

RECORDS RETENTION AND DISPOSITION SCHEDULE

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

Job 585 (c)
Draft 5-22-2003

FINANCE OFFICE

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

Item 1. Accounting and Finance (Payable/Receivable/) File. AutoText 266 (4-8-2002)

Reference copies of records created and/or maintained in paper and/or electronic formats concerning accounts payable, accounts receivable, inventories, and general accounting of the department/unit. File includes purchase requisitions, purchase orders, invoices, cost accounting sheets, account ledgers, receipts, financial reports, correspondence, and other related records. (Record copies of cost accounting sheets are maintained by the Office of Sponsored Research for audit purposes. Remaining records are maintained by Accounts Payable and Accounting Services (440 West Franklin Street) for audit purposes.) (Note: this series does not include payroll related records.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.

Item 2. Budgets File. AutoText 267 (4-8-2002)

Reference copies of budgetary records created and/or maintained in paper and electronic formats. File includes budget authorizations, budget reports, requests for budget changes, journal entries, and other related records. (Record copies are maintained in the Finance Division (Financial Planning and Budgets) and Accounting Services (440 West Franklin Street) for audit purposes).

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.

Item 3. Contracts and Grants (Awarded) File. AutoText 268 (4-8-2002)

Reference copies of records created and/or maintained in paper and electronic formats concerning contracts and grants awarded to principal investigators for individual faculty research and/or departmental improvements. File includes contract and grant proposals (applications), notice of award and/or signed contracts, amendments or modifications, subcontract agreements, final progress reports/deliverables, patents or inventions, audit findings, and other related records. (Original records required for financial audits are maintained in the Office of Sponsored Research).

Disposition Instruction: Transfer final progress reports/deliverables in paper format to the custody of the University Archives 4 years after termination and final payments, and when released from all audits and when permission is obtained from the Office of Sponsored Research that authorizes transfer of these records to University Archives for appraisal and final disposition. Erase in office electronic versions of final progress reports/deliverables when administrative value ends and after released from all audits and after records have been printed and filed into the office's paper filing system for eventual transfer to the University Archives. Erase/destroy in office remaining records in paper and/or electronic formats when administrative value ends.

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Item 4. Contracts and Grants Proposals (Pending) File. AutoText 269 (4-8-2002)

Reference copies of records created and/or maintained in paper and electronic formats concerning pending contracts and grants submitted by principal investigators for individual faculty research and/or departmental improvements. File includes contracts and grant proposals (applications), and other related records. (Original records required for financial audits are maintained by the Office of Sponsored Research).

Disposition Instructions: Transfer to Contracts and Grants (Awarded) File immediately, if contracts and grants are approved. Transfer to Contracts and Grants Proposals (Rejected) File immediately, if contracts and grants are rejected.

Item 5. Contracts and Grants Proposals (Rejected) File. AutoText 270 (4-8-2002)

Reference copies of records created and/or maintained in paper and electronic formats concerning rejected contracts and grants proposals submitted by principal investigators for individual faculty research and/or departmental improvements. File includes contract and grant proposals (applications), notices of rejection, and other related records.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats 4 years after submission.

Item 6. Contracts, Agreements, and Leases File. AutoText 215 (4-8-2002)

Reference copies of contracts, agreements, and leases created and/or maintained in paper and electronic formats concerning services, facilities, and equipment used by school/department.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats 5 years after expiration 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 7. Maintenance Services (Facilities) File. AutoText 232 (7/19/01)

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.

Item 8. Purchase Orders File. AutoText 246 (7/19/01)

Reference copies of purchase orders created and/or maintained in paper and electronic formats concerning purchases for supplies and equipment. (Record copies are maintained by the Controller's Office (Accounts Payable) and the Materials Support Department for audit purposes.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.

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Item 9. Supplies and Equipment File. AutoText 261 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning supplies and equipment. File includes operating manuals, inventories, warranties, accounting statements and other related records.

Disposition Instructions: Transfer operating manuals to Materials Support Department, Materials Management and Distribution Division, Surplus Property Office when equipment is surplus. Destroy in office warranties and inventories when superseded or obsolete. Erase/destroy in office remaining records in paper and electronic formats after equipment is surplus and after released from all audits.

Item 10. Telephone Billings File. AutoText 263 (7/19/01)

Reference copies of monthly office telephone bills. (Record copies are maintained in the Academic Technology and Networks, Telecommunications Office for audit purposes.)

Disposition Instructions: Destroy in office after 2 closed fiscal years.

Item 11. Travel File. AutoText 265 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning travel requests and reimbursements. File includes requests for travel and authorizations, receipts, correspondence, and other related records. (Record copies are maintained by the Controller's Office, Travel Accounting (440 W. Franklin St.) for audit purposes.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.