

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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

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

### **PERSONNEL 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. Parking Assignments File.** AutoText 236 (7/15/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning staff parking assignments. File includes applications and lists of staff parking assignments. (Record copies are maintained by the Department of Public Safety, Parking Services.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats when superseded or obsolete.

**Item 2. Personnel (SPA) File. (RESTRICTED ACCESS)** AutoText 83 (4-8-2002)

Personnel records concerning full time and part time SPA employees. File includes applications for employment, position action forms, letters of reference, and other related records. (Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, 126-29, and 132-1.1 regarding the confidentiality of personnel records.)

**Disposition Instructions:** Comply with retention instructions outlined in the SPA Personnel Forms Inventory Retention Module (<http://www.ais.unc.edu/hr/records/retention.htm>)

**Item 3. Personnel (EPA) File. (RESTRICTED ACCESS)** AutoText 45 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning personnel exempt from provisions of the State Personnel System Act. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, 126-29 and 132-1.1 regarding the confidentiality of personnel records.)

**Disposition Instructions:** Transfer paper records to the custody of the University Archives 60 years after date of employee's first University appointment 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. Personnel (EPA-One-Time-Payments) File. (RESTRICTED ACCESS)** AutoText 240 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning employees hired to fulfill temporary, short-term duties. "One-Time-Payments (OTPs)" apply to honoraria paid to visiting lecturers and consultants as well as to university staff and students who undertake duties outside, and not in conflict with, their regular work. File includes personnel action forms and other related records. (Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, 126-29, and 132-1.1 regarding the confidentiality of personnel records.)

**Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 1 year after payment date and when released from all audits, whichever occurs later.

**Item 5. Affirmative Action File. (RESTRICTED ACCESS)** AutoText 204 (7/19/01)

Reference copies created and/or maintained in paper and electronic formats concerning participation in affirmative action/equal opportunity programs. File includes recruitment plans, equal opportunity statements, full time and EPA Non-faculty actions, faculty employment reviews, procedures, and other related records. (Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, 126-29, and 132-1.1 regarding the confidentiality of personnel records.) (Record copies are maintained in the Equal Opportunity/ADA Office.)

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

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**Item 6. Search Committee (Administrative Officials) File. (RESTRICTED ACCESS)** AutoText 59 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning activities of specially-formed search committees charged with recruiting new or replacement administrative officials. File includes applications, correspondence, lists of committee members, minutes of meetings, and other related records. (Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, 126-29, and 132-1.1 regarding the confidentiality of personnel records.)

**Disposition Instructions:** Transfer paper records to the custody of the University Archives 5 years after committee's charge 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 7. Search Committee (For Individual Faculty) File. (RESTRICTED ACCESS)** AutoText 60 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning activities of specially-formed search committees charged with recruiting new or replacement faculty. File includes applications, correspondence, resumes, and other related records. (Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, 126-29, and 132-1.1 regarding the confidentiality of personnel records.)

**Disposition Instructions:** Transfer application materials of successful candidates immediately after official offer of employment is accepted to Personnel (EPA) File. Destroy application materials of unsuccessful candidates 2 years after date position is filled, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

**Item 8. Tenure File. (RESTRICTED ACCESS)** AutoText 71 (7/15/01)

Record copies of records created and/or maintained in paper and electronic formats concerning the awarding of tenure to university faculty members. File includes correspondence, recommendations, and other related records. (Comply with applicable provisions of the General Statutes of North Carolina 126-22, 126-23, 126-24, 126-29 and 132-1.1 regarding confidentiality of personnel records.)

**Disposition Instructions:** Transfer to Personnel (EPA) File after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer immediately after completion of action and resolution of issues involved.