

STEP TWO SCHEDULING FORM

Categories of Typical Office Records by Specific Types

Contact Person: _____ Email: _____

School: _____ Dept: _____ Division: _____

Unit/Program: _____ CB # _____ Phone: _____ Date: _____

Name of unit responsible for creating backups of your electronic data: _____

Instructions: Please indicate "yes" in the appropriate columns below if your office maintains originals or reference copies of the following records.

ACADEMIC PROGRAM RECORDS

	Standard Records Series	Record Copy (Original)	Reference Copies
OR01 RC201	Academic Committees Records		
OR03 RC203	Accreditation Records		
OR7	Applications for Admission to Program (Enrolled Students)		
OR8	Applications for Admission to Program (Students Denied Admission)		
OR09	Applications for Admission to Program (Students Accepted but did not Enroll)		
OR13 RC211-	Class Schedule Records		
OR20	Course Evaluations by Student Records		
OR21 RC217	Course Listings Records		
OR22 RC22	Course Syllabi/Outlines Records		
OR84 RC271	Course Development		
OR25 RC220	Enrollment Records		
OR29 RC223	Faculty Listings Records		
OR32 RC225	Grade Rolls and Distribution of Grades Reports (by Instructors)		
OR37 RC230	Internship and Assistantship Records		
OR40 RC233	New Course Proposals Records		
OR44 RC238	Permanent Record of Courses		

Note: *Shaded numbers are for internal use only.

Please complete and return this form to:

University Archives and Records Service, CB# 3926
 Voice: 962-6402 Fax: 962-6401
recman@unc.edu