Identifying Business and Transitory Records: Should it Stay or Should it Go?

MGCS

Start Here

Was the record made or received by the public body in the course of carrying out the public body's activities?

→ **YES** The record is a **public record.**

→ **Does the record:**

- Have on-going business value or usefulness?
- Need to be kept to ensure program accountability and support business needs?
- Contain information that supports, directs, or informs decision-making, policy development, activities or operations?
- Need to be kept to meet legal or financial obligations?

NO The record is **not a public record.**

NO The record is a **transitory record.**

YES The record is a **business record.**

WAIT: Is the record subject to a litigation hold, a FIPPA request or a committee request?

DISPOSE OF WHEN NO LONGER NEEDED.

NO

YES

SAVE