

# Records Liaison Newsletter

## Rollout Edition

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recordsmanagement.byu.edu

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We hope your summer has gotten off to a good start! We are thrilled to announce the rollout of 2 systems: the Department Records Retention Schedule (DRS) App and the Electronic Records Center (ERC). Below are more details about these systems and what it means for our processes!

### DRS App

*What is it and why should I use it?*

Each department on campus should have a Department Records Retention Schedule (DRS)! A DRS is a list of the records you have in your department and how long they are meant to be kept for. DRSs are based off of the [General Records Retention Schedule](#) for the University. Our new app, the DRS App, is an online system where you can build your own retention schedule or view your department's retention schedule and make changes! If you've ever met with Haley, your DRS is already on the site! As you use the site feel free to reach out to [urim.officeassistant@byu.edu](mailto:urim.officeassistant@byu.edu) for help making changes.

#### How to use it:

To access the site go to [drs.byu.edu](https://drs.byu.edu) and sign in with your NetID and password. There you will either see your department's retention schedule or will be prompted to create one. If you have questions about customizing your DRS or would like help with it please email [urim.officeassistant@byu.edu](mailto:urim.officeassistant@byu.edu) or call 2.1670.

As you navigate the site, if you are experiencing issues we have created a [user guide](#) to assist with using this new tool! If you are experiencing issues and/or have questions please call 2.2828 or email [urim@byu.edu](mailto:urim@byu.edu)

### ERC

*What is it and why should I use it?*

The Electronic Records Center (ERC) is a folder on Box (University Records - Department Name) where retention is now automatically managed for the records placed inside! The folder itself has been available for use for several years (you may have even already been using it!) but now has several new features! Retention and deletion of temporary records are now automated and a copy of Historical records are automatically sent to the University Archives.

#### What we need you to do:

As part of the rollout of the ERC we are also rolling out a new [Electronic Records Center Training](#) that all Records Liaisons need to take as part of their role. Once you have taken the training and passed the quiz your permissions will change for the folder giving you Editor access instead of Viewer/Uploader. Check out the training for more details or go to our [website](#). We truly appreciate all the work you do to keep the university functioning and hope that this can assist with that task!

As BYU continues forward in this digital age we want to continue to encourage departments to keep records digitally, and to store them in recommended repositories! We will continue to support paper record submissions to the University Records Center but if you have paper records and you are wondering if they should be digitized, please reach out to Haley Dunkley ([haley\\_dunkley@byu.edu](mailto:haley_dunkley@byu.edu) or 2.6260) to discuss options.

### Contact Us

To schedule a pick up or delivery, call or email: Records Couriers  
801-422-2828  
[urim@byu.edu](mailto:urim@byu.edu)

To make a change to your records liaison or to update your department information, email: Office Assistant  
[urim.officeassistant@byu.edu](mailto:urim.officeassistant@byu.edu)

For training, call or email: Haley Dunkley  
801-422-6260  
[haley\\_dunkley@byu.edu](mailto:haley_dunkley@byu.edu)