

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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

*Job 972(e)  
Draft 5-22-2003*

### **FACILITIES MANAGEMENT UNIT**

(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. Accident Reports (Property/Equipment) File.** AutoText 202 (7/15/01)

Reference copies of accident reports created and/or maintained in paper and electronic formats concerning accidents involving departmental property and/or equipment. (Record copy maintained by the Materials Support Department, Insurance and Risk Management.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 2. Maintenance Services (Facilities) File.** AutoText 232 (7/15/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning facility maintenance services conducted for school/department. File includes correspondence, maintenance reports, work orders, and other related records. (Record copies are maintained by Facilities Services, Maintenance Management.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 2 years after work is completed.