

RECORDS RETENTION AND DISPOSITION SCHEDULE

**The University of North Carolina at Chapel Hill
Associate Vice Chancellor of Facilities Planning and Construction
Division of Facilities Planning and Construction
Engineering Information Services**

PLAN ROOM and ARCHIVES UNIT

Item 1. As-Built or As-Existing Conditions File.

Records created and/or maintained in paper and electronic formats concerning the design or conditions of university lands and buildings. File includes correspondence; construction plans and specifications; as-built plans; final project reports; maps; surveys; and other related records describing as-existing or as-built conditions of university properties.

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

Item 2. Change of Designs Planning File.

Records created and/or maintained in paper and electronic formats concerning plans for changing the designs of the university's buildings and land use. File includes correspondence; construction plans and specifications; maps; surveys; and other related records.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats when superseded or obsolete.

Item 3. Chronological File. AutoText 210 (7/19/01)

Reference copies of outgoing correspondence, directives, and other related records. (File is arranged chronologically.)

Disposition Instructions: Destroy in office when administrative value ends.

Item 4. 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.

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Item 6. Photographs File.

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

Disposition Instructions: Transfer to the custody of the University Archives when administrative value ends for appraisal and final disposition.

Item 7. Reference File. AutoText 248 (7/19/01)

Reference copies of records created and/or maintained in paper and electronic formats concerning subjects of interest to the department. File includes directives and guidelines, news articles, publications, reports, and other related records.

Disposition Instructions: Erase/destroy in office records in paper and electronic formats when administrative value ends.

Item 8. Reports File. AutoText 250 (7/19/01)

Reference copies of reports created and/or maintained in paper and electronic formats concerning office programs.

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

Item 9. Space Management and Catalog Materials File.

Records created and/or maintained in paper and electronic formats concerning the utilization and tracking of space used within University owned and/or leased buildings. File includes correspondence describing buildings and materials stored in buildings, inventories of assigned rooms, space usage specifications, and other related records.

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.