

Descriptions of Standard Records Series

Academic Program Records:

Record Copy (Official): Records concerning school/department academic programs. Includes correspondence, program proposals and descriptions, and other related records. *(Note – these records are created by the school/department academic program)*

Reference: Reference copies concerning school/department academic programs. Includes correspondence, program proposals and descriptions, and other related records. *(Note – these records are not created by the school/department academic program, but used by them for reference)*

Accident Reports (Property/Equipment)

Record Copy (Official): Accident reports involving departmental property and/or equipment *(Materials Support Department, Insurance and Risk Management maintain the official records and are the only office which should use the record copy retention)*

Reference: Accident reports (including reference copies) involving departmental property and/or equipment. *(For use by all other offices except those listed above)*

Accounting and Finance Records (Payable/Receivable)

Record Copy (Official): Records concerning accounts payable, accounts receivable, inventories, and general accounting of the department/unit. Includes purchase requisitions, purchase orders, invoices, cost accounting standards exemption forms, account ledgers, receipts, financial reports, correspondence, and other related records. *(Material Disbursement Services and Office of Sponsored Research maintain the official records of the University) (Note: Offices with accounts which do not go through the FRS or other University accounting system should use a Unique Series to describe their records associated with these accounts). Note: This series does not include payroll related records.*

Reference: Reference copies concerning accounts payable, accounts receivable, inventories, and general accounting of the department/unit. Includes purchase requisitions, purchase orders, check requests, invoices, cost accounting standards exemption forms, account ledgers, receipts, financial reports, correspondence, and other related records. **Note:** *This series does not include payroll related records. (This item should be used by most school/departmental offices)*

Accreditation Records.

Record Copy (Official): Records concerning accreditation and/or certification processes of schools, departments, and/or programs. Includes correspondence, final reports, questionnaires, and other related records. *(Chairs' Offices, Deans' Offices, The Graduate School hold the official records of accreditation – but some departments or offices may have official records if they submit the accreditation applications directly to the accrediting agency)*

Reference: Reference copies concerning accreditation and/or certification processes of schools, departments, and/or programs. Includes correspondence, final reports, questionnaires, and other related records. *(Used by most office who provide accreditation information/reports to other offices – such as Chair, Dean or Graduate School – for accreditation application submitted by this other office)*

Descriptions of Standard Records Series

Administrative Performance Reviews (Senior Administrators) [RESTRICTED ACCESS].

Record Copy (Official) and/or Reference Copy: Reviews conducted every 5 years for senior administrators including Vice-Chancellors, Deans, and Directors. Includes review committee's recommendations concerning reappointment, reference copies of departmental self-studies, correspondence, and other related records. *(Normally used by Dean, Provost, and Chancellor Offices).*

Admission Applications [RESTRICTED ACCESS].

Record Copy (Official) and/or Reference Copy: Student applications for enrollment in a program. Includes applications, correspondence, recommendations, and other related records. *(Series used by all offices, no difference in retention between record copy and reference copy).*

Affirmative Action Records [RESTRICTED ACCESS].

Record Copy (Official): Records concerning participation in affirmative action/equal opportunity programs. Includes recruitment plans, equal opportunity statements, full-time and EPA Non-faculty actions, faculty employment reviews, reports, procedures, and other related records. *(Equal Opportunity/ADA Office maintains the official record for the University – this series should be used only by this office).*

Reference Copy: Reference copies concerning participation in affirmative action/equal opportunity programs. Includes recruitment plans, equal opportunity statements, full-time and EPA non-faculty actions, faculty employment reviews, reports, procedures, and other related records. *(This series to be used by all other offices who maintain these records separate from employee files)*

Alumni Lists.

Record Copy (Official) and/or Reference Copy: Lists (including reference copies) concerning university alumni from department and/or school. Includes names, addresses, phone numbers, and other related information. *(Series to be used by any office which maintains an alumni list, except for University Registrar and University Alumni Office).*

Annual Reports.

Record Copy (Official): Annual reports concerning departmental activities. *(To be used by office who prepare a self-contained annual report for their office/department/school)*

Reference: Reference copies of annual reports concerning departmental activities. *(To be used by office who have copies of departmental/school annual reports that they did not prepare entirely).*

Audit Reports.

Record Copy (Official): Reports concerning state and/or federal financial audits of schools/departments. *(University Internal Audit Department maintains the official records of all internal audit actions. This series could be used by office if they receive directly any final audit reports from any federal or state agency that does not work through University Internal Audit.)*

Reference: Reference copies concerning state and/or federal financial audits of schools/departments. *(Use this series for most copies of audit reports provided to the office from University Internal Audit Department).*

Descriptions of Standard Records Series

Budget Records.

Record Copy (Official): Records concerning budgets for departments, offices, centers or programs. Includes budget authorizations, budget reports, requests for budget changes, journal entries, and other related records. *(Financial Planning and Budgets Office maintains the official records of all budgets and is the only office that should use this records series)*

Reference: Reference copies of budgetary records. Includes budget authorizations, budget reports, requests for budget changes, journal entries, and other related records. *(This series is for use by all other office except Financial Planning and Budgets Office)*

Calendars of Events.

Record Copy (Official) and/or Reference Copy: Calendars of university, school, or department events (includes reference copies). *(For use by all offices)*

Career Planning/Placement Records [RESTRICTED ACCESS].

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning materials used to assist students in locating employment after graduation. Includes job interview forms, resumes, student profile data sheets, and other related records. *(For use by all offices which offer formal career planning and placement for their students).*

Check Registers.

Record Copy (Official): Records concerning check register reports produced from the payroll system that show, by department and in alpha order, the payments for each employee for the current cycle of pay held by the Payroll Office. Reports list payments received by employees showing their gross to net wages with applicable federal and state FICA, retirement, and voluntary deduction amounts taken out for each employee on the biweekly or monthly payroll. *(For use only by Payroll Office, Finance)*

Reference: Reference copies concerning check register reports produced from the payroll system that show, by department and in alpha order, the payments for each employee for the current cycle of pay. Reports list payments received by employees showing their gross to net wages with applicable federal and state FICA, retirement, and voluntary deduction amounts taken out for each employee on the biweekly or monthly payroll. *(For use by all other offices, except Payroll Office, Finance).*

Class Schedules

Record Copy (Official): *(For use only the Office of University Registrar or School of Medicine Registrar)*

Reference Copy: Reference copies of class schedules generated by schools/departments. *(For use by all other departments/offices, except as listed above).*

Descriptions of Standard Records Series

Committee and Council Records.

Record Copy (Official): Records concerning activities/operations of committees and councils. Includes correspondence, minutes of meetings, notifications, reports, and other related records. *(For use by the Chair or the Chair's designated office support).*

Reference: Reference copies concerning participation and/or interactions with various committees and councils. Includes correspondence, minutes of meetings, notifications, reports, and other related records. *(For use by all members of the committee, except either the chair or the designated record keeper of the committee).*

Conference and Workshop Records (Attended)

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning conferences and workshops attended by faculty or staff. Includes agendas, correspondence, handouts, programs, and other related records. *(For use by any employee who attends a conference and/or workshop)*

Conference and Workshop Records (Conducted).

Record Copy (Official): Records concerning conferences and workshops conducted by faculty or staff. Includes agendas, correspondence, critiques, handouts, programs, questionnaires, reports, reservations, training materials, and other related records. *(For use by the office organizing or managing the conference/workshop).*

Contracts, Agreements, and Leases.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning services, facilities, and equipment used by schools/departments. *(For use by all offices – please note: Office of Record: Purchasing Services maintains contracts, agreements, and leases paid by purchase orders. Office of University Counsel maintains contracts, agreements and leases signed by the Vice Chancellor for Finance and Administration. Individual school/department maintains contracts, agreements and leases fully funded and paid by foundation monies and exempt from procurement regulations.)*

Correspondence.

Record Copy (Official): Records concerning the administration of the office. Includes directives, memorandums, official office correspondence, reports, and other related records. *(Includes official office correspondence written or received dealing with weighty matters and decision making – usually produced by the chair/head and/or assistant/associate/vice chair/head and/or managers – DOES INCLUDE EMAIL!).*

Reference: Reference copies of correspondence concerning the administration of the office. Includes directives, memorandums, official office correspondence, reports, and other related records. *(Includes correspondence not produced or directly addressed to the office, such as mass emails and memorandums).*

Descriptions of Standard Records Series

Course Development Records.

Record Copy (Official): Records concerning the development of courses and curricula for schools/departments. Includes course materials, correspondence, committee minutes/reports, and other related records. *(For use by an department/office who submits the proposal for the new course or the faculty member who lead the development of a new course)*

Reference: Reference copies concerning the development of courses and curricula for school/department. Includes course materials, correspondence, committee minutes/reports, and other related records. *(For use by a department/office that reviews or is involved in the development of a new course, but that is not the lead in the development)*

Course Evaluations by Students.

Record Copy (Official) and/or Reference Copy: Course evaluations completed by students. Includes reference copies. *(For use by all offices and includes both original, official and reference copies)*

Course Listings.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) of course listings concerning courses currently offered by schools/departments. Includes course schedules, enrollment numbers and other related records. *(For use by all offices except Office of University Registrar and/or School of Medicine Registrar).*

Course Syllabi/Outlines.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning each course taught by the school/department. *(For use by all offices for all reference and record copies)*

Enrollment and Grade Reports [RESTRICTED ACCESS].

Record Copy (Official): Records concerning enrolled students and their grades earned held by the University Registrar. Includes enrollment reports, Distribution of Grades by Instructors reports, grade roll reports, graduate and professional school grade reports, grade point average reports, and all other related reports. *(For use by the Office of University Registrar only).*

Reference: Reference copies concerning enrolled students and their grades earned. Includes enrollment reports, Distribution of Grades by Instructors reports, grade roll reports, and other related reports. *(For use by all other offices on campus, except for the Office of University Registrar)*

Evaluations (Medical/Psychological) [RESTRICTED ACCESS].

Record Copy (Official): Medical and psychological evaluations of students. *(For use by Campus Health Services Only)*

Reference Copy: Medical and psychological evaluations of students (including reference copies). *(For use by all other offices, except for Campus Health Services).*

Descriptions of Standard Records Series

Examinations, Tests, Term Papers, and Homework Records

Record Copy (Official) and/or Reference Copy: Records created to measure student progress in a course. Includes final examination booklets, examination tests and scores, graded term papers, and other related records. *(For use by all offices).*

Faculty Awards and Honors Records.

Record Copy (Official): Records concerning awards and honors given to faculty members. Includes award notifications, list of recipients, recommendations, and other related records. *(For use by departments/offices that sponsor or give awards to faculty)*

Reference: Reference copies concerning awards and honors given to faculty members. Includes award notification, list of recipients, recommendations, and other related records. *(For use by office who faculty receives awards or are involved in faculty awards but is not the official sponsor or giver of the award).*

Faculty Listings.

Record Copy (Official): Lists of school/department faculty. *(For use by Chancellor, Provost and Faculty Governance).*

Reference: Reference copies of lists of school/department faculty. *(For use by all other departments/offices)*

Fire and Safety Records.

Record Copy (Official) and/or Reference Copy Records (including reference copies) concerning fire and safety inspections. Includes correspondence, inspection reports, and other related records. *(For use by all offices/departments).*

Grant and External Research Funding Records.

Record Copy (Official): Records concerning applications for research funding from external agencies. Includes proposals/applications, internal processing forms, external agency proposals, award agreements, and other related records. *(For use by Office of Sponsored Research or offices/departments which have funding through grants and contracts that do not go through Office of Sponsored Research).*

Reference: Reference copies concerning proposals/applications for research funding from external agencies. Includes proposals/applications, internal processing forms, external agency proposals, budgets, award agreements, and other related records. *(For use by all offices where the grant/contract is processed through Office of Sponsored Research).*

Descriptions of Standard Records Series

Internship/Fellowship Records [RESTRICTED ACCESS].

Record Copy (Official): Records concerning scholarships, internships, and fellowships within a school/department. Includes accounting statements, applications, correspondence, recommendations, reference copies of award notifications, descriptions of awards, eligibility criteria, guidelines, procedures, regulations, and other related records. *(For use by Office of Scholarship and Student Aid only).*

Reference Copy: Records (including reference copies) concerning scholarships, internships, and fellowships within a school/department. Includes accounting statements, applications, correspondence, recommendations, reference copies of award notifications, descriptions of awards, eligibility criteria, guidelines, procedures, regulations, and other related records. *(For use by all offices/departments, except for Office of Scholarship and Student Aid).*

Mailing Lists.

Record Copy (Official) and/or Reference Copy: Mailing lists (including reference copies). *(For use by all offices/departments).*

Maintenance Services (Facilities) Records.

Record Copy (Official): Records concerning facility maintenance services conducted for schools/departments. Includes correspondence, maintenance reports, work orders, and other related records. *(For use by Facilities Services only).*

Reference: Reference copies concerning facility maintenance services conducted for schools/departments. Includes correspondence, maintenance reports, work orders, and other related records. *(For use by all offices/department except for Facilities Services)*

New Course Proposals.

Record Copy (Official): Records concerning each proposed new course. Includes course descriptions, justifications, projected schedules, and other related records. *(For use by office/department who submits the proposal to the approving authority).*

Reference: Reference copies concerning each proposed new course. Includes course descriptions, justifications, projected schedules, and other related records. *(For use by offices who did not submit the proposal to the approving authority).*

News Media Clippings (REFERENCE).

Record Copy (Official) and/or Reference Copy: Reference copies of news media clippings concerning school/department activities, accomplishments, and/or personnel. *(All news media clippings are reference because the newspaper or magazine is the official record keeper – For use by all offices/departments)*

Descriptions of Standard Records Series

News Releases.

Record Copy (Official): News releases of University activities, accomplishments, and/or personnel held by UNC News Services.

Reference: Reference copies of news releases of University activities, accomplishments, and/or personnel.

Office of Record: UNC News Services or office releasing information.

Office Operations Records.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning the daily operation of the office. Includes transmittal slips, travel reservation data, downloaded files, and other related records. *(For use by all offices).*

Organization and Association Records.

Record Copy (Official): Records concerning various faculty, student, and professional organizations and associations within or with significant interaction with the school/department. Includes announcements, correspondence, minutes, publications, reports, and other related records. *(For use by offices who manage organizations within the University or with significant interaction with the University).*

Reference: Reference copies concerning various faculty, student, and professional organizations and associations with which school/department interacts. Includes announcements, correspondence, minutes, publications, reports, and other related records. *(For use by staff/faculty/office/departments who are members of professional or other associations/organizations).*

Parking Assignment Records.

Record Copy (Official): Records (including reference copies) concerning staff parking assignments. Includes applications and lists of staff parking assignments. *(For use by Parking Services, Dept. of Public Safety only).*

Reference Copy: Records (including reference copies) concerning staff parking assignments. Includes applications and lists of staff parking assignments. *(For use by all offices/departments, except for Parking Services, Dept. of Public Safety).*

Permanent Record of Courses.

Record Copy (Official): Permanent record of courses offered by the school/department. *(For use by Office of University Registrar only).*

Reference: Reference copies of permanent record of courses offered by the school/department. *(For use by all other offices/departments, other than Office of University Registrar).*

Descriptions of Standard Records Series

Personnel (EPA-One-Time-Payment) Records [RESTRICTED ACCESS].

Record Copy (Official) and/or Reference Copy Records (including reference copies) 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. Includes personnel action forms and other related records. *(For use by all offices/departments).*

Personnel (EPA) Records [RESTRICTED ACCESS].

Record Copy (Official): Records concerning full-time and part-time EPA employees. Includes applications for employment, personnel action forms, reference letters, and other related records. *(For use by Human Resources, Employee Records, Chancellor's Office, and Provost Office, only).*

Reference: Reference copies concerning full-time and part-time EPA employees. Includes applications for employment, Hiring Credentials Check Form, personnel action forms, reference letters, and other related records. *(For use by all other offices/departments other than those listed above).*

Personnel (SPA) Records [RESTRICTED ACCESS].

Record Copy (Official): Records concerning full-time and part-time SPA employees. Includes applications for employment, personnel action forms, reference letters, and other related records. *(For use by Human Resources, Employee Records only)*

Reference: Reference copies concerning full-time and part-time SPA employees. Includes applications for employment, personnel action forms, reference letters, and other related records. *(For use by all other offices/departments, except for Human Resources, Employee Records.)*

Personnel Activity Reports (PARS).

Record Copy (Official): Records concerning a federal requirement (OMB Circular A-21, Section J10c) that requires employees compensated from sponsored agreements periodically confirm that their salary distribution is a reasonable estimate of the work they performed during the reporting period. Includes Biweekly/Monthly Personnel Activity Control Report (PARS06) and Biweekly/Monthly Personnel Activity Report (PARS07). *(For use by Office of Sponsored Research only).*

Reference: Reference copies concerning a federal requirement (OMB Circular A-21, Section J10c) that requires employees compensated from sponsored agreements periodically confirm that their salary distribution is a reasonable estimate of the work they performed during the reporting period. Includes Biweekly/Monthly Personnel Activity Control Report (PARS06) and Biweekly/Monthly Personnel Activity Report (PARS07). *(For use by all offices/department receiving these from Office of Sponsored Research and maintain copies after returning originals to OSR).*

Photographs.

Record Copy (Official) and/or Reference Copy: Photographic prints, negatives, print indexes, and digital images of departmental activities and related subjects. *(For use by all offices who create or use photographs in publicity, publications or to document department/office activities – this series does not include patient related photographs or student "yearbook – type" photographs).*

Descriptions of Standard Records Series

Policies and Procedures.

Record Copy (Official): Records of policies and procedures written by the office concerning office administration. *(For use by offices/departments for policies and procedures they create/write).*

Reference: Reference copies of policies and procedures concerning office administration, written by other offices on campus. Includes UNC Business Manual, HR policies and other related policies and procedures. *(For use by offices/departments who receive policies and procedures from other offices to follow).*

Post Tenure Review Reports.

Record Copy (Official): Records concerning the number of individuals at each professional rank who underwent a post-tenure review in the past academic year. Note: These records do not include personnel information and are not considered confidential. *(For use by Departmental HR Offices, Dean's Offices and/or Chancellor's Office).*

Reference: Reference copies concerning the number of individuals at each professional rank who underwent a post-tenure review in the past academic year. Note: These records do not include personnel information and are not considered confidential. *(For use by offices/departments where the official record keeper is a Departmental HR Office, Dean's Office and/or Chancellor's Office.)*

Publications.

Record Copy (Official): Documents (such as reports, directories, statistical compendia, bibliographies, maps, regulations, newsletters, pamphlets, brochures, periodicals, bulletins, compilations, or registers), prepared as publications by the University or private organization, consultant, or research firm under contract with or under the supervision of the University. Note: These publications do not include administrative documents used only within the University, or documents produced for instructional purposes not for sale or publication. Retention is for final published records only. *(For use by all offices that produce publications as listed in the description – includes newsletters, brochures, but does not include books or journals published by an outside vendor, such as UNC Press or other press).*

Reference: Reference copies of articles, brochures, books, and/or newsletters. *(For use by all offices).*

Purchase Card Receipts.

Record Copy (Official): Receipts of departmental card purchases. *(For use by offices who maintain the original receipts from purchase cards).*

Reference: Reference copies of receipts of departmental card purchases. *(For use by offices who maintain photocopies of the original receipts – use Record Copy for original receipts).*

Purchase Orders.

Record Copy (Official): Records concerning purchases of supplies and equipment. *(For use by Materials Support Department, Finance, only).*

Reference: Reference copies concerning purchases of supplies and equipment. *(For use by all offices/departments, other than Finance.)*

Descriptions of Standard Records Series

Receipts.

Record Copy (Official): Records detailing amounts received by department from various sources. Includes ledgers, receipt books, and other related records. *(For use by Cashiers Office, Finance, or by offices/departments who maintain accounts outside the University FRS system).*

Reference: Reference copies detailing amounts received by department from various sources. Includes ledgers, receipt books, and other related records. *(For use by offices/departments that make deposits to Cashier's Office into University accounts).*

Reference Records.

Record Copy (Official) and/or Reference Copy: Reference copies concerning subjects of interest to the department. Includes directives and guidelines, news articles, publications, reports, and other related records. *(For use by all offices/departments – this series include Information Emails and listserv postings).*

Research Project Records.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning grant or internally funded research projects by faculty and/or departments/offices. Includes correspondence, project descriptions, final project reports/deliverables, patents or inventions, data, correspondence, and other related records. *(For use by offices/departments who complete research projects funded through Grants and Contracts – including Clinical Trials and Medical Research).*

Search Committee Records (Administrative Officials) [RESTRICTED ACCESS].

Record Copy (Official): Records concerning activities of specially-formed search committees charged with recruiting for official administrative positions. Includes applications, curricula vitae, resumes, correspondence, committee member lists, meeting notes, video and audio recordings of interviews/presentations, and other related records. *(For use by Chair of the search committee or the office responsible for the Search for Deans, Directors, Provost and Chancellor positions – usually Provost and/or Chancellor's office).*

Reference: Reference copies concerning activities of specially-formed search committees charged with recruiting for official administrative positions. Includes applications, correspondence, committee member lists, minutes of meetings, and other related records. *(For use by offices/departments where the official records of the search are kept in another office, but members of the search committee work within this office.)*

Confidentiality: Comply with applicable provisions of General Statutes of North Carolina 126-22, 126-23, 126-24, and 126-29 regarding the confidentiality of personnel records.

Descriptions of Standard Records Series

Search Committee Records (Faculty/EPA Non-Faculty) [RESTRICTED ACCESS].

Record Copy (Official): Records concerning activities of specially-formed search committees charged with recruiting faculty/EPA non-faculty. Includes applications, curricula vitae, resumes, correspondence, committee member list, meeting notes, video and audio recordings of interviews/presentations, and other related records. *(For use by the Chair or Chair's designated record keeper for the committee or by Departmental HR or HR Facilitator coordinating the search).*

Reference: Reference copies concerning activities of specially-formed search committees charged with recruiting faculty/EPA non-faculty. Includes applications, correspondence, resumes, and other related records. *(For use by search committee members or anyone else in the office/department involved or in receipt of search committee records.)*

Self Study Records.

Record Copy (Official): Records concerning departmental goals and performance studies conducted by the Chair's Office for individual departments. Includes reports of outside consultants, itineraries for review processes, correspondence, final reports of the review committee making recommendations to the Dean, and other related records. *(For use by offices/departments that create or are responsible for submitting self studies for accreditation purposes to the approving authority).*

Reference: Reference copies concerning departmental goals and performance studies conducted by the Chair's Office for individual departments. Includes reports of outside consultants, itineraries for review processes, correspondence, final reports of the review committee making recommendations to the Dean, and other related records. *(For use by the office/department who provides information for self studies to another office/department who submits with accreditation application to an approving authority).*

Special Gift Records.

Record Copy (Official): Record copies concerning special gifts to schools/departments. Includes accession logs, agreements and stipulations, correspondence, descriptions of gifts, and other related records. *(For use by office/department in receipt of the original special gift information which is maintained in their office).*

Reference: Reference copies concerning special gifts to schools/departments. Includes accession logs, agreements and stipulations, correspondence, descriptions of gifts, and other related records. *(For use by offices/departments who receive special gifts, but send the original records to another office/department, such as University Development or a Departmental/School Development office.)*

Speeches.

Record Copy (Official): Records of speeches delivered by the school/department head or other members of the department's staff.

Reference: Reference copies of speeches delivered by the school/department head or other members of the department's staff.

Descriptions of Standard Records Series

Staff/Faculty Meeting Records.

Record Copy (Official): Records concerning school/department staff and faculty meetings. Includes minutes of meetings, reports, and other related records. *(For use by offices/departments who normally create meetings minutes and agenda, and by the office/person who is assigned as the official record keeper of these records).*

Reference: Reference copies concerning school/department staff and faculty meetings. Includes minutes of meetings, reports, and other related records. *(For use by office/department staff/faculty members who are not the official record keeper for the office, but maintain some records for reference value.)*

Student Academic Records (Graduate) [RESTRICTED ACCESS].

Record Copy (Official) and/or Reference Copy: Records concerning graduate students receiving Master or PhD degrees from the department. Includes accepted application, letters of reference, statement of purpose, writing/production sample (CD or Video), and other related records. *(For use by office/departments who report/provide student information to either the Office of University Registrar and/or School of Medicine Registrar).*

Student Academic Records (Undergraduate) (REFERENCE) [RESTRICTED ACCESS].

Reference Copy: Reference copies concerning the academic performance of undergraduate students enrolled in the department. Includes correspondence, recommendations, transcripts, applications for admission, recommendations, original academic advising worksheets, graduation applications, honors and awards received, comprehensive examination results, credit by examination results, drop/add forms, pass/fail forms, placement test scores, repeat course forms, transfer equivalency records and other related records. *(For use by office/departments who report/provide student information to either the Office of University Registrar and/or School of Medicine Registrar).*

Student Activity Records [RESTRICTED ACCESS].

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning students' activities within the department. Includes correspondence, promotional literature for internships, student organization rosters, and other related records. *(For use by all offices/departments).*

Student Awards and Honors Records [RESTRICTED ACCESS].

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning departmental awards and honors given to students. Includes approval forms, recommendations, and other related records. *(For use by all offices/departments)*

Student Financial Aid (SFA) Records.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning students receiving financial assistance and/or scholarships. Includes program participation agreements, work-study program 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. *(For use by all offices/department. The Office of Scholarships and Student Aid is the Office of Record for this series).*

Descriptions of Standard Records Series

Supplies and Equipment Records.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning supplies and equipment. Includes operating manuals, inventories, warranties, accounting statements and other related records. *(For use by all offices/department.)*

Surplus Property Records.

Record Copy (Official) and/or Reference Copy: Records (including reference copies) concerning surplus property and its disposition. Includes inventories, disposal logs, and other related records. *(For use by all offices/department. Materials Support Department, Materials Management Distribution Division, Surplus Property is the office of record for this series.)*

Telephone Billing Records.

Record Copy (Official): Record copies of monthly office telephone bills. *(For use by Information Technology Services, Telecommunications Office and for telephone bills – such as cell phones – which are billed directly to and paid by the department/office.)*

Reference: Reference copies concerning monthly office telephone bills. *(For use by all offices/departments who receive telephone bills from ITS, Telecommunications Office.)*

Tenure Records [RESTRICTED ACCESS].

Record Copy (Official): Records concerning the awarding of tenure to university faculty members. Includes correspondence, recommendations, and other related records. *(For use by Departmental HR Offices, Dean's Offices and/or Chancellor's Office.)*

Reference: Reference copies concerning the awarding of tenure to university faculty members. Includes correspondence, recommendations, and other related records. *(For use by offices/departments where the official record keeper is a Departmental HR Office, Dean's Office and/or Chancellor's Office.)*

Textbook Request and Order Records.

Record Copy (Official): Records concerning requests and orders for textbooks and other reference materials. Includes orders, request forms, and other related records. *(For use by Student Stores, Textbook Department or by offices/departments who order textbooks through outside sources.)*

Reference: Reference copies concerning requests and orders for textbooks and other reference materials. Includes orders, request forms, and other related records. *(For use by offices/departments who order textbooks through Student Stores.)*

Travel Records.

Record Copy (Official) and/or Reference Copy: Records concerning travel requests and reimbursements. Includes requests and authorizations, original and copies of receipts, correspondence, and other related records. *(For use by all offices/departments.)*

Descriptions of Standard Records Series

Vendor Records.

Record Copy (Official) and/or Reference Copy: Records (includes reference copies) concerning service proposals submitted by vendors. Includes brochures, reports, correspondence, and other related records. *(For use by all offices/departments)*

Website Records.

Record Copy (Official): Records concerning the creation and maintenance of the office's presence on the World Wide Web (WWW). Includes correspondence, procedures, instructions, website designs, actual website HTML / XML files, completed Website Description and Technical Information Forms, and other related records. *(For use by offices/departments responsible for the maintenance of websites for their office/department)*