

# University Records Management

## The Records Liaison Newsletter

July 2021

[recordsmanagement.byu.edu](https://recordsmanagement.byu.edu)

801.422.2828 | [urim@byu.edu](mailto:urim@byu.edu)

### Eligible for Destruction Reports are Coming!

(some tips for how to review them)

#### WHY ARE YOU RECEIVING AN ELIGIBLE FOR DESTRUCTION REPORT?

You will receive this report if you have any boxes in the University Records Center that have met their retention and are ready to be destroyed. Please check either the YES or the NO box, sign it and then return it to us.

#### NOT SURE WHICH BOX TO CHECK? USE THE 3 TIPS BELOW TO FIGURE IT OUT!

##### 1. CHECK THE RECORDS LIAISON HUB FOR MORE INFORMATION ABOUT THE BOXES.

Not sure what's in the box? Go to our website, [recordsmanagement.byu.edu](https://recordsmanagement.byu.edu), and click on the link to the Records Liaison Hub to see

PDFs of all of your department's active boxes. If you have trouble viewing the Records Liaison Hub please contact our Office Assistant at 2-1670 or [urim.officeassistant@byu.edu](mailto:urim.officeassistant@byu.edu).

##### 2. USE YOUR DEPARTMENT RETENTION SCHEDULE.

Using your Up-to-Date Department Retention Schedule (DRS), you can see what the retention of your records is and know if you need to keep the box longer. If you don't have a DRS, call Haley Dunkley @ 2-6260 or email her at [haley\\_dunkley@byu.edu](mailto:haley_dunkley@byu.edu).

##### 3. REVIEW THE CONTENTS OF THE BOXES.

If you would like to look inside the box before marking it as okay to be destroyed just call our Couriers @ 2.2828 or email them at [urim@byu.edu](mailto:urim@byu.edu) with the box numbers that you'd like to review!

#### 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](mailto:haley_dunkley@byu.edu) or call 2.6260

### Prep for the School Year by finishing your Spring Cleaning

**Records Retention:** Destroy department records that have met their retention! 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](mailto:urim@byu.edu) to schedule a pickup.

**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](mailto:recycling@byu.edu).

**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, emails, etc.)

**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](https://recordsmanagement.byu.edu/electronic-records).

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

### Regular Courier Hours to Resume August 2nd!

Regular Hours: Monday-Friday 8-5pm.

#### Contact Us

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

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

To speak with the URIM Records Analyst call or email:  
Haley Dunkley  
801-422-6260  
[haley\\_dunkley@byu.edu](mailto:haley_dunkley@byu.edu)