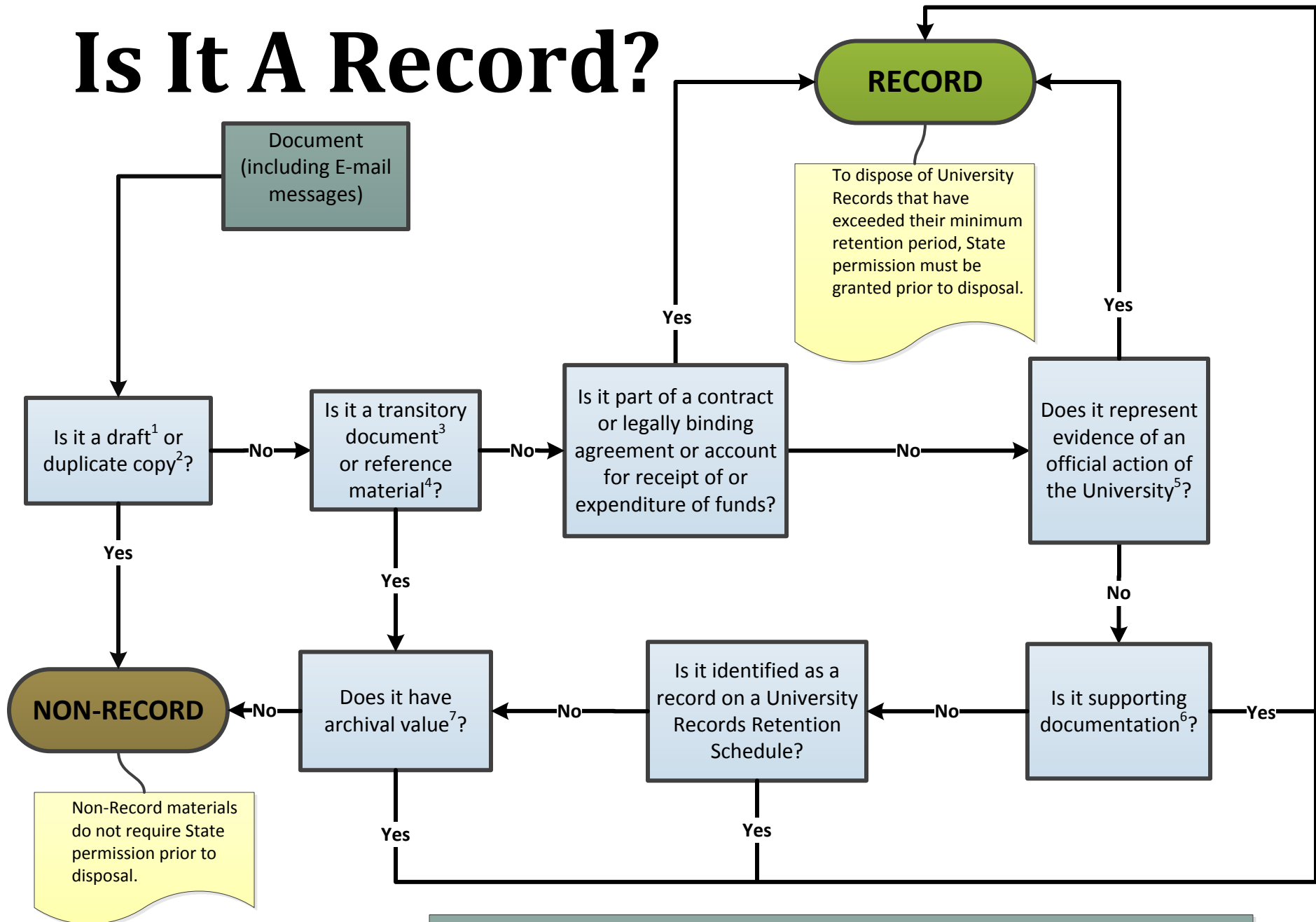


Is It A Record?



If you are unsure about any document, please contact the Records Officer at 309-298-2717

1 **Draft:** A preliminary version of a document which may be subject to revision, and is not yet able to accomplish its intended purpose. A draft document has no legal authority, and therefore should not be considered a Record.

2 **Duplicate copy:** A copy of a Record that is not the authoritative copy. Typically a single office or unit holds the recognized authoritative copy of a Record, and as a result every other copy is purely a duplicate not susceptible to the strict controls that surround authoritative Records.

3 **Transitory document:** Transitory documents are those records that are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory records include correspondence that requires no administrative action, policy decision, or special handling; and non-record notices, such as memoranda, that are not used as the basis of an administrative or program action or decision.

4 **Reference material:** Documents retained by an office or individual solely for reference use.

5 **Evidence of an official action of the University:** A record created by, received by, sanctioned by, or proceeding from an individual acting within their designated capacity as an official of the University. Official actions of the University can be located in official communications, decisions, policies, or rulings issued by the University.

6 **Supporting documentation:** Documents that provide context to help understand other records.

7 **Archival Value:** The ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain, justifying their continued preservation beyond their immediate business need. Records that hold Archival value contain usefulness or significance for understanding the history of a College, Department, notable individual, or the University at large.