It’s time for...

Spring Cleaning!

Tips for Paper Records

Administered student coursework and exams that have not been returned to the student should be retained for 1 year after the end of the semester.

Box up records of graduated students (and other records no longer needed) to send to the University Records Center. Call 2-2828 or send an email to urim@byu.edu to schedule a pickup.

Discard non-records that are no longer needed by the department (e.g. convenience copies of records, lunch invites, University announcements, etc.)

Keep confidential information secure. When discarding confidential information, use shred bins, or coordinate with BYU Recycling’s shred service. For a secure shred bin, please contact Bill Rudy: 2-4662 or recycling@byu.edu

Tips for Electronic Records

Organize electronic records - group similar records together.

If electronic files are stored in department shared drives, emails related to those files can be dragged directly from Outlook into those folders.

Delete information that’s no longer needed by the department.

Ensure electronic records are stored in a secure location that is backed up and accessible to authorized users.

For more guidance on electronic records, please visit our website: sites.lib.byu.edu/recordsmanagement