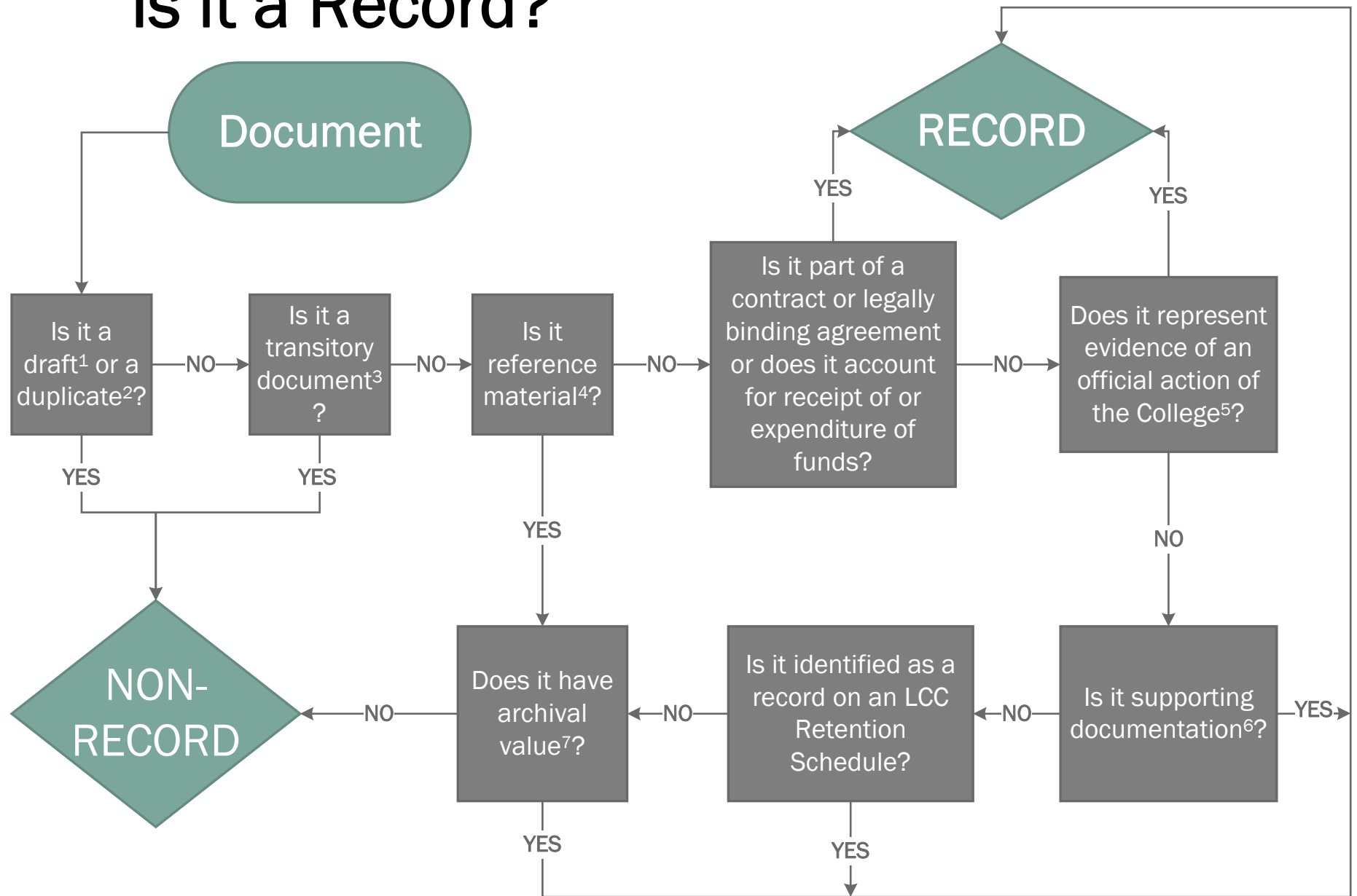


# Is it a Record?



If you are unsure about any document,  
please contact the Records & Information  
Management Program – LCC-RIM@lcc.edu.

# Definitions – Is it a Record Flowchart

## **1 - Draft**

The work-in-progress or preliminary version of a document before it becomes a formal record. A draft document is not yet able to accomplish its intended purpose, has no legal authority, and therefore should not be considered a Record.

## **2 - Duplicate**

A copy of a Record that is not the authoritative copy. Typically, a single office, department, or unit (the “office of record”) is responsible for the recognized authoritative copy of a Record. As a result, every other copy is considered a duplicate and does not have to follow the controls and retention that the authoritative copy is subject to.

## **3 - Transitory document**

Non-records that have a short-term value and a very short period of use. They are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent Record.

## **4 - Reference Material**

Documents retained by an office or an individual solely for reference use.

## **5 - Evidence of an official action of the College**

A record created by, received by, sanctioned by, or proceeding from an individual acting within their designated capacity as an employee of the College. Official actions of the College can be located in official communications, decisions, policies, or SOPs issued by the College.

## **6 - Supporting documentation**

Documents that provide context to help understand other records.

## **7 - Archival Value**

The ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information that they contain, justifying their continued preservation beyond their immediate business need.

At LCC, the final determination of whether or not a record has archival value is made by the College Archivist. (LCC-Archives@lcc.edu)

# Is it a Record? Decision Tree – Outline Description

## Title: “Is it a Record?”

Top of the decision tree begins with: **“Document”** and then asks **“Is it a draft or a duplicate?”**

1. If “YES” to is it a draft or a duplicate, then it is a “NON-RECORD.”
2. If “NO” to is it a draft or a duplicate, then Question: “Is it a transitory document?”
  - a. If “YES” to is it a transitory document, then it is a “NON-RECORD.”
  - b. If “NO” to is it a transitory document, then Question: “Is it reference material?”
    - i. If “YES” to is it reference material, then Question: “Does it have archival value?”
      1. If “YES” to does it have archival value, then it is a “RECORD.”
      2. If “NO” to does it have archival value, then it is a “NON-RECORD.”
    - ii. If “NO” to is it reference material, then Question: “Is it part of a contract or legally binding agreement or does it account for receipt of or expenditure of funds?”
      1. If “YES” to is it part of a contract or legally binding agreement or does it account for receipt of or expenditure of funds, then it is a “RECORD.”
      2. If “NO” to is it part of a contract or legally binding agreement or does it account for receipt of or expenditure of funds, then Question: “Does it represent evidence of an official action of the College?”
        - a. If “YES” to does it represent evidence of an official action of the College, then it is a “RECORD.”
        - b. If “NO” to does it represent evidence of an official action of the College, then Question: “Is it supporting documentation?”
          - i. If “YES” to is it supporting documentation, then it is a “RECORD.”
          - ii. If “NO” to is it supporting documentation, then Question: “Is it identified as a record on an LCC Retention Schedule?”
            1. If “YES” to is it identified as a record on an LCC Retention Schedule, then it is a “RECORD.”
            2. If “NO” to is it identified as a record on an LCC Retention Schedule, then Question: “Does it have archival value?”
              - a. If “YES” to does it have archival value, then it is a “RECORD.”
              - b. If “NO” to does it have archival value, then it is a “NON-RECORD.”