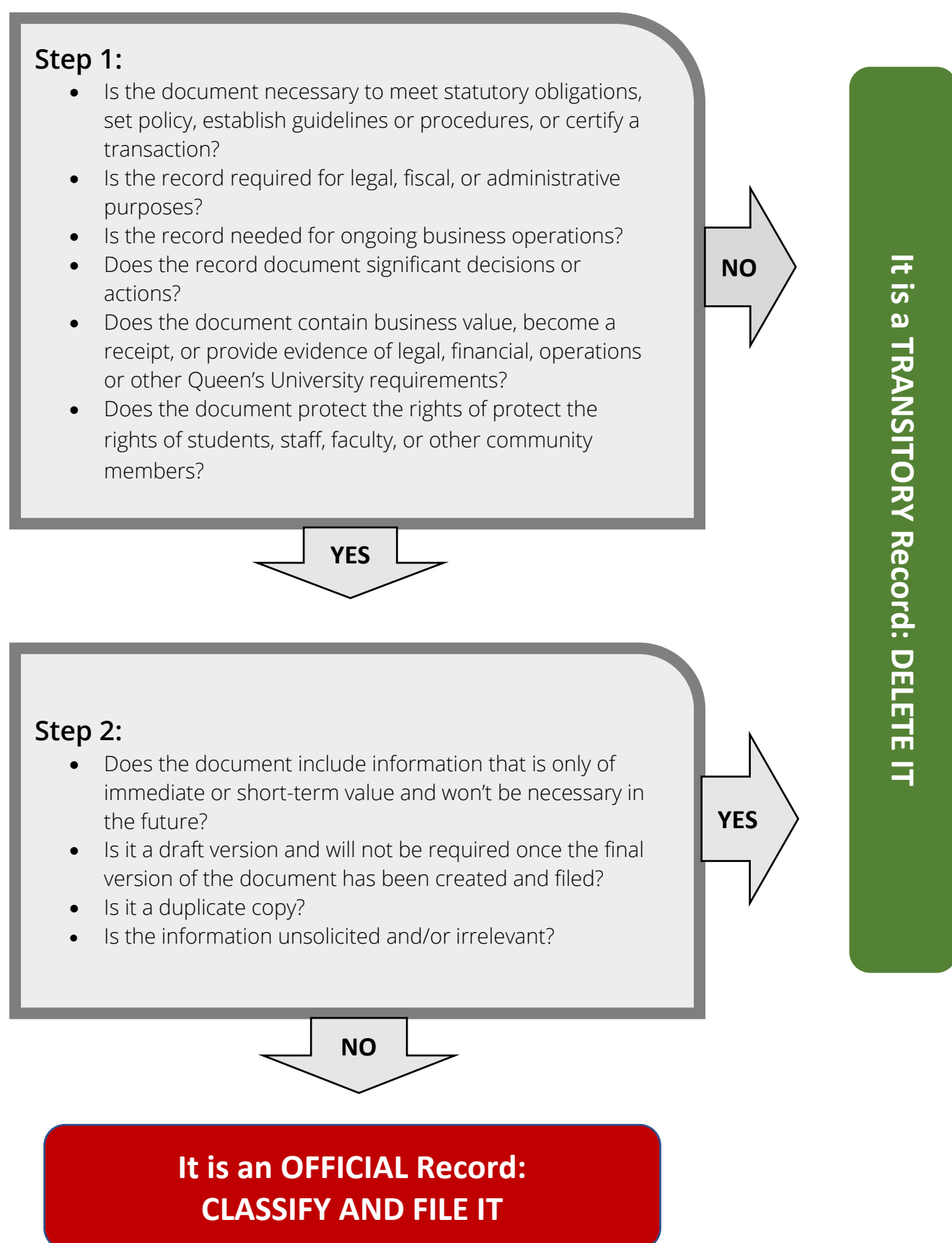


## Transitory Records Decision Tree

Transitory records are typically short-term records that are not required to meet legal or fiscal obligations and do not document significant decisions or actions. Here's a simple decision tree to help you determine how to handle these records:



For guidance, please contact [Recordsmanagement@queensu.ca](mailto:Recordsmanagement@queensu.ca)