Record Recap

Temporary
- Specific amount of time
- General Retention Schedule (GRS)
- University Records Center, Box, SharePoint
- Destroyed

Permanent
- Archival
  1. Kept confidential for 25 or 50 years
  2. Records Center, then accessioned to Archives
  3. Ownership transfers from Department to University Archives.
  4. Box or SharePoint, then a copy is sent to Archives
- Not Archival
  1. Kept permanently in a secure location
  2. Not sent to University Archives

Confidential
- Default classification of department records
- Protected against unauthorized use

Highly Confidential
- Often contain PII or PHI
- Never go to University Archives
- Strictest level of protection

Vital
- Critical to function of University or department
- Typically found in large, University-wide systems
- Digitized and backed up

University Records and Information Management
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recordsmanagement.byu.edu