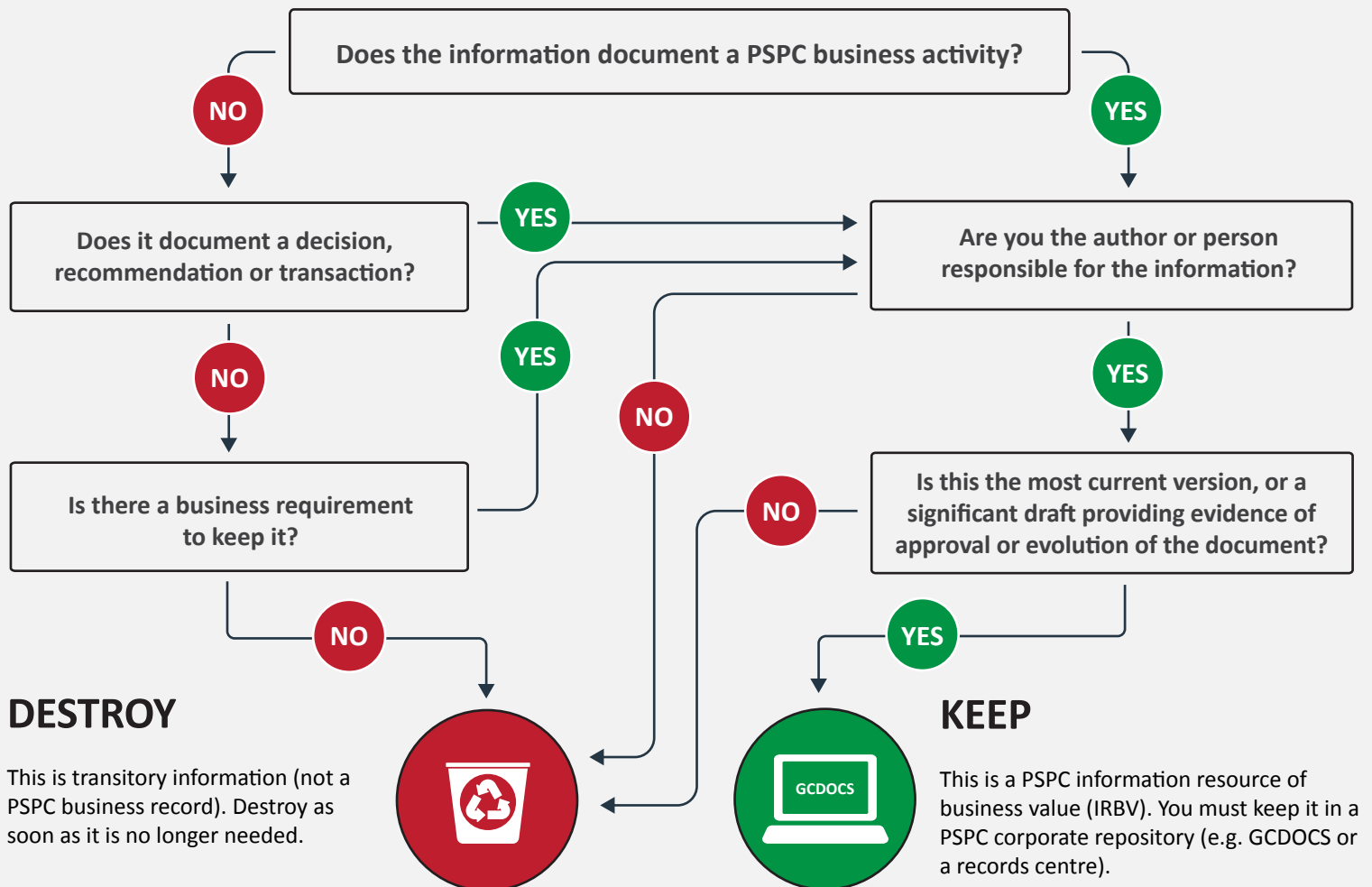




WHAT TO KEEP? WHAT NOT TO KEEP?



***Exception:** If the transitory information is the subject of an open Access to Information request, legal proceeding (e-Discovery), or audit, you must keep it until the process is complete.

Important! Sensitive transitory information must be destroyed according to the [Procedure for the destruction of sensitive departmental information](#).

Examples of information to destroy:

- drafts of no particular significance (that were not circulated for comment, or where comments were incorporated in a later version and are not needed to show document evolution/approval)
- duplicate copies of documents or emails already filed in a corporate repository
- personal or casual documents or emails (e.g. lunch invites, resumes)
- broadcast and FYI emails
- meeting and absence notices
- unsolicited advertisements

Examples of information to keep:

- records of business transactions
- records of decision/authorization
- client records and interactions
- final versions of documents (e.g. policies, guidelines, briefing notes, reports, audits, TB submissions)
- substantive versions of documents (that show evolution of final document)
- formal meeting proceedings (e.g. agendas, minutes, records of decision)
- legal advice and opinions
- business process documentation

Need help?

For more information, see the [Guide to determining the value of your information](#).

Contact your manager or [Branch/Region IM Lead](#).