

What is the purpose of this guidance?

The purpose of this tip sheet is to simplify the records retention processes for employees. The general examples listed below have been determined by the agency to be “transitory” and don’t need to be kept. This Tip Sheet serves as the agency-approved summary of [State General Schedule](#) Numbers 50001-50015 for WSDOT employees.

Why is this important?

Records that have met their retention can and should be deleted and destroyed on a regular basis. The agency encourages employees to weed out their “transitory” records as often as possible, so this process does not need any approvals through the Records Destruction Request process.

What is not covered by this guidance?

This tip sheet only gives general guidance. More specific guidance will be provided on a case by case basis as the agency develops file plans specific to each business process.

Still have questions?

Contact [Records and Information Management \(RIM\) \(Internal Link\)](#).

What is a Transitory Record?

Transitory records are defined as those created or received by the agency (agency employees) which are typically of short-term, temporary informational use and value. This means they are:

1. Not needed as evidence of any business activity or transaction, and
2. Not required to be kept by any law, rule or another more specific retention schedule.

Since each transitory record only has temporary value, it’s retention is basically up to the user: retain until no longer needed for agency business. Once it has served it’s purpose, go ahead and get rid of it.

Copies

- Agency-generated forms and publications - blank forms and duplicate copies of publications, provided that the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to:
 - Reports, catalogs, brochures, calendars, posters
 - Multi-media presentations (videos, CDs, etc.)
- Secondary Copies - Copies of records (created or received), provided that the agency retains the primary record in accordance with the current approved minimum retention period. Includes, but is not limited to:
 - Data extracts and printouts from agency information systems

Junk

- Records communicating basic/routine short-term information
- Unsolicited additional information not requested by the agency
- Information received from other agencies, commercial firms, or private institutions, which requires no action and is no longer needed for agency business purposes. Includes, but is not limited to:
 - Catalogs, reports, multi-media presentations (videos, CDs, etc.);
 - Informational copies, notices, bulletins, newsletters, announcements;
 - Unsolicited information (junk mail, spam, advertisements, etc.).

Preliminary Drafts

- Records relating to the drafting/editing of correspondence, documents and publications.
- Electronic documents created in order to print paper records that get signed.
- See WSDOT Records Management [Tip 1-7](#) Managing Draft Documents.

Reference Material

Files containing reference copies of correspondence, reports, studies, articles, minutes, and/or other reference materials which are maintained solely for ease of access and reference and not the agency's business transactions.

Routine Agency Information

Internal and external requests for, and provision of, routine information about the operations of the agency, such as:

- Business hours, locations/directions, web/email addresses;
- Meeting dates/times.