Records Retention Schedule

BYU IDAHO	Office of Special Collections and Records Management McKay Library BYU-Idaho, Rexburg, Idaho 83460 Phone (208) 496-9545	College/Department/Organization	Date	Schedule Code
	Records Liaison Approval	Date	College/Department/Organization Approval	Date	Revision No.
	Records Management Approval	Date			

Records Category Code/no.	Records Title	Description	Retention Period			Medium	Location	Vital	Archival	Security	Comments
			Event	Time	Disposal						

For assistance, refer to the Records Management Website at www.byui.edu/records-retention

Event

COM	Completion of activity or event
ECY	End of calendar year
EXP	Expiration of contract or agreement
GRAD	Graduation or last date of enrollment
INA	Inactive
MAT	Matriculated
OBS	Obsolete
SUP	Superseded
TER	Termination of employment or retirement

Time

C+	Current year plus number of years (C#) or months (C#m)
P	Permanent in office

Disposal

D	Destroy
SC	Transfer to Special Collections
PO	Keep permanently in office

Medium

D	Digital	O	Other (indicate in comments)
HC	Hardcopy	OM	Optical media
M	Microfiche/Microfilm	T	Tape

Location of Digital Records

SP	SharePoint	LD	Local drive
FTH	Feith	NT	Network
O	Other (indicate in comments)		

Vital

Does the category include vital records? Indicate with an X

Archival

Does the category include archival records? Indicate with an X

Security

O	Open records
C	Confidential

Confidential records must be securely shredded