

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



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