

## BuckeyeBox Clean-Up & Migration – Records Management Guide

---

**The importance of records management practices during this time prior to the BuckeyeBox migration to Teams and OneDrive is of two-fold importance:**

- Ohio State is required by law to retain records for the duration of their stated retention period on the [OSU General Retention Schedule](#) or approved unique [unit retention schedules](#). Deletion or disposition outside of the approved retention schedules can have legal and financial consequences.
- Retaining records beyond their stated retention periods can also create liabilities for the university, as well as reduce our efficiencies. For the purposes of the migration, it will go faster and smoother if only necessary records are migrated.

This is the perfect time to clean-up files and get organized!

Please reach out to University Records Management if you have any questions about records retention and disposition during this process. [Lib-Records@osu.edu](mailto:Lib-Records@osu.edu) and Pari Swift ([swift.102@osu.edu](mailto:swift.102@osu.edu)).

---

**No CRD Required -- The following can be deleted from Box without the submission of a Certificate of Records Destruction (CRD):**

- **Copies** -- If records in Box are copies of records stored elsewhere, the Box files should be deleted. Documents could be copies if:
  - Box was used to transmit documents, such as if the file was too large or there were too many to send via email.
  - After collaborating in Box, the final, official documents were saved to another location, such as a shared drive.
  - You saved a copy, but someone else is responsible for the official version.

- **Superseded/Drafts** – Draft documents that have been superseded by others can be deleted per the Transient Materials record series on the OSU General Records Retention Schedule
- **Non-records** – sometimes the things that we store are not considered records of the university and should not be retained in OSU storage any longer than necessary
  - Outdated articles/resources
  - Articles/resources stored in Box for sharing purposes
  - External, non-work collaborations (ex. Professional association materials)

---

**Retention/Disposition – Review remaining records in Box to determine if they should remain in Box until OCIO migrates them, or if they can be deleted prior to the migration:**

- **Retention** – If records have not yet met their retention period as stated in the [retention schedules](#), leave them in Box. OCIO will do the migration. More details can be found on the [project landing page](#).
- **Disposition** – If records have met their retention, they can be deleted from Box. Prior to deletion, complete the [Certificate of Records Destruction](#) and submit to [lib-records@osu.edu](mailto:lib-records@osu.edu) for Records Management approval.

---

**Note about Ownership - Only delete if you are the owner or you are now responsible for that function if the owner is no longer at OSU.**