MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Joe A. Hewitt, Associate Provost for Libraries and University Librarian

DATE: February 6, 2002

In recent months the University has been forced to make many difficult decisions due to state budget cuts. University programs, personnel, and expenditures were closely examined and hard choices had to be made. Rather than diluting the University’s historic strengths by imposing across the board cuts, selected functions and programs were considered for elimination. After reviewing similar programs at peer institutions, the Provost decided to eliminate the Records Management Program as of January 31, 2002.

The University is still committed to upholding North Carolina’s public records law. To aid the campus with compliance to the law, the function of records management has been assumed by the Library. Starting February 1st, Frank Holt was transferred to the Library and is working as part of the University Archives staff as a records analyst. Frank will work closely with the University Archivist to insure that historic records are transferred to the Archives and will be available to assist campus offices with disposition and scheduling of records.

We hope you will work with the University Archives staff to insure that the history of the nation’s oldest public university continues to be preserved. The Library will continue to accept records transfers and make archival records accessible as before. Frank Holt will be available to advise offices on the destruction of records and will assist the University Archivist with the identification of records requiring permanent retention. Please address your questions to:

Frank Holt
University Archives
Wilson Library, CB 3926
962-6402 (voice)
962-6401 (fax)
recman@email.unc.edu (email)