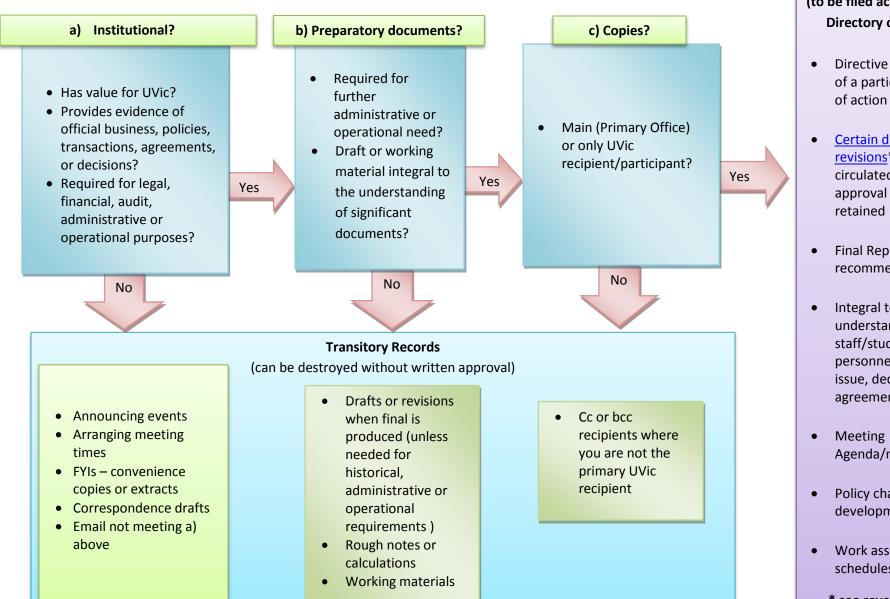


What Records Do I Need to Keep?

- 1. Does this discussion or decision need to be recorded for future reference?
- 2. Will I need this to show what actions I took/what advice or services I provided?
- 3. Will others need a record of my activity in order to provide service or complete their work?



Substantive Records (to be filed according to the **Directory of Records)**

- Directive or approval of a particular course
- Certain drafts or revisions* or material circulated for formal approval may be
- Final Reports or recommendations
- Integral to understanding a staff/student or personnel relationship, issue, decision, agreement or project
- Agenda/minutes
- Policy changes or developments
- Work assignments or schedules

* see reverse

* **DRAFT RECORDS**: Once the final version of a document is complete and filed, most drafts and working materials can be disposed of as transitory records. Offices responsible for drafting legal documents, policy, budgets, standards, guidelines or procedures might need to track the evolution of the final product. These offices may need to keep various drafts, research and working materials in order that the final product be understood.

Privacy http://www.uvic.ca/universitysecretary/privacy

Information Security http://www.uvic.ca/systems/services/informationsecurity

University policies and procedures http://www.uvic.ca/universitysecretary/policies/

Records Management Policy http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7700.pdf

Records Management page http://www.uvic.ca/uvicrm

Directory of Records http://www.uvic.ca/dor