

0115 General Office Support Records

Description: Transitory document used to support general clerical functions, including data entry, word processing, transcription, photocopying/duplication, postal services, telephone and telecommunications, courier service, and other general administrative tasks.

Examples: Records may include memos, contact information, vendor promotional materials, distribution lists, notes and messages, worksheets, and preliminary drafts.

Retention Period: **Retain until administrative use ceases or 1 year, whichever comes first, and then destroy.**