<table>
<thead>
<tr>
<th>Persons involved</th>
<th>Record</th>
<th>Non-Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>University employees doing university business</td>
<td>- University employees doing something else</td>
<td>- Faculty or instructors doing teaching or research work</td>
</tr>
</tbody>
</table>
| Provides evidence | Of a university decision, action, policy, or agreement | - Drafts or works in progress  
- Announcements |
| Needed for later | - Required to reconstruct an event.  
- Needed for legal, financial, audit reasons | Kept only for convenience purpose.  
Has no other future function |
| Version | Final and approved version | - Working documents.  
- Incomplete versions |

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