

The New

Records Liaison Newsletter

March 2021

recordsmanagement.byu.edu

801.422.2828 | urim@byu.edu

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>

What's new with the eRTS box submission system?

Records Liaisons can now download a pdf of Records Transfer Sheets for Boxes submitted to the new system. For boxes submitted prior to the new eRTS submission system, (before Nov. 2, 2020), Records Liaisons can view and download a pdf of their Records Transfer Sheets by going to the [Records Liaison Hub](#).

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

Changes made to University Archival Policy. What it means for you!

Recent updates to the [University Archives Policy](#) have clarified that highly confidential information should not be submitted to the University Archives. However, you can still submit such information to the University Records Center.

Going forward, it is important that Highly Confidential Information is not mixed with any Historical information that may eventually be transferred to the University Archives. Whether the information is paper or electronic.

In an effort to reinforce this policy, the [eRTS box submission system](#) now asks you not to mix your records when submitting boxes in the following ways:

- 1- Whenever possible, group records of similar retention within a box
- 2- Do not mix permanent records with temporary, non-permanent records
- 3- Do not mix historical records with records containing highly confidential information

A definition of Highly Confidential Records is in the [University Archives Policy](#). For more information on the submission process please go to our website, recordsmanagement.byu.edu

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