

COLORADO SCHOOL DISTRICT RECORDS MANAGEMENT MANUAL
APPENDIX A - NON-RECORDS

The following types of administrative materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. Catalogs, trade journals, and other printed materials received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
2. Informational or extra copies of correspondence, completed forms, bulletins, newsletters, etc. prepared for reference and information distribution.
3. Letters of transmittal that do not add any information to the transmitted materials.
4. Miscellaneous memoranda or notices that do not relate to the functional responsibility of the municipality such as notices of community affairs, employee meetings, holidays, etc.
5. Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant basic steps in the preparation of record documents.
6. Routing slips, sheets, post-it notes or memos used to direct the distribution of documents.
7. Outdated or superseded stocks of publications kept for supply and hand-out purposes.
8. Telephone messages that convey non-policy informational messages.
9. Library or Museum Material acquired for reference or exhibition purposes.
10. Identical duplicate copies of records.
11. Notes, tapes or recordings that have been transcribed.
12. Temporary or transitory material with little or no bearing on decision-making.