

Brigham Young University – Idaho

**INFORMATION AND RECORDS  
RETENTION SCHEDULE**

A GUIDE FOR RETENTION AND DISPOSITION  
OF UNIVERSITY RECORDS

2004



University Records Management

**Prepared by:  
University Records Management  
BYU-Idaho  
David O. McKay Library  
Rexburg, ID 83460  
496-2380**

# Quick Reference

**University Records Management Personnel:**

Associate Vice President of Instruction: Phil Packer 1140

Records Management Supervisor & Archivist: Blaine Bake 496-2376

Assistant Archivist: John Powell 496-2377

**Please call the following #'s for the desired services listed:**

**Records Management**

General Information.....	496-2376
Policies and Procedures.....	496-2376
Retention.....	496-2376
Training.....	496-2376

# **Table of Contents**

Acknowledgements .....	4
Purpose.....	4
Scope.....	4
What is a Record? .....	4
University Records Management .....	5
Responsibility.....	5
Helpful Information.....	5
Using the Retention Schedule.....	7
Section I-Specific Retention Schedule .....	7
Section II-General Retention Schedule.....	22
List of Departments by Department Number.....	26
Definition of Terms .....	30

# Acknowledgements

University Records Management developed the Information and Records Retention Schedule with the cooperation of various campus administrative and academic departments.

## Purpose

The Records and Information Retention Schedule is designed to be a guide to determine proper retention, disposition, and storage of records for Brigham Young University-Idaho. It also contains procedures and, it helps departments:

- Comply with local, state, and federal law concerning records retention
- Reduce the amount of storage space and filing equipment needed for records storage
- Eliminate unnecessary handling of records
- Improve record retrieval efficiency, and
- Provide control of records from creation to final disposition

## Scope

The Records and Information Retention Schedule applies to all university departments, offices, administrators, faculty, and staff. University personnel are **required** to follow these retention guidelines in order to legally retain and dispose of records.

## What is a Record?

A record is anything that stores information. Although we think of records as being printed on paper, they can take many forms. This includes information stored on microfilm, optical disk, electronic diskettes, tapes, photographs, maps, motion pictures, and any other medium containing information. **All records must be assigned proper retention periods regardless of what form they are in.**

# University Records Management

University Records Management provides a systematic program to assist campus offices with the creation, use, maintenance, retention, disposition, and preservation of records.

## Responsibility

***All University faculty, staff, and administrators are responsible for information and records created during their employment.*** University employees must store records properly and follow the established Information and Records Retention Schedule. All records created by or used in official university transactions or operations are considered university property.

**Records may not be destroyed except as authorized by University Records Management.**

## Helpful Information

### Coordination

University Records Management will coordinate all efforts involving records at the University. In so doing, University Records Management will consult with departments and the office of General Counsel. Unless legal requirements dictate otherwise, decisions regarding final disposition of records will be final for all University departments, regardless of past Departmental practice.

### Active Records

It is recommended that active records be kept in the office for ease of retrieval. Once records are referenced less than once a month, they can be transferred to the University Archives.

### Inactive Records

Inactive records must be handled according to the Records and Information Retention Schedule, which means that after a specific period they will either be destroyed or classified for permanent retention. Decisions regarding final dispositions of records are made in consultation with University Records Management.

## **Copies and Duplicates**

All duplicates or copies must be eliminated unless the copies contain alterations. Copies with alterations should be treated as original records.

## **Record Disposal**

University policy is to destroy records according to the Records and Information Retention Schedule. Records destruction may be delayed to facilitate audits, pending or actual litigation, or other unusual circumstances. **No destruction of records should occur unless approved by the University Archivist.** The recycling department shreds records that are approved for destruction.

## **Consultation with University Records Management**

Campus departments are encouraged to consult with University Records Management regarding record creation, use, maintenance, retention, disposition and preservation.

## **Originating Department**

An originating department is the department that creates a form or an original record. The originating department is the only department required to retain records for legal purposes. When necessary, departments may reference records through the originating office. Many records such as financial, travel, phone, Bookstore, etc., should only be kept by departments for a limited amount of time or until administrative use has been met (See Section II, General Retention Schedule for recommended guidelines).

## **University Archives (Inactive Records Center)**

The Archives is the facility for storage and retrieval of inactive records. Numerous campus departments use the campus Records Center as an extension of their offices for storage of their inactive records. For Records Center storage information, call extension 2377.

# Using the Retention Schedule

***Records listed in the retention schedule refer to all records at the University, regardless of where the records are stored.***

**The retention schedule is divided into two sections:**

## Section I - Specific Retention Schedule

Records associated with specific departments are listed in this section and the records disposition is unique to each department.

This schedule lists departments in alphabetical order. Listings for certain departments will include a department number. This is an identification number assigned to departments presently using the Archives (those without a specific identification number are not currently storing records in the Records Center). For Archive storage information, call ext. 2377.

### *Guidelines*

- “Correspondence” includes letters on official letterhead stationary, but not memos. It also includes “official” e-mail communications that are the equivalent of letters, but not the routine e-memos that are more akin to telephone conversations.

## Section II - General Retention Schedule

Records common to most university departments are listed in this section.

NOTE: Departments should utilize both sections as a resource in determining proper record retention periods. It is recommended that departments consult the specific section first, and then the general section if necessary. Not all record series are listed in the retention schedule. If you cannot locate a specific record series, contact University Records Management at ext. 2377 for assistance.

## **Section I-Specific Retention Schedule**

**If you do not find the desired records series under your department, see Section II-General Retention. If the records series is not located there, call University Records Management at 2376. If your department is not listed in the University Retention Schedule, then call 2376 or 2377.**

***Retention periods are specified in years unless otherwise noted.***

**Department Name****Retention Period****Academic Advising-100**

Advisors Datasheets  
 Record Updating at Grade Reporting  
 Registration Authorization Forms

I      FD  
 UO      D  
 UO      D  
 UO      D

**Academic Council-101**

Minutes: (Jo Ann Rhodehouse – 1392)  
 From Date – 20--

I      FD  
 P      P

**Academic Learning-102**

*See Section II*

I      FD

**Academic Standards-103**

I      FD

**Accounting Department-104**

*See Section II*

I      FD

**Accounting Office-105**

I      FD

**Account Receivables-106**

I      FD

**Activities Program-107**

I      FD

**Administrative Committee-108**

Minutes: (Debbie Keller – 1970)  
 From Date – 20--

I      FD  
 P      P

**Admissions-109**

Student Files (admitted)  
 Student Files (denied)  
 Student Files (incomplete)

I      FD  
 UO      P  
 UO      D  
 UO      D

**Admissions Subcommittees-110**

I      FD

**Admissions/Scholarship Policy Setting and Review-111**

I      FD

**Advancement Council-112**

Minutes: (Dixie Nordfelt – 1155)  
 From Date – 20--

I      FD  
 P      P

**Agronomy/Agricultural Business Department-113**

*See Section II*

I      FD

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T Total number of years to be kept  
 FD Final Disposition

P Permanent  
 D Destroy  
 UO Until Obsolete

<u>Department Name</u>	<u>Retention Period</u>	
<b>Alumni Association-114</b>	<u>I</u>	<u>FD</u>
<b>Animal Science Department-115</b> <i>See Section II</i>	<u>I</u>	<u>FD</u>
<b>Applications Development-116</b>	<u>I</u>	<u>FD</u>
<b>Architecture &amp; Construction Department-117</b> <i>See Section II</i>	<u>I</u>	<u>FD</u>
<b>Art Department-118</b> <i>See Section II</i>	<u>I</u>	<u>FD</u>
Attendance Report (Bubble Report)		
FA 100 (Class Rolls)	4M	D
Student Completion List	4M	D
<b>Arts Program-119</b>	<u>I</u>	<u>FD</u>
<b>ASBYUI Married Students-120</b>	<u>I</u>	<u>FD</u>
<b>Assistant Academic Vice President for Instruction-121</b>		
Faculty/Administration Applications for Employment	3	D
Faculty/Administration Personnel Files	UO	P
General Correspondence	UO	P
Internal Correspondence	UO	P
Mentoring Application Files	2	D
Spori Scholarships	UO	P
<b>Athletics Program-122</b>	<u>I</u>	<u>FD</u>
<b>Audio Visual-123</b>	<u>I</u>	<u>FD</u>
<b>Automotive Department-124</b> <i>See Section II</i>	<u>I</u>	<u>FD</u>
<b>Awareness Against Drugs-125</b>	<u>I</u>	<u>FD</u>
<b>Badger Creek Ranch-126</b>	<u>I</u>	<u>FD</u>
<b>Biology Department-127</b> <i>See Section II</i>	<u>I</u>	<u>FD</u>

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T Total number of years to be kept  
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P Permanent  
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<u>Department Name</u>	<u>Retention Period</u>	
Bookstore-128	<u>I</u>	<u>FD</u>
Bowling Center-129	<u>I</u>	<u>FD</u>
Budget-130	<u>I</u>	<u>FD</u>
Business Management Department-131 <i>See Section II</i>	<u>I</u>	<u>FD</u>
Business Services-132	<u>I</u>	<u>FD</u>
Campus Construction-133	<u>I</u>	<u>FD</u>
Campus Police-134	<u>I</u>	<u>FD</u>
Career & Academic Advising-135	<u>I</u>	<u>FD</u>
Carpenter Shop-136	<u>I</u>	<u>FD</u>
Cashier's Office-137	<u>I</u>	<u>FD</u>
Center Stage Performing Art Series-138	<u>I</u>	<u>FD</u>
Central Shops-139	<u>I</u>	<u>FD</u>
Central Supply-140	<u>I</u>	<u>FD</u>
CES Coordination/Admission-141	<u>I</u>	<u>FD</u>
Chemistry Department-142 <i>See Section II</i>	<u>I</u>	<u>FD</u>
Child and Family Studies Department-143 <i>See Section II</i>	<u>I</u>	<u>FD</u>
College of Agricultural & Life Sciences-144	<u>I</u>	<u>FD</u>
College of Business & Communication-145	<u>I</u>	<u>FD</u>
College of Education-146	<u>I</u>	<u>FD</u>

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<u>Department Name</u>	<u>Retention Period</u>	
College of Language & Letters-147	<u>I</u>	<u>FD</u>
College of Performing & Visual Arts-148	<u>I</u>	<u>FD</u>
College of Physical Science & Engineering-149	<u>I</u>	<u>FD</u>
College of Religion & Social Sciences-150	<u>I</u>	<u>FD</u>
Communication-151	<u>I</u>	<u>FD</u>
Communication Department-152 <i>See Section II</i>	<u>I</u>	<u>FD</u>
Communications Council-153 Minutes: (Dixie Nordfelt – 1155) From Date – 20--	<u>I</u> P	<u>FD</u> P
Comprehensive Three Track-154	<u>I</u>	<u>FD</u>
Computer Science & Engineering Department-155 <i>See Section II</i>	<u>I</u>	<u>FD</u>
Computer Support-156	<u>I</u>	<u>FD</u>
Continuing Education-157 Accounting Ledgers Assumption of Risk Community Education CPO's Dean's Office Enrollment General Correspondence Internal Correspondence Minutes Teaching Contracts	<u>I</u> 2 1 2 2 UO UO UO UO UO	<u>FD</u> D P D D D P D D
Copy Spot-158	<u>I</u>	<u>FD</u>
Counseling Center-159 Student Medical Records	<u>I</u> P	<u>FD</u> P
Custodial/Grounds-160	<u>I</u>	<u>FD</u>

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**Department Name****Retention Period****Dance Department-161***See Section II***I****FD****Dean of Students Office-162**

Campus Drug Free Annual Report  
 Campus Security Drug Policy Report  
 Disciplinary File Folder (uncleared)  
 Disciplinary File Folders<sup>1</sup>  
 Disciplinary Records - database  
 Discipline Report – Annual  
 Discipline Summary - Comparative  
 Mainframe Computer – DOS files<sup>2</sup>  
 Student Conduct and Referral Card  
 Student Conduct Behavioral Reports  
 Withdrawal Cards  
 Withdrawal Reports

**I****FD**

6

P  
 P  
 P  
 D  
 P  
 P  
 P  
 D  
 D  
 D  
 D  
 P

**Development Office-163****I****FD****Disability Services-164****I****FD****Disbursements-165****I****FD****Drug Free Schools and Campus Act-166****I****FD****Early Childhood Education/Special Education-167***See Section II***I****FD****Economics Department-168***See Section II***I****FD****Elderhostel-169****I****FD****Electrical-170****I****FD****Employee Advisory Council-171**

Minutes: (Vickie Lovell – 2495)  
 From Date – 20--

**I****FD**

P

P

**English as Second Language (ESL)-172****I****FD****English Department-173****I****FD**

T Total number of years to be kept  
 FD Final Disposition

P Permanent  
 D Destroy  
 UO Until Obsolete



**Department Name****Retention Period**

<b>Health Center-192</b> Student Medical Records	<b><u>I</u></b> <b><u>P</u></b>	<b><u>FD</u></b> <b><u>P</u></b>
<b>Health Science Department-193</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Heating Plant-194</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>History/Geography/Political Science Department-195</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Home &amp; Family Education Department-196</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Honor Code Council-197</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Honors Program-198</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Horticulture Department-199</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Housing Arbitration Board-200</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Housing Office-201</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Humanities &amp; Philosophy Department-202</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>HVAC-203</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Information Systems Department-204</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Information Technology-205</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Institutional Research-206</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Instruction &amp; Technology Center-207</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Interior Design Department-208</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>

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UO Until Obsolete

**Department Name****Retention Period**

<b>Internal Auditing-209</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>International Students-210</b>	<b><u>I</u></b>	<b><u>FD</u></b>
Student Files		P
Enrollment Documentation		P
<b>Internet Use Committee-211</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Internship Exceptions Committee-212</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Internships-213</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Intramural Office-214</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>KBYI/KBYR-215</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>LDS Foundation at BYU-216</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Leadership &amp; Service Institute-217</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Learning Assistance-218</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Legal Counsel-219</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Library, Public Services-220</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Library, Technical Services-221</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Library Administration-222</b>	<b><u>I</u></b>	<b><u>FD</u></b>
Accounting Ledgers (including CPOs, Travel Vouchers, etc)	2	D
Agreements & Contracts <sup>3</sup>		<i>See footnotes</i>
Official Correspondence (including donation acknowledgements)	3	P
Minutes		
Department Chairs	2	P
Town Meetings	2	P
Pre-Semester Meetings	2	P
Personnel Files <sup>4</sup>		<i>See footnotes</i>
Statistical Files	3	P
Stewardship Reviews	5	P
Surveys	5	P

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**Department Name****Retention Period**

<b>Livestock Center-223</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Mail Services/Post Office-224</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Manwaring Center-225</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Math Lab-226</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Mathematics Department-227</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Mechanical Engineering &amp; Technology Department-228</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Mechanical Plumbing-229</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Mechanics Operations-230</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Media Relations-231</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Media Services-232</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Music Department-233</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Natural Science Center, Yale Creek-234</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>New Student Orientation-235</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Nursing Department-236</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Online Admissions-237</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Outdoor Learning Center-238</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Parking Appeals-239</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Performance Tours-240</b>	<b><u>I</u></b>	<b><u>FD</u></b>

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T Total number of years to be kept  
FD Final Disposition

P Permanent  
D Destroy  
UO Until Obsolete

**Department Name****Retention Period****Personnel Council-241**

Minutes: (Tiffany McGarry –1130)  
1979 – present

**I**      **FD**  
P      P

**Personnel Services-242**

Affirmative Action Report  
Budget Ledgers  
Campus Purchase Orders  
Correspondence/Memos  
Faculty/Administrators Applications  
Job Descriptions  
Job Evaluations  
Organizational Charts  
Personnel Files (Full-time)  
Personnel Files (Part-time)  
Personnel Files (Temp.)  
Policy & Procedures Manual  
Purchase Requisitions  
Salary Surveys  
Staff Employment Applications  
Temporary Employment Applications  
Time & Attendance Reports  
Tuition Files

**T**      **FD**  
5      P  
2      D  
2      D  
UO      P  
2      D  
UO      D  
UO      P  
UO      D  
UO      P  
UO      D  
2      D  
2      D  
2      D  
2      D  
1      D  
1      D

**Photo Services-243**

**I**      **FD**

**Physics Department-244**

*See Section II*

**I**      **FD**

**Physical Program-245**

**I**      **FD**

**Physical Education Department-246**

*See Section II*

**I**      **FD**

**Physical Plant/Physical Facilities-247**

**I**      **FD**

**Political Science/Geography/History Department-248**

*See Section II*

**President, Office of-249**

Appointment Records  
Board of Trustees  
Minutes (BYU-Idaho only)

**T**      **FD**  
UO  
P      P  
P      P

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T Total number of years to be kept  
FD Final Disposition

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UO Until Obsolete

**Department Name****Retention Period**

Correspondence		
Incoming	UO	P
Outgoing	UO	P
Email		
Ephemeral	UO	D
General (Paper print-outs)	UO	P
History of the Office	UO	P
Minutes of Meetings	P	P
Papers of the President	P	P
Speeches & Addresses		
Audio and/or Video Recordings	P	P
<b>President's Counsel-250</b>	<b><u>I</u></b>	<b><u>FD</u></b>
Minutes: (Betty Oldham - 1111)		
1972 – present	P	P
<b>Press-251</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Press Relations-252</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Psychology Department-253</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<i>See Section II</i>		
<b>Publications Office-254</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Purchasing/Travel-255</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Reading Lab-256</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Recreation Leadership Department-257</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<i>See Section II</i>		
<b>Recruitment-258</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Reference &amp; Public Services-259</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Registrar/Registration/Records/Transcripts-260</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Religious Education Department-261</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<i>See Section II</i>		
<b>RIXIDA (Yearbook)-262</b>	<b><u>I</u></b>	<b><u>FD</u></b>

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P Permanent  
D Destroy  
UO Until Obsolete

**Department Name****Retention Period**

<b>ROTC-263</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Safety &amp; Fire Office-264</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Scheduling-265</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Scholarship Implementation-266</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Scholarships-267</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Scroll-268</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Server Management-269</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Ski Line-270</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Social Program-271</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Sociology and Social Work Department-272</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>SSD-273</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Stores &amp; Receiving-274</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Structural-275</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Student Employment, Internship, &amp; Placement Center-276</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Student Life Council-277</b> Minutes: (Kathy Webb – 1112) From Date – 20--	<b><u>I</u></b>	<b><u>FD</u></b>
	<b><u>P</u></b>	<b><u>P</u></b>
<b>Student Orientation-278</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Student Technology Center-279</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Study Skills-280</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Surplus Sales-281</b>	<b><u>I</u></b>	<b><u>FD</u></b>

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T Total number of years to be kept  
FD Final Disposition

P Permanent  
D Destroy  
UO Until Obsolete

<u>Department Name</u>	<u>Retention Period</u>	
<b>Teacher Education Department-282</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Telecommunications-283</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Testing Center-284</b>	<b><u>I</u></b>	<b><u>FD</u></b>
ACT (Microfiche)	UO	P
ACT (Paper Copy)	2	D
GED	2	P
General Long-Term Tests (Masters)	UO	D
General Physiological Tests	UO	D
General Short-Term Tests (Masters)	UO	D
General Surveys	UO	D
Test Results	UO	D
Test Results Answer Sheets	UO	D
TOFEL (Test Results Only)	UO	P
<b>Theatre Department-285</b> <i>See Section II</i>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Ticket &amp; ID Center-286</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Track Change Applications-287</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Transportation-288</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Tutoring Center-289</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>University Communications-290</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>University Events-291</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>University Village-292</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Vehicle Dispatching-293</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Vocal Union-294</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Weather Station-295</b>	<b><u>I</u></b>	<b><u>FD</u></b>
<b>Women's Awareness-296</b>	<b><u>I</u></b>	<b><u>FD</u></b>

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T Total number of years to be kept  
FD Final Disposition

P Permanent  
D Destroy  
UO Until Obsolete

**Department Name**

**Retention Period**

**Women's Locker Room-297**

**I      FD**

**Footnotes**

- 1 – Except those with uncleared holds.
- 2 – Destroyed in August of each year.
- 3 – So long as in force, then send to storage.
- 4 – Director's copies until termination then destroy or send to Personnel Department.

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T    Total number of years to be kept  
FD   Final Disposition

P    Permanent  
D    Destroy  
UO   Until Obsolete

## Section II-General Retention Schedule

The following records series are **common** to most departments on campus. Records **unique** to campus departments are listed in the Specific Retention Schedule in Section I. Both the General and Specific sections of the retention schedule give guidelines on how long to keep your records.

Many records such as financial, travel, phone, Bookstore, etc., should be kept by departments a limited amount of time or until administrative use has been met (see Section II - General for recommended guidelines). The originating departments are required to retain these records the legal amount of time (see Specific Schedule). If necessary, departments may reference records through the originating office.

### **Example:**

*Financial Services (which is the originating department) must keep their records for 7 years and then destroy them. Departments are encouraged to keep their duplicate financial records for 2 years (current year, plus the past) for administrative purposes only, and then destroy the records.*

**Record Series****Retention Period**

	<b><u>T</u></b>	<b><u>FD</u></b>
Accreditation Reports/Working Papers	P	P
Advertising	UO	D
Agendas	UO	D
Applications (hired)		
Staff	7	D
Student	7	D
Applications for Graduation	1	D
Appointment Books	UO	D
Book orders	UO	D
Budget (monthly)	2	D
*Budget (annual financial planning records)	P	P
Calendars/Schedules	UO	D
Campus Memos, Administrative	UO	P
Capital Equipment List	UO	D
Class Cards	1	D
Class Evaluations	UO	D
Class Handouts and Outlines	UO	D
Class Lists	UO	D
Class Schedules	UO	D
Committee Records	2	P
Copyrights	P	P
Correspondence, administrative	P	P
Correspondence, intra-departmental	P	P
Correspondence, routine	1	D
Course Materials	UO	D
Course Requests	UO	D
Course Revisions	5	D
Course Syllabi	P	P
Donation Lists	P	P
Donor Records	P	P
Emergency Procedures	P	P
Employee Files		
Staff	3	D
Student	3	D
Enrollment Summaries	3	D

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T Total number of years to be kept

FD Final Disposition

P Permanent

D Destroy

\* Retention for non-originating departments

## Record Series

## Retention Period

	<u>T</u>	<u>FD</u>
Equipment Inventories	5	D
Exams		
Administered	1	D
Original	UO	D
Faculty Contracts		See Employment Files
Faculty Files		See Employment Files
Final Examination Schedule	1	D
Fundraising Records	P	P
Gift Records and Donation Records	P	P
Goals and Plans	P	P
Grade Rolls	5	D
Internship Records	P	P
Inventory Lists	UO	D
Inventory Records	3	D
Job Application Records (unsolicited)	1	D
Job Descriptions		Current and previous job description
Lecture Notes	UO	D
Letters of Recommendation – Attending	P	P
Letters of Recommendation - Non attending	1	D
Mail Order Documents	UO	D
Mailing lists	UO	D
Majors, active and inactive	5	D
Maintenance Records	2	D
Newsletters - created by department	P	P
Newsletters - from other source	UO	D
Organizational Charts	P	P
*Payroll Records	P	D

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T Total number of years to be kept

FD Final Disposition

P Permanent

D Destroy

\* Retention for non-originating departments

## Record Series

## Retention Period

	<u>T</u>	<u>FD</u>
Performance Evaluations-Staff/Admin.	3	D
*Phone Records	P	D
Photographs	P	P
Planning and Proposal Records	P	P
Policy and Procedures	P	P
*Purchasing Records	2	D
Receipts	2	D
Recruitment Files	UO	D
Reports	P	P
Research Applications	P	P
Research Proposals	P	P
Sabbatical Leaves	P	P
Scholarship Recipient Records	P	P
Seminar Materials	P	P
Service Manuals	UO	D
Student Contracts	2	D
Student Exams		
Administered	6M	D
Original (one copy)	UO	D
Student Records (department student records, not Admissions and Records)		
Undergraduate	10	D
Discontinued	10	D
Surplus Disposal	2	D
Teaching Assistant/Research Assistant Files	5	D
Teacher Evaluations	P	P
Term Papers	5	D
Theses and Dissertations	P	P
Training and Development Files	P	P
*Travel Records	1	D
Vehicle Logs	1	D

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T Total number of years to be kept  
FD Final Disposition

P Permanent  
D Destroy

\* Retention for non-originating departments

# List of Departments by Department Number

100	Academic Advising	199	Horticulture Department
101	Academic Council	200	Housing Board Arbitration
102	Academic Learning	201	Housing Office
103	Accounting Standards	202	Humanities & Philosophy Department
104	Accounting Department	203	HVAC
105	Accounting Office	204	Information Systems Department
106	Accounting Receivables	205	Information Technology
107	Activities Program	206	Institutional Research
108	Administrative Committee	207	Instruction & Technology Center
109	Admissions	208	Interior Design Department
110	Admissions Subcommittees	209	Internal Auditing
111	Admissions/Scholarship Policy Setting and Review	210	International Students
112	Advancement Council	211	Internet Use Committee
113	Agronomy/Agricultural Business Department	212	Internship Exceptions Committee
114	Alumni Association	213	Internships
115	Animal Science Department	214	Intramural Office
116	Applications Development	215	KBYI/KBYR
117	Architecture & Construction Department	216	LDS Foundation at BYU
118	Art Department	217	Leadership & Service Institute
119	Arts Program	218	Learning Assistance
120	ASBYUI Married Students	219	Legal Counsel
121	Assistant Academic Vice President for Instruction	220	Library, Public Services
122	Athletics Program	221	Library, Technical Services
123	Audio Visual	222	Library Administration
124	Automotive Department	223	Livestock Center

125	Awareness Against Drugs	224	Mail Services/Post Office
126	Badger Creek Ranch	225	Manwaring Center
127	Biology Department	226	Math Lab
128	Bookstore	227	Mathematics Department
129	Bowling Center	228	Mechanical Engineering & Technology Department
130	Budget	229	Mechanical Plumbing
131	Business Management Department	230	Mechanics Operations
132	Business Services	231	Media Relations
133	Campus Construction	232	Media Services
134	Campus Police	233	Music Department
135	Career & Academic Advising	234	Natural Science Center, Yale Creek
136	Carpenter Shop	235	New Student Orientation
137	Cashier's Office	236	Nursing Department
138	Center Stage Performing Art Series	237	Online Admissions
139	Central Shops	238	Outdoor Learning Center
140	Central Supply	239	Parking Appeals
141	CES Coordination/Admission	240	Performance Tours
142	Chemistry Department	241	Personnel Council
143	Child and Family Studies Department	242	Personnel Services
144	College of Agricultural & Life Sciences	243	Photo Services
145	College of Business & Communication	244	Physics Department
146	College of Education	245	Physical Program
147	College of Language & Letters	246	Physical Education Department
148	College of Performing & Visual Arts	247	Physical Plant/Physical Facilities
149	College of Physical Science & Engineering	248	Political Science/Geography/History Department
150	College of Religion & Social Sciences	249	President, Office of
151	Communication	250	President's Counsel

152	Communication Department	251	Press
153	Communications Council	252	Press Relations
154	Comprehensive Three Track	253	Psychology Department
155	Computer Science & Engineering Department	254	Publications Office
156	Computer Support	255	Purchasing/Travel
157	Continuing Education	256	Reading Lab
158	Copy Spot	257	Recreation Leadership Department
159	Counseling Center	258	Recruitment
160	Custodial/Grounds	259	Reference & Public Services
161	Dance Department	260	Registrar/Registration/Records/Transcripts
162	Dean of Students Office	261	Religious Education Department
163	Development Office	262	RIXIDA (Yearbook)
164	Disability Services	263	ROTC
165	Disbursements	264	Safety & Fire Office
166	Drug Free Schools and Campus Act	265	Scheduling
167	Early Childhood Education/Special Education	266	Scholarship Implementation
168	Economics Department	267	Scholarships
169	Elderhostel	268	Scroll
170	Electrical	269	Server Management
171	Employee Advisory Council	270	Ski Line
172	English as Second Language (ESL)	271	Social Program
173	English Department	272	Sociology and Social Work Department
174	Enrichment Program	273	SSD
175	Enrollment Management	274	Stores & Receiving
176	Events Council	275	Structural
177	Executive Offices	276	Student Employment, Internship, & Placement Costs

178	Family History Center	277	Student Life Council
179	Farm Shop/Ag Engineering Building	278	Student Orientation
180	Fast Grad	279	Student Technology Center
181	Financial Aid	280	Study Skills
182	Financial Services	281	Surplus Sales
183	Fitness Center	282	Teacher Education Department
184	Fleet Services	283	Telecommunications
185	Food Services	284	Testing Center
186	Foreign Languages & Literatures Department	285	Theatre Department
187	Game Room	286	Ticket & ID Center
188	Geography/History/Political Science Department	287	Track Change Applications
189	Geology Department	288	Transportation
190	Graphics Services	289	Tutoring Center
191	Greenhouse	290	University Communications
192	Health Center	291	University Events
193	Health Science Department	292	University Village
194	Heating Plant	293	Vehicle Dispatching
195	History/Geography/Political Science Department	294	Vocal Union
196	Home & Family Education Department	295	Weather Station
197	Honor Code Council	296	Women's Awareness
198	Honors Program	297	Women's Locker Room

## Definition of Terms

<b>Active Records</b>	Records that are referred to at least once a month, and kept in office for ease of retrieval.
<b>Archives</b>	The storage area for archival records. The role of University Archives is to appraise records to determine continuing value, safely store archival records, provide access to information in archives, and ensure that sensitive and restricted material is not improperly used.
<b>Copy/Duplicate</b>	Any reproduction of a record, including back-up computer files.
<b>Final Disposition</b>	The final outcome or destination of records.
<b>Historical Value</b>	Records appraised as being significant to the history of the University. The University Archivist determines historical value.
<b>Inactive Record</b>	Any record that is referenced less than once per month.
<b>Legal Requirements</b>	Federal, state, and local statutes or regulations that provide requirements for time, place, and manner of records keeping.
<b>Originating Department</b>	The department in which the record in question was created. Records that originate from a specific department must be kept for designated periods of time by that department.
<b>Record</b>	Any recorded information, regardless of medium or characteristics, made or received by the university, that is connected with transacting university business, is related to the university's legal obligations, or shows pertinent organizational information, including but not limited to books, cards, charts, computer files, e-mail, magnetic tapes, microfilm, and photographs.
<b>Records Center</b>	The facility that provides secure off-site storage and

maintenance of semi-active University records.

<b>Records Management</b>	Provides economy and efficiency in creation, organization, maintenance, use, retrieval, and disposition of records.
<b>Record Series</b>	A group of related records that are used, filed, and evaluated together.
<b>Records Transfer Sheet</b>	A form that authorizes the off-site storage and maintenance of departmental records in the Records Center.
<b>Retention Period</b>	The amount of time for which a document or set of records needs to be kept.