

Fact Sheet - 1

Ephemeral Records

What is an ephemeral record?

- ◆ An ephemeral record is a record that has only short term value to the organisation, as it contains little or no ongoing administrative, financial, legal, evidential or historical value (*State Records Office WA*)
- ◆ Ephemeral records can exist in a variety of formats, including paper, electronic, graphic and audio
- ◆ Can be destroyed after references ceases
- ◆ Ephemeral records should not be stored with University records on University files

Examples of ephemeral records

- ◆ Unsolicited letters or promotional material offering goods and services to the University
- ◆ Invitations to join professional or industry associations
- ◆ Reference copies of University publications
- ◆ Telephone/email lists and directories
- ◆ Calendars
- ◆ Externally produced procedures
- ◆ Copies of University records or publications that have not been annotated with meaningful information that is of additional value to the original record

A complete list of ephemeral records can be found at:

records.curtin.edu.au/includes/docs/advice/ephemeral_records_advice.pdf

What are the benefits of identifying ephemeral records?

- ◆ Saves time
 - ◇ No filing unnecessary documents

- ◇ Searching for documents
- ◇ When carrying out the disposal process
- ◆ Saves space
- ◆ Saves money

Guidelines for destroying ephemeral records

- ◆ Ephemeral records that contain confidential or potentially sensitive information must be destroyed in a secure manner
- ◆ Ensure that the records are in fact ephemeral before you destroy them
- ◆ Destroy records so that they cannot be recreated or recovered in any form

How should ephemeral records be destroyed?

- ◆ Place confidential or potentially sensitive material in a secure bin for confidential shredding (available from Site Services)
Site-Services@curtin.edu.au
- ◆ Use a recycling bin for non-confidential documents
- ◆ Delete electronic documents
- ◆ Physically destroy media such as CDs, DVDs and videos

Further Assistance

For more information contact the Records and Archives Office:

Phone: 9266 7050

Email: records@curtin.edu.au

Or visit our website:

records.curtin.edu.au