

Retention Period Guidelines for Items Sent to BRM

All boxes sent to BRM must have a valid review/destroy date presented on the required transmittal form at the time of submission. This review/destroy date is mandatory and may not exceed 20 years from the date the box was submitted to storage. Offices should consult the University's retention schedules for the appropriate retention period concerning their records. Should your office produce records not currently listed on the retention schedules, please contact the University Records Management Office for further instruction.