



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Records Management Program

CB# 3926, Wilson Library  
Chapel Hill, NC 27514-8890  
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TO: Deans, Directors, and Department Heads

FROM: H. Franklin Holt, University Records Manager  
Susan Ballinger, Acting University Archivist

RE: Handling Your Unit's Records (paper and electronic)

**Records Schedules:** We would like to remind you of the need to handle your unit's records - both paper and electronic - in ways that preserve those materials important to the University while complying with the N.C. State Public Records Act. This is done by developing a **Records Retention and Disposition Schedule** for your unit with the help of our Records Management Program. This schedule will then be approved by the Department of Cultural Resources in Raleigh. If you do not have such a schedule for your unit, please call the Records Management Program at 962-6402.

The materials listed below are examples of organizational records that must be saved and transferred to University Archives in accordance with an approved Records Retention and Disposition Schedule:

- Annual reports of your unit
- Your correspondence as Department Head
- Minutes from committee meetings
- Reports from curriculum revision efforts
- Organizational changes of your unit

Note that other items also may need to be saved as listed in your unit's Retention and Disposition Schedule.

**Faculty Who Leave:** Let us also mention the need to handle properly the records of faculty and EPA non-faculty employees who leave the University for any reason. Organizational records (see examples listed above) should be referred to University Archives for screening. Personal papers of faculty members, if no longer desired by the individuals or their families, may be referred to the Manuscripts Department in Wilson Library for review. Departing faculty members' final examination papers, their grade records for individual students from the most recent year, and their class grade books for the last three years should be left with a designated person within your department/school.

We appreciate your help in preserving the important records of the University. Do note that the reverse is true, also, in that we need to dispose properly of records that are no longer needed. If we in Records Management and University Archives can be of assistance to you or your unit, please do not hesitate to give us a call (962-6402).