

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
UNIVERSITY RELATIONS AND COMMUNITY AFFAIRS  
BROADCAST COMMUNICATIONS

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

BROADCAST COMMUNICATIONS

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

BROADCAST COMMUNICATIONS

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 This schedule is to remain in effect until superseded.

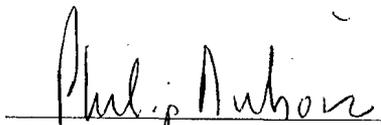
APPROVAL RECOMMENDED

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

  
Craig Berlin, Director  
Broadcast Communications  
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  
UNIVERSITY RELATIONS AND COMMUNITY AFFAIRS  
BROADCAST COMMUNICATIONS**

**ITEM 49102. BROADCASTING FRANCHISE AGREEMENT RECORDS (REFERENCE) FILE.**

Reference copies of records documenting the franchise agreement between City of Charlotte (N.C.) and local cable television provider (currently, Time Warner Cable) designating a public access educational television station at UNC Charlotte. Records include the franchise agreement, correspondence and related documentation. Record copies of the franchise agreement are held by City of Charlotte (N.C.).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 49103. DAILY (24/7) PROGRAMING LOGS FILE.**

Records in paper and electronic formats documenting daily programming schedule of UNC Charlotte Channel 22. Records include paper lists used to input data into electronic logs. Electronic logs show time signed on and off; list of programs shown; and technical difficulties.

DISPOSITION INSTRUCTIONS: Destroy in office electronic logs after 99 days. Destroy in office paper records after 120 days.

**ITEM 49104. DISTANCE EDUCATION PROGRAMING (REFERENCE) FILE.**

Reference copies of records in paper and electronic formats used to facilitate the presentation of courses by interactive video and internet delivery provided to UNC Charlotte Broadcast Communications by the North Carolina Research and Educational Network (NCREN). NCREN courses may be conducted by university instructors or produced, leased, and licensed by others via satellite or other means of transmission or broadcast. Records include course lists, daily log of courses, statistical data and reports, and correspondence. Record copies of license agreements concerning the acquisition of programming material and services are held by the University of North Carolina General Administration (UNC-GA) and NCREN.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 49105. PROGRAM PRODUCTION FILES.**

Records in paper and electronic formats concerning the administration and production of locally-produced campus television programming. File includes edit masters and raw footage created in digital format for informational, instructional, performance, promotional, public affairs, and sports programming; correspondence and other related records.

DISPOSITION INSTRUCTIONS: In consultation with University Archives establish criteria to identify program footage [edit masters and raw footage] to be transferred to University Archives when administrative value ends. Destroy in office remaining edit masters and raw footage when reference value ends. Destroy in office production correspondence and other related records after 5 years.