

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: _____

STUDENT & ALUMNI RECORDS

	Standard Records Series	Original Copies	Reference Copies
OR01 RC201	Academic Committees		
OR05 RC205	Alumni Lists		
OR07	Applications for Admission to Program (Enrolled Students) Records		
OR09	Applications for Admission to Program (Students Accepted But Did Not Enroll) Records		
OR08	Applications for Admission to Program (Students Denied Admission) Records		
OR10 RC207	Applications for Graduation Records		
OR12 RC209	Career Planning/Placement Records		
OR15	Comprehensive Examination Results Records		
OR23-	Credits by Examination Records		
OR24 RC219	Drop/Add Forms Records		
OR25 RC220	Enrollment File		
RC27	Examinations, Test, Term Papers, Homework		
OR67 RC260	Financial Aid Records (SFA)		

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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STUDENT & ALUMNI RECORDS

	Standard Records Series	Original Copies	Reference Copies
OR32 RC225	Grades Records		
OR33 RC226	Graduate Listings Records		
OR37 RC230	Internships/Assistantships Records		
OR43 RC237	Pass/Fail Forms Records		
OR48 RC241	Placement Tests Scores Listings Records		
OR66 RC259	Student Awards and Honors Records		
OR65 RC258	Student Reference Records.		
OR73-	Transfer Equivalent Records		
OR75	Veterans' Benefits Records		

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