

10.00 Transitory Records

Records that have only short term or immediate value.

10.00 Transitory Records		Function	Description	Retention and Disposition
10.00	Transitory Records	Not applicable.	<p>Records that are:</p> <ul style="list-style-type: none"> • Retained solely for convenience of reference. • Required solely for the completion of a routine action or preparation of another record. • Of no significance or value in documenting City business transactions. • Not an integral part of a City record. • Not filed regularly with records or filing systems. • Not required to meet statutory obligations or to sustain administrative or operational functions. • About social events that are not City events • Not related to City business. • Voice mail messages. 	Destroy immediately after no longer needed.