

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
Office of Legal Affairs

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

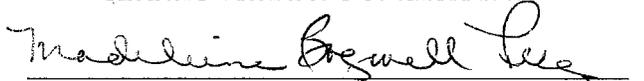
Office of Legal Affairs

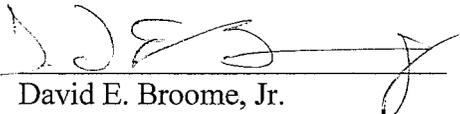
does not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule or in *The UNC General Records Retention and Disposition Schedule* are not authorized to be destroyed.** The

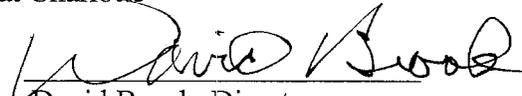
Office of Legal Affairs

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

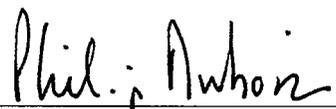
**APPROVAL RECOMMENDED**

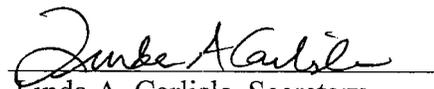
  
Madeleine Bagwell Perez, University Archivist  
University of North Carolina at Charlotte

  
David E. Broome, Jr.  
General Counsel  
University of North Carolina at Charlotte

  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
Philip L. Dubois, Chancellor  
University of North Carolina at Charlotte

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

**UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
CHANCELLOR  
OFFICE OF LEGAL AFFAIRS**

**ITEM 49703. LIABILITY WAIVERS FILE.**

Forms signed by individuals (students, faculty, and staff) prior to voluntary participation in university events or activities that carry the risk of injury or damages, typically relinquishing the individual's right to hold the University responsible for such injuries or damages. Records include but not limited to acknowledgement of risk, hold harmless, waiver and release forms, related documentation, and correspondence. Information on such forms may include (1) a statement from the participant that he/she acknowledges the risk(s), assumes personal responsibility, and holds the university or administrative unit harmless for any accident or injury that occur while participating; (2) a description of the activity or event; and (3) signatures of the participant (and parent if participant is a minor child).

**DISPOSITION INSTRUCTIONS:** Destroy in office record copy held by sponsoring unit 5 years after the end of the event or activity for which the waiver was signed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. If liability waiver is signed by, or on behalf, of a minor destroy 5 years after the minor's 18th birthday. Destroy unofficial copies (any office other than sponsoring unit) when reference value ends.