

GOVERNANCE SERVICES

Records which may be routinely destroyed

As a rule, the following types of records have no significant operational, informational or evidential value. They can therefore be destroyed as soon as they have served their primary purpose.

Examples

- announcements and notices of meetings and other events, and notifications of acceptances or apologies;
- requests for, and confirmation of, reservations for internal services e.g. meeting rooms where no internal charges are made;
- requests for, and confirmations of, reservations with third parties e.g. travel, hotel accommodation when invoices have been received;
- transmission documents: letters, FAX cover sheets, email messages, routing slips, compliments slips and similar items which accompany documents but do not add any value to them;
- message slips;
- superseded address lists, distributions lists etc..;
- duplicate documents such as 'CC' and 'FYI' copies and unaltered drafts;
- personal diaries, address books etc..;
- working papers, where results have been written into an official documents and which are not required to support it; and
- published or reference materials received from other parts of the University or external bodies which require no actions and are not needed for 'record' purposes e.g. newsletters, flyers.

If you have any questions regarding the disposal of records, please contact the Senior Governance Officer (Records Manager), see: <http://staff.napier.ac.uk/services/secretary/Pages/uso.aspx> for contact details.