

NEW ITEMS TO ADD TO RETENTION SCHEDULE
Unique Record Series Not Appearing in Generic Listing

UNC-CH University Archives and Records Service
 CB # 3926, 907 Wilson Library
 962-6402 recman@unc.edu

Records Management Liaison: _____ Phone: _____ CB#: _____

Department or unit: _____

Electronic files are backed up for your organizational unit by _____.

Create a new record series for records in your office that are not included in the Step Two Scheduling Forms previously reviewed. Please duplicate this form, as needed.

Title of New Records Series:	
Records Concerning:	
File Includes:	
Record Type:	<input type="radio"/> Original <input type="radio"/> Reference Copy <input type="radio"/> Mixed (originals & duplicates)
Location of Original Records:	
Title of New Records Series:	
Records Concerning:	
File Includes:	
Record Type:	<input type="radio"/> Original <input type="radio"/> Reference Copy <input type="radio"/> Mixed (originals & duplicates)
Location of Original Records:	

Please duplicate this form, as needed, in order to identify records series that need to be added to your retention schedule.
Please complete and return this form to: University Archives and Records Service, CB# 3926
 Voice: 962-6402 Fax: 962-6401
recman@unc.edu