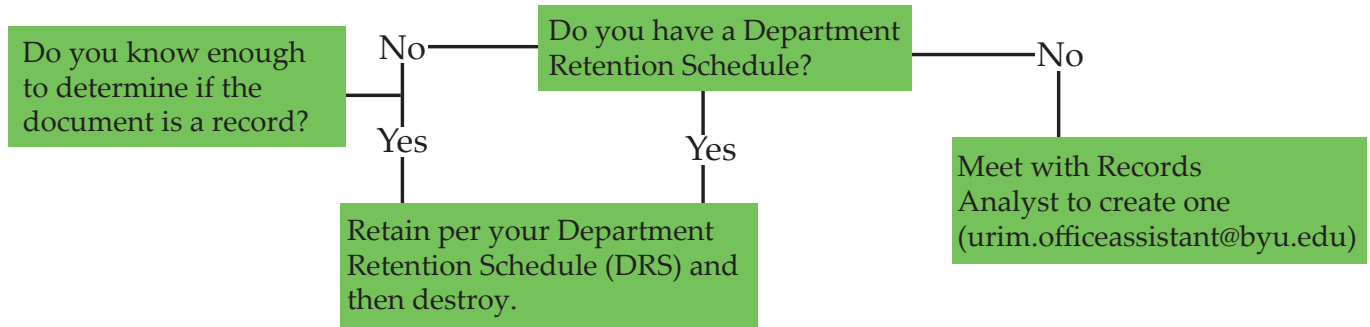


# Can I just get rid of this?

## a flowchart

Do you have documents that you aren't sure are records? Do you know it's not a record but aren't sure if you still need it? Use the flowchart below to help determine if you should still keep it! *Disclaimer: Information or no longer needed for legitimate business purposes should be deleted.*

### Part 1: Is it a record?



### Part 2: It's not a record, now what?

