**We encourage getting rid of drafts whenever possible!**

But whether they can be tossed depends on the business requirements. There is no all-inclusive “blanket” retention for drafts as a whole.

Here is some guidance:

|  |  |
| --- | --- |
| Keep Drafts If: | Toss Drafts If: |
| 1. It’s the best evidence of a particular business transaction (i.e., it documents decisions, negotiations, or policy-change decisions).
2. It supports your final work in a way that you may need to later defend or explain.
3. It was used for consultation outside EWU, and published or released for public comment.
4. There’s a requirement to document that a peer review was done.
5. There’s a litigation hold on the subject/file (can be tossed once hold is lifted).
6. There’s an open Public Disclosure Request on the subject/file (can be tossed once request is closed).
7. It’s a working draft that you may want to reference or use again for other projects.
 | * None of those things apply.

Be sure to get rid of all electronic versions too:* Emails/attachments
* SharePoint
* Your hard drive
* Other drives
* Copies shared with peers (remind them to delete it once they’re done with it).
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**Note: If a draft exists when a Public Records Request for that topic is received, it must be provided.** All the more reason to get rid of those unneeded drafts!