

Keep it! Chuck it!



Keep It:

Information Resources of Business Value (IRBV):

IRBV enable and document decision-making in support of business activities and must be kept, protected and managed throughout their lifecycle.

It's to your advantage!

How do you know what information has business value? If you answer YES to any of the following questions, the information resource HAS business value and must be kept:

Does the information ...

1. ...document a decision, transaction or provide evidence of policy, planning or mandated activities?
2. ...support departmental reporting, performance and accountability requirements?
3. ...give context to understand the Department's roles and responsibilities?
4. ...meet current or future needs of internal or external stakeholders?
5. ...document interaction between stakeholders and the department?



Chuck it:

What not to keep

Other information is considered transitory, therefore it has no business value! Here are some examples of transitory information which can be deleted/disposed of when no longer needed:

- Draft documents that were never formally circulated.
- Drafts of documents where additional information has been incorporated into subsequent versions (and where retention is not needed to show approval / evolution of the document).
- Duplicate copies of information, including electronic records if a hard copy has been printed and filed in a corporate filing system.
- Information about employee meetings, holidays, boardroom, and meeting reservations.
- E-mail messages received as part of a distribution list or from listservs and other Internet sources, solely for convenience of reference.