**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:

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| 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). |

**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!