

## MANAGING DRAFTS AND WORKING MATERIALS

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### Do I need to manage drafts and working materials in all formats?



Yes. [ARCS](#) and [ORCS](#) retention and disposition schedules apply to all types of records regardless of format or media. This includes textual, graphic, photographic, and audiovisual records held in digital or physical forms (e.g., paper, journals/notebooks, USB drives, DVDs, CDs, and any alternative media).

You need to create and keep complete and accurate records sufficient to document your decision-making and work activities.

For example, if you are working on a document with others, it is a good idea to designate one person to be responsible for filing the official copy of the final version as well as relevant working materials. That person needs to determine what to keep and what to destroy. The first step is to decide what records are transitory.

### What are transitory records?

Transitory records (covered by the [Transitory Records Special Schedule \(102901\)](#)) are records of temporary usefulness that are not integral to an administrative or operational record series, are not regularly filed with standard records or filing systems, and are only required for a limited period of to complete a routine action or prepare an ongoing record. Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions.

### Are all drafts and working materials transitory records?

**No.** Originals or copies required for statutory, legal, fiscal, administrative or operational purposes need to be retained in your office recordkeeping system and disposed of in accord with approved records schedules. Where copies are accepted as “official records”, original source records may be treated as [redundant](#) and destroyed.

**You may need to retain** draft documents and working materials that contain significant annotations, comments, approvals and substantial changes, such as:

- Working materials relating to the preparation of [legislation](#) (ARCS 140-20).
- [Treasury Board](#) submissions (ARCS 1250-20).
- [Cabinet submissions](#) (ARCS 201-40).
- Operational records covered by your office’s *ORCS/ORS* (e.g., *Office of the Comptroller General ORCS* secondary 22210-30 (Compliance audit project working file)).
- Any developmental drafts that, in your judgment, reflect important milestones.

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### Additional Information

Contact your [Records Officer](#) or check out the rest of the Records Management website.