Submitting an eRecords Transfer Sheet

1. Go to recordsmanagement.byu.edu, and on the left under “Records Liaison Links,” click ‘Record Liaison Hub -- Online Records Transfer Sheets in SharePoint.’

   Records Liaison Links

   Record Liaison Hub – Online Records Transfer Sheets in SharePoint
   General Retention Schedule – Requires Login

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.’

   New Record Transfer Request

   Fill out the provided form and press submit to create a new record transfer request. It will then be sent to an administrator for their approval before your request is fulfilled.

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.’