What is a Record?

DOCUMENTS ARE OFFICIAL RECORDS
- Any final product related to University administrative, enforcement or policies and procedures. Examples of final products include:
  - Decision papers
  - Letters
  - Contracts
  - Minutes
  - Reports
  - Messages regarding public information
- Supporting materials sufficient to document and/or explain the document trail/decision making process for administrative, legal, final, programmatic and historical purposes. May include drafts, annotations, reports, raw data and meeting minutes.

Note: Official records may be originals or copies of original records.

DOCUMENTS ARE NON-RECORDS
- Materials that do not contribute to an understanding of University operations or decision-making processes
- Materials that have no substantial intermediate or long term value
- Extra copies of official record documents retained elsewhere that serve as:
  - Convenience copies kept solely for ease of access and reference
  - Information/Reference copies of records sent to individuals or offices interested in, but not acting on, a matter
  - Technical reference documents needed for general information, but not properly part of the office’s records
- Personal Documents or Files
  - Papers accumulated by an official before assuming office
  - Records related to private, personal matters kept at an office for convenience