Dear Record Liaisons,

Thank you for all the work you do to keep BYU running so efficiently. We are grateful for opportunity to work with you.

You are receiving this email because you are listed as the Record Liaison in your department. If you are not the Department Record Liaison, please reply to this email and let us know. If you are a new Record Liaison, please take a look at the “Role of the Record Liaison” tab on our website: https://sites.lib.byu.edu/recordsmanagement/record-liaison/

**Records Center Submissions**

There is a small change in submitting boxes to the Records Center: For security purposes, please do not write anything on the outside of the boxes, or attach anything permanently. When submitting multiple boxes simultaneously, sticky notes are appropriate to aid in identification of the individual boxes.

Quick reminder: Departments do not need to print and place copies of the Records Transfer Sheets in the boxes. After the box numbers have been assigned and added to the Records Transfer Sheet, the couriers place copies of the Records Transfer Sheets in the boxes. For more information, please visit our website: https://sites.lib.byu.edu/recordsmanagement/offsite-records-storage/

**SharePoint**

There is still an opportunity to get a SharePoint site to manage electronic records in your department! If your SharePoint site is ordered between now and the end of the Winter 2017 semester, there is no cost to your department. Please note that the site does not need to be set up by the end of the semester; it just needs to be ordered.

If you would like to learn more about SharePoint before ordering a site, we just completed a three-minute *Introduction to SharePoint* module on Y-Train. To get started, click here (http://ytrain.byu.edu/byu/servlet/ekp?CID=Y001878&TX=FORMAT1&BACKTOCATALOG=Y) and login with your BYU NetID and password.

We have two options for *SharePoint Basics* training, which can also include student employees:

- Online via Y-Train: http://ytrain.byu.edu/byu/servlet/ekp?CID=Y001784&TX=FORMAT1&BACKTOCATALOG=Y
- In-person, with sessions on February 28, March 28, and April 11. Registration for the class is also through Y-Train, available here: http://ytrain.byu.edu/byu/servlet/ekp?CID=Y001700&TX=FORMAT1&BACKTOCATALOG=Y

We also have “cheat sheets” for SharePoint on our website (https://sites.lib.byu.edu/recordsmanagement/training/cheat-sheets/). If you have suggestions of “cheat sheets” we can add, please contact Cristina Bean at cristina_bean@byu.edu.
Records & Information Management News

Soon, we will be piloting the ability to submit Records Transfer Sheets through our SharePoint site. This process will make it faster and easier to transfer one or many boxes to the University Records Center. If you are interested in being part of this pilot group, please contact Howard Loos at howard_loos@byu.edu.

Again—thank you for all you do. If you have any questions, please don’t hesitate to contact us. We’re happy to help.