IS IT A RECORD?

A) Are you or your department the creator of the record? Did you generate or receive the information to use for your technical/administrative work here at UC?
B) Does it contain informational value as evidence of your group's functions, policies, decisions, programs, projects, or activities?
C) Is it a copy, kept only for convenience of reference, or does not contain substantive comments?
D) Is it a draft or interim document that has not been circulated to others?
E) Is it related to UC business and does not exist elsewhere?
F) Is it documentation of UC actions, such as what happened, what advice was given, who was involved, when it happened, the order of events or decisions?
G) Is it something that originated in another office or outside UC but you commented on or took action on it?
H) Does it document UC actions and does not affect or reflect the transaction of your program or business?
I) Is it junk mail, spam, or documentation that has no accumulated and maintained at the workplace and does not affect or reflect the transaction of your program or business?
J) Is it a copy kept only for convenience of reference on which no action is taken?

YES/NO

RECORDS & INFORMATION MANAGEMENT
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