







**APPENDIX "A"**  
**IS IT A RECORD OR IS IT A TRANSITORY ITEM?**

STEP 1		STEP 2		STEP 3		
<p>Does the e-mail provide evidence of a business activity, decision or transaction related to the functions and activities of the organization?</p>	<p align="center"><b>YES</b></p> 	<p>Does the e-mail contain information that is of short-term business value and will not be required in the future?</p> <p align="center"><b>OR</b></p> <p>Is the e-mail a duplicate that was circulated strictly for reference purposes?</p> <p align="center"><b>OR</b></p> <p>Is the e-mail a draft document that will have no further value once a final version is produced?</p>	<p align="center"><b>NO</b></p> 	<p>Is the e-mail needed to support business activities?</p> <p align="center"><b>OR</b></p> <p>Does the e-mail protect the rights of citizens and the City?</p> <p align="center"><b>OR</b></p> <p>Will the e-mail have some future business, financial, legal, research or historical value to the City and its citizens?</p>	<p align="center"><b>YES</b></p> 	<p>It is an official Corporate Record. File it.</p>
<p align="center"><b>- NO -</b></p> 		<p align="center"><b>- YES -</b></p> 		<p align="center"><b>- NO -</b></p> 		
<p align="center">Transitory item. Not an official Corporate Record. Please Delete it.</p>						