

Records Management Office Documentation

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1.0	04/03/2013	Creation	Phil Oakman
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Records Which May Be Routinely Destroyed Locally

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Introduction

This guide has been adapted for The University of Northampton purposes from JISC: [Study of the Records Lifecycle](#), 2003, App B and is authorised by the Pro-Rector as guidance to all staff.

Guidance

Only records which have no significant operational, informational or evidential value can and should be routinely destroyed at a local level. This can be carried out as soon as they have served their primary purpose, e.g.:

Duplicates - such as snapshot printouts or extracts from databases, 'cc' and 'fyi' copies, unaltered drafts, day book duplications or notes of correspondence, circulated or convenience duplications of master documents, etc., which have served the purpose for which they were made.

Working papers where the results have been written into an official document *and which are not required to support it* - not to be confused with sequential draft or preparatory versions of documents leading to official or substantive versions, which should be retained and only disposed of in accordance with corporate policy.

Transmission documents - standard covering letters, envelopes, fax cover sheets, routing slips, compliments slips and similar items which accompany documents but do not add value to them.

Emails and copies of emails with no significant operational, informational or evidential value to The University of Northampton.

Stocks of in-house publications which are obsolete, superseded or otherwise useless, for example magazines, marketing materials, prospectuses, catalogues, manuals, directories, forms, and other material produced for wide circulation - in some cases it may be appropriate to offer one copy to the consideration of the University Archives, through the Chief Librarian.

Announcements and notices of meetings and events, notifications of acceptance or apologies relating to meetings and events.

Requests for stock information - brochures, maps, travel directions, etc.

Requests and confirmations of reservations for internal services, e.g. meeting rooms, car park spaces, or catering *where no internal changes are made*.

Requests and confirmations of reservations with third parties, e.g. travel, hotel accommodation, restaurants *once invoices have been received*.

Out of date address lists, distribution lists, personal diaries and address books.

Published / reference materials received which require no action and are not needed for record purposes, for example trade magazines, vendor catalogues, flyers, newsletters.