

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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

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

### **GRADUATE AND UNDERGRADUATE STUDIES**

(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. Student Financial Aid (SFA) File.** AutoText 260 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning students receiving financial assistance and/or scholarships. File includes program participation agreements, work-study payroll forms, financial aid disbursement histories, recommendations, financial aid award notification letters, descriptions of awards, eligibility criteria, guidelines/procedures and regulations, applications submitted to Department of Education or lender, and other related records. (Record copies are maintained by Office of Scholarships and Student Aid for audit purposes.) (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 3 years after date financial aid package was awarded to student.

**Item 2. Comprehensive Examinations and Results File. (RESTRICTED ACCESS)** AutoText 15 (7/15/01)

Records created and/or maintained in paper and electronic formats concerning completed student comprehensive examinations for degrees and results. (Comply with 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.)

**Disposition Instructions:** Transfer to Student (Active-Graduate/Professional) File 1 year after completion.

**Item 3. Placement Tests Scores File. (RESTRICTED ACCESS)** AutoText 241 (7/19/01)

Reference copies of placement test scores maintained in paper and electronic formats concerning results of administered tests that are used to determine a student's aptitude. (Record copies for undergraduate students are maintained by the Office of University Registrar.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 5 years after student's last attendance or date of graduation.

**Item 4. Alumni Lists File.** AutoText 205 (7/19/01)

Reference copies of lists created and/or maintained in paper and electronic formats concerning university alumni from department and/or school. List includes names, addresses, phone numbers, and other related information.

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

**Item 5. Graduate Listings File. (RESTRICTED ACCESS)** AutoText 226 (7/19/01)

Reference copies of listings created and/or maintained in paper and electronic formats concerning student graduates. Listings include student graduate rankings for undergraduates and graduate/professional students. (Comply with 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.) (Record copies are maintained by Office of University Registrar for eventual transfer to University Archives.)

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

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**Item 6. Applications for Admission to Program (Enrolled Students) File. (RESTRICTED ACCESS)** AutoText 07 (7/15/01)

Records created and/or maintained in paper and electronic formats concerning students enrolled in the program. File includes applications, correspondence, recommendations, and other related records. (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.)

**Disposition Instructions:** Transfer to Student (Active-Graduate/Professional File) or Student (Active-Undergraduate) File as appropriate immediately upon enrollment.

**Item 7. Applications for Admission to Program (Students Denied Admission) File. (RESTRICTED ACCESS)**

AutoText 08 (7/15/01)

Records created and/or maintained in paper and electronic formats concerning students who were denied admission into the program. File includes applications, correspondence, recommendations, and other related records. (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 1 year after application term.

**Item 8. Applications for Admission to Program (Students Accepted But Did Not Enroll) File. (RESTRICTED ACCESS)** AutoText 09 (7/15/01)

Records created and/or maintained in paper and electronic formats concerning students admitted into the program, but who did not enroll. File includes applications, correspondence, recommendations, and other related records. (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 1 year after application term.