

## REQUEST FOR APPROVAL OF UNIT SPECIFIC SCHEDULE/ADDENDA

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Purpose: This form should be used to request that specific types of records that are not covered in the University General Schedule be approved as Unit Specific Addenda to the University General Schedule for retention and disposition purposes.

Instructions: Complete the following information and submit to the University Archivist, 118 James E. Shepard Memorial Library or fax to (919) 530-7958.

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Name of College and Department/Unit: \_\_\_\_\_

Unit Record Administrator: \_\_\_\_\_

Series Title: \_\_\_\_\_

Series Description: (provide a detailed description of the record) \_\_\_\_\_

Items: (include a listing of the type of items found within this record) \_\_\_\_\_

Disposition Instructions: (provide instructions for the transfer or destruction of original document and reference copies after a covered retention period, as applicable; see University General Schedule and Instructions) \_\_\_\_\_ to \_\_\_\_\_

Approved By:

\_\_\_\_\_  
University Archivist

\_\_\_\_\_  
Date