

# To Keep or Not To Keep: That is the Question

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

## Keep Drafts If

- It's the best evidence of a particular business transaction (i.e., it documents decisions, negotiations, or policy-change decisions).
- It supports your final work in a way that you may need to later defend or explain.
- It was used for consultation outside EWU, and published or released for public comment.
- There's a requirement to document that a peer review was done.
- There's a litigation hold on the subject/file (can be tossed once hold is lifted).
- There's an open Public Disclosure Request on the subject/file (can be tossed once request is closed). **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!

## Toss Drafts If

←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).