REQUEST FOR APPROVAL OF UNIT SPECIFIC SCHEDULE/ADDENDA

Purpose: This form should be used to request that specific types of records that are not covered in the University General Schedule be approved as Unit Specific Addenda to the University General Schedule for retention and disposition purposes.

Instructions: Complete the following information and submit to the University Archivist, 118 James E. Shepard Memorial Library or fax to (919) 530-7958.

Name of College and Department/Unit: __________________________________________________

Unit Record Administrator: __________________________________________________________

Series Title: _____________________________________________________________________

Series Description: (provide a detailed description of the record) ______________

Items: (include a listing of the type of items found within this record) ______________

Disposition Instructions: (provide instructions for the transfer or destruction of original document and reference copies after a covered retention period, as applicable; see University General Schedule and Instructions) ____________ to ______________

Approved By:

______________________________________________

University Archivist

Date