

	Record	Non-Record
Persons involved	University employees doing university business	<ul style="list-style-type: none"> - University employees doing something else - Faculty or instructors doing teaching or research work
Provides evidence	Of a university decision, action, policy, or agreement	<ul style="list-style-type: none"> - Drafts or works in progress - Announcements
Needed for later	<ul style="list-style-type: none"> - Required to reconstruct an event. - Needed for legal, financial, audit reasons 	<p>Kept only for convenience purpose.</p> <p>Has no other future function</p>
Version	Final and approved version	<ul style="list-style-type: none"> - Working documents. - Incomplete versions

