



The UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

OFFICE OF UNIVERSITY RELATIONS

Publications Services
Division of University Advancement
Two Bolin Heights • Campus Box 6200
Chapel Hill, North Carolina 27599-6200
Voice 919-962-3761 / Fax 919-962-5167

MEMORANDUM

To: Deans, Directors, Department Contacts
From: Scott Jared, Publications Coordinator, University Relations
Date: June 1, 2000
Re: Certification of Public Document Mailing Lists (June 19 deadline)

North Carolina General Statute §143-169.1 requires that public document mailing lists be reviewed, updated, and corrected within 12 months prior to certification and that lists include only those persons or organizations that have requested or renewed their request to be included on the list, or receive the public document by reason of the recipient's official duties, e.g., the State Librarian.

Please use the **attached form** to certify that mailing lists subject to GS §143-169.1 have been updated since July 1, 1999. Complete and deliver the enclosed form to Publications Services, by Monday, June 19, 2000, so that Interim Chancellor McCoy can certify campus compliance, as required by law.

Publications are subject to the law if they meet ALL the following tests:

1. Published with state-appropriated funds.
2. Printed or reproduced by any repetitive process in a quantity of at least 200.
3. Issued by an officer of a school, department, or other University unit (not including foundations and other privately incorporated or non-University entities).
4. Mailed to the general public: a mailing is not to the general public unless 200 or more copies are mailed to addresses other than to (a) alumni, (b) paying subscribers, (c) enrolled students, (d) faculty/staff, (e) foundation or other University-related group members, (f) other educational institutions and organizations, (g) governmental agencies, (h) private foundations, (i) those billed for purchases of goods or services, (j) those under express provisions of statute, or (k) those under express provision of judicial order.

Intra-agency communications such as administrative memoranda and agency correspondence such as letters to an identifiable person or organization are excluded.

Thank you for your assistance.

Attachment: Certification form

Please complete and return this form by June 19

CERTIFICATION OF UPDATED MAILING LISTS

Please supply the information that applies to your publications. Thank you.

- ____ 1. No publications issued under my jurisdiction are subject to North Carolina General Statute §143-169.1.

- ____ 2. The following publications issued under my jurisdiction are subject to North Carolina General Statute §143-169.1. The mailing lists of these publications have been reviewed, updated, and corrected since July 1, 1999, and comply with the statutory requirements:

Name of school/department _____

Response is for _____ entire school or _____ department or _____ division

Person completing form _____

Telephone _____ Date _____

Email Address for future correspondence (personal or departmental): _____

Return this form by **June 19** to:

Publications Services
CB# 6200, Two Bolin Heights
CAMPUS MAIL

PLEASE DO NOT STAPLE OR TAPE THIS FORM!