

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.

BUSINESS AND FINANCIAL RECORDS

	Standard Records Series	Original Copies	Reference Copies
OR70 RC266	Accounting (State and Trust Funds) Records		
OR78 RC267	Budgets Records		
*OR79 RC268	Contracts and Grants (Awarded) Records		
OR80 RC269	Contracts and Grants Proposals (Pending) Records		
OR81 RC270	Contracts and Grants Proposals (Rejected) Records		
OR39 RC232.	Maintenance Services Records		
OR54 RC246	Purchase Orders Records		
OR55 RC247	Receipts Records		
OR61 RC254	Special Gifts Records		
OR68 RC261	Supplies and Equipment Records		
OR69 RC262	Surplus Property Records		
OR70 RC263	Telephone Billings Records		
OR74 RC265	Travel Reimbursements Records		
OR74 RC265	Travel Requests Records		
OR39 RC232.	Work Orders 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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