

September 11, 2017

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Eileen Goldgeier *Eileen Goldgeier*
Vice Chancellor and General Counsel

RE: University Records Retention and Disposition Schedule

Effective September 1, 2017, the Department of Natural and Cultural Resources (DNCR) has approved an updated version of the University Records Retention and Disposition Schedule ("the Schedule"). The Schedule has been tailored to the specific needs of NC State units and supersedes all previous records retention and disposition schedules, including the University of North Carolina - General Records Retention and Disposition Schedule (June 2003) and those that have been created for individual campus units. Records, regardless of medium, can only be disposed of or destroyed in accordance with the Schedule. For unique records not listed in the Schedule, permission must be granted by DNCR, the University's Records Officer or the University Archivist.

The Office of General Counsel and University Archivist would like to thank the over 80 campus custodians of records who assisted in the review and revisions to the Schedule. Having a useable and common sense approach to records retention and disposition enhances the university's compliance efforts. The Schedule has condensed many retention periods, as well as created a uniform approach to the retention of records that relate to the same subject matter.

For access to the Schedule and additional information please visit:

<https://www.lib.ncsu.edu/scrc/retention-disposition-schedules-ncsu>

Please contact the University Records Officer (aadix@ncsu.edu or 919-515-1690) or University Archivist (tikosmer@ncsu.edu or 919-513-3673) if you have any questions.

An informational session to review or learn what constitutes a public record and the details of the Schedule is being planned. More details on location and date/time will be forthcoming. If you would like to have a records workshop brought to your college or division, please contact Aubry Dix, University Records Officer.

Cc: Chancellor's Cabinet