### 10.00 Transitory Records

Records that have only short term or immediate value.

<table>
<thead>
<tr>
<th>10.00 Transitory Records</th>
<th>Function</th>
<th>Description</th>
<th>Retention and Disposition</th>
</tr>
</thead>
</table>
| 10.00 Transitory Records | Not applicable. | Records that are:  
• Retained solely for convenience of reference.  
• Required solely for the completion of a routine action or preparation of another record.  
• Of no significance or value in documenting City business transactions.  
• Not an integral part of a City record.  
• Not filed regularly with records or filing systems.  
• Not required to meet statutory obligations or to sustain administrative or operational functions.  
• About social events that are not City events  
• Not related to City business.  
• Voice mail messages. | Destroy immediately after no longer needed. |