

Chapter 5. TRANSITORY FILES

Item No.	Description	Disposition
TRA-0.00	<p>Transitory Files</p> <p>Documents of short-term interest which have no documentary of evidential value and normally need not be kept more than 90 days. The following are examples of transitory correspondence:</p> <ul style="list-style-type: none"> • Routine Requests for Information or Publications. Requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. • Letters of Transmittal. Letters of transmittal that do not add any information to that contained in the transmitted material. • Quasi-Official Notices. Memorandums and other documents that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers. <p>All offices</p>	<p>Cutoff monthly. Destroy 3 months after closure. GRS 23.7</p>