

### **Easy Questions**

1. Paper
2. Records Retention and Disposition Schedule
3. Anyone
4. Personal
5. Records Retention and Disposition Schedule
6. Wilson Library
7. Janis Holder
8. Human Resources
9. On the long side of the records storage box
10. Print
11. No
12. FERPA
13. HIPAA
14. 132
15. The Governor
16. Hundreds of years
17. University Archives & Records Service
18. Workshop by University Archives & Records Service
19. Yes
20. Because UNC is a state agency
21. FALSE
22. Registrar
23. Finance
24. Records Management Liaisons
25. Confidential Recycling or HIPAA Boxes, Shred-It Boxes
26. UARS
27. UARS

### **Medium Questions**

28. Department of Cultural Resources
29. Reference Copies

30. When our reference/administrative value ends
31. Until I no longer need the article
32. Paige Box/Standard records box
33. University Movers
34. No
35. Records Series
36. No
37. University Counsel
38. University Counsel
39. Named after the brand of box normally holding University Records
40. N.C G.S. 121 (Personnel Act)
41. Whatever format we have – electronic or paper.
42. Call/email UARS and request it returned
43. No
44. The Recman
45. FALSE
46. ONE
47. Call UARS and let them know UM is on the way
48. Salary, Position, Last Raise, Name
49. Call UARS
50. Head of the office – supervisor – boss, dean, director
51. Nothing
52. No
53. Records Retention and Disposition Schedule
54. Family Education Rights and Privacy Act
55. Efficiency, space, organized, legal protection

**Hard Questions**

56. Unknown??
57. Every year
58. Arthur Anderson/Enron
59. No

60. 0 years – destroy them now.
61. The Sent Box
62. Manuscripts Reading Room – 4th Floor, Wilson Library
63. My office –ITS only created the shelf to put our information on.
64. Post-It Note/Keep a log of use for one year then look to see if I used the records.
65. No
66. Medical School Student Records
67. Iron Mountain
68. William R. Davie – father of the University
69. microfilm
70. PDF or TIFF
71. You will know who took the file, what file is gone, and when the file was taken.
72. In order to find them again
73. You will know what you have, how they are arranged, where they are located, duplication, helps to reorganize.
74. Back-up
75. Did I include a subject line? Is spelling and grammar correct? Is it being sent to the correct e-mail address? Would this information be better said on the phone or in person? Would I care if other people read this?
76. E-mail
77. The one that you forget