

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

- Item 1. Academic Counseling File.** Athletics AutoText AC 01 (1/11/2006)
Reference copies of records created and/or maintained in paper and electronic formats concerning personal and academic counseling of student athletes. File includes transcripts, grades, class schedules, academic test results, correspondence, and other related records. (Comply with 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.) (Original records are maintained by Department of Athletics, Academic Support Program.)
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 5 years after separation or graduation.
- Item 2. Annual Reports File.** AutoText 6 (7/19/01)
Record copies of annual reports created and/or maintained in paper and electronic formats concerning departmental activities.
- Disposition Instructions:** Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.
- Item 3. Athletic Eligibility File.** Athletics AutoText AC 02 (1/11/2006)
Reference copies of records created and/or maintained in paper and electronic formats concerning eligibility declarations for each student athlete. File includes status of each student's academic performance reports, summaries of hours enrolled, correspondence, and other related records. (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.) (Original records are maintained by Department of Athletics, Compliance Office.)
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 5 years after separation or graduation.
- Item 4. Athletic Injury and Treatment File.** Athletics AutoText AC 03 (1/11/2006)
Reference copies of records created and/or maintained in paper and electronic formats concerning injuries to athletes and treatments used to recover from athletic related inquiries. File includes correspondence, injury reports, medical histories, logs, authorizations to release information forms, treatment consent forms, and other related records. (Student medical records maintained by an educational institution are exempt from the Health Insurance Portability and Accountability Act of 1996 (HIPAA), so Student Health Services legally is not considered a "covered entity" under (HIPAA)). (Original records are maintained by Student Health Services).
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 10 years after last professional contact of Student Health Services with patient.

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

- Item 5. Athletic Programs File.** Athletics AutoText AO 04 (1/11/2006)
Records created and/or maintained in paper and electronic formats concerning athletic teams. File includes program descriptions, proposals, reports, correspondence, and other related records.
- Disposition Instructions:** Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.
- Item 6. Athletic Scholarships File.** Athletics AutoText AC 05 (1/11/2006)
Reference copies of records created and/or maintained in paper and electronic formats concerning scholarships available to student athletes. File includes applications, recommendations, award authorizations, financial statements, correspondence, and other related records. (Comply with 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records with regard to transcripts and similar records received from other schools.) (Comply with National Collegiate Athletic Association (NCAA) bylaws; rules and regulations; or other restrictions on distribution, use, disposition, as applicable.) (Original records are maintained by Office of Scholarships and Financial Aid for audit purposes.)
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats 15 years from date of student's first enrollment if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.
- Item 7. Athletic Team Travel Itineraries File.** Athletics AutoText AC 06 (1/11/2006)
Reference copies of itineraries created and/or maintained in paper and electronic formats of travel athletic teams. (Original records are maintained by Department of Athletics, Business Office)
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats when superseded or obsolete.
- Item 8. Contracts/Agreements with the Media and Vendors.** Athletics AutoText AC 07 (1/11/2006)
Reference copies of records created and/or maintained in paper and/or electronic formats concerning contracts with media outlets for recording and broadcasting (TV and radio) sporting events and with vendors operating concessions. File includes agreements, contracts, correspondence, schedules, and other related records. (Original records are maintained by Department of Athletics, Athletic Director's Office.)
- Disposition Instructions:** Destroy in office 3 years after expiration of contracts/agreements, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

Item 9. Correspondence File. AutoText 19 (7/19/01)

Record copies of records created and/or maintained in paper and electronic formats concerning the administration of the office. File includes directives, memorandums, official office correspondence, reports, and other related records.

Disposition Instructions: Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.

Item 10. Drug Testing (Student Athletes) File. Athletics AutoText AC 08 (1/11/2006)

Reference copies of records created and/or maintained in paper and electronic formats concerning NCAA drug testing of student athletes. File includes lab reports, test results, correspondence, and other related records. (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.) (Original records are maintained by Department of Athletics, Office of Compliance.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats 6 years after date drug test was administered if no claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 11. Evaluation Forms (Officials) File. Athletics AutoText AC 09 (1-11-2006)

Reference copies of forms created and/or maintained in paper and electronic formats concerning evaluations by the head coach of game officials' performance at individual sporting events. Forms include names of officials, location of game, dates of events, evaluation scores, comments, and other related information. (Comply with National Collegiate Athletic Association (NCAA) bylaws; rules and regulations; or other restrictions on distribution, use, disposition, as applicable. (Original records are submitted to the Supervisor of officials for that sport.)

Disposition Instructions: Erase/destroy in office records in paper/electronic formats after 1 year, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 12. Grades File. (Restricted Access) AutoText 225 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning grades earned by students. File includes Distribution of Grades by Instructors Reports and final grade rolls, except for MD students. (Comply with 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.) (Record copies are maintained by the Office of University Registrar for eventual transfer to University Archives.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 5 years.

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

Item 13. Mailing List File. AutoText 38 (7/19/01)

Record copies of mailing lists created and/or maintained in paper and electronic formats.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats when superseded or obsolete.

Item 14. Photographs File AutoText 47 (Revised 4-8-2002)

Photographic prints, negatives, and digital images of department-related subjects. File includes print index.

Disposition Instructions: Transfer paper records to the custody of the University Archives after 5 years for appraisal and final disposition. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.

Item 15. Play Books File. Athletics AutoText AO 10 (1-11-2006) **(RESTRICTED ACCESS)**

Play books created and/or maintained in paper and electronic formats concerning strategies, practice times, game plans, and results of each game. (Comply with intellectual property access restrictions available to faculty.)

Disposition Instructions: Transfer paper records to the custody of the University Archives after administrative value ends. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.

Item 16. Player Recruitment File. Athletics AutoText AO 11 (1/11/2006)

Records created and/or maintained in paper and/or electronic formats concerning the recruitment of student athletes. (Comply with National Collegiate Athletic Association (NCAA) bylaws; rules and regulations; or other restrictions on distribution, use, disposition, as applicable.) (Comply with applicable provisions of 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.)

Disposition Instructions: Transfer paper records to the custody of the University Archives after 5 years or after end of athletic eligibility, whichever occurs later. Erase in office electronic records when administrative value ends and after records have been printed and filed into the office's filing system for eventual transfer to the University Archives.

Item 17. Practice Schedules File. Athletics AutoText AO 12 (1/11/2006)

Schedules created and/or maintained in paper and electronic formats that are used to monitor practice routines of student athletes. Schedules include: times spent practicing, times for team meetings, duration of conditioning session, and other related information.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 5 years.

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

Item 18. Purchase Orders File. AutoText 246 (7/19/01)

Reference copies of purchase orders created and/or maintained in paper and electronic formats concerning purchases for supplies and equipment. (Record copies are maintained by the Controller's Office (Accounts Payable) and the Materials Support Department for audit purposes.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.

Item 19. Receipts File. Athletics AutoText AC 13 (1/11/2006)

Reference copies of records created and/or maintained in paper and/or electronic formats concerning revenue generated from sporting events. File includes receipts from ticket sales, advertising costs, sponsorships, gate receipts, and other related records. (Original records are maintained by Department of Athletics, Ticket Office for audit purposes.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.

Item 20. Reporting Requirements (NCAA) File. Athletics AutoText AC 14 (1/11/2006)

Reference copies of records created and/or maintained in paper and electronic formats concerning reporting requirements of individual games and competitions to the NCAA for revenue and non-revenue producing sports. File includes forms and reports that list the names of sports, names of opponents, dates and locations of events, final scores, playing time of each player, and other related information. (Comply with National Collegiate Athletic Association (NCAA) bylaws.) (Original records are maintained by Department of Athletics, Office of Compliance.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats after 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 21. Season Tickets Scheduling File. Athletics AutoText AC 15 (1/11/2006)

Reference copies of records created and/or maintained in paper and electronic formats concerning scheduling of Department of Athletics sporting events. File includes correspondence, schedules, seating charts, and other related records. (Original records are maintained by Department of Athletics, Sports Marketing Office.)

Disposition Instructions: Erase/destroy in office when superseded or obsolete.

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

- Item 22. Sports Information (Reference) File.** Athletics AutoText AC 16 (1/11/2006)
Reference copies of records created and/or maintained in paper and electronic formats concerning planning, marketing of teams sports and other related departmental sporting events and/or activities by the department. File includes correspondence, game schedules, promotional literature, media guides, press releases, and other related records. (Original records are maintained by Department of Athletics, Athletic Communications Office.)
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats when administrative value ends.
- Item 23. Sports Merchandising File.** Athletics AutoText AC 17 (1/11/2006)
Reference copies of records created and/or maintained in paper and electronic formats concerning the sale of NCAA or NAIA licensed merchandise at sporting events. File includes sales reports, survey responses concerning merchandising, and other related records. (Comply with National Collegiate Athletic Association (NCAA) bylaws; rules and regulations; or other restrictions on distribution, use, disposition, as applicable.) Original records are maintained by Department of Athletics, Business Office.)
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats after 4 years.
- Item 24. Supplies and Equipment File.** AutoText 68 (7/19/01)
Record copies of records created and/or maintained in paper and electronic formats concerning supplies and equipment. File includes operating manuals, inventories, warranties, accounting statements and other related records.
- Disposition Instructions:** Transfer operating manuals to Materials Support Department, Materials Management and Distribution Division, Surplus Property Office when equipment is surplus. Destroy in office warranties and inventories when superseded or obsolete. Erase/destroy in office remaining records in paper and electronic formats after equipment is surplus and after released from all audits.
- Item 25. Ticket Sales.** Athletics AutoText AC 18 (1/11/2006)
Reference copies of records created and/or maintained in paper and electronic formats concerning tickets sales of sporting events. File includes check requests, invoices, reports, and other related records. (Original records are maintained by Department of Athletics, Ticket Office.)
- Disposition Instructions:** Erase/destroy in office records in paper and/or electronic formats after 2 closed fiscal years and when released from all audits.
- Item 26. Travel File.** See the travel amendment on page 8.

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

- Item 27. Videos and Films File.** Athletics AutoText AC 19 (1/11/2006)
Reference copies of videos and films produced solely by the Department of Athletics of university sporting events, interviews, and other related activities. (Comply with copyright, National Collegiate Athletic Association (NCAA) bylaws; rules and regulations; or other restrictions on distribution, use, disposition, as applicable.)

Disposition Instructions: Destroy in office when administrative value ends.

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

WOMEN'S TENNIS

(File maintenance and back up procedures conducted routinely by the Department of Athletics, Information Technology Office.)

RECORDS RETENTION AND DISPOSITION SCHEDULE University of North Carolina at Chapel Hill Department of Athletics Women's Tennis

Amendment
9/23/2008

The following records series from this office's previously approved Records Retention and Disposition Schedule is amended as listed below and approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the above agency do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The North Carolina Department of Cultural Resources consents to the destruction or other disposition instructions specified in the schedule previously approved and amended below. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. The agency agrees to destroy, transfer or dispose of records in the manner and at the time specified herein.

26. Travel Records. DCR Approved 8/19/2008

Records concerning travel requests and reimbursements. Includes requests and authorizations, original and copies of receipts, correspondence, and other related records.

Disposition Instructions:

- a. Destroy in office original receipts after 5 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.
- b. Destroy in office all other records and reference copies of receipts after 2 closed fiscal years.

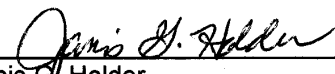
APPROVALS

For Department of Athletics Women's Tennis


Delaine Marbry
Records Management Liaison


Brian Kalbas
Head Women's Tennis Coach

For University Archives and Records Management Services


Janis G. Holder
University Archivist

Approval date of original Schedule: 3/7/2006
Approval date of this amended Schedule: 10/9/08
Schedule # 9855-1097