**Request for Change in College/University Records Schedule**

Use this form to request a change in the college/university records retention and disposition schedule. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and university officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

**College/UNIVERSITY INFORMATION**

|  |  |
| --- | --- |
|  | Requestor name |
|  |  |
|  | Department/Office/Unit |
|  |  |
|  | Phone and email |
|  |  |
|  | Mailing Address |

**CHANGE REQUESTED**

Specify edition of records retention schedule being used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Add a new item

[ ]  Delete an existing item Standard Number \_\_\_\_ Page \_\_\_\_ Item Number \_\_\_\_

[ ]  Change a retention period Standard Number \_\_\_\_ Page \_\_\_\_ Item Number \_\_\_\_

Title of Records Series in Schedule or Proposed Title:

Proposed Retention Period:

Description of Records:

Justification for Change:

|  |  |  |  |
| --- | --- | --- | --- |
| Requested by: |  |   |   |
| Signature | Title | Date |
| Approved by: |  |  |   |
| Signature | Requestor’s Supervisor  | Date |

**Division of Archives and Records — Government Records Section**

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| --- | --- | --- |
|  | http://archives.ncdcr.gov |  |
| MAILING ADDRESS: | Telephone (919) 814-6900 | LOCATION: |
| 4615 Mail Service Center | Facsimile (919) 715-3627 | 215 N. Blount Street |
| Raleigh, N.C. 27699-4615 | State Courier 51-81-20 | Raleigh, N.C. 27601-2823 |