Recorded Information in any format

Did you create or receive this information to use in conducting University business?

YES

Record

NO

Does it contain information about University functions, operations, events, programs, projects, policies, procedures, decisions, or activities?

YES

Record

NO

Does it fulfill regulatory recordkeeping requirements that are specific to the type of work you do?

YES

Record

NO

Is it an original document related to University business that does not exist elsewhere?

YES

Record

NO

Is it an un circulated draft?  Is it an interim document for which a final version exists?

YES

Record

NO

It is a copy of a document, a publication, or correspondence kept only for convenience or reference, on which no action has been taken?

YES

Record

NO

It is information accumulated and maintained (often for background), but which does not affect or reflect University business?

YES

Record

NO

It is unsolicited mail that has no value to the University?

YES

Record

If in doubt, treat it as a record.

From a flow-chart developed by the Wyoming State Archives in October 2001. Thanks, Wyoming! Chart adapted to reflect decisions made regarding Texas State University records.