

UNC System General Schedule Crosswalk

April 2007 Series #	Series Title	Januar y 2018 Series #	Series Title
GU1	Accident Reports	11.1	Accident Reports
GU2	Accreditation	1.1	Accreditation Records
GU3	Activities and Events	1.2	Activities and Events Records
GU4	Administrative	1.3	Administrative Records
GU5	Administrative Reference	1.33	Reference File
GU6	Agreements, Contracts, and Leases	8.1	Agreements, Contracts, and Leases
GU7	Americans with Disabilities Act (ADA) Compliance	1.31	Reasonable Accommodations Records
GU8	Annual Reports	1.34	Reports
GU09	Audit Reports	1.5	Audit Records
GU10	Awards and Honors	1.6	Awards and Honors Records
GU11	Biographical	10.9	Biographical File
GU12	Board of Trustees	1.20	Governing and Advisory Board Records
GU13	Building Use	4.5	Building Use
GU14	Calendar of Events	1.7	Calendars
GU15	Committees, Councils, Task Forces	1.9	Committee, Council, and Task Force Records
GU16	Complaints	1.10	Complaints
GU17	Conferences, Training Programs and Workshops – Attended	10.48	Training Records
GU18	Conferences, Training Programs and Workshops – Conducted	1.11	Conferences, Training Programs, Lectures, and Workshops
GU19	Copyright Records	8.2	Copyright, Patent, and Trademark Records
GU20	Emergency Management	1.14 1.15	Disaster and Emergency Management Plans Disaster and Emergency Recovery Records
GU21	Energy Conservation	4.9	Energy Conservation
GU22	Equipment Maintenance and Repair	4.13	Maintenance, Repair, and Inspection
GU23	Facility Security	4.2 11.5	Blueprints, Plans, and Drawings Building and Ground Security
GU24	Faculty Governance	1.18	Faculty Governance Records
GU25	Films / Videotapes	1.28	Publicity Recordings
GU26	Grants, Awarded	6.4	Grant Records
GU27	Grants, Proposals	6.4	Grant Records
GU28	Historical Memorabilia	1.22	Historical Memorabilia
GU29	Internships / Assistantships / Fellowships	10.5	Apprentice, Intern, and Volunteer Records
GU30	Mailing Lists	1.13	Contact Lists
GU31	News Releases and Public Relations	1.30	Public Relations Records
GU32	Patent Records	8.2	Copyright, Patent, and Trademark Records

GU33	Planning	1.40	Strategic Plans
GU34	Self Study	1.36	Self-Study Records
GU35	Speeches	1.38	Speeches, Statements, and Addresses
GU36	Staff Organizations	1.39	Staff and Faculty Meeting Records
GU37	Student Surveys	1.43	Surveys
GU38	Supplies and Equipment	1.41	Supplies and Equipment
GU39	Surplus Property	1.42	Surplus Property
GU40	Trademark Records	8.2	Copyright, Patent, and Trademark Records
GU41	Travel Requests and Reimbursements	1.45 5.23	Travel Requests Travel Reimbursements
GU42	University Code	1.46	University Code
GU43	Vehicle Titles	8.14	Vehicle Titles and Registration
GU44	Vehicle Operations and Maintenance	1.47	Vehicle Operations and Maintenance
GU45	Vendors Information	1.33	Reference File
GU46	Visitor Registration Logs	1.8	Campus Access Records
GU47	Work Orders	4.18	Work Orders
GU48	Work Schedules	10.52	Work Schedules
GU49	Workers' Compensation	10.51	Workers' Compensation Program Administration
GU50	Blueprints, Plans and Drawings	4.2	Blueprints, Plans, and Drawings
GU51	Building Maintenance, Housekeeping	4.1	Maintenance, Repair, and Inspection ³
GU52	Capital Improvement Proposals	4.6	Capital Improvements Proposals
GU53	Capital Improvements	4.7	Capital Improvements Records
GU54	Insurance	8.4	Insurance Records
GU55	Non-Capital Improvements	4.14	Non-Capital Improvements
GU56	1099 File	5.20	Tax Forms
GU57	Accounts Payable	5.1	Accounts Payable
GU58	Accounts Receivable	5.2	Accounts Receivable
GU59	Accounts Uncollectible	5.3	Accounts Uncollectible
GU60	Annual Financial Statement Report	1.34	Reports
GU61	Bank Statements	5.17	Reconciliations
GU62	Bidder's Applications	5.4	Bids and Proposals
GU63	Bids	5.4	Bids and Proposals
GU64	Bond Book	5.5	Bond Records
GU65	Bonds and Other Borrowing	5.5	Bond Records
GU66	Budget	5.6	Budget Records
GU67	Cancelled Checks	5.17	Reconciliations
GU68	Capital Improvements Accounting	5.7	Capital Improvements Accounting Records
GU69	Cash Receipts	5.17	Reconciliations
GU70	Cost Accounting Reports	5.6	Budget Records
GU71	Credit Card Use	5.17	Reconciliations
GU72	Deposits	5.17	Reconciliations
GU73	Direct Deposit Forms	5.9	Electronic Funds Transfers
GU74	Disbursing Accounts Statements	5.17	Reconciliations
GU75	Escheats Statements	5.10	Escheats

GU76	Financial Records System (database)	5,11	Financial Records System
GU77	Fixed Assets	4.12	Inventories
GU78	Funding Increments	10.36	Personnel File
GU79	Insurance Deductions	10.14	Deduction Registers
GU80	Invoices	5.1	Accounts Payable
GU81	Lapsed Salaries	10.29	Lapsed Salaries
GU82	Loans	5.13 15.6	Loan Records Loan Administration Records
GU83	Mail Transmittal Slips	pp.iv-v	Transitory Records
GU84	Monthly Budget Reports	5.6	Budget Records
GU85	Payroll	10.34	Payroll
GU86	Payroll Deductions	10.14	Deduction Registers
GU87	Purchase Orders	5.16	Purchase Orders and Vouchers
GU88	Reconciliation Reports	5.17	Reconciliations
GU89	Requisitions	5.18	Requisitions
GU90	Requisitions for Transfer of Funds	5.6	Budget Records
GU91	Retirement Reductions	10.14	Deduction Registers
GU92	Returned Checks	5.3	Accounts Uncollectable
GU93	Reversion and Continuation of Agency Funds	5.6	Budget Records
GU94	Sales Tax	5.21	Tax Returns
GU95	Social Security Deductions	10.14	Deduction Registers
GU96	Student Accounts	5.19	Student Accounts
GU97	Tax Forms	10.14	Deduction Registers
GU98	Telephone Billings	5.1	Accounts Payable
GU99	Travel Reimbursements	5.23	Travel Reimbursements
GU100	Utility Bills and Logs	5.1	Accounts Payable
GU101	Vouchers	5.16	Purchase Orders and Vouchers
GU102	WH-1, WH-3 Forms	5.21	Tax Returns
GU103	Annual Giving	3.3	Annual Giving Fund Records
GU104	Capital Campaign	3.4	Capital Campaign Records
GU105	Custodian Investment Reports	3.8	Investment Management Records
GU106	Donors and Prospects	3.11	Prospects Records
GU107	Endowment Agreements	3.5	Endowment, Foundation, and Trust Agreements
GU108	Gifts-in-Kind Reports	3.7	Gifts-in-Kind Records
GU109	Individual Fund Balances	3.8	Investment Management Records
GU110	Investment Management Reports	3.8	Investment Management Records
GU111	Legal and Administrative	3.5	Endowment, Foundation, and Trust Agreements
GU112	Life Income Agreements	3.9	Life Income Agreements
GU113	Major and Planned Gifts	3.10	Major and Planned Gifts
GU114	Property / Real Estate	8.9	Property/Real Estate Records
GU115	Scholarship / Awards	3.12	Scholarships and Awards
GU116	Tax Return	5.21	Tax Returns
GU117	Trust, Endowments and Annuities Funds	3.5	Endowment, Foundation, and Trust Agreements

		3.8	Investment Management Records
GU118	Access, Security Policies and Security Documentation	7.7	Electronic Records Policies and Procedures
GU119	Computer Security Incident	7.2	Computer and Network Security Incident Records
GU120	Computer System Review	7.11	Network and System Security Records
GU121	Computer Usage	7.3	Computer and Network Usage Records
GU122	Disaster Preparedness and Recovery Planning	7.6	Disaster Preparedness and Recovery Plans
GU123	Internet Service Logs (External)	7.10	Internet Service Logs
GU124	Network Usage (Internal)	7.3	Computer and Network Usage Records
GU125	System Backup	7.17	System Maintenance Records: Records Backups
GU126	System Users Access Records	7.14	System Access Records
GU127	Audit Trail	7.14	System Access Records
GU128	Automated Off-Line Storage System	7.17	System Maintenance Records: Records Backups
GU129	Destruction of Files Reports	1.32	Records Management Materials
GU130	Off-Line Storage Control Records	7.17	System Maintenance Records: Records Backups
GU131	Operating System and Hardware Conversion Planning	7.16	System Maintenance Records: Hardware Repair or Services
GU132	Summary Usage Reports	7.3	Computer and Network Usage Records
GU133	Data / Database Dictionary	7.4	Data Documentation Records
GU134	Indexes / Tracking Systems	1.32	Records Management Materials
GU135	System Validation	7.18	System Validation Records
GU136	Application Development Project	7.13	Project Documentation
GU137	Application System Operations	7.15	System Documentation Records
GU138	Metadata Documentation	7.15	System Documentation Records
GU139	Quality Assurance	7.13	Project Documentation
GU140	Source Code	7.15	System Documentation Records
GU141	Technical Program Documentation.	7.19	Technical Program Documentation
GU142	Network Implementation Project	7.12	Network Diagrams
GU143	Network / Circuit Installation and Service	7.9	Information Technology Assistance Records
GU144	Network Circuit Inventories	7.16	System Maintenance Records: Hardware Repair or Services
GU145	Network / Site Equipment Support	7.9	Information Technology Assistance Records
GU146	Help Desk Logs and Reports	7.9	Information Technology Assistance Records
GU147	Site / Equipment and Software Support	7.9	Information Technology Assistance Records
GU147	Accession Records (Integrated Library System "ILS")	6.1	Accession Records
GU149	Acquisitions (ILS)	6.2	Acquisition Records
GU150	Approval Plan (ILS)	9.3	Approval Plan Records
GU151	Binding Invoices	5.1	Accounts Payable
GU152	Binding Patterns	9.4	Binding Patterns

GU153	Book, Microfilm and Periodical Invoices (ILS)	5.1	Accounts Payable
GU154	Cancelled Periodicals (ILS)	6.2	Acquisition Records
GU155	Carrel Assignments	4.5	Building Use
GU156	Check-in for Government Documents	6.2	Acquisition Records
GU157	Check-in for Periodicals and Microfilm Copies (ILS)	6.2	Acquisition Records
GU158	Discontinued Periodicals (ILS)	6.2	Acquisition Records
GU159	Federal Depository Account	5.17	Reconciliations
GU160	Integrated Library System (ILS) (Electronic)	9.9	Integrated Library System (ILS) Records
GU161	Interlibrary Loan System	9.9	Integrated Library System (ILS) Records
GU162	Library Donor	9.7	Donor Records
GU163	License Agreements	8.6	Licenses and Permissions
GU164	Mail Services	1.44	Tracking Materials
GU165	Microforms Shelf List (ILS)	9.9	Integrated Library System (ILS) Records
GU166	OCLC (Online Computer Library Center)	1.33	Reference File
GU167	Publisher's Catalogs	1.33	Reference File
GU168	Reserves (ILS)	9.9	Integrated Library System (ILS) Records
GU169	Search File (ILS)	9.9	Integrated Library System (ILS) Records
GU170	SOLINET	1.25	Professional Membership Records
GU171	Standing Orders (ILS)	9.9	Integrated Library System (ILS) Records
GU172	Statistical Reports	1.34	Reports
GU173	Withdrawn Publications (ILS)	9.9	Integrated Library System (ILS) Records
GU174	Alcohol and Drug Abuse Program	10.18	Employee Assistance Programs
GU175	Affirmative Action and Equal Opportunity (EEO)	10.11	Civil Rights Records
GU176	Aggregate Service History	10.3	Aggregate Service History
GU177	Applications for Employment	10.4	Applications for Employment
GU178	Conflict of Interest	10.12	Conflicts of Interest
GU179	Death Claims	N/A	These records are filed with the benefits provider and do not need to be maintained on campus.
GU180	Disability Salary Continuation Claim	10.15	Disability Short-Term Claims Forms
GU181	Disciplinary Actions	10.36	Personnel File
GU182	Dual Employment	10.16	Dual and Secondary Employment
GU183	Educational Leave and Reimbursement	10.17	Educational Leave and Reimbursement
GU184	Employee Assistance Programs	10.18	Employee Assistance Programs
GU185	Employee Surveys	10.21	Employee Suggestions and Surveys
GU186	Family Medical Leave Act (FMLA)	10.25	Family Medical Leave Act (FMLA)
GU187	Garnishments	10.26	Garnishments
GU188	Grievances	10.27	Grievances
GU189	Insurance Enrollment	N/A	These records are filed with the benefits provider and do not need to be maintained on campus.

GU190	I-9 Forms	10.22	Employment Eligibility Verification
GU191	Leave	10.30	Leave File
GU192	Medical Records (Employee)	10.19	Employee Medical Records
GU193	Performance Evaluation and Management	10.35	Performance Evaluation and Management
GU194	Personnel File (Active) – EPA	10.36	Personnel File
GU195	Personnel File (Inactive) – EPA	10.36	Personnel File
GU196	Personnel File (EPA) One Time Payments	10.37	Personnel File One Time Payments
GU197	Personnel File (Active) – SPA	10.36	Personnel File
GU198	Personnel File (Inactive) – SPA	10.36	Personnel File
GU199	Position Classifications	10.39	Position Management Records
GU200	Reappointment, Promotion and Tenure	10.40	Reappointment, Promotion, and Tenure Records
GU201	Reduction-in-Force	10.36	Personnel File
GU202	Retirement Benefits	10.8	Benefits Records
GU203	Search Committees	10.43	Search Committee Records
GU204	Secondary Employment	10.16	Dual and Secondary Employment
GU205	Student Assistants / Work-Study Students	10.46	Student Assistants/Work-Study Students
GU206	Time Sheets	10.47	Time Sheets
GU207	Training Programs	10.48	Training Records
GU208	Voluntary Shared Leave	10.50	Voluntary Shared Leave
GU209	Employee Medical	10.19	Employee Medical Records
GU210	Fire, Health and Environmental Safety	1.19	Fire, Health, and Environmental Safety Records
GU211	Material Safety Data Sheets	1.35	Safety Data Sheets
GU212	Occupational Safety and Health Administration (OSHA)	10.33	Occupational Safety and Health Administration (OSHA) Records
GU213	Restricted Use Pesticide	4.16	Restricted Use Pesticide Records
GU214	Academic Action Authorization	12.1	Academic Action Authorizations
GU215	Academic Records Reports	1.34	Reports
GU216	Academic Student Advising	12.20	Student Academic Advising Records
GU217	Applications for Graduation	12.3	Applications for Graduation
GU218	Certifications / Licenses	1.33	Reference File
GU219	Class Lists	12.4	Class Lists
GU220	Commencement	12.6	Commencement Records
GU221	Comprehensive Examination Results	12.27	Undergraduate and Graduate Student Academic Records
GU222	Course Catalog	12.7	Course Catalog
GU223	Course Evaluations by Students	12.8	Course Evaluations by Students
GU224	Credit by Examination	12.11	Credit/Placement by Examination Records
GU225	Degree Audit Authorization	12.12	Degree Audit Authorizations
GU226	Degree Listing	1.33	Reference File
GU227	Drop / Add Forms	12.22	Student Registration Records
GU228	Examinations, Tests, Term Papers and Homework Records	12.21	Student Course Work
GU229	Extra Hour Registration	12.22	Student Registration Records

GU230	Family Educational Rights and Privacy Act Compliance (FERPA)	12.15	Family Educational Rights and Privacy Act (FERPA) Compliance Records
GU231	Fee Assessment Forms	5.2	Accounts Receivable
GU232	Grade Change Appeal and Authorization Forms	12.1	Academic Action Authorizations
GU233	Grade Listings / Grade Sheets	12.16	Grade Reports
GU234	Graduate Student Records (Departmental File)	12.27	Undergraduate and Graduate Student Academic Records
GU235	International Student Documents	13.3	International Student Records
GU236	Name Changes	12.18	Name Change Authorizations
GU237	Pass / Fail Forms	12.22	Student Registration Records
GU238	Program Progression Appeals	12.19	Program Progression Appeal Records
GU239	Repeat Course	12.22	Student Registration Records
GU240	Student Information System (database)	N/A	see individual items (e.g., Transcripts)
GU241	Student Teaching Certification	12.25	Transcripts
GU242	Theses and Dissertations	12.24	Theses and Dissertations
GU243	Transcripts	12.25	Transcripts
GU244	Transcript Requests (Student)	12.2	Academic Services Requests
GU245	Transfer Equivalents	12.26	Transfer Equivalents Records
GU246	Undergraduate Student Records (Departmental File)	12.27	Undergraduate and Graduate Student Academic Records
GU247	Withdrawals from University	12.28	Withdrawal Records
GU248	Advanced Placement	12.11	Credit/Placement by Examination Records
GU249	Applications for Admission (Graduate)	13.1	Admissions Records
GU250	Applications for Admission (Undergraduate)	13.1	Admissions Records
GU251	Entrance Examination Reports / Test Scores	13.2	Entrance Examination Reports/Test Scores
GU252	Residency Classification Forms	13.5	Residency Classification Forms
GU253	Student Waivers for Rights of Access to Letters of Recommendation	13.1	Admissions Records
GU254	Academic Counseling	12.20	Student Academic Advising Records
GU255	Athletic Drug Testing	14.4	Drug Testing
GU256	Athletic Eligibility	14.5	Eligibility Declarations
GU257	Athletic Injury and Treatment	14.8	Injury Treatment Records
GU258	Athletic Programs	14.1	Athletic Program Administration
GU259	Athletic Scholarships	15.1	Awarded Scholarships and Grants
GU260	Athletic Team Travel Itinerary	14.11	Team Travel Records
GU261	Coaches' Records	14.2	Coaches' Records
GU262	Drug Dispensing	14.3	Drug Distribution Records
GU263	Films / Videotapes	14.6	Event and Promotional Recordings
GU264	Game Contracts	14.7	Game Contracts
GU265	Player Recruitment	14.9	Player Recruitment Records
GU266	Receipts from Income	5.2	Accounts Receivable
GU267	Season Ticket Records	5.22	Ticket Sales Records
GU268	Sports Information	14.10	Sports Information

GU269	Ticket Sales	5.22	Ticket Sales Records
GU270	Financial Aid Administrative	15.3 15.4	Financial Aid Informational Records Financial Aid Recipient Records
GU271	Financial Aid Fiscal	1.5 5.17 15.10	Audit Records Reconciliations Work Study Program Administrative Records
GU272	Financial Aid Recipients	15.4	Financial Aid Recipient Records
GU273	Financial Aid Reports	15.5	Financial Aid Reports
GU274	Loan Administration	15.6	Loan Administration Records
GU275	Scholarship Administration	15.8	Scholarship and Grant Administration Records
GU276	Scholarship Applications (Awarded)	15.1	Awarded Scholarships and Grants
GU277	Scholarship Applications (Awarded, Not Accepted or Rejected)	15.7	Rejected Loan and Scholarship Records
GU278	Scholarship / Loan Reference	15.3	Financial Aid Informational Records
GU279	Veterans' Benefits	15.9	Veterans' Benefits
GU280	Controlled Drug Administrative	16.1	Controlled Substances Administrative Records
GU281	Controlled Drug Audit Forms	16.1	Controlled Substances Administrative Records
GU282	Controlled Drug Dispensing Records	16.5	Prescription Orders
GU283	Immunization Incomplete Log	16.2	Immunization Incomplete Log
GU284	Laboratory Results Logs	16.9	Student Medical Records
GU285	Insurance Claims, Benefits and Payment Log	16.3	Insurance Claims Records
GU286	Medical Histories and Immunization Reports	16.9	Student Medical Records
GU287	Patient Appointment Book	16.4	Patient Appointment Records
GU288	Performance Improvement Surveys and Reviews	1.36	Self-Study Records
GU289	Radiology Jackets	16.6	Radiology Jackets
GU290	Student Immunizations	16.8	Student Immunization Records
GU291	Student Medical Records (Active)	16.9	Student Medical Records
GU292	Student Medical Records (Inactive)	16.9	Student Medical Records
GU293	Student Mental Health Records (Active)	16.10	Student Mental Health Records
GU294	Student Mental Health Records (Inactive)	16.10	Student Mental Health Records
GU295	Substance Abuse Program Administration	16.11	Substance Abuse Program Administration Records
GU296	Housing Appeals	2.3	Housing Charges Appeals
GU297	Housing Security Reports	2.5	Housing Damages Records
GU298	Student Key Receipt	2.6	Housing Key Receipts
GU299	Student Guest Sign-in Logs	2.1	Guest Registers
GU300	Student Housing Contracts	2.4	Housing Contracts

GU301	Student Housing Appliance Rental Contracts	8.1c	Agreements, Contracts, and Leases
GU302	Student Housing Applications	2.2	Housing Applications
GU303	Student Housing Disciplinary Actions	2.4	Housing Contracts
GU304	Student Housing Damages	2.5	Housing Damages Records
GU305	Summer School Housing	2.4	Housing Contracts
GU306	Career Planning / Placement Records	17.1	Career Planning/Placement Records
GU307	Commuter Student Information	1.30	Public Relations Records
GU308	Disciplinary Records (Academic)	12.13	Disciplinary Records (Academic)
GU309	Disciplinary Records (Non-Academic)	17.2	Disciplinary Records (Non-Academic)
GU310	Excused Absences	12.14	Excused Absence Records
GU311	Fraternities and Sororities	17.6	Student Associations and Organizations Records
GU312	Honor Board	17.6	Student Associations and Organizations Records
GU313	Honor Code Violations	17.3	Honor Code Violations
GU314	Intramural Sports	17.4	Intramural Sports Records
GU315	Non-Traditional Students Information	1.27 1.36 1.43	Publications Self-Study Records Surveys
GU316	Student Counseling	17.7	Student Counseling Records
GU317	Student Accident Reports	11.1	Accident Reports
GU318	Student Associations and Organizations	17.6	Student Associations and Organizations Records
GU319	Student Awards and Honors	1.6	Awards and Honors Records
GU320	Student Government Association	17.6	Student Associations and Organizations Records
GU321	Student Legal Services	8.12	Student Legal Services Records
GU322	Student Legal Services Cases	8.12	Student Legal Services Records
GU323	Services to Students with Disabilities	17.5	Services to Students with Disabilities
GU324	Alarm Monitoring Reports	11.2	Alarm Monitoring Reports
GU325	Bans / Trespass Warnings	11.3	Bans and Trespass Warnings
GU326	Building and Grounds Security Checks	11.5	Building and Grounds Security
GU327	Duty Assignment	10.52	Work Schedules
GU328	Case Records	11.6	Case Records
GU329	Communications / Dispatch	11.9	Emergency Communications and Dispatch
GU330	Confiscated Property	11.8	Confiscated Property Records
GU331	Controlled Substance Seizure	11.8	Confiscated Property Records
GU332	Evidence Tracking	11.10	Evidence Tracking
GU333	Liability Waiver	8.10	Release Forms
GU334	Lost and Found Log	11.14	Lost, Stolen, or Damaged Property Reports
GU335	Parking Tickets	11.15	Parking Tickets
GU336	Police Incident Report	11.12	Incident Reports

GU337	Security / Surveillance/Mobile Video Recordings	11.13	Law Enforcement Agency Recordings
GU338	Traffic Accident Reports	11.17	Traffic Citations
GU339	Towed Vehicle Reports	11.16	Towed Vehicle Reports
GU340	Traffic Citations	11.17	Traffic Citations
GU341	Traffic Stop Reports	11.18	Traffic Stop Reports
GU342	Vehicle Registration	1.48	Vehicle Usage Permits