

RECORDS RETENTION AND DISPOSITION SCHEDULE

The University of North Carolina at Chapel Hill College of Arts and Science Department of Chemistry

*Job 585 (a)
Draft 5-22-2003*

CHAIR'S OFFICE

(Electronic file maintenance is provided by and security copies of electronic data are backed up by the College of Arts and Sciences, Information Technology Unit.)

Item 1. Conferences and Workshops (Attended) File. AutoText 16 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning conferences and workshops attended by personnel. File includes agendas, correspondence, handouts, programs, and other related records.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats when administrative value ends.

Item 2. Conferences and Workshops (Conducted) File. AutoText 17 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning conferences and workshops conducted by staff or office personnel. File includes agendas, correspondence, critiques, handouts, programs, questionnaires, reports, reservations, training materials, and other related records.

Disposition Instructions: Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.

Item 3. Correspondence File. AutoText 19 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning the administration of the office. File includes directives, memorandums, official office correspondence, reports, and other related records.

Disposition Instructions: Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.

Item 4. News Media Clippings File. AutoText 234 (7/19/01)

Reference copies of news media clippings created and/or maintained in paper and electronic formats concerning school/department activities, accomplishments, and/or personnel.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 5 years.

Item 5. Organizations and Associations File. AutoText 41 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning various faculty, student, and professional organizations and associations with which school/department interacts. File includes announcements, correspondence, minutes, publications, reports, and other related records.

Disposition Instructions: Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.

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Item 6. Policies and Procedures File. AutoText 242 (7/19/01)

Reference copies of policies and procedures created and/or maintained in paper and electronic formats concerning office administration.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats when superseded or obsolete.

Item 7. Publications File. Autotext 245 (Revised 4-8-2002)

Articles, brochures, books, and/or newsletters created and/or maintained in paper and electronic formats concerning department issued publications.

Disposition Instructions: Transfer ten copies of each publication bearing the university's imprint to the State Document's Clearinghouse, North Carolina State Library, when received from the printer, in accordance with the General Statutes of North Carolina 125-11.7/11.8. For publications issued without the University's imprint, three copies should be sent directly to the North Carolina Collection, CB # 3930, Wilson Library (962-1172). One copy of all publications should be retained in the files of the office of origin for eventual transfer to the University Archives when reference value ends. Erase/destroy in office remaining copies in paper and electronic formats when reference value ends.

Item 8. Reference File AutoText 248 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning subjects of interest to the department. File includes directives and guidelines, news articles, publications, reports, and other related records.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats when administrative value ends.

Item 9. Reports File. AutoText 57 (7/15/01)

Record copies of reports created and/or maintained in paper and electronic formats concerning office programs.

Disposition Instructions: Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.