfinished forms, and unwanted donated records.</p> <p><i>Excludes: Records received as part of regular agency business.</i></p>

CAUTION: THIS DOCUMENT DOES NOT GIVE LEGAL AUTHORITY TO DESTROY RECORDS. CHECK FULL DESCRIPTIONS IN LOCAL GOVERNMENT COMMON RECORDS RETENTION SCHEDULE (CORE) TO ENSURE COMPLIANCE.