

# UNIVERSITY RECORDS RETENTION POLICY

## EXECUTIVE SUMMARY

The University Information and Records Retention Schedule is a document that sets forth the length of time university records are retained. Retention periods are assigned according to legal, fiscal, historical, and administrative values and requirements. The retention schedule gives BYU-Idaho a records management tool to identify and protect the institutional memory of the university, protect records of enduring value and manage the final disposition of records. The retention schedule is established with the cooperation and input of campus-wide BYU-Idaho departments. Additional guidance and direction is derived from the statutes and regulations of the federal government, and the State of Idaho. The schedule has been established in consultation with the Office of General Counsel and various faculty and administrative departments, and has been approved by the University Records Committee.

“University records” include all documents and records, i.e., memoranda, correspondence, reports, research notes, photographs, films, audio and video records – **and electronic versions of all these records** – that are made in connection with the transaction of business by any unit, i.e., any service, department, school, or college associated with Brigham Young University-Idaho.

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## REQUIREMENTS OF UNIVERSITY PERSONNEL

The definition of university personnel includes all full-time faculty, administrative and staff employees. University personnel are required to reference the retention schedule to determine two things:

- The length of time a particular class of records must be maintained
- The final disposition of a record

A current copy of the retention schedule is available at [web site under construction] or McKay Library 240, or call extension 2377 for additional information.

The periods of retention time may change as university functions change and become more diverse, as the law changes, and as new types of record are created. As records-keeping practices change and preservation requirements evolve, University Records Management will continue to review, enhance and expand the content of the retention schedule. University personnel are encouraged to notify the University Records Manager of recommended changes and additions to the retention schedule.

**The University Information and Records Retention Schedule must be rigorously followed. The operation of a disciplined records management program and the consistent enforcement of records retention policies will help protect the University against legal liability. It is a federal crime punishable by fine and up to 20 years of imprisonment to knowingly destroy, alter or cover up a record in contemplation of any federal investigation.**