

Primary: 0000—Transitory Records

Record types include convenience copies such as extra copies of records for ease of reference, unnecessary duplicates such as stocks of publications, pamphlets, blank forms, informational material, etc. which have no further usefulness or historical value, and working material and drafts such as rough notes, steno work materials, word processor diskette copies, calculations, preliminary drafts, and similar materials used in the preparation of correspondence, reports, memoranda, statistical tabulations, or other records.

Once the final record has been produced, documented, and incorporated into a regular filing or records system, these working materials become transitory records. Transitory records should be destroyed when they are no longer required for administrative or operational use.

Primary— Secondary Functions	Record Series (Description)	OPR: All Offices			PIB	Security Classification	Retention Rational	VR
		Active	Semi Active	Final Disposition				
0000	Transitory information, including convenience copies, unnecessary duplicates, and working materials.	SO	Nil	DE	No	NA	Records or data of temporary usefulness needed only for a limited period of time in order to complete a routine action or prepare a final record.	No

SO=Supersede/obsolete
Nil=No retention period
DE=Destruction

OPR=Office of Primary Responsibility