SHOULD I RETAIN OR DISPOSE OF THIS DOCUMENT?

Evaluate purpose of document regardless of form or format

Was it made/received in pursuance of law?

Was it made/received in connection with public business transactions?

Is it business related?

Is it personal or junk?

Discard immediately; shred if confidential, or save to non-record folder

Yes

Non-Records:
- Library reference materials
- Museum exhibition materials
- Convenience copies
- Publications/documents for sale or distribution
- Publicly available publications
- Personal correspondence
- Advertisements (including SPAM)
- Personal messages
- Unsolicited vendor promotional materials
- Email discussion group messages
- Files copied/downloaded from Internet sites

Is it actually or foreseeably required for legal, tax, fiscal, or audit uses?

Is it evidence of UA’s organization, functions, operations, policies, procedures, decisions, or other activities?

Does it have informational AND historical value?

Is it still useful?

Yes

Yes

Discard immediately; shred if confidential

Annual Review:
Discard after purpose is served; shred if confidential

OR

Check common and departmental retention schedules

Discard Transitory and reference materials after purpose is served, but no later than 1 year:
- Correspondence of limited reference value
- Transmittal letters
- Informational bulletins/messages
- Duplicate documents
- Newsletters
- Publications generated in another department
- Catalogs

Am I either the sender or the creator?

Am I the main/only recipient?

Retain for approved retention period

At end of retention period, ask:

Is it actually or foreseeably required for legal, tax, fiscal, or audit uses?

Should it be retained permanently in archives?

Discard; shred, if confidential or regulated data

Retain any document under litigation hold until released by court or responsible authority; retain any other until purpose is served, then discard

Transfer to Records Management & Archives

Reference: A.R.S. §41-1350