



Office of General Counsel

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MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Allison Newhart, Vice Chancellor and General Counsel
Todd Kosmerick, Interim Associate Head, Special Collections Research and
University Archivist

SUBJECT: University Records Retention Schedule

DATE: June 2, 2021

The North Carolina Department of Natural and Cultural Resources (NCDNCR) has directed all schools in the UNC System to follow the guidelines of the [2021 University of North Carolina System Records Retention and Disposition Schedule](#) ("UNC System Schedule") to manage the institution's public records.

All University divisions, departments, and units must now follow the UNC System Schedule to control and manage their disposition of records. NC State employees may use the [2017 NC State University Campus-Specific Records Retention and Disposition Schedule](#) ("NC State Schedule") only if the UNC System Schedule does not contain a provision for a specific type of record.

The NCDNCR is revising the UNC System Schedule and plans to release an updated version in 2022. In addition, REG 01.25.12, University Record Retention and Disposition Regulation, will be updated to reflect these changes.

For additional information please contact the University Archivist, Todd Kosmerick, at 919-513-3673 or tikosmer@ncsu.edu or the University Records Officer, Lynda Mottershead, at 919-515-2002 or lmotter@ncsu.edu.