Major Changes to General Retention Schedule – September 2017

1. Department duplicates (copies received from an originating department) are used for reference copies and can be disposed of when no longer needed by the department.
2. Administered exams and non-returned homework should be retained for 1 year after the end of the semester they were administered.
3. Department copies of employee files (faculty, staff, and student) should be destroyed 6 years after departure from the department.
4. Application information from non-hires must be disposed of within two years.
5. Department copies of ePAFs are considered duplicates and do not need to be retained by departments.
6. Not all Meeting Minutes need to be retained permanently:
   - Retain Permanently - Records documenting decisions and significant actions normally from university president, vice presidents, associate and assistant vice presidents, deans, department heads, and university committees
   - Retain Routine Meeting Minutes for no longer than 3 years.
7. Student Files (graduate and undergraduate) – Retain for 5 years after graduation or 8 years after the withdrawal of non-graduated students.
8. Purchasing & Travel – Upload to Y-Expense, then destroy after 1 year.
10. Internal billings from OIT, Physical Facilities, Print & Mail, BYU Store, etc. are considered duplicates. Keep for 2 years or until no longer needed, then destroy.
11. Historical files should be sent to University Archives.