

Appendix A. ADDITIONAL INFORMATION

A.1. CORPORATE RECORD

Examples of corporate records may include:

- notes of oral decisions and commitments;
- decisions and recommendations;
- drafts and versions, where applicable;
- policies and procedures;
- precedent cases, where precedent plays a part in the decision-making process;
- minutes of a meeting, reports or submissions;
- notes of a meeting (both formal and informal) between a teacher and a student or letter from a principal to a parent;
- business correspondence;
- formal approvals; and
- electronic messaging – email, voicemail, SMS (short message service), multimedia message service (MMS).

A.2. DIGITAL RECORD

Digital records designated as having archival value remain in the custody of the organisation which created or managed them.

A record may have any or all of the following attributes:

- information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere;
- formal communication and/or a transaction between officers (for example, a memorandum, report or submission) or between an officer and another party, or
- documents the rationale behind the organisation policy, decisions or directives.

Employees should also refer to *State Records Office Guideline: Management of Digital Records (2015)* and *State Records Office: Records Management Advice - Email (2017)*

A.3. EPHEMERAL RECORD

Examples of ephemeral records may include:

- duplicates of circulars;
- duplicate notices of meetings;
- duplicates of minutes and other documents where the original record has already been captured;
- unsolicited advertising material (e.g. incoming promotional literature, brochures, leaflets);
- routine or trivial telephone messages; or
- duplicate emails circulated for information purposes only.

All employees should learn, understand and apply the distinction between corporate and ephemeral records.