

THE UNIVERSITY OF NORTH CAROLINA

University General Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**INSTITUTIONS OF THE UNIVERSITY OF NORTH CAROLINA SYSTEM**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule or in an official, approved institutional records schedule that meets the minimum retention periods specified in this University General Schedule are not authorized to be destroyed.**

The

**INSTITUTIONS OF THE UNIVERSITY OF NORTH CAROLINA SYSTEM**

agree to destroy, transfer or dispose of records in the manner and at the times specified herein or in an official, approved records schedule that meets the minimum retention periods specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



David Brook, Director  
Division of Historical Resources

APPROVED



Erskine Bowles, President  
University of North Carolina System



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

Date: June 5, 2007

**UNIVERSITY OF NORTH CAROLINA**

**General Records Retention and  
Disposition Schedule**

**April 2007**

# ***MANAGING PUBLIC RECORDS IN THE STATE-SUPPORTED UNIVERSITIES OF NORTH CAROLINA***

## *Introduction to the University Records Retention and Disposition Schedule*

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## ***PUBLIC RECORDS WITH SHORT-TERM VALUE UNIVERSITY RECORDS RETENTION AND DISPOSITION SCHEDULE***

### **CONTACT INFORMATION**

For more information contact the University Records Officer or Archivist, or your University Library for your institution. If you don’t know who your University Records Officer or Archivist is, contact the Government Records Branch of DCR at 919-807-7350.

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## *PUBLIC RECORDS AND RETENTION SCHEDULE*

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### **1) What is the “University Records Retention and Disposition Schedule”?**

This document—also known as the University General Schedule—is a tool for the staff and faculty of the institutions of higher education in the University of North Carolina System (UNC) to use when managing the records in their offices. It lists records commonly found in University offices and gives an assessment of their value by indicating when (and if) those records should be destroyed. The University Archivist is authorized to retain any record that he or she deems to have archival value.

This schedule is also an agreement between the UNC System and the Department of Cultural Resources (DCR). If your University already has records schedules for individual offices on your campus, this University General Schedule does not supersede those schedules without specific authorization by your Chancellor, University Counsel, and your University Records Officer or Archivist. Your institution’s use and application of this University General Schedule and existing individual office records schedules fall under the direction and authority of these officials. This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. 121-5 (c) and G.S. 132-8 to provide. It supersedes all previous editions, including the University General Schedule issued in 1991.

### **2) Why do I need this schedule?**

According to G.S. 121-5 and G.S. 132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule, along with individual office schedules, is the primary way DCR gives its consent. Records, regardless of medium, not listed on this schedule or in an individual office records schedule may not be destroyed without the consent of DCR and your University Records Officer or Archivist.

### **3) What are public records?**

The General Statutes of North Carolina, Chapter 132, provides this definition of public records: "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data- processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

### **4) Are the documents and other records on my computer also “public records”?**

Yes. G.S. 132 (above) points out that any record generated in the conduct of the University’s business is a public record, “regardless of physical form or characteristics.”

### **5) How can I know for sure if I have any “public records”?**

Nearly every position in a University or in state government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren’t the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

### **6) Do I have to have all of the records listed on this schedule?**

No. This is not a list of records you must have in your office.

### **7) What if I can’t find some of my records on this schedule?**

Call your University Records Officer or Archivist. He or she will work with you to create an individual office schedule or amend a current schedule.

**8) How do I get a specific records schedule to cover the “record series” for my office or department?**

Contact your University Records Officer or Archivist and ask whether a records schedule already exists for your office. If it does, determine the date of the records schedule and ask for an update if necessary. If a schedule has never been done, request an inventory of your records under the guidance of your University Records Officer or Archivist, or request help in using this University General Schedule. He or she will then initiate contact with the Government Records Branch of DCR regarding the completion or update of your records schedule, or provide guidance in using this document.

The inventory of your records will result in a listing of files or documents commonly grouped together, which is formally known as a “record series.” A record series is a group of identical or related records that are used and filed as a unit because they result from the same activity or function or they result from being created, received, or used in the same activity.

Remember that the use of individual office schedules and this University General Schedule should only occur after consulting your University’s administration (see the question above, “What is the University Records Retention and Disposition Schedule?”) and specifically the University Records Officer or Archivist. This is especially the case if your office intends to destroy records. If you don’t know who your University Records Officer or Archivist is, contact the Government Records Branch of DCR at 919-807-7350.

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## *MAINTAINING PUBLIC RECORDS*

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**9) If we scan and image our records, do we need to keep the paper version?**

You may scan any record, including permanent records. Your office should follow the instructions in the North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems to conduct the Self Warranty process. You should consult the University Records Officer or Archivist before destroying any permanent records on paper that have been digitized. He or she will discuss with you the appropriate medium or format for the permanent preservation of the records concerned. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. In many cases, in view of technological obsolescence, especially of software, only paper or microfilm is suitable for permanent preservation. The essential task is to assure that records with historical value remain accessible indefinitely into the future. Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep longer than about 10 years for the same reasons addressed above regarding the short life cycle of computer systems. Your office will still be required to conduct the Self-Warranty process described above.

**10) Should I print my email out and file it?**

As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format. Some Universities may have email policies that give specific guidance for when emails should be printed out. Check with your University Records Officer.

**11) Why don’t we just keep all of our computer records since computer storage is so cheap?**

The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format or medium.

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## *ACCESSING PUBLIC RECORDS*

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**12) Can anyone see my records?**

Yes, except as restricted by specific provisions in state or federal law. G.S. 132-6 instructs: “Every custodian of public records shall permit any record in the custodian’s custody to be inspected and

examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

**13) What about confidential records?**

Not all records meeting the statutory definition of a public record under G.S. 132-1 are open to public inspection. Exceptions to the access requirements in G.S. 132-6 and the definition of public records in G.S. 132-1 are found throughout the General Statutes and in federal law (particularly student records, most personnel records, and medical records of students or staff). You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

**14) Why don't I just use my personal email account for work since it is more private?**

The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. 132-1 states that records “made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant. Likewise, use of a state-owner computer for personal email does not mean that personal email is not subject to inspection by third parties. Your university may prohibit use of a personal email account for official business.

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## *DESTRUCTION OF PUBLIC RECORDS*

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**15) What is a “legal hold” or “litigation hold” on records and when does it apply?**

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold **must be preserved and thus must not be destroyed** until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the University requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the University is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your University Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule. If you have any questions contact your University Counsel.

**16) When can I destroy records?**

Each records series listed on this schedule or in a specific office records schedule has specific disposition instructions that will indicate how long that series must be kept in your office. In some cases, the disposition instructions will call for permanent retention in an Archives, a designated, authorized storage space meeting certain conditions, or your office. (See also the question above, “What do I do with permanent records?”)

**17) How do I destroy records?**

Records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

- a) burned, unless prohibited by local ordinance
- b) shredded, or torn up so as to destroy the record content of the documents or material concerned
- c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned
- d) buried under such conditions that the record nature of the documents or materials will be terminated
- e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records

- N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

- f) for records subject to the Fair Credit Reporting Act (15 U.S.C. 1681 et seq.), a method of destruction that complies with federal requirements.

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be viewed, used or recreated. For electronic records, permanent erasure or deletion of records or data requires specialized software, equipment, and/or skills. If this level of destruction is required, it is best to consult with IT professionals. Physical destruction of hard drives, magnetic tapes, CDs, or other electronic storage media is another means of disposal of media containing confidential or sensitive electronic records or data.

Non-confidential records may be recycled or thrown out in accordance with the waste disposal policies and procedures of your University. Documenting record series destruction is advised. Contact your University Records Officer or Archivist for more information.

### **18) When can I delete my email?**

Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful:

- *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*
- *E-Mail User Guidelines Checklist*
- *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition* (located at the end of this section, page VIII).

### **19) How do we destroy records that are not listed on any schedule?**

Contact the University Records Officer or Archivist. He or she will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, he or she will discuss the possibility of transferring the records to the Archives or to another designated, authorized permanent storage area.

- If the records are an active records series, the University Records Officer or Archivist will help you develop or amend a schedule so that you can continue to destroy the records appropriately. If the records do not have historical value and are not currently being created, the University Records Officer or Archivist will ask you to complete a "Request and Approval of Unscheduled Records Disposal Form." He or she will forward that form to the DCR Government Records Branch to make a determination about that destruction.

### **20) Should I keep track of or inform someone about the records being destroyed?**

We recommend that you report on your records retention activities to your University Records Officer or Archivist on an annual basis. This report does not need to be detailed, but it is important that significant destructions be reported to University Records Officer or Archivist.

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## ***HISTORICAL RECORDS***

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### **21) What do I do with permanent records?**

Permanent records (records with permanent historical value) should be transferred in accordance with the disposition requirements of this University General Schedule, or the provisions of your individual office records schedule, to your University Archives. If your institution does not have an Archives, contact your University Records Officer or the University Library. If no other space is available, the records must be maintained permanently in the office that created the records, or in a storage space that is controlled for temperature and humidity, free of pests and insects, and secure from unauthorized entry. Your office must ensure that any records stored away from your main

office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public. Public records are public property.

**22) What does it mean for records to have historical value?**

Records with historical value document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the University, for state government, or for its citizens. Call your University Records Officer or Archivist for further assistance.

**23) What should I do with the really old records that I have just found?**

Call your University Records Officer or Archivist. He or she will help you examine the records and assess their historical value.

**24) Can I give my old records to the historical society or public library?**

Before you offer any record to a historical society, public library, or any other entity, you must contact your University Records Officer or Archivist. Permanent records must be kept either in your offices, in your University Archives, or in an authorized space designated for the storage of permanently valuable records.

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## *DISASTER RECOVERY*

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**25) What should I do in case of fire or flood?**

Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office. Be sure to notify your University Records Officer or Archivist immediately after taking the steps noted above.

***DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.***

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

**26) What help do you give in case of an emergency?**

We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

**27) What can I do to prepare for an emergency?**

We provide training to interested Universities and governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your county.



## ***PUBLIC RECORDS WITH SHORT-TERM VALUE***

### ***GUIDELINES FOR THEIR RETENTION AND DISPOSITION***

According to North Carolina General Statutes 121 and 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material
- routing slips or other records that transmit attachments
- reservations and confirmations
- personal messages (including electronic mail) not related to official business
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its “Request and Approval of Unscheduled Records Disposal” (located at the end of this schedule). Such offices should contact the University Archivist or University Records Officer for assistance in creating a schedule though final approval of any University records retention schedules shall require the consent of the Government Records Branch of the Division of Historical Resources, N.C. Department of Cultural Resources.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the public records law (G.S. 132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

# ALPHABETICAL LIST OF UNIVERSITY RECORD SERIES

<p><b>ADMINISTRATIVE RECORDS</b></p> <p>GU01 Accident Reports          GU02 Accreditation          GU03 Activities &amp; Events          GU04 Administrative          GU05 Administrative Reference          GU06 Agreements, Contracts, and Leases          GU07 Americans with Disabilities Act (ADA) Compliance            GU08 Annual Reports          GU09 Audit Reports          GU10 Awards and Honors          GU11 Biographical          GU12 Board of Trustees          GU13 Building Use          GU14 Calendar of Events          GU15 Committees, Councils, Task Forces          GU16 Complaints          GU17 Conferences, Training Programs and Workshops – Attended          GU18 Conferences, Training Programs and Workshops – Conducted            GU19 Copyright Records          GU20 Emergency Management          GU21 Energy Conversation          GU22 Equipment Maintenance &amp; Repair          GU23 Facility Security          GU24 Faculty Governance          GU25 Films / Videotapes          GU26 Grants, Awarded          GU27 Grants, Proposals          GU28 Historical Memorabilia          GU29 Internships / Assistantships / Fellowships            GU30 Mailing Lists          GU31 News Releases &amp; Public Relations          GU32 Patent Records          GU33 Planning          GU34 Self Study          GU35 Speeches          GU36 Staff Organizations          GU37 Student Surveys</p>	<p><b>ADMINISTRATIVE RECORDS (Continued)</b></p> <p>GU38 Supplies and Equipment          GU39 Surplus Property          GU40 Trademark Records          GU41 Travel Requests and Reimbursements          GU42 University Code          GU43 Vehicle Titles          GU44 Vehicle Operations &amp; Maintenance          GU45 Vendors Information          GU46 Visitor Registration Logs          GU47 Work Orders          GU48 Work Schedules          GU49 Workers' Compensation    <p><b>FACILITIES SERVICES RECORDS</b></p> <p>GU50 Blueprints, Plans and Drawings          GU51 Building Maintenance, Housekeeping          GU52 Capital Improvement Proposals          GU53 Capital Improvements          GU54 Insurance          GU55 Non-Capital Improvements    <p><b>FINANCIAL RECORDS</b></p> <p>GU56 1099 File          GU57 Accounts Payable          GU58 Accounts Receivable          GU59 Accounts Uncollectible          GU60 Annual Financial Statement Report          * * * * Audit Reports (see GU09)          GU61 Bank Statements          GU62 Bidder's Applications          GU63 Bids          GU64 Bond Book          GU65 Bonds and Other Borrowing          GU66 Budget          GU67 Cancelled Checks          GU68 Capital Improvements Accounting          GU69 Cash Receipts          GU70 Cost Accounting Reports          GU71 Credit Card Use          GU72 Deposits          GU73 Direct Deposit Forms</p> </p></p>	<p><b>FINANCIAL RECORDS (Continued)</b></p> <p>GU74 Disbursing Accounts Statements          GU75 Escheats Statements          GU76 Financial Records System (database)          GU77 Fixed Assets          GU78 Funding Increments          GU79 Insurance Deductions          GU80 Invoices          GU81 Lapsed Salaries          GU82 Loans          GU83 Mail Transmittal Slips          GU84 Monthly Budget Reports          GU85 Payroll          GU86 Payroll Deductions          GU87 Purchase Orders          GU88 Reconciliation Reports          GU89 Requisitions          GU90 Requisitions for Transfer of Funds          GU91 Retirement Reductions          GU92 Returned Checks          GU93 Reversion and Continuation of Agency Funds            GU94 Sales Tax          GU95 Social Security Deductions          GU96 Student Accounts          GU97 Tax Forms          GU98 Telephone Billings          GU99 Travel Reimbursements          GU100 Utility Bills and Logs          GU101 Vouchers          GU102 WH-1, WH-3 Forms    <p><b>DEVELOPMENT RECORDS</b></p> <p>GU103 Annual Giving          GU104 Capital Campaign          GU105 Custodian Investment Reports          GU106 Donors &amp; Prospects          GU107 Endowment Agreements          GU108 Gifts-in-Kind Reports          GU109 Individual Fund Balances          GU110 Investment Management Reports          GU111 Legal &amp; Administrative</p> </p>
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**DEVELOPMENT RECORDS (Continued)**

- GU112 Life Income Agreements
- GU113 Major and Planned Gifts
- GU114 Property / Real Estate
- GU115 Scholarship / Awards
- GU116 Tax Return
- GU117 Trust, Endowments & Annuities Funds

**INFORMATION TECHNOLOGY RECORDS****Computer and Information Security**

- GU118 Access and Security Policies and Security Documentation
- GU119 Computer Security Incidents
- GU120 Computer System Review
- GU121 Computer Usage
- GU122 Disaster Preparedness & Recovery Planning
- GU123 Internet Service Logs (External)
- GU124 Network Usage (Internal)
- GU125 System Backup
- GU126 System Users Access Records
- GU127 Audit Trail
- GU128 Automated Off-Line Storage System
- GU129 Destruction of Files Reports
- GU130 Off-Line Control Records
- GU131 Operating System & Hardware Conversion Planning
- GU132 Summary Usage Reports

**Data Administration**

- GU133 Data / Database Dictionary
- GU134 Indexes / Tracking Systems
- GU135 System Validation

**IT General Systems and Applications Development**

- GU136 Application Development Project
- GU137 Application System Operations
- GU138 Metadata Documentation
- GU139 Quality Assurance
- GU140 Source Code

**INFORMATION TECHNOLOGY RECORDS (Continued)****IT General Systems and Applications Development (Continued)**

- GU141 Technical Program Documentation
- GU142 Network Implementation Project
- GU143 Network / Circuit Installation and Service
- GU144 Network Circuit Inventories
- GU145 Network / Site Equipment Support
- GU146 Help Desk Logs & Reports
- GU147 Site / Equipment & Software Support

**LIBRARY RECORDS**

- GU148 Accession Records (Integrated Library System ILS)
- GU149 Acquisitions (ILS)
- GU150 Approval Plan (ILS)
- GU151 Binding Invoices
- GU152 Binding Patterns
- GU153 Book, Microfilm and Periodical Invoices (ILS)
- GU154 Cancelled Periodicals (ILS)
- GU155 Carrel Assignments
- GU156 Check-in for Government Documents
- GU157 Check-in for Periodicals and Microfilm Copies (ILS)
- GU158 Discontinued Periodicals (ILS)
- GU159 Federal Depository Account
- GU160 Integrated Library System (ILS) (Electronic)
- GU161 Interlibrary Loan System
- GU162 Library Donor
- GU163 License Agreements
- GU164 Mail Services
- GU165 Microforms Shelf List (ILS)
- GU166 OCLC (Online Computer Library Center)
- GU167 Publisher's Catalogs
- GU168 Reserves (ILS)
- GU169 Search File (ILS)
- GU170 SOLINET

**LIBRARY RECORDS (Continued)**

- GU171 Standing Orders (ILS)
- GU172 Statistical Reports
- GU173 Withdrawn Publications (ILS)

**PERSONNEL RECORDS**

- GU174 Alcohol and Drug Abuse Program
- GU175 Affirmative Action and Equal Opportunity (EEO)
- GU176 Aggregate Service History
- GU177 Applications for Employment
- GU178 Conflict of Interest
- GU179 Death Claims
- GU180 Disability Salary Continuation Claim
- GU181 Disciplinary Action
- GU182 Dual Employment
- GU183 Educational Leave and Reimbursement
- GU184 Employee Assistance Programs
- GU185 Employee Surveys
- GU186 Family Medical Leave Act (FMLA)
- GU187 Garnishments
- GU188 Grievances
- GU189 Insurance Enrollment
- \*\*\*\*\* Internships / Assistantships / Fellowships (see GU29)
- GU190 I-9 Forms
- GU191 Leave
- GU192 Medical Records (Employee)
- GU193 Performance Evaluation & Management
- GU194 Personnel File (Active) – EPA
- GU195 Personnel File I (Inactive) – EPA
- GU196 Personnel File (EPA) One Time Payments
- GU197 Personnel File (Active) – SPA
- GU198 Personnel File (Inactive) – SPA
- GU199 Position Classifications
- GU200 Reappointment, Promotion and Tenure
- GU201 Reduction-in-Force
- GU202 Retirement Benefits
- GU203 Search Committees

<p><b>PERSONNEL RECORDS (Continued)</b>  GU204 Secondary Employment  GU205 Student Assistants / Work Study Students  GU206 Time Sheets  GU207 Training Programs  GU208 Voluntary Shared Leave  ***** Workers' Compensation (see GU49)</p> <p><b>SAFETY RECORDS</b>  GU209 Employee Medical  GU210 Fire, Health and Environmental Safety  GU211 Material Safety Data Sheets  GU212 Occupational Safety and Health Administration (OSHA)  GU213 Restricted Use Pesticide</p> <p><b>STUDENT – ACADEMIC</b>  GU214 Academic Action Authorization  GU215 Academic Records Reports  GU216 Academic Student Advising  GU217 Applications for Graduation  GU218 Certifications / Licenses  GU219 Class Lists  GU220 Commencement  GU221 Comprehensive Examination Results  GU222 Course Catalog  GU223 Course Evaluations by Students  GU224 Credit by Examination  GU225 Degree Audit Authorization  GU226 Degree Listing  GU227 Drop / Add Forms  GU228 Examinations, Tests, Term Papers and Homework Records  GU229 Extra Hour Registration  GU230 Family Educational Rights and Privacy Act Compliance (FERPA)  GU231 Fee Assessment Forms  GU232 Grade Change Appeal and Authorization Forms  GU233 Grade Listings / Grade Sheets</p>	<p><b>STUDENT – ACADEMIC (Continued)</b>  GU234 Graduate Student Records (Departmental File)  GU235 International Student Documents  GU236 Name Changes  GU237 Pass / Fail Forms  GU238 Program Progression Appeals  GU239 Repeat Course  GU240 Student Information System (database)  GU241 Student Teaching Certification  GU242 Theses and Dissertations  GU243 Transcripts  GU244 Transcript Requests (Student)  GU245 Transfer Equivalents  GU246 Undergraduate Student Records (Departmental File)  GU247 Withdrawals from University</p> <p><b>STUDENT – ADMISSIONS</b>  GU248 Advanced Placement  GU249 Applications for Admission (Graduate)  GU250 Applications for Admission (Undergraduate)  GU251 Entrance Examination Reports / Test Scores  GU252 Residency Classification Forms  GU253 Student Waivers for Rights of Access to Letters of Recommendation</p> <p><b>STUDENT – ATHLETICS</b>  GU254 Academic Counseling  GU255 Athletic Drug Testing  GU256 Athletic Eligibility  GU257 Athletic Injury and Treatment  GU258 Athletic Programs  GU259 Athletic Scholarships  GU260 Athletic Team Travel Itinerary  GU261 Coaches' Records  GU262 Drug Dispensing  GU263 Films / Videotapes  GU264 Game Contracts</p>	<p><b>STUDENT – ATHLETICS</b>  GU265 Player Recruitment  GU266 Receipts from Income  GU267 Season Ticket Records  GU268 Sports Information  GU269 Ticket Sales</p> <p><b>STUDENT – FINANCIAL AID</b>  GU270 Financial Aid Administrative  GU271 Financial Aid Fiscal  GU272 Financial Aid Recipients  GU273 Financial Aid Reports  GU274 Loan Administration  GU275 Scholarship Administration  GU276 Scholarship Applications (Awarded)  GU277 Scholarship Applications (Awarded, Not Accepted or Rejected)  GU278 Scholarship / Loan Reference  GU279 Veterans' Benefits</p> <p><b>STUDENT HEALTH SERVICES / COUNSELING SERVICES</b>  GU280 Controlled Drug administrative  GU281 Controlled Drug Audit forms  GU282 Controlled Drug Dispensing Records  GU283 Immunization Incomplete Log  GU284 Laboratory Results Logs  GU285 Insurance Claims Benefits and Payment Log  GU286 Medical Histories and Immunization Reports  GU287 Patient Appointment Book  GU288 Performance Improvement Surveys and Reviews  GU289 Radiology Jackets  GU290 Student Immunizations  GU291 Student Medical Records (Active)  GU292 Student Medical Records (Inactive)  GU293 Student Mental Health Records (Active)</p>
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**STUDENT HEALTH SERVICES /  
COUNSELING SERVICES (Continued)**

- GU294 Student Mental Health Records  
(Inactive)
- GU295 Substance Abuse Program  
Administration

**STUDENT HOUSING**

- GU296 Housing Appeals
- GU297 Housing Security Reports
- GU298 Student Key Receipt
- GU299 Student Guest Sign-in Logs
- GU300 Student Housing Contracts
- GU301 Student Housing Appliance Rental  
Contracts
- GU302 Student Housing Applications
- GU303 Student Housing Disciplinary Actions
- GU304 Student Housing Damages
- GU305 Summer School Housing

**STUDENT LIFE**

- GU306 Career Planning / Placement  
Records
- GU307 Commuter Student Information
- GU308 Disciplinary Records (Academic)
- GU309 Disciplinary Records (Non-Academic)
- GU310 Excused Absences
- GU311 Fraternities and Sororities
- GU312 Honor Board
- GU313 Honor Code Violations
- GU314 Intramural Sports
- GU315 Non-Traditional Students Information
- GU316 Student Counseling
- GU317 Student Accident Reports
- GU318 Student Associations and  
Organizations
- GU319 Student Awards and Honors
- GU320 Student Government Association
- GU321 Student Legal Services
- GU322 Student Legal Services Cases
- GU323 Services to Students with Disabilities

**UNIVERSITY POLICE / PUBLIC SAFETY**

- GU324 Alarm Monitoring Reports
- GU325 Bans / Trespass Warnings
- GU326 Building and Grounds Security Checks
- GU327 Duty Assignment
- GU328 Case Records
- GU329 Communications / Dispatch
- GU330 Confiscated Property
- GU331 Controlled Substance Seizure
- GU332 Evidence Tracking
- GU333 Liability Waiver
- GU334 Lost and Found Log
- GU335 Parking Tickets
- GU336 Police Incident Report
- GU337 Security / Surveillance / Mobile Video  
Recordings
- GU338 Traffic Accident Reports
- GU339 Towed Vehicle Reports
- GU340 Traffic Citations
- GU341 Traffic Stop Reports
- GU342 Vehicle Registration

↻End of list↻

\* \* \* \* \* Indicates duplicate listing

## UNC General Records Retention and Disposition Schedule

*This Schedule applies to records in all media, unless otherwise specified.*

**Items** – a sample listing of items found within a series. Other related records not listed may also be part of a series.

**Disposition** – all dispositions are minimum requirements and include, where applicable, transfer to the custody of the University Archives for appraisal and final disposition.

**Destruction** – takes place in the office. Any record with confidential or sensitive information shall be properly destroyed by shredding or by means to ensure that the records cannot be physically recreated.

**Original and Reference Copy** – original copy (also known as a record copy) is the official authorized copy kept by the office charged with creating or maintaining the record copy. Reference copies (also known as convenience copies) are preserved for the convenience of reference or ease of access.

**No destruction of records may take place if litigation or audits are pending or reasonably anticipated or foreseeable.**

*Refer to prefatory material for additional instructions or contact your university's records officer for clarification.*

### ADMINISTRATIVE RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU1	<b>Accident Reports</b>	Accidents involving employees and/or equipment. Comply with applicable provisions of G.S. 97-92 (b) and 132.1.1. regarding confidentiality of personnel records.	reports, drawings, incident Reports, OSHA Log	Employee Original: Transfer records resulting in workers' compensation claims to Workers' Compensation (GU49). Destroy in office remaining records in both categories after 6 years.  Equipment Original: Destroy in office after 3 years.  Reference: Destroy in office when reference value ends.
GU2	<b>Accreditation</b> <i>(See also: Self Studies)</i>	Departmental, college, program and/or Southern Association of Colleges and/or Schools (SACS) accreditation.	correspondence, reports, questionnaires, guides	Original: Transfer 1 copy of final report to the University Archives after process ends. Destroy in office remaining records when administrative value ends.  Reference: Destroy in office when reference value ends.

<b>GU3</b>	<b>Activities and Events</b> <i>(See also: Conferences and Workshops)</i>	Activities and events that are initiated or sponsored by the University.	bulletins, memorandums, circulars, invitations, announcements, press releases, photographs	Original: Transfer to University Archives after 3 years.  Reference: Destroy in office when event is completed.
<b>GU4</b>	<b>Administrative</b>	Administrative and official operations of an individual office.	reports, memorandums, correspondence, directives	Original: Transfer to University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU5</b>	<b>Administrative Reference</b>	Convenience and reference records of transitory value.	Subject / reference file, memorandums, duplicates, announcements	Destroy in office when reference value ends.
<b>GU6</b>	<b>Agreements, Contracts, and Leases</b>	With consultants, vendors and other firms concerning services, equipment and obligations.	correspondence, memorandums	Original: Destroy in office 5 years after expiration of all rights and obligations. For sealed agreements, destroy in office 10 years after expiration of all rights and obligations.  Reference: Destroy in office when reference value ends.
<b>GU7</b>	<b>Americans with Disabilities Act (ADA) Compliance</b>	Efforts to comply with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.).	reports, correspondence, regulations, complaints	Destroy in office after 5 years, if no litigation, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy after completion of action and resolution of issues involved.
<b>GU8</b>	<b>Annual Reports</b>	Report of work completed by office, unit, department, division, college/school each year.		Original: Transfer 1 copy to University Archives when completed; maintain 1 copy in office permanently.  Reference: Destroy in office when reference value ends.
<b>GU09</b>	<b>Audit Reports</b>	Reports generated by the Internal Auditor.	reports, working papers, correspondence	Original: Transfer audit report to University Archives after 10 years for appraisal and final disposition. Destroy working papers after 3 years.  Reference: Destroy in office after 3 years.

<b>GU10</b>	<b>Awards and Honors</b>	Faculty, staff, student and alumni awards not associated with grants. Comply with applicable provisions of G.S. 126 and Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g regarding confidentiality of records.	applications, nominations, criteria, transcripts, vitae, press releases, funding data	Original: Transfer notification of award to appropriate personnel or student file. Transfer list of award recipients upon publication to the University Archives. Transfer remaining records to the University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU11</b>	<b>Biographical</b>	Biographical information for faculty and staff.	vitae, clippings, photographs, speeches	Transfer to University Archives 1 year after separation.
<b>GU12</b>	<b>Board of Trustees</b>	Records of the governing body of the university and its committees.	minutes, correspondence, announcements, policies, oaths of office, briefing book, biographical data	Original: Transfer Board of Trustees minutes to University Archives upon approval. Transfer remaining records to University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU13</b>	<b>Building Use</b>	Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans and specifications.	correspondence, floor plans, room numbering scheme	Destroy in office when superseded or obsolete.
<b>GU14</b>	<b>Calendar of Events</b>	Used for keeping track of activities and events.		Original: Transfer to University Archives when published.  Reference: Destroy in office when reference value ends.
<b>GU15</b>	<b>Committees, Councils, Task Forces</b>	Official university committees, councils or task forces appointed, elected or ad hoc.	correspondence, minutes, notifications of meetings, agendas, reports, briefing materials, working papers	Original: Transfer to University Archives at end of academic year or at expiration of group.  Reference: Destroy in office when reference value ends.
<b>GU16</b>	<b>Complaints</b>	Complaints concerning services.	correspondence	Destroy in office after 2 years.
<b>GU17</b>	<b>Conferences, Training Programs and Workshops – Attended</b> <i>(See also: Training Programs in Personnel Section)</i>	<i>See Series Title</i>	agendas, handouts, training materials, travel	Destroy in office when reference value ends.



<b>GU18</b>	<b>Conferences, Training Programs and Workshops – Conducted</b> <i>(See also: Training Programs in Personnel Section)</i>	University initiated or sponsored conferences, programs, or workshops.	correspondence, agendas, handouts, training materials, critiques, reports, contracts, registration	Original: Transfer to University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU19</b>	<b>Copyright Records</b>	Records related to preparation, filing, maintenance, and rights.	applications, registration, notices, correspondence	Transfer to University Archives when copyright expires or is not renewed.
<b>GU20</b>	<b>Emergency Management</b>	Disaster preparedness and response.	policies, procedures, incident reports.	Destroy in office when superseded or obsolete.
<b>GU21</b>	<b>Energy Conservation</b>	Measures undertaken by university to conserve energy.	inspection reports, correspondence, plans	Destroy in office after 5 years.
<b>GU22</b>	<b>Equipment Maintenance and Repair</b>	Routine maintenance or repair work done to equipment.	correspondence, work orders, contracts, service logs	Destroy in office 2 years after completion of service.
<b>GU23</b>	<b>Facility Security</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of building plans and specifications.	surveillance videos, incident reports, procedures, keys, building plans	Original: Destroy in office when superseded or obsolete.  Reference: Destroy in office when reference value ends.
<b>GU24</b>	<b>Faculty Governance</b>	Records of the faculty senate or council and its committees.	minutes, correspondence, reports, faculty code	Original: Transfer Faculty Governance Minutes to University Archives upon approval. Transfer remaining records to University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU25</b>	<b>Films / Videotapes</b> <i>(See also: Historical File)</i>	Produced by and for the university including sporting events, interviews and other related activities.	film, videotapes, audiotapes, dvd, cd-rom	Original: Transfer to University Archives after 10 years.  Reference: Destroy in office when reference value ends.
<b>GU26</b>	<b>Grants, Awarded</b>	<i>See Series Title</i>	proposal, application, notice of award, accounting records, progress reports, patents, audit findings, contracts, research data	Original: Follow records retention requirements for grant. Transfer final reports to University Archives 3 years after completion and clearance from all audits.  Reference: Destroy in office when reference value ends.

<b>GU27</b>	<b>Grants, Proposals</b>	<i>See Series Title</i>		Original: Transfer successful grant proposals to Grants Awarded. Destroy in office rejected proposals when reference value ends.  Reference: Destroy in office when reference value ends.
<b>GU28</b>	<b>Historical Memorabilia</b> <i>(See also: Film/Videotape)</i>	Items that mark significant events or times for the unit.	plaques, scrapbooks, press releases, clippings, newsletters, photographs	Transfer to University Archives after 5 years.
<b>GU29</b>	<b>Internships / Assistantships / Fellowships</b>	Student internships and assistantships within department. Comply with applicable provisions of 20 U.S.C. 1232g regarding confidentiality of records.	applications, approvals, credit earned, accounting records, correspondence, award notifications, eligibility criteria, guidelines	Original: Transfer information regarding individuals to Registrar's Office and fiscal information to Business Affairs (if applicable) at end of each grading period. Destroy in office remaining records after 5 years.  Reference: Destroy in office when administrative value ends.
<b>GU30</b>	<b>Mailing Lists</b>	<i>See Series Title</i>		Destroy in office when superseded or obsolete.
<b>GU31</b>	<b>News Releases and Public Relations</b>	Information used to promote the university and university activities.	photographs, press kits, press releases	Original: Transfer to University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU32</b>	<b>Patent Records</b>	Records related to preparation, filing, maintenance, and rights.	patents, applications, notice of award, correspondence	Transfer to University Archives when patent expires.
<b>GU33</b>	<b>Planning</b>	Planning activities of the university, divisions, departments, and units.	correspondence, reports, statistics	Original: Transfer to University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU34</b>	<b>Self Study</b> <i>(See also: Accreditation)</i>	Study of departmental goals and performance over time, academic program reviews.	reports, correspondence	Original: Transfer to University Archives after study ends.  Reference: Destroy in office when reference value ends.
<b>GU35</b>	<b>Speeches</b>	Speeches made by the Chancellor, Provost, and Senior staff for significant events such as Commencement, Convocation, and Installation of Chancellor.	transcripts, tapes, videos	Original: Transfer to University Archives after 5 years.  Reference: Destroy in office when reference value ends.

<b>GU36</b>	<b>Staff Organizations</b>	<i>See Series Title</i>	minutes, correspondence, reports, newsletters	Original: Transfer to University Archives after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU37</b>	<b>Student Surveys</b>	Completed student surveys.	summary reports, conclusions	Transfer results and conclusions to University Archives after 5 years. Destroy in office surveys and working papers when administrative value ends.
<b>GU38</b>	<b>Supplies and Equipment</b>	<i>See Series Title</i>	warranties, manuals, accounting records, inventories	Destroy in office inventories when superseded. Dispose of warranties and operating manuals in accordance with Property Office procedures. Destroy in office accounting records after disposition of equipment.
<b>GU39</b>	<b>Surplus Property</b>	<i>See Series Title</i>	inventories, disposal logs	Destroy in office 3 years after property disposal.
<b>GU40</b>	<b>Trademark Records</b>	Records related to preparation, filing, maintenance, and rights.	applications, registration, notices, correspondence	Transfer to University Archives when trademark expires or is not renewed.
<b>GU41</b>	<b>Travel Requests and Reimbursements</b>	Comply with applicable provisions of 5 U.S.C. 552a regarding confidentiality of social security numbers.	authorizations, receipts, correspondence	Original: Destroy in office after 5 closed fiscal years and when released from all audits.  Reference: Destroy in office after 2 closed fiscal years.
<b>GU42</b>	<b>University Code</b>	University standards for professionalism, ethics and operations.		Original: Transfer to University Archives when superseded and revised.  Reference: Destroy in office when superseded or obsolete.
<b>GU43</b>	<b>Vehicle Titles</b>	<i>See Series Title</i>		Dispose of in accordance with instructions by State Surplus Property Office / Motor Fleet Office upon disposition of vehicle.
<b>GU44</b>	<b>Vehicle Operations and Maintenance</b>	Records involved with the use and maintenance of University owned vehicles.	request forms, vehicle inspection reports, vehicle accident reports, mileage logs, maintenance schedules	Destroy in office request forms and mileage logs after 3 years. Destroy in office remaining records upon disposition of vehicle.
<b>GU45</b>	<b>Vendors Information</b>	Marketing information from vendors.	catalogs, brochures, price lists	Destroy in office when administrative value ends.
<b>GU46</b>	<b>Visitor Registration Logs</b>	<i>See Series Title</i>	visitor log	Destroy in office after 1 year.

<b>GU47</b>	<b>Work Orders</b>	Requests for services or repairs.	work orders, service tickets correspondence, estimates,	Destroy in office 1 year after completion of work.
<b>GU48</b>	<b>Work Schedules</b>	Variable, flexible and shift work schedules used to calculate overtime and compensatory time.		Original: Destroy in office when administrative value ends.  Reference: Destroy in office when reference value ends.
<b>GU49</b>	<b>Workers' Compensation</b>	Comply with applicable provisions of G.S. 8-53, G.S. 97-72 (b), G.S. 126-7, 333 NC 258 and 425 SE 2d 698 (1993) regarding confidentiality of records.	employer's report of injury (form 19), accident investigation reports, progress reports, medical reports, copies of medical invoices, return to work instructions, legal opinions and briefs, court documents, transcripts, affidavits, photographs, correspondence, findings, recommendations	Transfer official copy of claim records to the Industrial Commission in compliance with GS 97-92(a) and in accordance with Office of State Personnel procedures.  Retain in office records concerning claims filed for injuries which occurred prior to July 6, 1994, permanently. Retain in office records concerning claims filed for injuries which occurred on or after July 6, 1994, where the Industrial Commission form "Employee's Claim for Additional Compensation Pursuant to G.S. 97-25.1" (Form 18M) has been filed, permanently.  Destroy in office remaining records after 5 years, in accordance with G.S. 97-24(c).

 End of Administrative Records Section 

## UNC General Records Retention and Disposition Schedule

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### FACILITIES SERVICES RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU50	<b>Blueprints, Plans and Drawings</b>	Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans and specifications.	drawings, blueprints, floor plans, surveys, property maps, renovation plans, building plans	Original: Transfer to University Archives when administrative value ends.  Reference: Destroy in office when reference value ends.
GU51	<b>Building Maintenance, Housekeeping</b>	Day to day housekeeping and maintenance.	correspondence, work schedules, maintenance log	Original: Destroy in office after 1 year after work completed.  Reference: Destroy in office when reference value ends.
GU52	<b>Capital Improvement Proposals</b>	Proposals submitted by architects for new university building projects. Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans and specifications.	correspondence, architectural drawings, cost estimates, procedures, specifications, bids	Transfer files concerning the successful bidder to the appropriate Capital Improvement File after the contract is awarded. Destroy in office files pertaining to unsuccessful project proposals 2 years after contract has been awarded.

<b>GU53</b>	<b>Capital Improvements</b>	Building projects on campus, including new buildings, renovations and additions. Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans and specifications.	accepted architect's proposal, change orders, reference copies of financial accounts, correspondence, bid tabulation sheet, progress reports, architects' and engineers' pay applications, budget reports	Original: Transfer to University Archives 5 years after completion of project.  Reference: Destroy in office upon completion of project.
<b>GU54</b>	<b>Insurance</b>	Insurance and liability coverage for university property and agents of the university.	correspondence, insurance policies, verifications of cover, claims, accounting records, torts	Destroy in office policies and other records 6 years after termination of policy.
<b>GU55</b>	<b>Non-Capital Improvements</b>	Repair and renovations to existing facilities. Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans and specifications.	correspondence, memorandums, names of architects and engineers, costs, materials involved	Destroy in office 5 years after completion or termination of project.

*End of Facilities Services Records Section*

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### FINANCIAL RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU56	1099 File	Services performed for the university by non-employees. Comply with applicable provisions of G.S. 126 and 5 U.S.C. 552a regarding confidentiality of records.	honorariums, contractual service, withholding tax	Destroy in office 1 year after payment date and when released from all audits.
GU57	Accounts Payable	Status of accounts in which the state owes money to firms or individuals.		Original: Destroy in office after 3 closed fiscal years and when released from all audits.  Reference: Destroy in office after 1 year.
GU58	Accounts Receivable	Status of accounts receivable, excluding student accounts.		Original: Destroy in office after 3 closed fiscal years and when released from all audits.  Reference: Destroy in office after 1 year.
GU59	Accounts Uncollectible	Status of accounts in which money cannot be collected.	bad checks	Destroy in office 3 closed fiscal years after account is paid, collected or is determined to be uncollectible, and when released from all audits.

<b>GU60</b>	<b>Annual Financial Statement Report</b>	<i>See Series Title</i>		Original: Retain 1 copy in Comptroller's Office permanently. Transfer 1 copy to University Archives upon publication.  Reference: Destroy in office when reference value ends.
***	<b>Audit Reports</b> <i>(See: Audit Reports in Administrative Section)</i>			See GU09
<b>GU61</b>	<b>Bank Statements</b>	For university accounts.	bank statements	Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU62</b>	<b>Bidder's Applications</b>	Applications submitted by vendors to be included on bidding lists.		Destroy in office after 5 closed fiscal years and when released from all audits.
<b>GU63</b>	<b>Bids</b>	Purchase of equipment, supplies or services. Comply with applicable provisions of G.S. 143-52, G.S. 143-53 and NCAC T01:05B regarding confidentiality of bids.	price quotes, applications, correspondence	Destroy in office unsuccessful bids after 5 closed fiscal years and when released from all audits. Destroy in office successful bids 5 years after expiration and when released from all audits.
<b>GU64</b>	<b>Bond Book</b>	Deposits and withdrawals on bonds held by university.	bond agreement, deposits, withdrawals, statements, reconciliations	Destroy in office audit copies 5 closed fiscal years after bond has been cancelled or has expired. Destroy in office remaining records when bond is cancelled or expires.
<b>GU65</b>	<b>Bonds and Other Borrowing</b>	<i>See Series Title</i>	bond indentures, legal documents, swap agreements, payment schedules, annual audits, arbitrage audits	Destroy in office 1 closed fiscal year after last payment and when released from all audits.
<b>GU66</b>	<b>Budget</b>	University budgetary records.	budget analysis report, transfer request, increase, decrease budget request forms, briefs concerning capital improvements, expansions and maintenance projects, worksheets, resolutions, revisions, correspondence, official budget report	Original: Transfer copy of official budget report annually to University Archives. Destroy in office remaining records after 3 closed fiscal years and when released from all audits.  Reference: Destroy in office when reference value ends.
<b>GU67</b>	<b>Cancelled Checks</b>	Paid by the university.		Destroy in office after 7 closed fiscal years and when released from all audits.



<b>GU68</b>	<b>Capital Improvements Accounting</b>	Budget and financial records related to capital improvements.	accounting records, vouchers, checks, purchase orders, other supporting documentation, monthly reports	Destroy in office 3 closed fiscal years after project is completed and when released from all audits.
<b>GU69</b>	<b>Cash Receipts</b>	Listing or analysis of cash received and deposited.	receipt books	Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU70</b>	<b>Cost Accounting Reports</b>	Completed cost accounting reports for university expenditures.		Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU71</b>	<b>Credit Card Use</b>	Receipts concerning the use and ownership of credit cards used by university employees. Comply with applicable provisions of G.S.132-1.2 (2) and 5 U.S.C. 552a regarding confidentiality of records.		Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU72</b>	<b>Deposits</b>	<i>See Series Title</i>	deposit slips, cash register slips, receipts	Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU73</b>	<b>Direct Deposit Forms</b>	Bank deposit slips submitted by employees for direct deposit of paychecks by university. Comply with applicable provisions of G.S. 132-1.2 (2) and 5 U.S.C. 552a regarding confidentiality of records.		Retain in office until superseded and when released from all audits.
<b>GU74</b>	<b>Disbursing Accounts Statements</b>	Statements received from the Department of the State Treasurer indicating monthly activity, beginning and ending balance, and other related information for each disbursing account.	monthly statements	Destroy in office after 7 closed fiscal years and when released from all audits.
<b>GU75</b>	<b>Escheats Statements</b>	Escheated funds reverting to the State of North Carolina and credited to the State Treasurer.	statements, correspondence	Destroy in office after 7 closed fiscal years.
<b>GU76</b>	<b>Financial Records System (database)</b>	Budget information shared by all university departments used to track revenue and expenditures, and create financial reports.	revenue, expenses, budget data, account amounts, check numbers, check amounts, purchase orders	Destroy in office after 5 closed fiscal years and when released from all audits.
<b>GU77</b>	<b>Fixed Assets</b>	Inventories of fixed assets.		Destroy in office after 5 years and when released from all audits.

<b>GU78</b>	<b>Funding Increments</b>	Records concerning increment increases in an employee's salary. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.		Destroy in office after 7 years.
<b>GU79</b>	<b>Insurance Deductions</b>	Records concerning insurance deductions from each employee's salary. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.		Destroy in office after 7 closed fiscal years and when released from all audits.
<b>GU80</b>	<b>Invoices</b>	<i>See Series Title</i>		Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU81</b>	<b>Lapsed Salaries</b>	State appropriated funds made available for reallocation through the circumstances of unused salaries. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.		Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU82</b>	<b>Loans</b>	Records concerning loans, scholarships and business assistance.		Original: Destroy in office audit copies 5 closed fiscal years after repayment or elimination of loan and when released from all audits.  Reference: Destroy in office remaining records 1 closed fiscal year after termination or elimination of loan.
<b>GU83</b>	<b>Mail Transmittal Slips</b>	Mail transmittal slips used to account for postage.		Destroy in office after 1 year.
<b>GU84</b>	<b>Monthly Budget Reports</b>	<i>See Series Title</i>		Destroy in office after 2 closed fiscal years.
<b>GU85</b>	<b>Payroll</b>	Salaries paid to permanent and temporary employees. Comply with G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.		Transfer administrative data documenting personnel actions to appropriate individual personnel file when action is approved. Destroy in office remaining records after 7 closed fiscal years and when released from all audits.

<b>GU86</b>	<b>Payroll Deductions</b>	Deductions from salaries of permanent and temporary employees. Comply with applicable provisions of G.S. 126-22, G.S. 126-23, G.S. 126-24 regarding confidentiality of records.		Original: Destroy in office 7 closed fiscal years after deduction is terminated and when released from all audits.  Reference: Destroy in office remaining records after 1 closed fiscal year.
<b>GU87</b>	<b>Purchase Orders</b>	For supplies and equipment.		Original: Destroy in office after 5 closed fiscal years and when released from all audits.  Reference: Destroy in office after 2 closed fiscal years and when administrative value ends.
<b>GU88</b>	<b>Reconciliation Reports</b>	Reports listing all outstanding checks or warrants.		Original: Destroy in office after 3 closed fiscal years and when released from all audits.  Reference: Destroy in office after 1 closed fiscal year.
<b>GU89</b>	<b>Requisitions</b>	Requests for orders for equipment or supplies.		Original: Destroy in office after 5 closed fiscal years and when released from all audits.  Reference: Destroy in office after 1 year.
<b>GU90</b>	<b>Requisitions for Transfer of Funds</b>	<i>See Series Title</i>		Original: Destroy in office after 3 closed fiscal years and when released from all audits.  Reference: Destroy in office when reference value ends.
<b>GU91</b>	<b>Retirement Reductions</b>	Retirement deductions from employee's salaries. Comply with G.S. 126-22, G.S. 126-23, and G.S. 126-24 regarding confidentiality of records.		Destroy in office after 7 closed fiscal years and when released from all audits.
<b>GU92</b>	<b>Returned Checks</b>	Checks written to the university that have been returned for insufficient funds.		Destroy in office audit copy 1 year after check is paid, collected or is determined uncollectible. Destroy in office remaining records when check is paid, collected or is determined uncollectible.
<b>GU93</b>	<b>Reversion and Continuation of Agency Funds</b>	<i>See Series Title</i>		Original: Destroy in office after 2 closed fiscal years.  Reference: Destroy in office remaining records after 1 year.

<b>GU94</b>	<b>Sales Tax</b>	Records concerning the collection of sales and use taxes by the university.		Original: Destroy in office after 5 closed fiscal years and when released from all audits.  Reference: Destroy in office remaining records after 1 year.
<b>GU95</b>	<b>Social Security Deductions</b>	Reports listing Social Security deductions from each employee's salary. Comply with applicable provisions of 5 U.S.C. 552a, G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.		Destroy in office after 7 closed fiscal years and when released from all audits.
<b>GU96</b>	<b>Student Accounts</b> <i>(See also: Student Records, Financial Aid Section)</i>	Records concerning individual student accounts.	adjustments of tuition fees, refunds, outstanding fees for damaged or overdue books, records of payments or other credits, statement of charges	Destroy in office records concerning settled accounts when released from all audits. Transfer copy of statement of each unsettled account to Registrar's Office after 1 semester. Destroy in office remaining records when account is settled or designated uncollectible and when released from all audits, whichever occurs later.
<b>GU97</b>	<b>Tax Forms</b>	Completed tax withholding forms for faculty, staff and student employees. Comply with G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.		Destroy in office after 7 closed fiscal years and when released from all audits.
<b>GU98</b>	<b>Telephone Billings</b>	<i>See Series Title</i>		Original: Destroy in office after 3 closed fiscal years and when released from all audits.  Reference: Destroy in office after 1 year.
<b>GU99</b>	<b>Travel Reimbursements</b>	Comply with applicable provisions of 5 U.S.C. 552a regarding confidentiality of records.	request for reimbursement, authorizations, documentation of payment	Original: Destroy in office after 5 closed fiscal years and when released from all audits.  Reference: Destroy in office after 2 closed fiscal years.
<b>GU100</b>	<b>Utility Bills and Logs</b> <i>(Other than Telephone Billings, GU98)</i>	<i>See Series Title</i>		Destroy in office after 1 closed fiscal year and when released from all audits.

<b>GU101</b>	<b>Vouchers</b>	Vouchers and documentation of disbursements.		Original: Destroy in office after 3 closed fiscal years and when released from all audits.  Reference: Destroy in office after 2 closed fiscal years.
<b>GU102</b>	<b>WH-1, WH-3 Forms</b>	Records concerning time schedule variance and overtime.		Destroy in office after 3 closed fiscal years and when released from all audits.

*End of Financial Records Section*

## UNC General Records Retention and Disposition Schedule

*This Schedule applies to records in all media, unless otherwise specified.*

**Items** – a sample listing of items found within a series. Other related records not listed may also be part of a series.

**Disposition** – all dispositions are minimum requirements and include, where applicable, transfer to the custody of the University Archives for appraisal and final disposition.

**Destruction** – takes place in the office. Any record with confidential or sensitive information shall be properly destroyed by shredding or by means to ensure that the records cannot be physically recreated.

**Original and Reference Copy** – original copy (also known as a record copy) is the official authorized copy kept by the office charged with creating or maintaining the record copy. Reference copies (also known as convenience copies) are preserved for the convenience of reference or ease of access.

***No destruction of records may take place if litigation or audits are pending or reasonably anticipated or foreseeable.***

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### DEVELOPMENT RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU103	Annual Giving	Comply with applicable provisions of G.S. 105-259, G.S. 153A-148.1 and G.S. 160A-208.1 regarding confidentiality of records.	correspondence, reports, financial records, brochures	Destroy in office financial records after 3 closed fiscal years and when released from all audits. Transfer remaining records to University Archives after 5 years.
GU104	Capital Campaign	Comply with applicable provisions of G.S. 105-259, G.S. 153A-148.1 and G.S. 160A-208.1 regarding confidentiality of records.	correspondence, reports, financial records, brochures	Destroy in office financial records 3 closed fiscal years after campaign ends. Transfer remaining records to University Archives after campaign ends.
GU105	Custodian Investment Reports	Reports on investment performance.	monthly reports, investment activities, working papers	Destroy in office when administrative value ends.
GU106	Donors and Prospects	Comply with applicable provisions of state and federal law regarding confidentiality of tax payer information.	correspondence, names, addresses, fund names, fund numbers, biographical data, financial data, scholarship / endowment	Destroy in office when administrative value ends.
GU107	Endowment Agreements	Comply with applicable provisions of agreements regarding confidentiality concerning each gift.	correspondence, agreements, lists	Retain records regarding active endowments in office permanently. Transfer records regarding inactive endowments to University Archives.

<b>GU108</b>	<b>Gifts-in-Kind Reports</b>	Comply with applicable provisions of legal agreement regarding confidentiality concerning each gift.	gifts, fund, date, amount	Destroy in office when administrative value ends.
<b>GU109</b>	<b>Individual Fund Balances</b>	<i>See Series Title</i>	reports, statement of changes	Destroy in office when administrative value ends.
<b>GU110</b>	<b>Investment Management Reports</b>	Monthly, quarterly, and annual reporting of Development money managers on funds invested and held on behalf of Development.		Destroy in office 3 years after publication.
<b>GU111</b>	<b>Legal and Administrative</b>	Establishment, administration and legal matters regarding Development funds.	budgets, deeds, certificates of deposit, contracts, by-laws, articles of incorporation	Transfer to University Archives when administrative value ends.
<b>GU112</b>	<b>Life Income Agreements</b>	Life income of endowment donors. Comply with applicable provisions of G.S. 105-259, G.S. 160A-208.1 regarding confidentiality of records.	legal records, reconciliation reports, annuities, trusts	Retain records regarding active agreements in office permanently. Transfer records regarding inactive agreements to University Archives.
<b>GU113</b>	<b>Major and Planned Gifts</b>	Coordination of gifts and giving policies. Comply with applicable provisions of G.S. 105-259 and G.S. 160A-208.1 regarding confidentiality of records.	correspondence, reports, financial records, acceptance policies, legal opinions	Transfer to University Archives when administrative value ends.
<b>GU114</b>	<b>Property / Real Estate</b>	Owned, sold, swapped, and transferred.	Leases, deeds, construction, insurance, tax evaluations, maps, surveys	Transfer to University Archives when property is disposed of.
<b>GU115</b>	<b>Scholarship / Awards</b>	Creation and distribution of scholarship and awards. Comply with applicable provisions of 20 U.S.C. 1232g, G.S. 105-259, G.S. 153A-148.1, and G.S. 160A-208.1 regarding confidentiality of tax and other records.	correspondence, acknowledgement of gifts, conditions of scholarship, applications, recommendations, names of recipients, accounting records, photographs	Destroy in office financial records after 3 closed fiscal years. Transfer remaining records to University Archives when administrative value ends.
<b>GU116</b>	<b>Tax Return</b>	<i>See Series Title</i>	signed tax returns	Retain signed tax returns in office permanently.
<b>GU117</b>	<b>Trust, Endowments and Annuities Funds</b>	Records concerning the administration of university trust, endowments and annuities.	correspondence, reports, accounting statements	Retain in office permanently.

*End of Development Records Section*

## UNC General Records Retention and Disposition Schedule

*This Schedule applies to records in all media, unless otherwise specified.*

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### INFORMATION TECHNOLOGY RECORDS

#### COMPUTER AND INFORMATION SECURITY

Computer and information security series include physical, system, network and information security components and document the “protection of computers from tampering, physical danger, and unwanted disclosure of data.” (*Dictionary of Computer and Internet Terms*. Barron’s, 6<sup>th</sup> ed., 1998)

*Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes.” (G.S. 132-6.1 (c))*

Series #	Series Title	Series Description	Items	Disposition
GU118	<b>Access, Security Policies and Security Documentation</b>	Comply with applicable provisions of G.S. 132-6.1(c), Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. 1320 et seq., regarding confidentiality of computer-related and privacy-related records.	<b>security policies, standards, guidelines, procedures, security plans</b>	Destroy in office 3 years after superseded or obsolete.



<b>GU119</b>	<b>Computer Security Incident</b>	Incidents involving unauthorized attempted entry, probes, and/or attacks on data processing systems, information technology systems, telecommunications networks, and electronic security systems, including associated software and hardware. Comply with applicable provisions of G.S. 132-6.1(c) and HIPAA regarding confidentiality of computer-related and privacy-related records.	reports, logs, extracts and compilations of data	Destroy in office 5 years after incident is resolved.
<b>GU120</b>	<b>Computer System Review</b>	Logs, computer reports and review reports regarding the maintenance and security of the computer system. Comply with applicable provisions of G.S. 132-6.1(c) and HIPAA regarding confidentiality of computer-related and privacy-related records.	firewall logs, system auditing logs, reports, reviews	Destroy in office computer reports and logs when review report is completed. Destroy in office review report and supporting data after 3 years.
<b>GU121</b>	<b>Computer Usage</b>	Monitor computer system usage. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	log-in files, system usage, charge backs, data entry logs, security logs	Destroy in office after completion of applicable review and verification procedures, if no litigation, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy after completion of action and resolution of issues involved.
<b>GU122</b>	<b>Disaster Preparedness and Recovery Planning</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office when superseded or obsolete.
<b>GU123</b>	<b>Internet Service Logs (External)</b>	Monitor access and use of services provided via the Internet. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	website logs, mail server logs, FTP logs, Telnet logs, antivirus/anti-spam mail service logs	Destroy in office after completion of applicable review and verification procedures, if no litigation, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy after completion of action and resolution of issues involved.

<b>GU124</b>	<b>Network Usage (Internal)</b>	Monitor network usage.	log-in files, system usage files, reports, firewall logs	Destroy in office after completion of applicable review and verification procedures, if no litigation, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy after completion of action and resolution of issues involved.
<b>GU125</b>	<b>System Backup</b>	Copies of master files or databases, application software, logs, directories needed to restore a system in case of a disaster or inadvertent destruction.		<p>Destroy in office in accordance with your office's established backup plan and procedures – See <i>Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure and Re-Use of Security Backup Files</i>, at <a href="http://www.ah.dcr.state.nc.us/records/">http://www.ah.dcr.state.nc.us/records/</a>.</p> <p>Backups used to document transactions or retained for purposes other than system security should be scheduled separately by the responsible program unit. For fiscal systems, monthly system backups are often retained for the entire fiscal year to provide an audit trail and annual requirements in lieu of copies of the individual master files or databases. If these records are covered by specific Federal audit requirements requiring longer records retention, they should be scheduled separately by the appropriate program unit. It is advisable that for many application systems multiple copies of backups be produced during each cycle.</p>
<b>GU126</b>	<b>System Users Access Records</b>	Monitor individual access to a system and its data.	user account records	Destroy in office 1 year after user is withdrawn from system.

### COMPUTER OPERATIONS AND TECHNICAL SUPPORT

Computer operation and technical support covers the IT unit functions related to operating systems, maintaining hardware and software, data input services, system backup off-line storage operations, job and production control, monitoring system usage and liaison with hardware and software vendors.

<b>GU127</b>	<b>Audit Trail</b>	Data generated during the creation of a master file or database used to validate the integrity of a master file or database during a processing cycle. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office when administrative value ends.
<b>GU128</b>	<b>Automated Off-Line Storage System</b>	List of backup tapes. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office after related records or media are destroyed or withdrawn from the media library.
<b>GU129</b>	<b>Destruction of Files Reports</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office when superseded or obsolete.
<b>GU130</b>	<b>Off-Line Storage Control Records</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office when superseded or obsolete.
<b>GU131</b>	<b>Operating System and Hardware Conversion Planning</b>	Replacement of equipment or computer operating systems that support the creation of non-permanent records. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office 1 year after completion of conversion.
<b>GU132</b>	<b>Summary Usage Reports</b>	Summary reports documenting computer usage for reporting or cost recovery purposes. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office after 3 years.

## DATA ADMINISTRATION

Data administration covers IT unit functions related to data administration support, including the maintenance of data standards, corporate data models and data definitions and dictionaries.

*These records are essential for managing electronic records in agency automated information systems and have value as long as the data / electronic records are retained. In some cases, agencies will retain data for extended periods of time, sometimes off-line. In such cases, it is essential that related documentation be retained in an accessible format and that it be listed in a program records retention and disposition schedule.*

<b>GU133</b>	<b>Data / Database Dictionary</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	data element definitions, data structures, file layout, reports	Destroy in office 3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format.
<b>GU134</b>	<b>Indexes / Tracking Systems</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	electronic indexes, lists, registers	<p>Destroy in office when related paper or electronic records have been destroyed or transfer in accordance with the disposition of the related paper or electronic records as appropriate.</p> <p>Indexes and tracking systems of program units other than data processing units should be scheduled by the responsible program unit in conjunction with the related program records.</p>
<b>GU135</b>	<b>System Validation</b>	Used to update and/or document a transaction in a database or master file. Comply with applicable provisions of GS 132-6.1(c) regarding confidentiality of computer-related records.	log, update file	Destroy in office when administrative value ends.

## IT GENERAL SYSTEMS AND APPLICATIONS DEVELOPMENT

Systems and application development covers the IT unit functions related to the development, redesign, modification, procurement, and testing of systems and applications, as well as to maintaining the documentation generated by these processes.

*These records are needed to use electronic records and have value as long as the data/electronic records are retained.*

*In some cases, universities will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency) when accompanied by relevant and accurate data documentation. In these cases, any related documentation described by GU135, GU136 and GU137 for an archival series should be listed separately on the university department's program schedule. Application design documentation and user's guides covered by item GU136 may also serve to explain how data was interpreted and used.*

<b>GU136</b>	<b>Application Development Project</b>	Development, redesign or modification of an automated system or application. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	project management, status reports, drafts, specifications, correspondence	Transfer to University Archives 5 years after project is completed.
<b>GU137</b>	<b>Application System Operations</b>	User and operational documentation describing how an application system operates. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	flowcharts, program descriptions, documentation, user's guides, specifications	Destroy in office 3 years after discontinuance of all systems, and after all data created by every system instance has been destroyed or migrated to new operating system.
<b>GU138</b>	<b>Metadata Documentation</b>	Metadata concerning the development and/or modification of and the access, retrieval, manipulation and interpretation of data in an automated system. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	data dictionary, file layout, code book	Destroy in office 3 years after discontinuance of system or application, and after system's or application's instance data have been destroyed or migrated to a new structure or format.

<b>GU139</b>	<b>Quality Assurance</b>	Adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations and deadlines. Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	reviews, assessments	Destroy in office 3 years after source code is upgraded or becomes obsolete.
<b>GU140</b>	<b>Source Code</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office 3 years after upgraded or obsolete.
<b>GU141</b>	<b>Technical Program Documentation.</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	program code, program flowcharts, program maintenance log, system change notices	Destroy in office 1 year after program is upgraded or obsolete.

### **NETWORK / DATA COMMUNICATION SERVICES**

Network and Data Communication Services cover IT unit functions related to installing and maintaining networks, diagnosing and coordinating problems on the network, monitoring circuit usage, and liaison with network providers.

<b>GU142</b>	<b>Network Implementation Project</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	reports, justifications, working diagrams, wiring schematics	Destroy in office when superseded or obsolete.
<b>GU143</b>	<b>Network / Circuit Installation and Service</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	work orders, correspondence, work schedules, building / circuit diagrams	Destroy in office 2 years after completion of work.
<b>GU144</b>	<b>Network Circuit Inventories</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	circuit number, vendor, cost per month, type of connection, terminal series, software,	Destroy in office when superseded or obsolete.
<b>GU145</b>	<b>Network / Site Equipment Support</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.	site visit reports, trouble reports, service history, correspondence	Destroy in office service histories and other summary records when superseded or obsolete. Destroy in office remaining records when administrative value ends.

**USER / OFFICE AUTOMATION SUPPORT**

User/Office Automation Support refers to IT unit functions that provide support to users of a computer application or office automation system, including assisting users to solve software and hardware problems, installing hardware or software, providing training, and providing review and recommendations of software for agency use.

<b>GU146</b>	<b>Help Desk Logs and Reports</b>	Comply with applicable provisions of G.S. 132-6.1(c) regarding confidentiality of computer-related records.		Destroy in office after 2 years.
<b>GU147</b>	<b>Site / Equipment and Software Support</b>	Support service records. Comply with applicable provisions of GS. 132-6.1(c) regarding confidentiality of computer-related records.	site visit reports, program reports, equipment service reports, service history correspondence	Destroy in office service histories and other summary records when superseded or obsolete. Destroy in office remaining records after 3 years.

*End of Information Technology Records Section*

## UNC General Records Retention and Disposition Schedule

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### LIBRARY RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU147	<b>Accession Records (Integrated Library System “ILS”)</b>	Listing of library materials arranged numerically.	accession or inventory number, author and title, call number, source price	Permanent.
GU149	<b>Acquisitions (ILS)</b>	Acquisition of books, periodicals and other material.	purchase orders, shipping information	Retain material concerning rare publications permanently. Destroy in office records concerning routine acquisitions 1 closed fiscal year after released from all audits.
GU150	<b>Approval Plan (ILS)</b>	Records concerning materials received on approval.	correspondence, printouts of amount spent, number of books, LC classification, returns notebook, reason returned, ISBN number, copies of approval plan profile, statistical data	Destroy in office after 2 years.
GU151	<b>Binding Invoices</b>	Invoices for binding periodicals and books.		Destroy in office after 3 years.
GU152	<b>Binding Patterns</b>	Binding specifications.		Destroy in office when superseded or obsolete.



<b>GU153</b>	<b>Book, Microfilm and Periodical Invoices (ILS)</b>	Invoices for payment of books, microfilm and periodicals.	correspondence, invoices	Destroy in office after 3 years.
<b>GU154</b>	<b>Cancelled Periodicals (ILS)</b>	Cancelled subscriptions.		Destroy in office when administrative value ends.
<b>GU155</b>	<b>Carrel Assignments</b>	<i>See Series Title</i>	carrel number, faculty name, graduate name, contract, key number, fee	Destroy in office 6 months after termination of contract.
<b>GU156</b>	<b>Check-in for Government Documents</b>	<i>See Series Title</i>	packing slips, title sudoc number, item number, receipt date, shipping list number	Maintain according to Federal Depository Library Program (FDLP) regulations. Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, when received from printer, in accordance with G.S. 125-11.8(b).
<b>GU157</b>	<b>Check-in for Periodicals and Microfilm Copies (ILS)</b>	<i>See Series Title</i>		Destroy in office 5 years after termination of subscription.
<b>GU158</b>	<b>Discontinued Periodicals (ILS)</b>	<i>See Series Title</i>		Destroy in office when administrative value ends.
<b>GU159</b>	<b>Federal Depository Account</b>	Deposit account orders and statements.		Destroy in office after 3 years.
<b>GU160</b>	<b>Integrated Library System (ILS) (Electronic)</b>	<i>See Series Title</i>	acquisitions, on-line catalog, circulation data, budget data, orders, purchases, fines, patron information, bibliographic data, shelf list, interlibrary loan data	Purge inactive patron data annually. Purge budget and financial data when administrative value ends. Update remaining electronic data routinely.
<b>GU161</b>	<b>Interlibrary Loan System</b>	Interlibrary loan circulation information. Comply with applicable provisions of US Title 17 regarding copyright of materials.	patron name, material requested, university borrow from / sent to, date requested, date filled	Purge records after 5 years if no copyright violation has been reported. If copyright violation is alleged, destroy after completion of action and resolution of issues involved.
<b>GU162</b>	<b>Library Donor</b>	Records concerning materials donated to the library. Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift.	annual donor statistics, donor forms with name, description of donation, number of books, correspondence, accession information, agreements, stipulations	Transfer records to University Archives after 15 years.

<b>GU163</b>	<b>License Agreements</b>	Licenses for databases and electronic journals purchased by the library.		Destroy in office 5 years after expiration of agreement.
<b>GU164</b>	<b>Mail Services</b>	<i>See Series Title</i>	information regarding certified mail, express mail, insurance, commercial carriers, campus requisitions, returned shipments, postage authorizations, theses	Destroy in office after 3 years.
<b>GU165</b>	<b>Microforms Shelf List (ILS)</b>	<i>See Series Title</i>	title, date of publication, catalog number, subject headings	Destroy in office paper copies when entered into library on-line catalog and after verification of data entry. Update routinely, maintain electronic database permanently.
<b>GU166</b>	<b>OCLC (Online Computer Library Center)</b>	Publications concerning cataloging of library materials.		Destroy in office when administrative value ends.
<b>GU167</b>	<b>Publisher's Catalogs</b>	Catalogs listing new publications by each particular publisher.		Destroy in office when superseded or obsolete.
<b>GU168</b>	<b>Reserves (ILS)</b>	Holdings placed on reserve by instructors for student use.	bibliographic information, student use information	Destroy in office after 1 year.
<b>GU169</b>	<b>Search File (ILS)</b>	Search reports for books that are missing.		Transfer reports of missing books to Catalog Department when search process is completed for withdrawal from the ILS. Destroy in office remaining records when administrative value ends.
<b>GU170</b>	<b>SOLINET</b>	Official records concerning library's participation in SOLINET.	correspondence, statistics, newsletters	Transfer to University Archives when administrative value ends.
<b>GU171</b>	<b>Standing Orders (ILS)</b>	<i>See Series Title</i>	spreadsheet inventories, correspondence, credit, memorandums, information regarding book returns, missing shipments	Destroy in office after 3 years and when released from all audits.
<b>GU172</b>	<b>Statistical Reports</b>	Annual statistical report.		Transfer to University Archives after 5 years.
<b>GU173</b>	<b>Withdrawn Publications (ILS)</b>	<i>See Series Title</i>		Purge from ILS after 5 years.

☞ End of Library Records Section ☞

## UNC General Records Retention and Disposition Schedule

*This Schedule applies to records in all media, unless otherwise specified.*

**Items** – a sample listing of items found within a series. Other related records not listed may also be part of a series.

**Disposition** – all dispositions are minimum requirements and include, where applicable, transfer to the custody of the University Archives for appraisal and final disposition.

**Destruction** – takes place in the office. Any record with confidential or sensitive information shall be properly destroyed by shredding or by means to ensure that the records cannot be physically recreated.

**Original and Reference Copy** – original copy (also known as a record copy) is the official authorized copy kept by the office charged with creating or maintaining the record copy. Reference copies (also known as convenience copies) are preserved for the convenience of reference or ease of access.

**No destruction of records may take place if litigation or audits are pending or reasonably anticipated or foreseeable.**

*Refer to prefatory material for additional instructions or contact your university's records officer for clarification.*

### PERSONNEL RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU174	<b>Alcohol and Drug Abuse Program</b>	Records concerning alcohol and drug abuse rehabilitation program for university employees. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality.		Destroy in office after 3 years.
GU175	<b>Affirmative Action and Equal Opportunity (EEO)</b>	Agency participation in federal and state affirmative action / equal opportunity programs. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 G.S. 126-24, G.S. 126-29 and G.S. 132-1.1 regarding confidentiality.	correspondence, regulations, guidelines, reports, directives, recruitment plans, equal opportunity statements, full-time and EPA non-faculty actions, faculty employment reviews, procedures	Original: Transfer policies, guidelines, correspondence, affirmative action plans and compliance reviews to University Archives after 5 years. Destroy in office remaining records after 5 years.  Reference: Destroy in office after 5 years.
GU176	<b>Aggregate Service History</b>	Complete history of employee's service. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality.	forms, reports, correspondence	Transfer to appropriate individual personnel file when completed.

<b>GU177</b>	<b>Applications for Employment</b> (See also: <i>Search Committees</i> )	Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality.	applications, resumes, vitae, recommendations, correspondence, other related records	Original: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are not solicited and for individuals not hired 3 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy 1 year after resolution of charge.  Reference: Destroy in office when employment decision is made.
<b>GU178</b>	<b>Conflict of Interest</b>	Possible conflicts of interest between university employees and outside agencies.	forms, correspondence	Original: No conflict – destroy after 3 years. Potential / actual conflict – destroy 6 years after resolution of conflict.  Reference: Destroy in office after 3 years.
<b>GU179</b>	<b>Death Claims</b>	Death claims on all retired and active employees. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality.		Destroy in office 5 years after claim is paid.
<b>GU180</b>	<b>Disability Salary Continuation Claim</b>	Claims completed by disabled employees to apply for salary continuation benefits. Comply with G.S. 126-22 regarding confidentiality.	applications for salary continuation, claim forms	Original: Transfer to agency handling disability claim.  Reference: Transfer to appropriate individual personnel file.
<b>GU181</b>	<b>Disciplinary Actions</b>	Disciplinary actions brought against university employees for violations of university rules and regulations. Comply with applicable provisions of G.S. 125-22, G.S. 126-22/20, G.S. 126-23, G.S. 126-24 and G.S.132-1.1 regarding confidentiality of records.	correspondence, forms	Original: Destroy in office 5 years after final resolution. Destruction after final resolution may occur earlier if permitted by state law.  Reference: Destroy in office when reference value ends.
<b>GU182</b>	<b>Dual Employment</b> (See also: <i>Secondary Employment</i> )	Employees requesting and engaging in dual employment within state government or universities.	correspondence, forms	Destroy in office approved requests and related records 1 year after employee terminates outside employment. Destroy in office disapproved requests and related records after 6 months. Destroy in office remaining records when reference value ends.

<b>GU183</b>	<b>Educational Leave and Reimbursement</b>	Requests for educational leave and tuition reimbursement. Comply with 20 U.S.C. 1232g.		Destroy in office after 3 years.
<b>GU184</b>	<b>Employee Assistance Programs</b>	Programs related to assistance and counseling opportunities. Comply with applicable provisions of G.S. 126-22 / 29, G.S. 132-1.1 regarding confidentiality.	requests for information, referrals, correspondence, forms, releases	Destroy in office after 3 years.
<b>GU185</b>	<b>Employee Surveys</b>	Completed faculty or staff surveys.	summary reports, conclusions	Transfer results and conclusions to University Archives after 5 years. Destroy in office surveys and working papers when administrative value ends.
<b>GU186</b>	<b>Family Medical Leave Act (FMLA)</b>	Leave issued under the Family Medical Leave Act (FMLA), 29 U.S.C. 2601 et seq. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 and medical records G.S. 130A-374 and FMLA regarding confidentiality.		Original: Destroy in office 5 years after date of last activity.  Reference: Destroy in office when reference value ends.
<b>GU187</b>	<b>Garnishments</b>	Garnishments of employees' wages. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality.	statements, forms, correspondence	Original: Destroy in office 3 years after termination of deduction.  Reference: Destroy in office when reference value ends.
<b>GU188</b>	<b>Grievances</b>	Employee grievances. Comply with applicable provisions of G.S. 126-22/29 and G.S.132-1.1 regarding confidentiality.		Original: Destroy in office 3 years after resolution of grievance.  Reference: Destroy in office upon resolution of grievance.
<b>GU189</b>	<b>Insurance Enrollment</b>	Health, life and related insurance plans available to employees. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S 126-24 regarding confidentiality.	applications, medical histories, fee schedules	Destroy in office 2 years after account is closed.
<b>****</b>	<b>Internships / Assistantships / Fellowships</b> <i>(See: Internships / Assistantships / Fellowships in Administrative Section)</i>			(See GU29)

<b>GU190</b>	<b>I-9 Forms</b>	Employment verification. 8 C.F.R. 274a.2(b)(2)(i)		Destroy in office 3 years after date of hire or 3 years after termination of employment whichever is longer.
<b>GU191</b>	<b>Leave</b>	Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.	leave requests, monthly leave reports, yearly leave recapitulations, correspondence, military leave	Original: Destroy in office after 5 years.  Reference: Destroy in office when reference value ends.
<b>GU192</b>	<b>Medical Records (Employee)</b>  <i>See also: Employee Medical in Safety Section</i>	Records concerning medical and health status of university employees, other than medical records referred to in GU209 (Employee Medical) relating to exposure of hazardous materials. Comply with applicable provisions of HIPAA, G.S. 126-22, G.S. 126-23, G.S. 126-24 and G.S. 130A-374 regarding confidentiality of records.	medical leave permit forms, workers compensation injury reports, treatment reports	Destroy in office 6 years after employee terminates service.  For medical records that relate to exposure of hazardous materials refer to GU209.
<b>GU193</b>	<b>Performance Evaluation and Management</b>	Records concerning employees' goals and primary tasks.	work plan, development plan, performance evaluations	Original: Destroy in office after 3 years.  Reference: Destroy in office when superseded or obsolete.
<b>GU194</b>	<b>Personnel File (Active) – EPA</b>	All employees exempt from the State Personnel Act. Comply with applicable provisions of G.S. 126-22, G.S. 126-23, G.S. 126-24, G.S. 126-29 and G.S. 132-1.1 regarding confidentiality of records.	applications, correspondence, resumes, vitae, promotions, demotions, transfers, personnel action forms, salary, termination of employment, social security numbers verification, driver's license	Transfer to Personnel File (Inactive) – EPA (GU195) after separation or termination of service.

<b>GU195</b>	<b>Personnel File (Inactive) – EPA</b>	All employees exempt from the State Personnel Act. Comply with G.S. 126-22, G.S. 126-23, G.S. 126-24, G.S. 126-29 and G.S. 132-1.1 regarding confidentiality of records.	applications, correspondence, resume, vitae, promotions, demotions, transfers, personnel action forms, salary, termination of employment, social security numbers verification, driver's license	Transfer to University Archives 30 years after separation or termination of services.
<b>GU196</b>	<b>Personnel File (EPA) One Time Payments</b>	Employees hired to fulfill temporary, short-term duties. "One-Time Payments (OTPs)" apply to honoraria paid to visiting lecturers and consultants as well as to university staff and students who undertake duties outside and not in conflict with their regular work. Comply with applicable provisions of G.S. 126-22, G.S. 126-23, G.S. 126-24, G.S. 126-29 and G.S. 132-1.1 regarding confidentiality of records.	personnel action forms, correspondence	Destroy in office 1 year after payment date.
<b>GU197</b>	<b>Personnel File (Active) – SPA</b>	All employees subject to the State Personnel Act. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.	applications, correspondence, resumes, vitae, promotions, demotions, transfers, suspensions, disciplinary actions, personnel action forms, salary, termination of employment, social security verification, drivers license	Transfer to Personnel File (Inactive) – SPA (GU198) after separation or termination of service.

<b>GU198</b>	<b>Personnel File (Inactive) – SPA</b>	All employees subject to the State Personnel Act. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.	applications, correspondence, resumes, vitae, promotions, demotions, transfers, suspensions, disciplinary actions, personnel action forms, salary, termination of employment, social security verification, drivers license	Destroy in office 30 years after separation or termination.
<b>GU199</b>	<b>Position Classifications</b>	Position classifications approved by the Office of State Personnel.	position classification forms, lists of titles and position numbers, correspondence	Destroy in office when administrative value ends.
<b>GU200</b>	<b>Reappointment, Promotion and Tenure</b>	Comply with applicable provisions of G.S. 126-22, G.S. 126-23, G.S. 126-24, G.S. 126-29 and G.S. 132-1.1 regarding confidentiality of records.	correspondence, recommendations, reports, articles, curriculum, vitae, resume, list of publications, evaluations, research activities	Original: Transfer records concerning award of reappointment, promotion or tenure to individual's Personnel File (Active) – EPA when granted. Destroy in office remaining records after 2 years.  Reference: Destroy in office when reappointment, promotion or tenure decision is made.
<b>GU201</b>	<b>Reduction-in-Force</b>	Compilation of data regarding reduction-in-force situations. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality of records.	reports, forms, correspondence, list of employees	Transfer forms and correspondence to official personnel file 1 year after employee terminates service.  Destroy in office remaining records when administrative value ends.
<b>GU202</b>	<b>Retirement Benefits</b>	Retirement beneficiaries for death benefits, personal data of employees who plan to retire or have retired, descriptive information about retirement system and other related topics. Comply with applicable provisions of G.S. 126-22, G.S. 126-23 and G.S. 126-24 regarding confidentiality.		Transfer forms concerning beneficiaries to the Department of State Treasurer, Retirement Systems Division or other retirement plan, when received. Destroy in office remaining records when reference value ends.



<b>GU203</b>	<b>Search Committees</b>	Comply with applicable provisions of G.S. 126-22, G.S. 126-23, G.S. 126-24, G.S. 126-29 and G.S. 132-1.1 regarding confidentiality of records.	correspondence, resumes, applications, forms, interview notes, policies, reports, charge, roster	Original: Transfer application materials of successful candidates immediately after official offer of employment is accepted to Personnel file. Destroy in office application materials of unsuccessful candidates 3 years after date position is filled if no charge of discrimination has been filed. If charge has been filed, destroy 1 year after resolution of charge.  Reference: Destroy in office upon completion of committee's charge.
<b>GU204</b>	<b>Secondary Employment</b> <i>(See also: Dual Employment)</i>	Employees' requests regarding engaging in secondary non-state employment.		Destroy in office approved requests and related records 1 year after employee terminates outside employment. Destroy in office disapproved requests and related records after 6 months. Destroy in office remaining records when reference value ends.
<b>GU205</b>	<b>Student Assistants / Work-Study Students</b>	Comply with applicable provisions of G.S. 126-22, G.S. 126-23, G.S. 126-24, G.S. 126-29 and G.S. 132-1.1 regarding confidentiality of records.	time sheets, correspondence, schedules, evaluations, job descriptions, payroll	Destroy in office 5 years after student terminates employment.
<b>GU206</b>	<b>Time Sheets</b>	<i>See Series Title</i>		Destroy in office after 5 years and when posted to applicable retirement plan.
<b>GU207</b>	<b>Training Programs</b> <i>(See also: Conferences, Training Programs and Workshops – Attended in Administrative Section)</i>	Certification of completion of a training program.	Registration forms, certificates	Original: Transfer certification of completion to individual's personnel file. Destroy in office remaining records when administrative value ends.  Reference: Destroy in office when administrative value ends.
<b>GU208</b>	<b>Voluntary Shared Leave</b>	Participation in the voluntary shared leave program.	applications, forms, leave reports, correspondence, requests	Destroy in office after 5 years.
<b>****</b>	<b>Workers' Compensation</b> <i>(See: Workers' Compensation in Administrative Section)</i>			See GU49

 End of Personnel Records Section 

## UNC General Records Retention and Disposition Schedule

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### SAFETY RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU209	<b>Employee Medical</b>  <i>See also: GS192 Medical Records (Employee)</i>	Related to exposure to hazardous materials. Comply with 29 C.F.R. 1910.1020 and other applicable regulations of the NC Department of Labor and the US Occupational Safety and Health Administration. Comply with applicable provisions of HIPAA, G.S. 126-22, G.S. 126-23, G.S. 126-24 and G.S. 130A-374 regarding confidentiality of records.	examination results, test results	Destroy in office medical records related to exposure to hazardous materials 30 years after separation or termination of service.  For all other employee medical records refer to GU192.
GU210	<b>Fire, Health and Environmental Safety</b>	<i>See Series Title</i>	correspondence, safety audits, inspection reports	Original: Destroy in office correspondence and safety audits after 3 years. Destroy in office inspection reports after 7 years. Destroy in office remaining records when administrative value ends.  Reference: Destroy in office when reference value ends.

<b>GU211</b>	<b>Material Safety Data Sheets</b>	Safety information for hazardous materials. Comply with applicable regulations of 29 C.F.R. 1910.1200.		Destroy in office one year after termination of use of product provided a chemical inventory record as described in 29 C.F.R. 1910.1020(d)(1)(ii)(B) is retained for at least 30 years, otherwise retain material safety data sheet for 30 years.
<b>GU212</b>	<b>Occupational Safety and Health Administration (OSHA)</b>	<i>See Series Title</i>	policies, procedures	Destroy in office when superseded or obsolete.
<b>GU213</b>	<b>Restricted Use Pesticide</b>	Comply with North Carolina Pesticide Law.	reports, correspondence	Destroy in office after 3 years.

 *End of Safety Records Section* 

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### STUDENT – ACADEMIC RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU214	<b>Academic Action Authorization</b>	Authorization to change student database.	forms, correspondence	Destroy in office 5 years after graduation or separation.
GU215	<b>Academic Records Reports</b>	Comply with 20 U.S.C. 1232g .	athletic eligibility, enrollment, grade distribution, international students, incompletes, failures, degree statistics, race, ethnicity, schedule of classes, student ranking, retention	Original: Data retained in Registrar's Office permanently. Destroy in office reports when administrative value ends.  Reference: Destroy in office when reference value ends.
GU216	<b>Academic Student Advising</b>	Comply with 20 U.S.C. 1232g.	advisors' notes and reports, copies of transcripts, official graduation audits, comprehensive exam results, correspondence, recommendation letters	Destroy in office 5 years after graduation or separation.
GU217	<b>Applications for Graduation</b>	Completed student applications to graduate. Comply with 20 U.S.C.1232g.		Destroy in office 1 year after graduation or separation.

<b>GU218</b>	<b>Certifications / Licenses</b>	Documents supporting application for professional certificates or licenses. Comply with 20 U.S.C. 1232g.	applications, registration, evidence of completion of practicum, transcripts, narrative evaluation of practicum, completion of hours for certification, recommendations, evaluations	Original: Destroy in office 5 years after graduation or separation.  Reference: Destroy in office when reference value ends.
<b>GU219</b>	<b>Class Lists</b>	Lists of students enrolled in courses taught. Comply with 20 U.S.C.1232g.	name, social security number or student ID number, term, enrollment status	Original: Permanent in Registrar's Office.  Reference: Destroy in office at end of semester or when administrative value ends.
<b>GU220</b>	<b>Commencement</b>	<i>See Series Title</i>	programs, attendance forms, planning records, correspondence	Transfer to University Archives after 1 year.
<b>GU221</b>	<b>Comprehensive Examination Results</b> <i>(See also: Credit by Examination Examinations, Tests, Term Papers and Homework Records)</i>	Comply with 20 U.S.C. 1232g.		Original: Permanent in Registrar's Office.  Reference: Destroy in office 1 year after verification from Registrar's Office.
<b>GU222</b>	<b>Course Catalog</b>	Catalog describing courses offered by the university listing program and degree requirements.		Original: Transfer 2 copies to University Archives when published. Retain 1 copy in Registrar's Office permanently. Transfer 10 or more copies (as required) of each publication to the State Documents Clearinghouse, State Library of North Carolina, when received from printer, in accordance with GS 125-11.8(b).  Reference: Destroy in office when superseded or obsolete.
<b>GU223</b>	<b>Course Evaluations by Students</b>	Course evaluations completed by students.		Destroy in office when administrative value ends.

<b>GU224</b>	<b>Credit by Examination</b> (See also: <i>Comprehensive Examination Results</i>  <i>Examinations, Tests, Term Papers and Homework Records</i> )	Academic credits awarded to students by special examination. Comply with 20 U.S.C. 1232g.	examination results, transcripts	Original: Retain in Registrar's Office permanently.  Reference: Transfer to Registrar's Office to be incorporated into official academic file.
<b>GU225</b>	<b>Degree Audit Authorization</b>	Comply with 20 U.S.C. 1232g.	list of courses taken, number of credits needed to graduate, clearance notes, advisor error documentation	Original: Destroy in office 5 years after graduation or separation.  Reference: Destroy in office when superseded or obsolete.
<b>GU226</b>	<b>Degree Listing</b>	Listings of departmental students scheduled to receive degrees at end of semester. Comply with 20 U.S.C. 1232g.		Destroy in office when administrative value ends.
<b>GU227</b>	<b>Drop / Add Forms</b>	Comply with 20 U.S.C. 1232g.		Original: Destroy in office 1 year after date submitted.  Reference: Destroy in office when reference value ends.
<b>GU228</b>	<b>Examinations, Tests, Term Papers and Homework Records</b> (See also: <i>Comprehensive Examination Results</i>  <i>Credit by Examination</i> )	Completed student examinations, etc. not returned to student. Comply with 20 U.S.C. 1232g and University Code of Conduct.	examinations, tests, term paper, homework	Destroy in office 1 year after completion of course for uncontested grade results. If challenged, destroy after resolution of challenge.
<b>GU229</b>	<b>Extra Hour Registration</b>	Requests by students to register for extra hours. Comply with 20 U.S.C. 1232g.	requests, authorizations	Destroy in office 1 year after date submitted.
<b>GU230</b>	<b>Family Educational Rights and Privacy Act Compliance (FERPA)</b>	Comply with 20 U.S.C. 1232g.	requests for formal hearings, requests for release of information, written decisions of hearing panel, waivers for rights of access, correspondence	Permanent.

<b>GU231</b>	<b>Fee Assessment Forms</b>	<i>See Series Title</i>		Destroy in office 5 years after graduation or separation.
<b>GU232</b>	<b>Grade Change Appeal and Authorization Forms</b>	Used by students and faculty to appeal and change course grades. Comply with 20 U.S.C. 1232g.	forms, correspondence	Original: Retain in Registrar's Office permanently. Destroy in office remaining records after 5 years.  Reference: Destroy in office upon verification from Registrar's Office.
<b>GU233</b>	<b>Grade Listings / Grade Sheets</b>	Comply with 20 U.S.C. 1232g.	name, course, grade	Retain in Registrar's Office permanently.
<b>GU234</b>	<b>Graduate Student Records (Departmental File)</b>	Comply with 20 U.S.C. 1232g.	correspondence, enrollment forms, grades, practicum, internships	Destroy in office 5 years after graduation or separation.
<b>GU235</b>	<b>International Student Documents</b>	Comply with 20 U.S.C. 1232g, 8 C.F.R. 214.2(f)(6)(iii)(B) 8 C.F.R. 214.3(g), 8C.F.R. 214.3(k) 22 C.F.R. 62.10(h)	1-20 (copy of certificate of eligibility for F-1 visa status) copy of alien registration receipt card, copy of "arrival-departure" record (form I-94), copy of certificate of eligibility for J-1 visa status (DS-2019), statement of financial eligibility, correspondence	Enrolled, destroy in office or return 10 years after graduation or separation.  Non-enrolled, destroy 1 year after application term.  Note: records are to be maintained separately from admissions process.
<b>GU236</b>	<b>Name Changes</b>		correspondence, name change forms	Destroy in office 5 years after graduation or separation.
<b>GU237</b>	<b>Pass / Fail Forms</b>	Comply with 20 U.S.C. 1232g.		Destroy in office 1 year after request submitted.
<b>GU238</b>	<b>Program Progression Appeals</b>	Comply with 20 U.S.C. 1232g.	forms, correspondence	Transfer outcome of appeal to Registrar's Office. Destroy in office remaining records 5 years after resolution of appeal.
<b>GU239</b>	<b>Repeat Course</b>	Records concerning students' attempts to repeat courses in order to raise grades. Comply with 20 U.S.C. 1232g.	requests, disapprovals	Destroy in office after 2 years.
<b>GU240</b>	<b>Student Information System (database)</b>	Comply with 20 U.S.C. 1232g.	admission applications, transcripts, correspondence, grades, raised grades, extra hour registration, repeat course, add/drop	Update data routinely and retain in Registrar's Office permanently.

<b>GU241</b>	<b>Student Teaching Certification</b>	Comply with 20 U.S.C. 1232g.	correspondence, applications, transcripts, check sheets, grades, drop/add, class schedules	Original: Retain in Registrar's Office permanently.  Reference: Destroy in office after 5 years after graduation or separation.
<b>GU242</b>	<b>Theses and Dissertations</b>	<i>See Series Title</i>		Retain 1 copy at university permanently.
<b>GU243</b>	<b>Transcripts</b>	Comply with 20 U.S.C. 1232g.		Retain in Registrar's Office permanently.
<b>GU244</b>	<b>Transcript Requests (Student)</b>	Comply with 20 U.S.C. 1232g.	request, invoice	Destroy in office 1 year after date submitted.
<b>GU245</b>	<b>Transfer Equivalents</b>	Records concerning grade transfer equivalents from other institutions. Comply with 20 U.S.C. 1232g.	correspondence, transcripts, list of credit hours earned	Retain in Registrar's Office permanently.
<b>GU246</b>	<b>Undergraduate Student Records (Departmental File)</b>	Comply with 20 U.S.C. 1232g.	correspondence, grade listings, practicum, internships	Destroy in office 5 years after graduation or separation.
<b>GU247</b>	<b>Withdrawals from University</b>	Comply with 20 U.S.C. 1232g.	withdrawal forms	Destroy in office 5 years after graduation or separation.

 *End of Student-Academic Records Section* 



## UNC General Records Retention and Disposition Schedule

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### STUDENT – ADMISSIONS RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU248	<b>Advanced Placement</b>	Comply with 20 U.S.C. 1232g.	placement tests, test results	Enrolled students, destroy 5 years after graduation or separation.  Non-enrolled, destroy 1 year after application period.
GU249	<b>Applications for Admission (Graduate)</b>	Comply with 20 U.S.C. 1232g.	applications, correspondence, recommendations, transcripts,	Enrolled student, destroy letters of recommendation 3 years after admission and transfer remaining records to Registrar's Office when accepted.  Non-enrolled, destroy 3 years after application period.
GU250	<b>Applications for Admission (Undergraduate)</b>	Comply with 20 U.S.C. 1232g.	applications, correspondence, recommendations transcripts,	Enrolled students, destroy letters of recommendation 3 years after admission and transfer remaining records to Registrar's Office when accepted.  Non-enrolled, destroy 3 years after application period.

<b>GU251</b>	<b>Entrance Examination Reports / Test Scores</b>	Comply with 20 U.S.C. 1232g.	ACT, CEEB, GRE, SAT, LSAT, MCAT	Enrolled students, destroy 5 years after graduation or separation.  Non-enrolled, destroy 1 year after application period.
<b>GU252</b>	<b>Residency Classification Forms</b>	Comply with 20 U.S.C. 1232g.	classification forms, change of residency status forms	Destroy in office 5 years after graduation or separation and when released from all audits.
<b>GU253</b>	<b>Student Waivers for Rights of Access to Letters of Recommendation</b>	Comply with 20 U.S.C. 1232g.		Destroy in office when letters of recommendation are destroyed.

*End of Student-Admissions Records Section*

## UNC General Records Retention and Disposition Schedule

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### STUDENT – ATHLETICS RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU254	Academic Counseling	Personal and academic counseling of student athletes. Comply with 20 U.S.C. 1232g.	transcripts, grades, class schedule, academic test reports, correspondence	Destroy in office 5 years after graduation or separation.
GU255	Athletic Drug Testing	Comply with 20 U.S.C. 1232g and NCAA rules and regulations	lab reports, interpretations, correspondence	Destroy in office negative results after 1 year. Destroy in office positive results after 6 years or end of eligibility to compete whichever is later.
GU256	Athletic Eligibility	Reference copies of eligibility declarations for each student athlete. Comply with 20 U.S.C. 1232g and NCAA rules and regulations.	student status, grades, hours enrolled	Destroy in office when reference value ends.
GU257	Athletic Injury and Treatment	Comply with 20 U.S.C. 1232g and HIPAA.	injury report, treatment log, medication log, medical history, NCAA Injury Surveillance System Individual Injury forms, NCAA Weekly Expose forms	Destroy in office records after 6 years and at end of student's eligibility as a student athlete, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.
GU258	Athletic Programs	Administration of university sports programs.	programs, descriptions, proposals, reports, correspondence	Transfer to University Archives after 5 years.

<b>GU259</b>	<b>Athletic Scholarships</b>	Comply with 20 U.S.C. 1232g and NCAA rules and regulations.	applications, recommendations, authorization of awards, financial statements, correspondence	Destroy in office 5 years after graduation or separation.
<b>GU260</b>	<b>Athletic Team Travel Itinerary</b>	<i>See Series Title</i>		Destroy in office when superseded or obsolete.
<b>GU261</b>	<b>Coaches' Records</b>	<i>See Series Title</i>	playbooks, scouting reports, recruitment information.	Transfer playbooks and scouting reports to University Archives when administrative value ends. Destroy in office remaining records when reference value ends.
<b>GU262</b>	<b>Drug Dispensing</b>	Drugs dispensed to student athletes. Comply with applicable provisions of 20 U.S.C. 1232g and NCAA rules and regulations.		Destroy in office 3 years after released from all audits.
<b>GU263</b>	<b>Films / Videotapes</b>	Produced by and for the university including sporting events, interviews and other related activities. Comply with applicable provisions and restrictions of copyright and NCAA rules and regulations on distribution, use, disposition and/or copying.	film, videotape, audiotape, dvd, cd-rom	Original: Transfer to University Archives after 10 years.  Reference: Destroy in office when reference value ends.
<b>GU264</b>	<b>Game Contracts</b>	Comply with NCAA rules and regulations.	agreements, contracts, correspondence	Destroy in office after 4 years and when released from all audits.
<b>GU265</b>	<b>Player Recruitment</b>	Comply with NCAA rules and regulations.	scouting reports, list of prospects, recruitment proposals, correspondence, newsletters, literature, pamphlets, brochures and audiovisual recordings	Destroy in office when administrative value ends.
<b>GU266</b>	<b>Receipts from Income</b>	Income generated from athletic events.	accounts receivable, gate receipts, advertisement, sponsorships	Destroy in office after 5 closed fiscal years.
<b>GU267</b>	<b>Season Ticket Records</b>	<i>See Series Title</i>	name, seat location, sales	Destroy in office when superseded or obsolete.

<b>GU268</b>	<b>Sports Information</b>	Includes program and student athletic information.	correspondence, schedules, promotional literature, programs, media guides, press releases, calendars of events, photographs, sports statistics	Transfer to University Archives upon publication or distribution.
<b>GU269</b>	<b>Ticket Sales</b>	<i>See Series Title</i>	itemizations, check requests, order invoices, reports	Destroy in office after 5 closed fiscal years and when released from all audits.

 *End of Student-Athletics Records Section* 

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### STUDENT – FINANCIAL AID RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU270	<b>Financial Aid Administrative</b>	Administrative records concerning federal and state student financial aid. Comply with 20 U.S.C. 1232g.	applications, participation agreements, recommendations, correspondence, tax returns, guidelines, award notifications, eligibility criteria	Destroy in office 3 years after graduation or separation.
GU271	<b>Financial Aid Fiscal</b>	Financial management records concerning federal and state financial aid. Comply with 20 U.S.C. 1232g.	statements of accounts, work-study award, audit reports, check rosters, checks	Destroy in office 3 years after graduation or separation.
GU272	<b>Financial Aid Recipients</b>	Records of concerning award of federal and state student financial aid. Comply with 20 U.S.C. 1232g.	eligibility criteria, GPA record, correspondence, financial history, disbursement reports	Destroy in office 3 years after graduation or separation.
GU273	<b>Financial Aid Reports</b>	Summary reports to Chancellor and administration on yearly awards.	year end and summary reports	Transfer to University Archives after 3 years.

<b>GU274</b>	<b>Loan Administration</b>	Records concerning the administration of loans. Comply with 20 U.S.C. 1232g.	promissory notes, enrollment verification, correspondence, accounting statements, cancellation requests, disbursement rosters, repayment records	Destroy in office 3 years from date loan assigned, cancelled or repaid.
<b>GU275</b>	<b>Scholarship Administration</b>	Records concerning the administration of student scholarships. Comply with 20 U.S.C. 1232g.	correspondence, guidelines, reports, funding sources, trust fund withdrawals, description of scholarships, names of students, accounting records	Original: Destroy in office 3 years after graduation or separation.  Reference: Destroy in office when administrative value ends.
<b>GU276</b>	<b>Scholarship Applications (Awarded)</b>	Applications for scholarships awarded by university. Comply with 20 U.S.C. 1232g.	applications, correspondence, recommendations, approvals, disbursements, accounting records	Destroy in office 3 closed fiscal years after graduation or separation and when released from all audits.
<b>GU277</b>	<b>Scholarship Applications (Awarded, Not Accepted or Rejected)</b>	Applications for scholarships awarded by university, rejected by student. Comply with 20 U.S.C. 1232g.	applications, approvals, correspondence, recommendations	Destroy in office 5 years after application.
<b>GU278</b>	<b>Scholarship / Loan Reference</b>	Records describing scholarships and loans.	brochures, flyers, requirements, guidelines	Transfer to University Archives when superseded or obsolete.
<b>GU279</b>	<b>Veterans' Benefits</b>	Records concerning veterans' benefits awarded. Comply with 20 U.S.C. 1232g.	accounting statements, applications, correspondence, enrollment verifications, award notifications	Destroy in office 3 years after graduation or separation.

 *End of Student-Financial Aid Records Section* 

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### STUDENT HEALTH SERVICES / COUNSELING SERVICES RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU280	<b>Controlled Drug Administrative</b>	Accounting for receipt and control of controlled drugs by Health Center personnel.		Destroy in office 3 years after released from all audits.
GU281	<b>Controlled Drug Audit Forms</b>	<i>See Series Title</i>	inventory	Destroy in office 3 years after released from all audits.
GU282	<b>Controlled Drug Dispensing Records</b>	Daily dispensing of controlled drugs. Comply with 20 U.S.C. 1232g.		Destroy in office 3 years after released from all audits.
GU283	<b>Immunization Incomplete Log</b>	Incomplete immunization logs from Student Health Services. Comply with 20 U.S.C. 1232g and HIPAA.	student name, date of incomplete, date cleared	Destroy in office when superseded or obsolete.
GU284	<b>Laboratory Results Logs</b>	Comply with 20 U.S.C. 1232g and HIPAA.	name, type of test, result	Destroy in office 11 years after graduation or separation.
GU285	<b>Insurance Claims, Benefits and Payment Log</b>	Third party claims, explanation of benefits and checks received. Comply with 5 U.S.C. 552a, 20 U.S.C. 1232g and HIPAA.	name, social security number, insurance company, claim, date processed, date paid	Destroy in office after 7 years.
GU286	<b>Medical Histories and Immunization Reports</b>	Comply with 20 U.S.C. 1232g and HIPAA.		Transfer to Student Medical Records (Active) (GU290) for enrolled students into student's medical file. For non-enrolled applicants, destroy after 1 year.
GU287	<b>Patient Appointment Book</b>	Comply with 20 U.S.C. 1232g and HIPAA.		Destroy in office after 1 year.



<b>GU288</b>	<b>Performance Improvement Surveys and Reviews</b>	Self-studies conducted by Student Health Services.	correspondence, questionnaires, reports	Destroy in office when superseded or obsolete.
<b>GU289</b>	<b>Radiology Jackets</b>	Comply with 20 U.S.C. 1232g and HIPAA.	x-rays	Retain chest x-rays in office permanently. Recycle remaining records for silver reclamation after 11 years.
<b>GU290</b>	<b>Student Immunizations</b>	Immunizations received on campus. Comply with 5 U.S.C. 552a, 20 U.S.C. 1232g and HIPAA.	name, social security number, immunizations	Permanent.
<b>GU291</b>	<b>Student Medical Records (Active)</b> <i>(See also: Student Mental Health Records)</i>	Comply with 20 U.S.C. 1232g and HIPAA.	medical charts, name, medical history, accident reports	Transfer to Student Medical Records (Inactive) (GU292) after graduation or separation.
<b>GU292</b>	<b>Student Medical Records (Inactive)</b> <i>(See also: Student Mental Health Records)</i>	Comply with 20 U.S.C. 1232g and HIPAA.	medical charts, name, medical history, accidents reports	Destroy in office (inactive) 11 years after last professional contact with patient.
<b>GU293</b>	<b>Student Mental Health Records (Active)</b> <i>(See also: Student Medical Records)</i>	May include substance abuse counseling, psychiatric and/or psychological information. Comply with 20 U.S.C. 1232g and HIPAA.	notes of practitioner, diagnosis and treatment, referral letters, release of information agreement	Transfer to Student Mental Health Records (Inactive) (GU294) after graduation or separation.
<b>GU294</b>	<b>Student Mental Health Records (Inactive)</b> <i>(See also: Student Medical Records)</i>	May include substance abuse counseling, psychiatric and/or psychological information. Comply with 20 U.S.C. 1232g and HIPAA.	notes of practitioner, diagnosis and treatment, referral letters, release of information agreement	Destroy in office (inactive) 11 years after last professional contact with patient.
<b>GU295</b>	<b>Substance Abuse Program Administration</b>	Comply with 20 USCA 1232g.	attendance rosters, compliance status, reports	Transfer statistical reports to University Archives when administrative value ends. Destroy in office remaining records after 4 years.

 End of Student Health Services / Counseling Services Records Section 

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### STUDENT HOUSING RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU296	Housing Appeals	Records concerning decisions on refunds and/or dismissal of housing deposits and other charges. Comply with 20 U.S.C. 1232g.	correspondence, policies, decisions	Destroy in office 1 year after settlement of appeals.
GU297	Housing Security Reports	See Series Title	security reports, condition reports, with resulting list of repairs to be made	Destroy in office after 3 years.
GU298	Student Key Receipt	See Series Title	signature cards of students and conference attendees for room keys	Destroy in office after 1 year.
GU299	Student Guest Sign-in Logs	Sign-in sheets for guests of residential students.		Destroy in office after 2 years.
GU300	Student Housing Contracts	Comply with 20 U.S.C. 1232g.	contracts, correspondence, cancellations	Destroy in office 3 years after termination of agreement.
GU301	Student Housing Appliance Rental Contracts	Comply with 20 U.S.C. 1232g.	rental contracts	Destroy in office 3 years after termination of agreement.
GU302	Student Housing Applications	Comply with 20 U.S.C. 1232g.	applications, correspondence	Destroy in office after 1 year.

<b>GU303</b>	<b>Student Housing Disciplinary Actions</b>	Disciplinary actions brought against students for alleged violations of university rules and regulations found in student housing contracts. Comply with 20 U.S.C. 1232g.	correspondence, disciplinary action report form, reports	Destroy in office 5 years after resolution.
<b>GU304</b>	<b>Student Housing Damages</b>	Concerning damages to student residence halls and assessment of costs. Comply with 20 U.S.C. 1232g.	damage assessment forms, reports	Transfer records concerning individual damage assessments to Registrar's Office and Business Affairs. Destroy in office remaining records after 3 years.
<b>GU305</b>	<b>Summer School Housing</b>	Records concerning housing available during summer session.	applications, correspondence, contracts, cancellations, damages list	Destroy in office after 3 years.

*End of Student Housing Records Section*

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### STUDENT LIFE RECORDS

Series #	Series Title	Series Description	Items	Disposition
GU306	<b>Career Planning / Placement Records</b>	<i>See Series Title</i>	resumes, job interview forms, student profile data sheets	Destroy in office when administrative value ends.
GU307	<b>Commuter Student Information</b>	Information designed for commuting students.	correspondence, articles, brochures, newsletter, surveys	Transfer to University Archives after 5 years.
GU308	<b>Disciplinary Records (Academic)</b> <i>(See also: Honor Code Violations)</i>  <i>Disciplinary Records (Non-Academic)</i>	Brought against students for academic infractions. Comply with 20 U.S.C. 1232g, Student Conduct Code and appeals process.	correspondence, charges, evidence, summary, transcripts, audiotapes	Expulsion cases: Retain in office permanently. Non-expulsion cases: Destroy in office 8 years after date of settlement or hearing.
GU309	<b>Disciplinary Records (Non-Academic)</b>	Brought against students for violations of university rules and regulations. Comply with 20 U.S.C. 1232g, Student Conduct Code and appeals process.	correspondence, charges, evidence, summary, transcripts, audiotapes, police reports	Expulsion cases: Retain in office permanently. Non-expulsion cases: Destroy in office 8 years after date of settlement or hearing.
GU310	<b>Excused Absences</b>	<i>See Series Title</i>		Destroy in office at end of each semester.

<b>GU311</b>	<b>Fraternities and Sororities</b>	Comply with 20 U.S.C. 1232g.	correspondence, charters, discipline, GPA, membership, reports, photographs, scrapbooks	Transfer to University Archives after 5 years.
<b>GU312</b>	<b>Honor Board</b>	Records concerning membership functions of the Honor Board. Comply with 20 U.S.C. 1232g.	applications, selection criteria, position descriptions, training information	Transfer selection criteria, position descriptions, training information, policies and procedures to University Archives when superseded or obsolete. Destroy in office applications and membership lists when administrative value ends.
<b>GU313</b>	<b>Honor Code Violations</b>	Violations of university honor code. Comply with 20 U.S.C. 1232g and appeals process.	investigations, case files, trial transcripts	A. Destroy in office records involving cases tried and resulting in acquittal after verdict. B. Transfer pertinent information involving cases tried and resulting in conviction to Registrar's Office and Dean's Office after verdict. Destroy in office remaining records involving case after 10 years. C. Destroy in office records not concerning cases after 7 years.
<b>GU314</b>	<b>Intramural Sports</b>	<i>See Series Title</i>		Destroy in office after 3 years.
<b>GU315</b>	<b>Non-Traditional Students Information</b>	<i>See Series Title</i>	correspondence, handbooks, surveys and studies	Transfer to University Archives after 5 years.
<b>GU316</b>	<b>Student Counseling</b>	Records concerning Center for Counseling and Student Development clients. Comply with 20 U.S.C. 1232g and APA.	case notes, test results, treatment plans, referrals, correspondence, evaluations, case summaries	Destroy in office 7 years after client's last visit. Destroy in office case summaries after 10 years.
<b>GU317</b>	<b>Student Accident Reports</b>	Comply with 20 U.S.C. 1232g.	affidavits, photographs	Destroy in office after 7 years.
<b>GU318</b>	<b>Student Associations and Organizations</b>	Associations and organizations officially recognized by the university.	constitutions, by-laws, newsletters, minutes, brochures, announcements, photographs, reports, scrapbooks	Transfer to University Archives after 1 year.
<b>GU319</b>	<b>Student Awards and Honors</b>	Comply with 20 U.S.C. 1232g.	recommendations, approvals, reference information	Transfer information concerning recipients of awards and honors to the Registrar's Office at end of each grading period to be incorporated into official academic file. Transfer remaining records to University Archives after 5 years.

<b>GU320</b>	<b>Student Government Association</b>	<i>See Series Title</i>	constitution, by-laws, committee files, correspondence, fiscal records, meeting minutes, annual reports	Transfer to University Archives after 1 year.
<b>GU321</b>	<b>Student Legal Services</b>	Records concerning the administration of student legal services.	reports, correspondence, financial data, budgets	Transfer to University Archives after 5 years.
<b>GU322</b>	<b>Student Legal Services Cases</b>	Comply with 20 U.S.C. 1232g.	reports, transcripts, opinions	Destroy in office 5 years after completion of action and resolution of all issues.
<b>GU323</b>	<b>Services to Students with Disabilities</b>	Comply with 20 U.S.C. 1232g and HIPAA.	health professional evaluation reports, autobiographical essays, copies of admission applications, high school transcripts, physicians' statement, counseling interview notes	Destroy in office 4 years after graduation or separation.

 *End of Student Life Records Section* 

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### UNIVERSITY POLICE / PUBLIC SAFETY RECORDS

Comply with applicable provisions of GS 132-1.4 and 5 USC 552a regarding confidentiality of records.

Series #	Series Title	Series Description	Items	Disposition
GU324	Alarm Monitoring Reports	See Series Title	fire and security alarm reports	Destroy in office after 2 years.
GU325	Bans / Trespass Warnings	See Series Title	name, social security number, date of birth, type of offense	Destroy in office 2 years after ban removed.
GU326	Building and Grounds Security Checks	See Series Title	logs and reports	Destroy in office after 3 years.
GU327	Duty Assignment	See Series Title	name, dates	Destroy in office after 5 years.
GU328	Case Records	Felony / misdemeanor investigations. Comply with 20 U.S.C. 1232g, confidentiality of records G.S. 20-166(l), G.S. 97-02(b) and G.S. 132-1.1.	arrests, investigations, statements, incident reports, photographs, evidence sheets, dispatch, name, warrant, recording	Destroy in office closed felony case records after 20 years. Destroy in office closed misdemeanor case records after 5 years.
GU329	Communications / Dispatch	Radio, telephone and 911 emergency recordings of incoming and/or outgoing communications and/or related database.		Transfer felony/misdemeanor dispatches to appropriate Case Records File when created. Destroy in office remaining records when administrative value ends.

<b>GU330</b>	<b>Confiscated Property</b>	Confiscation, control and return or disposal of weapons confiscated during searches or arrests.	name, property, reports	Destroy in office after 5 years.
<b>GU331</b>	<b>Controlled Substance Seizure</b>	Confiscation / receipt, control and return or disposal of controlled substances.	name, substance	Destroy in office 3 years after disposal of items.
<b>GU332</b>	<b>Evidence Tracking</b>	Used to receipt for, control, track, account for, dispose of or return evidence.	name, receipt, item, report	Destroy in office 3 years after final disposition of evidence.
<b>GU333</b>	<b>Liability Waiver</b>	Waiver used when unlocking vehicles.		Destroy in office after 3 years.
<b>GU334</b>	<b>Lost and Found Log</b>	<i>See Series Title</i>		Destroy in office after 3 years.
<b>GU335</b>	<b>Parking Tickets</b>			Destroy in office after 3 closed fiscal years and when released from all audits.
<b>GU336</b>	<b>Police Incident Report</b>	Comply with G.S. 20-166(i), G.S. 97-92(b) and G.S. 132-1.1.	incident type, case number, NCIC (National Crime Information Center) entries, property estimates, names, affidavits, descriptions, photographs	Transfer felony and misdemeanor reports to appropriate Case Records File when created or opened. Destroy in office remaining records after 5 years
<b>GU337</b>	<b>Security / Surveillance/Mobile Video Recordings</b>	Security camera recording file showing activities on campus.		Transfer as needed to Evidence File. If not required to support investigations or litigations reuse or destroy in 30 days.
<b>GU338</b>	<b>Traffic Accident Reports</b>	<i>See Series Title</i>	location, accident sequence and diagram, vehicle inquiries, investigating officers' description, apparent violations	Transfer to NC Division of Motor Vehicles within 10 days. Destroy in office duplicate/reference copy when reference value ends. If accident does not meet the requirements for reporting to Division of Motor Vehicles, destroy after 3 years.
<b>GU339</b>	<b>Towed Vehicle Reports</b>	<i>See Series Title</i>		Destroy in office after 3 years.
<b>GU340</b>	<b>Traffic Citations</b>	<i>See Series Title</i>		Original: Transfer to Clerk of the Court. Reference: Destroy in office after 3 years.
<b>GU341</b>	<b>Traffic Stop Reports</b>	<i>See Series Title</i>	name, race, sex, violation, actions of police and offender	Destroy in office after 3 years.
<b>GU342</b>	<b>Vehicle Registration</b>	<i>See Series Title</i>	bicycle registration, vehicle registration, name	Destroy in office when administrative value ends.

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