

## RM Fundamentals

## §4A. Wha

- ➤ An appointment book containing both personal and work related appointments and notes (e.g. dentist appointments, gym work-out schedules, and staff meetings)
- > An e-mail to your spouse, setting up a lunch date
- > A report submitted at a committee meeting
- > The university phonebook
- > A letter from a student complaining about a professor
- ➤ A painting on your office wall that forms part of the University's art collection

## UNIVERSITY RECORDS

If the answer is yes to any of the questions below, the information constitutes a university record. If the answers to all the questions below are no, see the sections on Personal Records and Non-Records.

Does the information document or facilitate:

- Departmental or university actions?
- Formulation of policies and decisions?
- Committee or s



## **RM Fundamentals**

Was the information made or received in the conduct of university business? YES NO Was the information filed, stored or otherwise systematically maintained by your YES NO department?

Should the inform