

## Chapter 5. TRANSITORY FILES

1. Purpose: Transitory materials have no long-term value to the office receiving it (e.g., job notices, requests for information, notices of local clubs or activities, leaflets, general government information notices which have no bearing on office duties or operations, etc.). These types of records can often be identified by a date included in the document, i.e., training announcements. Once the date has passed there is no value to this document.

Transitory folders should be established in 3 month intervals; however, in some cases it may be necessary to adjust the time intervals for specific types of information. Exercise caution when establishing transitory files for periods longer than 3 months. Check retention schedules and Records Common to Most Offices sections before establishing such folders.

2. Folders and Folder Labels. Folders should be created for the transitory files and placed in front of the subject and case files. They should be labeled in the following manner:

**3 Month Interval** - Four folders should be created:

TRA-0.00	JAN - MAY - SEP Transitory
TRA-0.00	FEB - JUN - OCT Transitory
TRA-0.00	MAR - JUL - NOV Transitory
TRA-0.00	APR - AUG - DEC Transitory

**6 Month Interval** - Six folders should be created:

TRA-0.00	JAN - JUL Transitory
TRA-0.00	FEB - AUG Transitory
TRA-0.00	MAR - SEP Transitory
TRA-0.00	APR - OCT Transitory
TRA-0.00	MAY - NOV Transitory
TRA-0.00	JUN - DEC Transitory

Transitory Files Operations. Place transitory material in the folder marked with the current month. On the first of each month, clean out the material previously filed in the new current folder and begin filing in it (e.g., in the 3 month example, on November 1, remove and destroy the material which was filed in July and begin filing transitory material received in November in the emptied folder). This practice ensures that all material filed in transitory folders will be retained at least 3 full months or longer if necessary. Of course, transitory folders are not affected by file breaks and should be kept continuously in the active files