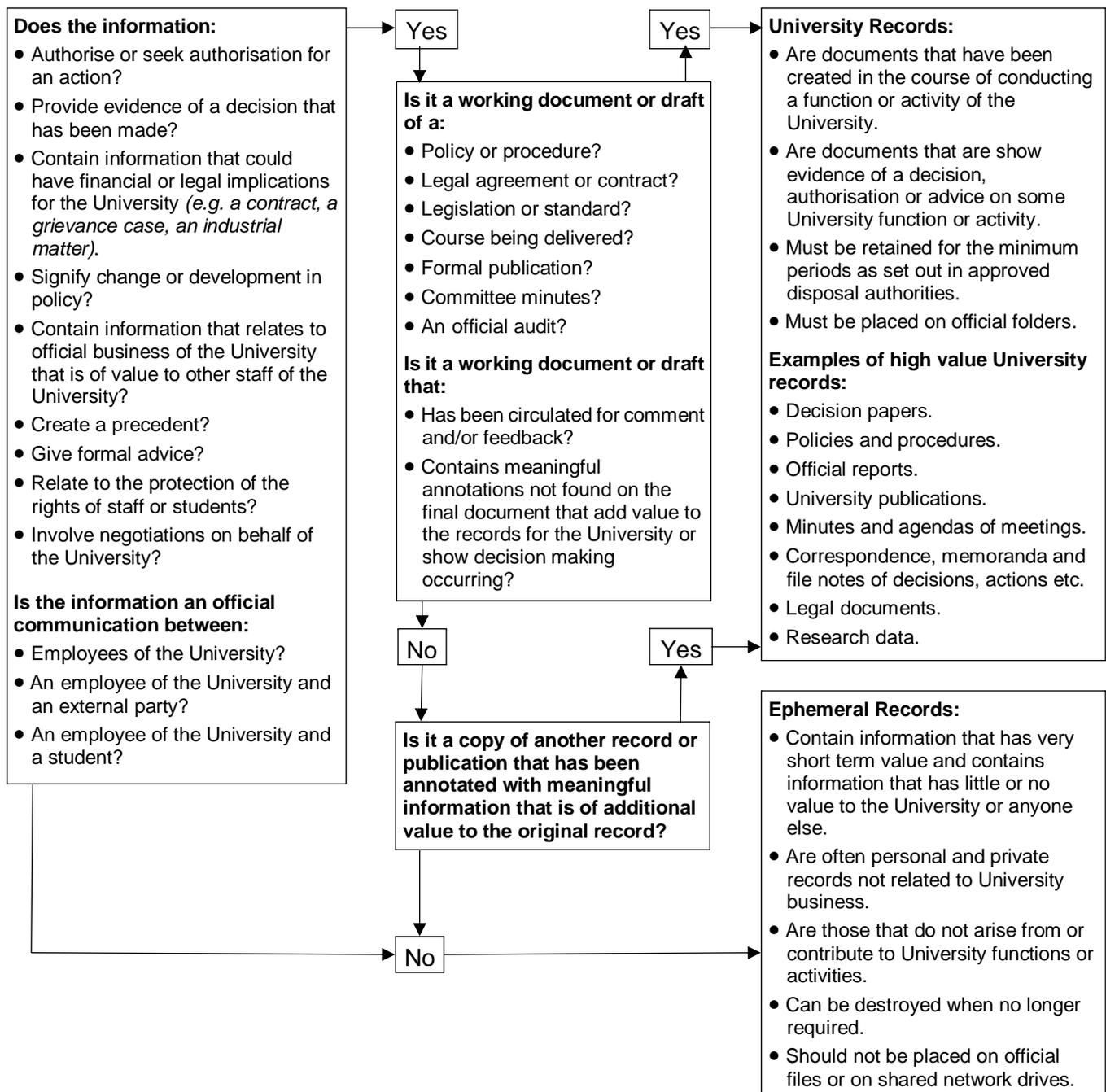


# TYPES OF RECORDS

Some records are more valuable to Curtin than others. University (*or corporate*) records are those documents that are required to support and provide evidence of business operations, decisions and authorisations, as well as support planning. These records need to be captured into the University's recordkeeping and information management systems.

Ephemeral records, on the other hand, have no continuing value to Curtin and are generally only needed for a short period of time. These records can be destroyed when their usefulness or reference ceases.

## How to tell the difference.



If you require assistance, please do not hesitate to contact us via phone on 9266 7050, or by email at: [rim@curtin.edu.au](mailto:rim@curtin.edu.au). For information management advice of a general nature, you may wish to visit our website at: [rim.curtin.edu.au](http://rim.curtin.edu.au).