

General Schedule #1**Non-Record Material Defined**

The following specific types of materials are designated as "non-record" and may be disposed of at the convenience of the department, unit, or individual having jurisdiction over it.

1. **Extra** copies of correspondence and other documents preserved only for the convenience of reference:
 - a. Identical copies of all documents maintained in the same office.
 - b. Outdated copies of printed or processed materials of which **official** copies have been retained for records purposes.
 - c. "Tickler files"
2. **Blank** forms, books, etc. which are outdated.
3. **Materials** neither made nor received as a result of statutory requirements or in connection with the functional responsibilities of the office:
 - a. Privately purchased material kept at the office for convenience.
 - b. Correspondence of a personal nature kept at the office for convenience.
 - c. Notices of employee meetings, credit union affairs, community affairs (in which the office or the college does **not** play a significant role), etc.

***Note:** Prior to disposal of this material, request the archives, local historical society, library, history department for advice as to its research value. If any items are deemed to be of value, transfer them to the appropriate repository as deemed by the advisory agency.*

4. **Preliminary drafts** of letters, reports, and memoranda that do not represent significant steps in preparation of record documents.
5. **Shorthand** notes, stenotapes, and mechanical recordings that have been transcribed.
6. **Routing** and other inter-departmental forms that do not add any significant material to the activity concerned.
7. **Stocks** of publications and processed documents preserved for supply purposes only.
8. **Microfilm** that has been created for system applications when original documents are retained or prints created for record purposes.

Note: All other materials, either created or received as a result of statutory requirements or in connection with the transaction of business of the office, department, or college and are not the personal property of the employee concerned, are **college property**. Therefore, any material not included in the above definition can not be destroyed, given or taken away, or sold without complying with all institutional and statutory requirements specifically relating to the record.