

## APPENDIX A - DEFINITIONS

**Convenience copy** – One or more records created for convenient reference that duplicates the original Record, which may or may not be kept in the department of record. Convenience copies are not considered records and are not required to be kept according to the record retention schedule, unless additional information is added to them that changes their classification to a record. Convenience copies should be kept only as long as they are needed for operational business purposes.

**Current record** – A record that for convenience, ready reference or other reason is retained in office space or on easily accessible electronic systems. Also known as an **on-site or active record**.

**Data** – Symbols or characters that represent raw facts or figures and form the basis of information.

**Draft** – The preliminary form of a document before it becomes a record. In most cases, drafts can be disposed of once a new draft is created, or the final version of a record is completed, not including interim final documents.

**Information** – Data that have been given value through analysis, interpretation or compilation in a meaningful form.

**Non-record** - Documents, files and other information not required to be retained by the record retention schedule. Non-records include convenience copies, drafts, working papers, and transitory information, and should be destroyed as soon as it is no longer needed for operational business purposes.

**Record** – Any document or object that contains data and/or information and which relates to business activities or decisions. Records can exist in many forms, including writings, documents, data, software, samples, drawings, graphs, charts, maps, email, photographs, sound recordings, video, images or other data compilations stored in any medium from which information can be obtained. Material retained for personal reference or use is not a record.

**Record category** – A grouping of records according to their particular function and assigned a common retention period by the record retention schedule.

**Retention period** – The period of time a record is required to be retained by the record retention schedule, whether for regulatory, legal or business purposes.

**Storage record** – A record that does not need to be retained in office space or on accessible electronic systems, but which must be preserved in an offsite or other location until expiration of the record's applicable retention period. Also known as an **off-site or inactive record**.

**Transitory information** – Short-term records that are not covered by any of the other record types. Examples include reference materials and notes, out-of-office replies, routine system

messages and log files, and correspondence and/or email with no ongoing business value. Transitory records should be disposed of promptly.

**Working papers** – Short-term records created as part of a project or in conjunction with working on a task. These records could include notes, reference materials and other papers associated with the preparation and creation of records. Working papers are not considered as records under the record retention schedule and should only be kept as long as they are needed for operational business purposes.