

RECORDS LIFE CYCLE

Records Management is maintaining a record throughout its lifecycle.

CREATION

Record is either created or received for a business purpose.



ACTIVE

The record is actively being used. Record is accessed frequently and needs to be in an easily accessible location.



INACTIVE

Record is no longer being accessed frequently. It may still be needed for reference purposes, or for some other reason such as legal or financial requirements. Often, these records will be moved to less valuable space.



FINAL DISPOSITION



or



ARCHIVES

DESTROY

The retention schedule will tell you how long the record is required to be maintained as well as the final disposition action. Records having historical value are to be sent to the Archives. Those records that have no more business value are to be destroyed or recycled.

WHERE TO FIND RECORDS RETENTION SCHEDULES

There are two types of approved records retention schedules for use by UNCG faculty and staff:

- Departmental or "program" schedules currently exist in paper version.
- The UNC General Records Retention and Disposition Schedule is online at: http://its.uncg.edu/Records_Management

If you are unable to find a record series' disposition schedule, contact 6-TECH at 336-256-TECH (8324) .

NEED MORE INFORMATION?

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| Records Management | General Counsel | University Archives |
| 336-256-8324 or email: 6-tech@uncg.edu | Office of the General Counsel 336-334-3067 | Jackson Library 336-256-4038 |
| http://its.uncg.edu/Records_Management | http://www.uncg.edu/ucn | http://uncg.libguides.com/university_archives |



Records Management at UNCG

An Employee Guide for Managing University Records

Welcome to Records Management

This guide introduces employees to the basics of managing University records. For specific questions about records management, contact 6-TECH at 336-256-TECH (8324) or 6-tech@uncg.edu.



What is a University record?

Most University employees are involved in creating and receiving University records. As a state institution, the University's records are considered "public records." The North Carolina General Statutes, Chapter 132, provides the definition for these 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."

This definition is very broad, and includes almost everything including electronic records and e-mail.

What should you know about North Carolina Public Records Law?

Employees should know that:

- No record can be destroyed without the permission of the North Carolina Department of Cultural Resources. This is accomplished through state "approved" retention schedules (see G.S. 132-3).
- A record is subject to public inspection unless specifically prohibited or restricted by state or federal laws for confidential or other sensitive reasons (see G.S. 132-6).

What is a state approved retention schedule?

A records retention and disposition schedule, commonly known as a "retention schedule," is an agreement between the University System and the state governing the retention and disposition of records. Its purpose is to inform employees how long records are to be maintained, as well as their final disposition. The retention requirements are based on administrative, fiscal, legal, and historical values.

Information about where to find University approved schedules is listed on the back of this brochure.

Important — if records are involved in an audit, legal action, or in a legal hold, they must be kept until all actions have been resolved or legal holds have been removed by University Counsel, regardless of the record retention schedule.

What records are considered restricted or confidential?

The most common restricted or confidential records found at the University are student records, personnel records, medical records for students and staff, library user records, contract negotiations, patent applications, trade secrets, grievances, legal actions, and records with personally identifiable information such as Social Security numbers. If a request is received for information that you are unsure about, contact General Counsel *before* releasing the information.

When restricted or confidential records are to be destroyed, it is important that it is done in a manner that would prevent the record from being able to be recreated such as shredding paper. Sanitation of hard drives must be done before transferring ownership.

Can records be kept longer than the disposition time?

You are required to keep records for their minimum retention times. There may be reasons to keep records longer. If you have questions about retention and disposition of records, contact 6-TECH at 336-256-TECH (8324). You are encouraged to dispose of records according to the schedule for the following reasons:

- Reduces liability risks associated with keeping records too long.
- If there is a lawsuit, courts are interested in the organization's compliance with retention schedules.
- Efficiency of space, supplies, and time.