

Records Liaison Newsletter

May 2022

recordsmanagement.byu.edu

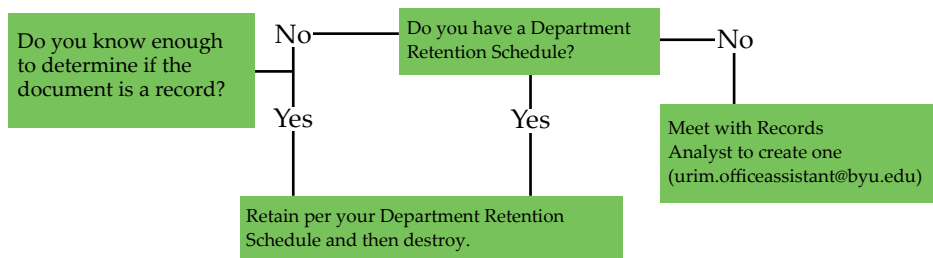
801.422.2828 | urim@byu.edu

Can I just get rid of this? a flowchart

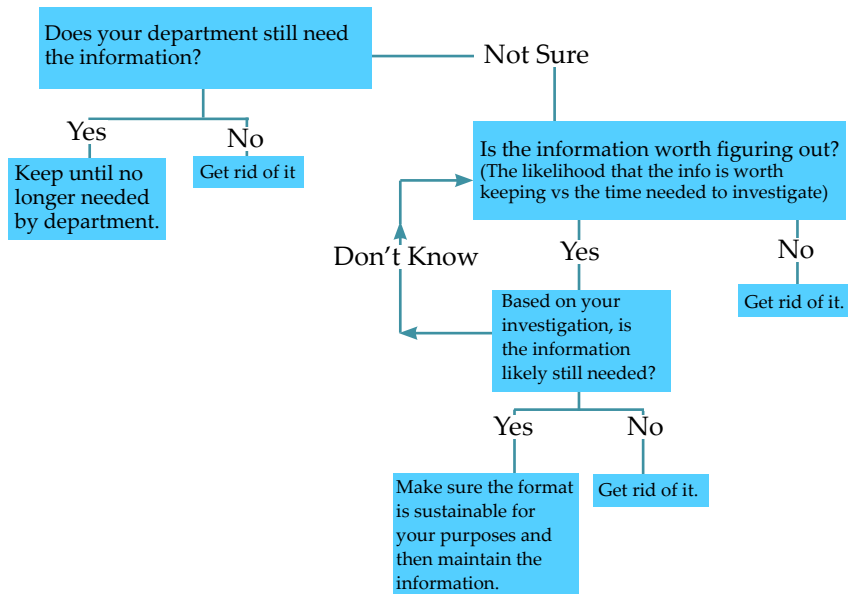
Do you have documents that you aren't sure are records? Do you know it's not a record but aren't sure if you still need it? Use the flowchart below to help determine if you should still keep it!

Disclaimer: Information no longer needed for legitimate business purposes should be deleted.

Part 1: Is it a record?



Part 2: It's not a record, now what?



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.

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 physical or electronic non-records that are no longer needed by the department (e.g. convenience/duplicate copies, lunch invites, university announcements, etc.)

4. Electronic Records

Organize electronic records by moving finalized records to your electronic records center 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.

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

For Training, call or email: Haley Dunkley
801-422-6260
haley_dunkley@byu.edu

*Aren't sure how to submit a box?
ASK OUR COURIERS! THEY CAN HELP YOU!
CALL 2.2828*