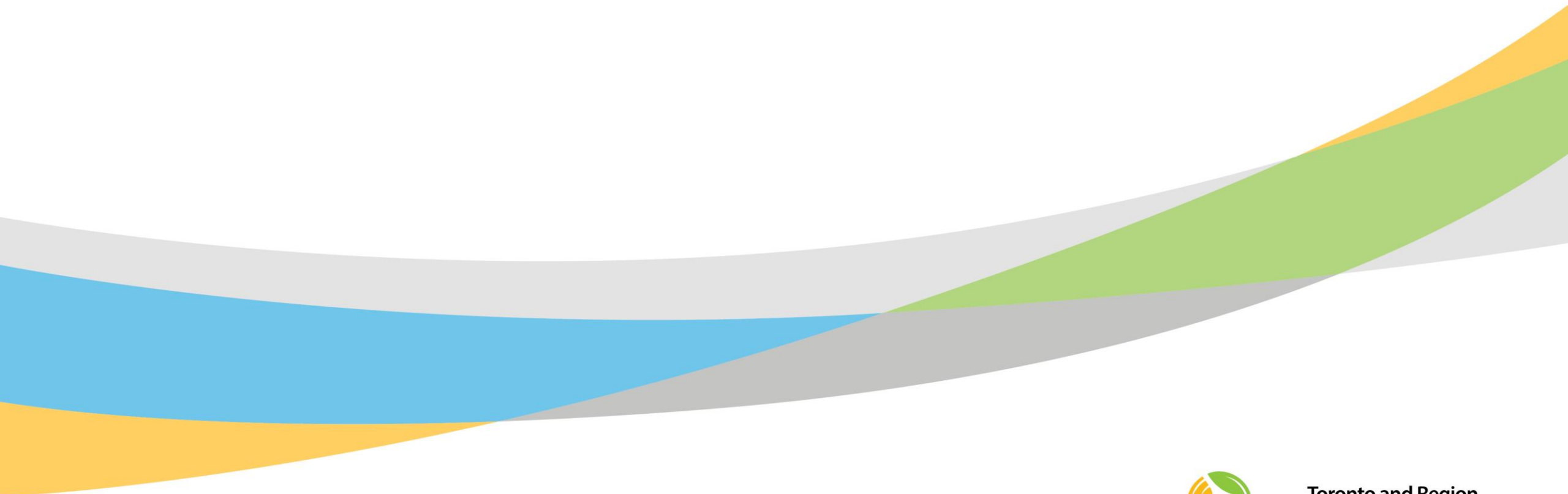


# Attachment 2: TRCA Records and Information Management Guidance for Desk Decluttering



November 26, 2021

# TRCA Records and Information Management Guidance for Desk Decluttering

In order to successfully declutter your desk, you will need to complete the following items:

## Physical Records Clean Up

- ✓ Return all CFN physical files to ITRM – Records
- ✓ If applicable, return original legacy HR records to Human Resources
- ✓ Recycle all newspapers, magazines and publications that are not needed
- ✓ Shred all Transitory hard copy business records that are sensitive or contains privileged information that is not needed – **Recycling is not permitted**
- ✓ Shred all Transitory hard copy business records that contains personal information – **Recycling is not permitted**

## Electronic Records Clean Up

- ✓ If you have USB flash drives, CD's or portable hard drives that are not needed ensure the contents are saved in either Laserfiche or your business units shared drive before discarding.

# Transitory Records - Examples

## **Drafts Documents**

- Containing minor changes to grammar or style.

## **Administrative Messages**

- “The heating is fixed”
- “I’m on my way to the meeting and will be 15 minutes late”
- “Thank you for the information”

## **Convenience Copies**

- Meeting agendas provided at meetings

## **General Announcements**

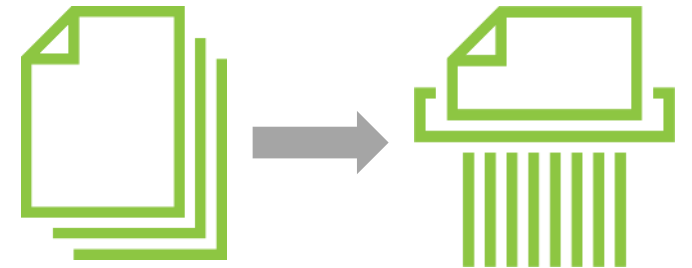
- Messages about holidays and special events
- IT help desk notifications
- Fire drill notices
- Newsletters

## **Reference Materials**

- Communication and writing style guides
- Research guides
- Citation guides and formatting guides
- Technical and software manuals

# Transitory Records – Definition

- Have **no** ongoing business value or usefulness and are not needed to ensure program accountability or support business needs.
- Are **not** required to:
  - meet legal or financial obligations, or
  - document, support or direct TRCA decision-making, policy development, activities or operations.
- Are subject to MFIPPA, litigation hold and committee requests as long as they are in existence.



# What is Personal Information

**“Personal Information** is recorded information about an identifiable individual, including:

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- (c) any identifying number, symbol or other particular assigned to the individual;
- (d) the address, telephone number, fingerprints, or blood type of the individual;
- (e) the personal opinions or views of the individual except if they relate to another individual;
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the individual; or
- (h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.