

RECORDS RETENTION AND DISPOSITION SCHEDULE

University of North Carolina at Chapel Hill Department of Athletics

MEN'S / WOMEN'S SOCCER AND VOLLEYBALL

(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. Accident Reports (Property/Equipment) File.** AutoText 202 (7/19/01)
Reference copies of accident reports created and/or maintained in paper and electronic formats concerning accidents involving departmental property and/or equipment. (Record copy maintained by the Materials Support Department, Insurance and Risk Management.)
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats after 5 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 3. Accounting and Finance (Payable/Receivable) File.** Athletics AutoText AC 20 (1/11/2006)
Reference copies of records created and/or maintained in paper and/or electronic formats concerning accounts payable, accounts receivable, and general accounting of the department/unit. File includes purchase requisitions, purchase orders, invoices, financial statements, and other related records. (Official copies are maintained by Department of Athletics, Business Office.)
- Disposition Instruction:** Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.
- Item 4. Alumni Lists File.** AutoText 205 (7/19/01)
Reference copies of lists created and/or maintained in paper and electronic formats concerning university alumni from department and/or school. List includes names, addresses, phone numbers, and other related information.
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats when superseded or obsolete.

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Item 5. Annual Reports File. AutoText 206 (7/19/01)

Reference copies of annual reports created and/or maintained in paper and electronic formats concerning departmental activities.

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

Item 6. 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 7. 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.

Item 8. 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.

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- Item 9. 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 10. 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 11. Budgets File.** AutoText 267 (4-8-2002)
Reference copies of budgetary records created and/or maintained in paper and electronic formats. File includes budget authorizations, budget reports, requests for budget changes, journal entries, and other related records. (Record copies are maintained in the Finance Division (Financial Planning and Budgets) and Accounting Services (Administrative Office Building, Airport Road) for audit purposes).
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats after 2 closed fiscal years.
- Item 12. Calendar of Events File.** AutoText 208 (7/19/01)
Calendars/reference copies of calendars created and/or maintained in paper and electronic formats of university events.
- Disposition Instructions:** Erase/destroy in office records in paper and electronic formats when superseded or obsolete.

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Item 13. 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.

Item 14. 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 15. 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.

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Item 16. 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 17. Evaluations (Medical/Psychological) File. (RESTRICTED ACCESS) AutoText 221 (7/19/01)

Reference copies of medical and psychological evaluations of students created and/or maintained in paper and electronic formats. (Record copies are maintained by Student Health Services.) (Comply with 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974) regarding confidentiality of student records.)

Disposition Instructions: Erase/destroy in office records in paper and electronic formats 5 years after graduation or termination of enrollment.

Item 18. 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 19. News Media Clippings File. AutoText 234 (7/19/01)

Reference copies of news media clippings created and/or maintained in paper and electronic formats concerning school/department activities, accomplishments, and/or personnel.

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

Item 20. 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.

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- Item 21. 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 22. Policies and Procedures File.** AutoText 242 (7/19/01)
Reference copies of policies and procedures created and/or maintained in paper and electronic formats concerning office administration.

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

- Item 23. 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.

- Item 24. 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 25. 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.

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Item 26. 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 27. 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.

Item 28. Special Gifts File. AutoText 255 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning special gifts to school/department. File includes accession logs, agreements and stipulations, correspondence, descriptions of gifts, and other related records.

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

Item 29. Speeches File. AutoText 63 (7/19/01)

Record copies of speeches created and/or maintained in paper and electronic formats delivered by the school/department head or other members of the department's administrative staff.

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.

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Item 30. 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 31. 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 32. 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 33. Travel Records. See travel amendment on page 9.

Item 34. Videos and Films File. Athletics AutoText AO 19 (1/11/2006)

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: Transfer videos and films with no access/distribution restrictions to the custody of University Archives when administrative value ends for appraisal and final disposition. Destroy in office remaining videos and films when administrative value ends.

RECORDS RETENTION AND DISPOSITION SCHEDULE
University of North Carolina at Chapel Hill
Department of Athletics
Men's and Women's Soccer and Volleyball

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.

33. 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

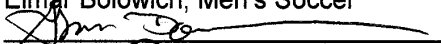
For Department of Athletics Men's and Women's Soccer and Volleyball



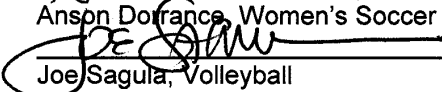
Delaine Marbry
Records Management Liaison



Elmar Bolowich, Men's Soccer

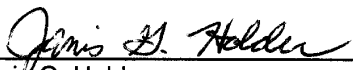


Anson Dorrance, Women's Soccer



Joe Sagula, Volleyball

For University Archives and Records Management Services



Janis G. Holder
University Archivist

Approval date of original Schedule: 2/16/2006
Approval date of this amended Schedule: 10/7/08
Schedule # 9890-0498