



### Transitory Records

**What are they?** Transitory records have **short-term value** and do **not** serve as evidence of you performing your job or your agency performing its functions.



**Why should I care?** All King County employees have transitory records. They are clogging up our Outlook accounts, One Drive accounts, shared drives and other places we store information. The huge volume of transitory records is a liability that makes it difficult to find information that is needed to support business or respond to public records requests.

**Transitory records can and should be deleted or destroyed (no destruction form is required).** Transitory records should **not** be filed to Content Manager.

#### Examples of transitory records:

- **Duplicate copies** (when the original copy **is** retained elsewhere)
- **Drafts** that do not document include significant changes
- **Blank forms**
- **Out-of-office replies**
- **Accepted meeting notices**
- **Personal** non-work related records
- Communications that **do not have substantive information** (i.e. an email that only says "Thank you")
- **Non-county records** or materials kept as reference
- **Newsletters** you have *received* (most emails sent out to ZZGroups)
- many more!

**What if you still have no idea?** That's ok! There is no black-and-white answer and everyone's records will vary. Do your best to identify and delete records that are obviously transitory and then manage what is left over. For more information, look at your [records retention schedule](#) or ask your [Records Management Lead](#).

