

**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: \_\_\_\_\_

**Personnel Records**

	Standard Records Series	Original Copies	Reference Copies
OR04 RC204	Affirmative Action Records		
OR28 RC222	Faculty Awards and Honors Records		
OR30	Faculty Recruitment Records		
OR32 RC225	Instructor Grading Records		
OR46 RC240	Personnel (EPA – One Time Payments) Records		
RC45	Personnel (EPA) Records		
OR83 RC-	Personnel (SPA) Records		
OR59 RC252	Search Committee Records (for Administrative Officials, ie. Dean)		
OR60 RC253	Search Committee (for Individual Faculty)		
OR71	Tenure 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  
 Email: [recman@unc.edu](mailto:recman@unc.edu)