



Annual Spring Cleaning

Time to clean out and manage records!

Records Retention

After department records have met their retention, they can be destroyed. For example: exams and unreturned homework should be retained for 1 year, then can be destroyed. Undergraduate and graduate student files should be retained for 5 years after graduation, or 8 years after last enrolled.

If you have paper 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 or completing your Department Retention Schedule, please let us know.

Confidentiality and Security

Keep confidential information secure. When discarding confidential information, use secure shred bins, or coordinate with BYU Recycling's shred service by contacting BYURecycling@gmail.com.

Non-Records

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

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

Electronic Records

Organize electronic records by moving finalized records to your managed records area in Box or Sharepoint. Box and SharePoint are available as secure, backed up locations for records. For more guidance on Box and SharePoint, please visit our website: recordsmanagement.byu.edu/electronic-records/

recordsmanagement.byu.edu