



## Managing Transitory Records at K-State

In recognition of Records and Information Management Month, the Division of IT and K-State Libraries are highlighting key topics related to records and information management. One important area is understanding transitory records, what they are and how to dispose of them properly.

At K-State, transitory records exist in many formats, including paper, email, audio, and electronic files. These records support daily work but do not have long-term value.

### What Are Transitory Records?

Transitory records are materials that have no ongoing operational, informational, evidential, or historical value once their immediate purpose has been served. Common examples include:

- General announcements or notices
- Drafts and working papers
- Convenience or duplicate copies
- Messages with no operational value
- Superseded lists or outdated information
- Obsolete in-house publications
- Blank forms

### When Can Transitory Records Be Disposed Of?

As a general rule, transitory records should be destroyed as soon as they have fulfilled their primary purpose.

Examples include:

- **Notices** – after the event occurs (unless you created the notice)
- **Drafts** – once the final version is issued
- **“FYI” messages** – when they are no longer referenced
- **“CC” copies** – after the issue has been resolved
- **Snapshots or printouts** – once the database or system has been updated

Properly disposing of transitory records helps reduce clutter, improves efficiency, and supports good records management practices.

By recognizing and promptly discarding transitory records, K-State employees play an important role in maintaining an organized, compliant, and efficient information environment.