



# The University of North Carolina

POST OFFICE BOX 2688, CHAPEL HILL, NC 27515-2688

ERSKINE B. BOWLES, *President*

Telephone: (919) 962-1000 FAX: (919) 845-9695

E-mail: [ebowles@northcarolina.edu](mailto:ebowles@northcarolina.edu)

Appalachian State  
University

East Carolina  
University

Elizabeth City  
State University

Fayetteville State  
University

North Carolina  
Agricultural and  
Technical State  
University

North Carolina  
Central University

North Carolina  
School of  
the Arts

North Carolina  
State University  
at Raleigh

University of  
North Carolina  
at Asheville

University of  
North Carolina  
at Chapel Hill

University of  
North Carolina  
at Charlotte

University of  
North Carolina  
at Greensboro

University of  
North Carolina  
at Pembroke

University of  
North Carolina  
at Wilmington

Western Carolina  
University

Winston-Salem  
State University

An Equal Opportunity/  
Affirmative Action  
Employer

June 8, 2007

Chancellor Patricia A. Sullivan  
University of North Carolina at Greensboro  
P.O. Box 26170  
Greensboro, North Carolina 17402-6170

Dear Chancellor Sullivan:

Attached for your use is a new *General Records Retention and Disposition Schedule* for our constituent institutions. This *University General Schedule* lists the most common records series found in University offices and provides for their management, authorized disposition, and (for archival records) their permanent retention. It replaces and supersedes the previous edition issued in 1991.

I would like to commend the drafting committee that worked for over three years to bring this document to fruition. The committee was composed of Frank Holt, formerly University Records Manager at UNC-Chapel Hill; Janis Holder, University Archivist at UNC-Chapel Hill; Hal Keiner, University Archivist at Appalachian State University; Suellyn Lathrop, University Archivist at ECU; Madeleine Perez, University Archivist at UNC Charlotte; Barbara Tookey, University Records Officer at UNC Greensboro; and Ron Leach, head of the State Agency and University Records Unit in the Government Records Branch of the NC Department of Cultural Resources. Our thanks go to these persons for their dedication and hard work.

The records at UNC institutions are public records and thus may be deposited of only in accordance with the provisions of *G.S.* 121 and 132. It is important, therefore, that you consult the introductory pages of the *University General Schedule* regarding a number of issues touching upon the management of public records. These introductory pages explain the relationship between *G.S.* 121 and 132 and records retention schedules. They also provide advice regarding electronic records, access to a confidentiality of certain records, allowable methods of destruction, legal holds on records subject to litigation and audits, the proper disposition of records of permanent value, as well as steps for protecting records in the event of a disaster.

Please note that the disposition instructions currently listed in individual institutional records schedules will need to meet the minimum requirements within the *University General Schedule*. Individual schedules containing retention provisions that do not meet these minimums should be brought to the attention of your institutional archivist or records officer for amendments. With regard to other criteria in the institution's

Chancellor Patricia A. Sullivan

June 8, 2007

Page 2

record schedule, these schedules may continue unless or until those schedules are modified or amended. At that time, the attached new *University General Schedule* should be used to categorize record series and place appropriate retention timelines.

The consistent and routine implementation of the disposition instructions listed in this schedule and in individual records schedules that have been or may be developed for your institution provides the proper and legal foundation for the disposition of public records. I encourage the officials of each of our constituent campuses to provide for the comprehensive management of the records of their respective institutions.

Sincerely,

Erskine B. Bowles

cc: Skip Capone