

WHAT CAN I DESTROY NOW ?

<p>BLANK FORMS & PUBLICATIONS</p> <p>Blank forms or extra copies of reports, brochures & newsletters.</p>	<p>BRAINSTORMING</p> <p>Post-it notes, whiteboards, flipcharts, or staff notes from brainstorming sessions.</p>	<p>CONTACT INFORMATION</p> <p>Business cards, Outlook contacts, mailing lists, or mail returned as undeliverable.</p>
<p>DRAFTING & EDITING</p> <p>Drafts, edits, comments, mockups from INTERNAL staff not needed as evidence of EXTERNAL consultation or due diligence.</p>	<p>UNSIGNED DIGITAL DOCUMENT</p> <p>Unsigned digital documents/templates for official business.</p>	<p>SPAM & MAILERS</p> <p>Advertisements, brochures, catalogs & newsletters <u>NOT</u> created by the agency.</p>
<p>FYI'S & MEMO'S</p> <p>Cookies in the breakroom, sick notices, email read receipts, or out-of-office notices.</p>	<p>BROWSING HISTORY</p> <p>Cookies, cache, temp files, saved credentials, Google searches, or bookmarks; excluding internet activity logs monitored by IT.</p>	<p>TO-DO LISTS & TASKS</p> <p>Records monitoring work in progress.</p>
<p>RAW DATA CAPTURED ELSEWHERE</p> <p>Raw data or temp records (survey responses or written notes) documented by formal record.</p>	<p>REFERENCE INFO</p> <p>Materials gathered from outside sources for reference purposes.</p>	<p>BASIC AGENCY INFO</p> <p>Requests for hours of operation, contact information, web address.</p>
<p>SCHEDULING</p> <p>Invitations, checking availability, rescheduling, and venue arrangements.</p>	<p>SECONDARY COPIES</p> <p>Printouts of database records, webpages, emails, convenience copies.</p>	<p>UNSOLICITED INFO</p> <p>Information not requested or used by the agency.</p>

* TRANSITORY RECORDS CHEAT SHEET



WASHINGTON
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