

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.

ADMINISTRATIVE RECORDS

	Standard Records Series	Record Copy (Original)	Reference Copies
OR02 RC202	Accident Reports (Property/Equipment) Records		
OR06 RC206	Annual Reports Records		
OR11 RC208	Calendars of Events Records		
OR- RC210	Chronological Records.		
OR14 RC212	Committees and Councils Records		
OR16 RC213	Conferences and Workshops Attended Records		
OR17 RC214	Conferences and Workshops Conducted Records		
OR18 RC215	Contracts, Agreements, and Lease Records		
OR19 RC216	Correspondence Records		
OR26 RC221	Evaluations (Medical/Psychological) Records		
OR29 RC223	Faculty Listings Records		
OR31 RC224	Fire and Safety Records		
OR38 RC231	Mailing Lists Records		
OR39 RC232	Maintenance Services Records		
OR- RC234	News Media Clippings Records		
OR41 RC235	Organizations and Associations Records		
OR42 RC236	Parking Assignment Records		
OR47	Photographs Records		

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
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ADMINISTRATIVE RECORDS

	Standard Records Series	Record Copy (Original)	Reference Copies
OR49 RC242	Policies and Procedures Records		
OR50 RC243	Programs Records		
OR245 RC245	Publications Records		
RC248	Reference Records		
OR57 RC250	Reports Records		
OR59 RC252	Search Committee (For Administrative Officials, i.e. Dean) Records		
OR61 RC254	Self-Studies Records		
OR63 RC256	Speeches Records		
OR64 RC257	Staff/Faculty Meetings Records		
OR68 RC261	Supplies and Equipment Records		
OR69 RC262	Surplus Property Records		
OR72 RC264	Textbook Orders Records		
OR72 RC264	Textbook Requests Records		
OR85	Website Files		
OR39 RC232	Work Orders File		

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