Submitting an eRecords Transfer Sheet

1. Go to recordsmanagement.byu.edu, and on the left, click ‘Online Records Transfer Sheets.’

2. Sign in with BYU NetID credentials.
3. Select ‘Submit new Record Transfer Sheet.’

4. Sign in again with BYU NetID credentials.
5. Select ‘New Request.’

6. Select a department, if applicable.
7. The Department Information will auto-fill. If it’s incorrect, correct it, and check the box next to ‘select if changed.’
8. Fill out the bottom half of the form, and select ‘Add Boxes.’

9. If you need to submit additional boxes, return to the bottom entry screen, adjust the information, and select ‘Add Boxes.’ Select ‘Show Boxes’ to view each box. This step can be repeated multiple times.

10. After all boxes have been added, return to the bottom of the screen and select ‘Submit.’