

STEP TWO SCHEDULING FORM
Categories of Typical Office Records by Specific Types
 University of North Carolina at Chapel Hill
 University Archives and Records Service

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.

GRANT / RESEARCH RECORDS

	Standard Records Series	Record Copy (original)	Reference Copy (duplicate)
OR79 RC268	Contracts and Grants (Awarded)		
OR80 RC269	Contracts and Grants (Proposals)		
OR81 RC271	Contracts and Grants (Rejected)		
OR58 RC251	Research Projects 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