

Records Liaison Newsletter

May 2023

recordsmanagement.byu.edu

801.422.2828 | urim@byu.edu

Spring Cleaning *5 tips for quick and easy cleanup*

It's that time of year again! The semester is winding down, student's are leaving, and we're prepping for summer camps. Amongst all the excitement, it's important that we don't forget to close out the year with our records! Below are 5 tips for quick and easy records cleanup so we can get you on your way to vacation!

Tip 1: Records Retention

Destroy department records that have met their retention. *For example:* exams and unreturned homework should be retained for 1 year after the end of the semester, then can be destroyed.

Paper records that haven't met their retention, and are taking up too much space in your office, can be sent to the Records Center. Call 2-2828 or email urim@byu.edu to get boxes.

Tip 2: Throw Out 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.)

Tip 3: Security

Keep confidential information secure. When discarding confidential information, use secure shred bins, or coordinate with BYU Recycling's shred service. recycling@byu.edu.

Tip 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.

Tip 5: Imaged Records

Paper records that have been imaged and are stored in a secure and backed up location, such as on Box, can be destroyed.

URIM Site

The urim.byu.edu site is back up and working! Please go there to submit new boxes or to see any boxes submitted after Nov. 2020.

Changes made to the website

1. There is now a [Services page](#) where you can find information about our various services.
2. Go to the [Academic Resources](#) page under the Resources Tab, for information about Faculty Records, Executive Records and more.

Destruction Deadline is Here

Last chance to let us know about exceptions!

What constitutes an exception?

- 1- The records are related to an in-progress litigation matter.
- 2- The box has been miscategorized and needs the retention changed.
- 3- A situation has occurred in your department that requires ongoing use of the contents of the box.

How/Why do we contact you?

- Reply back to the Office Assistant with any exceptions.
- Review a box by contacting urim@byu.edu with the box numbers you'd like delivered to you.
- Questions or Concerns about this process? Call Haley at 2.6260 or email her at haley_dunkley@byu.edu

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

