

What records do FACULTY need to worry about?

Faculty are responsible to maintain the following types of records:

➤ **Administered Exams and Homework** **1**
Administered exams and homework not returned to students are to be retained for one (1) year after the end of the semester administered, then destroyed.

2 ➤ **Syllabi** *Syllabi are considered historical records and should be uploaded into Learning Suite, Canvas or another learning management system. If syllabi are not uploaded into a learning management system, faculty should give copies of syllabi to the department secretary.*

➤ **Faculty Profile Information** **3**
Faculty are responsible to keep Faculty Profile up-to-date with their biographical information, CV, awards, publications, and citizenship information.

4 ➤ **Research** *Approved research proposals and grants are normally retained by RAO and the Dean's Office and are to be retained for six (6) years after the close of the contract (retain longer if specified by the grant or research project). Retain denied proposals for three (3) years, then destroy. Research data is to be retained by faculty as specified by grant or research project, and physical data can be stored in the University Records Center for a reasonable period of time, if processed through the RAO.*

➤ **ScholarsArchive** **5**
Faculty are encouraged to submit published research to ScholarsArchive located at scholarsarchive.byu.edu.

6 ➤ **Personal and Professional Papers**
Faculty have the option to submit personal or professional papers to Special Collections. Special Collections generally accepts materials that focus on the social, cultural, religious, and intellectual history of BYU and the Church, or the history of Utah or the American West. For the full policy, please see their website: <https://files.lib.byu.edu/special-collections/policies/collecting/Professional-Papers-Program-Collection-Development-Policy.pdf>.

FYI — Curriculum records (including course proposals, course revisions, course requests and curriculum committee records) are considered historical records and are to be retained permanently by the university.

BYU | UNIVERSITY RECORDS & INFORMATION MANAGEMENT

2.2828 ⚡ urim@byu.edu ⚡ recordsmanagement.byu.edu

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