

The Spring

Records Liaison Newsletter

May 2021

recordsmanagement.byu.edu

801.422.2828 | urim@byu.edu

Spring Cleaning Time!

5 tips for a quick and easy records cleanup

1. *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 after the end of the semester, then can be destroyed. Undergraduate and graduate student files should be retained for 7 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.

2. *Records Protection*

Keep confidential information secure. When discarding confidential information, use secure shred bins, or coordinate with BYU Recycling's shred service. recycling@byu.edu.

3. *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.

4. *Electronic Records*

Organize electronic records by moving finalized records to your managed records area in Box. For more guidance on Box, please visit our website: recordsmanagement.byu.edu/electronic-records.

5. *Imaged Records*

Paper records that have been imaged and are stored in a secure and backed up location, such as Box.com, can be destroyed.

Haven't taken the Records Liaison Training?

Use the link below or email the office assistant at urim.officeassistant@byu.edu

<https://byu.myabsorb.com/#/online-courses/8df0db68-216f-4421-9b50-fac103d10e1c>

Need to know how long to retain your department's records?

Schedule an appointment to create a Department Retention Schedule by emailing haley_dunkley@byu.edu or call 2.6260

Contact Us

To schedule a pick up or delivery, call or email:
Records Couriers
801-422-2828
urim@byu.edu

To make a change to your records liaison or to update your department information, email:
Office Assistant
urim.officeassistant@byu.edu

To speak with the URIM Records Analyst call or email:
Haley Dunkley
801-422-6260
haley_dunkley@byu.edu