Spring Cleaning 2017

Time to clean out records - paper and electronic!

Once department records have met their retention, they can be destroyed. For example: exams should be retained for 1 year, then can be destroyed. Undergraduate student files should be retained for 10 years, and Graduate student files should be retained for 20 years after graduation.

If you have records that haven’t met their retention, but are taking up too much space in your office, you may box them up to send to the Records Center. Call 2-2828 or send an email to urim@byu.edu to schedule a pickup. If you have questions on retention, please let us know.

Keep confidential information secure. When discarding confidential information, use secure shred bins, or coordinate with BYU Recycling’s shred service. Contact Bill Rudy at 2-4662 or recycling@byu.edu.

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

For electronic records, delete information that’s no longer needed by the department.

Organize electronic records by grouping similar records together. If electronic files are stored in department shared drives, emails related to those files can be dragged directly from Outlook to the shared drive.

SharePoint is available for as a secure, backed up location for records. For more guidance, please visit our website.

Additional guidance can be found on our website:
sites.lib.byu.edu/recordsmanagement