

	Record	Non-Record
Persons involved	University employees doing university business	 University employees doing something else Faculty or instructors doing teaching or research work
Provides evidence	Of a university decision, action, policy, or agreement	Drafts or works in progressAnnouncements
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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