Common Records Eligible for University Archival Transfer

Departments are encouraged to submit the following types of records to the University Archives, when they are no longer needed by the department.

Agendas and Minutes
- Faculty Meeting Minutes
- Meeting Minutes where department, college or university decisions are made
- University Committee Meeting Minutes

Annual or Summary Reports
- Donor or Fundraising Summaries
- Enrollment Statistics Summaries
- Scholarship Summaries

Audio-Visual
- Charts and Maps
- Photographs
- Sound & Video recordings and Films

Course Teaching Material
- Blank Exams
- Course Syllabi

Historical Records
- Academic Unit Reviews
- Accreditation Files
- Files documenting Policies and Decisions
- Institutional studies and self-studies
- Questionnaire and Survey Data – blank survey form and summary data

Official Records
- Constitutions and Bylaws
- Lists of Offices and Members
- Org Charts

Office Files
- Administrative Correspondence and Letters
- Administrative Deans Office Files
- External Relations
- Department Activities
- Phone Logs
- Project files
Publications – One record copy of each
- Advertisements and Flyers
- Brochures
- Course Schedule
- Course Catalog
- Journals
- Monographs
- Newsletters
- Newspaper Clippings
- Posters
- Programs
- Speeches - published

Other Types of Permanent Records Collected by the University
The following types of permanent records are retained, but are not submitted directly to the University Archives:

Theses and Dissertations
Students submit their Theses and Dissertations to Graduate Studies. During this process, one copy will be printed and automatically submitted to the University Archives.

Professional Papers
Faculty are encouraged to submit their Professional Papers to Special Collections. Professional Papers include: lecture notes, research, professional correspondence and professional associations. Please contact Dainan Skeem (dainan_skeem@byu.edu) for more information.

Research Data
Faculty may place past and current research data and publications into ScholarsArchive. Please contact Ellen Amatangelo (ellen_tangelo@byu.edu) for more information.

Examples of materials not collected by the University Archives
- Artifacts and memorabilia
- Blank forms or duplicates
- Class lists or grades
- Records of specific financial transactions
- Non-personally addressed correspondence
- Papers, reports, work papers and drafts which have been published
- Routine administrative records
- Routine letters of transmittal and acknowledgement
- Replies to questionnaires and surveys
- Requests for publications or information
- Weekly staff meeting minutes or briefings