



UNC System Records Retention & Disposition Schedule

The UNC Records Retention policy, known as the University General Schedule, is a tool for the staff and faculty of the institutions in the University of North Carolina (UNC) System to use when managing the records in their offices. It lists records commonly found in University offices and indicates when (and if) those records should be destroyed. The University Archivist ([University Archives & Digital Collections](#)) is authorized to retain any record deemed to have historical value.

Certain records possess only brief administrative, fiscal, legal, research, and reference value. These records may be destroyed when "reference value ends." Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or proceedings. Records, including electronic records, not listed in this schedule are not authorized to be destroyed.

According to G.S. § 132-1(a): "Public record" means all documents, letters, books, photographs, films, sound recordings, artifacts, or other documentary material, regardless of physical form or characteristics, **made or received in connection with the transaction of public business of Winston-Salem State University.** This includes electronically-created or electronically-stored information as well. To assist in the definition of what is a public record, take this example. A calendar entry reflective of personal activities is **not** a public record, whereas a calendar entry reflective a departmental meeting is a public record. It is the subject and purpose of the record, rather than its location on a public or private medium, that governs its characterization as a public record.

The Office of Legal Affairs has identified 10 series that are the most common university records. For further understanding or interest in a specific series type, please visit the links provided below.

[UNC Records Retention & Disposition Schedule](#)

[700.2 - Record Retention, Disposition and Security](#)

Series #	Record Series Title and Description	Disposition Instructions
1.1	<p>ACCREDITATION RECORDS</p> <p>Records documenting the accreditation process for the University and/or its programs, departments, schools, and colleges by the Southern Association of Colleges and Schools (SACS) or other accreditation bodies. Includes reports, questionnaires, guides, correspondence, and other related records.</p>	<ul style="list-style-type: none"> • Transfer 1 copy of final report to University • Archives for appraisal and final disposition. • Destroy in office remaining records when reference value ends.
1.34	<p>REPORTS</p> <p>Records documenting formal University responses to situations or requests, including internal, external, and mandatory requests.</p>	<ul style="list-style-type: none"> • Transfer 1 copy of annual or biennial reports to University Archives for appraisal and final disposition. • Destroy in office monthly, bimonthly, quarterly, or semi-annual reports after 3 years. • Destroy in office daily or periodic reports concerning workload measurements, time studies, productivity, services rendered, or other similar records after 1 year. • Destroy in office drafts and other work product upon completion of final report.
5.14	<p>MEMBERSHIP FEES</p> <p>Records documenting the participation of University students, faculty, staff, alumni, or other constituents in campus organizations that require fees.</p>	<p>Destroy in office when superseded or obsolete.</p>
5.6	<p>BUDGET RECORDS</p> <p>Records the creation and execution of University budgets. Includes requests, forms, worksheets, resolutions, revisions, cost accounting reports, monthly budget reports, reversions and continuations, correspondence, and other related records. Also includes the official budget report.</p>	<ul style="list-style-type: none"> • Transfer annually 1 copy of official budget report to University Archives. • Destroy in office remaining records after 3 closed fiscal years.
8.1	<p>AGREEMENTS, CONTRACTS, AND LEASES</p> <p>Records negotiated with consultants, vendors, and other parties to provide goods and services to the University and to establish other obligations.</p>	<ul style="list-style-type: none"> • Destroy in office sealed agreements 10 years after expiration of all rights and obligations. • Destroy in office agreements regarding capital improvements 6 years after expiration of all rights and obligations. • Destroy in office all remaining records 3 years after expiration of all rights and obligations.

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10.1	<p>ADMINISTRATIVE INVESTIGATIONS</p> <p>Records related to investigations of conduct problems among agency personnel. Includes complaints, investigation reports, disciplinary actions, and other related records.</p>	<ul style="list-style-type: none"> • Destroy in office complaints lodged against personnel that are resolved without an internal investigation 3 years after resolution. • Destroy in office complaints lodged against personnel that are exonerated 5 years after final disposition.* • Destroy in office complaints lodged against personnel that are settled out-of-court 5 years after final disposition or expiration of relevant statute of limitations. • Transfer internal affairs case records to individual Personnel File when complete.
10.36	<p>PERSONNEL FILE</p> <p>Records documenting events in permanent and temporary individual's employment history that have long-term consequences for the employee and the University. Includes disciplinary actions, personnel action requests, salary changes, and other related records.</p>	<p>Destroy in office 30 years after separation.</p>
10.39	<p>POSITION MANAGEMENT RECORDS</p> <p>Records documenting the management of employee positions allocated to the University. Includes abolished positions, position classifications, position control records, position descriptions, position evaluations (used to evaluate the primary purpose of a position), and position histories.</p>	<ul style="list-style-type: none"> • Destroy in office records concerning positions that have been abolished after 1 year. • Destroy in office position control records and position descriptions when superseded or obsolete. • Destroy in office position evaluations after 1 year. • Retain in office permanently classification records and complete histories of salaried positions within the University.
10.43	<p>SEARCH COMMITTEE RECORDS</p> <p>Includes resumes, applications, forms, interview notes, policies, reports, charges, rosters, minutes, ballots, correspondence, and other related records.</p>	<ul style="list-style-type: none"> • Transfer application materials of successful candidates to individual Personnel File immediately after official offer of employment is accepted. • Destroy in office application materials of unsuccessful candidates and all remaining records 3 years after the position is filled.
10.46	<p>STUDENT ASSISTANTS/WORK-STUDY STUDENTS</p> <p>Includes evaluations, job descriptions, and correspondence.</p>	<p>Destroy in office 3 years after student terminates employment.</p>