

Records Liaison Newsletter

BYU UNIVERSITY RECORDS & INFORMATION MANAGEMENT

Nov. 2021

recordsmanagement.byu.edu

801.422.2828 | urim@byu.edu

Retention Changes

COMPLAINTS/GRIEVANCES

Retain 6 years after resolution of complaint (even if the resolution is to do nothing). Complaints regarding employees should be retained in the employee's file.

If you have questions about this retention please contact Haley Dunkley @ 2-6260 or email her at haley_dunkley@byu.edu.

**JUST A REMINDER
THAT THIS RETENTION
APPLIES TO
BOTH PAPER AND
ELECTRONIC RECORDS!**

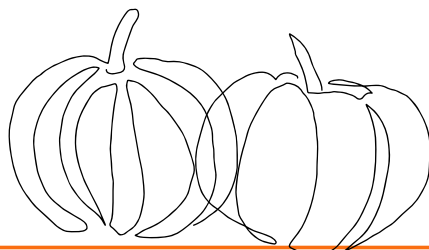


Our New Website is Here! *(and it looks REALLY different)*

Our website has been migrated to Brightspot due to the new OIT requirement. With the change in platform, we also redesigned and updated it! We hope that the user experience with the website will be easier and that you will be able to find the information that you need quickly. Below are a couple of new features that we added:

1. Records Liaison Forum/FAQ.

Have a question? Can't figure something out? On our new Records Liaison Forum & FAQ page you can see what Frequently Asked Questions we already have as well as use the contact form to send in your question! Once we've answered your question it will be anonymously posted to the same page.

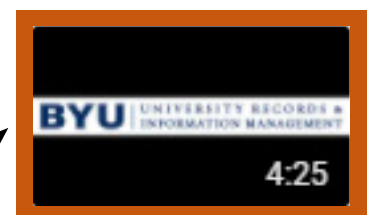


2. Newsletter/Communications.

We now have a Records Liaison Communications page (nested under the "Liaison Links" tab on the menu). We will be uploading all of our newsletters to this page so come here to see what you've missed.

3. Having Trouble Navigating the Website?

We've put together a short 5 minute walkthrough of our site. If you've watched it and still have questions please contact our courier at 2.2828 or urim@byu.edu.



Click here to watch the video!

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