

Historical Records Eligible for University Archival Transfer

Departments are encouraged to submit the following types of historical records to the University Archives when they are no longer needed by the department. To submit historical, paper records departments will submit them to University Records and Information Management (urim@byu.edu) where they can then be processed into the University Archives. Departments submit electronic historical records to the University Archives by placing a copy of these records into their department's "University Records/Historical Records" folder, located on Box.com. For more information please call 2.2828.

| Historical Records Eligible for Archival Transfer | Examples of Materials not collected by Archives |
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| <p>Agendas and Minutes</p> <ul style="list-style-type: none"> ◆ Meeting Minutes – department, college or university meetings documenting decisions and significant actions ◆ Faculty Meeting Minutes ◆ University Committee Meeting Minutes | <ul style="list-style-type: none"> ◆ Weekly staff meeting minutes, notes or briefings ◆ Committee minutes containing highly confidential information or personal information specific to an individual |
| <p>Annual or Summary Reports</p> <ul style="list-style-type: none"> ◆ Donor or Fundraising Summaries, including correspondence and references to advertising activities ◆ Enrollment Statistics Summaries ◆ Scholarship and Award Summaries ◆ Senior Survey Summaries (Exit Interview Summaries) | <ul style="list-style-type: none"> ◆ Financial or enrollment information specific to an individual ◆ Itemized lists of donors or donations ◆ Awards and individualized award letters ◆ Individual survey results |
| <p>Audio-Visual Materials of department/college events</p> <ul style="list-style-type: none"> ◆ Charts and Maps ◆ Photographs of events or personnel ◆ Sound & Video recordings and Films produced by dept. | <ul style="list-style-type: none"> ◆ Artifacts (to be retained in department) |
| <p>Course Teaching Material and Curriculum Records</p> <ul style="list-style-type: none"> ◆ Syllabi and Course Outlines (Blank Exams when available) ◆ Course Schedule/Course Catalog ◆ Curriculum Records – including Course Proposals, Revisions & Requests, Curriculum Committee Minutes | <ul style="list-style-type: none"> ◆ Blank forms or duplicates ◆ Class lists or grades ◆ A living person's education records |
| <p>Administrative Records</p> <ul style="list-style-type: none"> ◆ Executive administrative files, correspondence and letters (Dept. Chair and above) ◆ Files documenting Significant Decisions and Actions ◆ Academic Unit Reviews/Educational Support Unit Reviews ◆ Accreditation Records (Final Reports and Communications) ◆ Institutional Studies and Self-Studies (Final Reports) ◆ Questionnaires and Surveys – blank survey forms and summary data (not specific to an individual) ◆ External Relations (Advertisements and Press Releases) ◆ Records documenting Dept/College Events and Activities ◆ Project Files (Final Reports) ◆ Strategic Planning Records ◆ Department/Organization Directories and Lists ◆ Phone Logs (AVP and above) | <ul style="list-style-type: none"> ◆ Working papers and other supporting documentation ◆ Records of specific financial transactions ◆ Routine administrative support records ◆ Routine letters of transmittal and acknowledgement ◆ Non-personally addressed correspondence ◆ Replies to questionnaires and surveys ◆ Records containing nonpublic personal information of a living person ◆ Records containing information that, if disclosed, would constitute an unwarranted invasion of personal privacy ◆ Medical or counseling records ◆ Records related to confidential investigations |

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| Official Records | |
| <ul style="list-style-type: none"> ◆ Constitutions and Bylaws ◆ Lists of Officers and Members/Org Charts ◆ Student Organization Records | <ul style="list-style-type: none"> ◆ Work papers and drafts |
| Publications – One record copy of each | |
| <ul style="list-style-type: none"> ◆ Advertisements, Flyers and Brochures ◆ Journals – produced by the department ◆ Monographs – produced by the department ◆ Newsletters ◆ Newspaper Clippings ◆ Posters ◆ Programs ◆ Speeches – published ◆ Department Pictorial Directories, Graduation and Dean’s Lists | <ul style="list-style-type: none"> ◆ Published papers and reports ◆ Work papers and drafts ◆ Requests for publications or information |

Other Types of Permanent Records Collected by the University

The following types of permanent records are retained by the university, 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. Electronic copies are normally placed into ScholarsArchive.

Professional Papers

Faculty are encouraged to submit their Professional Papers to Special Collections for review. Professional Papers include lecture notes, research, professional correspondence and professional associations. Special Collections generally accepts information related to the history of BYU, Church, Utah or the American West. Please contact Dainan Skeem (dainan_skeem@byu.edu) for more information.

Faculty Research

Faculty may place past and current research data and publications into ScholarsArchive. Please go to ScholarsArchive.byu.edu or contact Ellen Amatangelo (ellen_amatangelo@byu.edu) for more information. While BYU-Sponsored Research may be placed in the University Records Center, Personal Faculty Research is not to be submitted to the University Records Center or held by University Records Management.