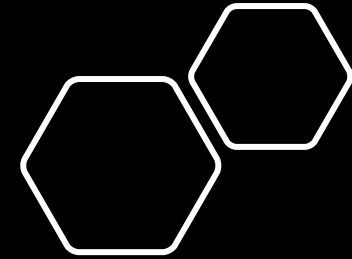


Compliance and Ethics Week
2023

#BroncosinCompliance



Day 5

Division of Legal, Audit, Risk, and
Compliance

Equity@uncfsu.edu

Compliance and Ethics touches many areas. This includes following regulatory guidelines, reporting on campus safety, and acting in an ethical manner. Here are some helpful compliance tips from different departments on campus.

Compliance Alerts! Records Management

The [University General Records Retention and Disposition Schedule](#) (“Schedule”) is a tool to help staff and faculty know how long they must retain records. It lists records commonly found in university offices and gives an assessment of their value by indicating when and whether to destroy records.

Record Copy

A record copy is “the single copy of a document, often the original, designated as the official copy for reference and preservation.” This Schedule mandates the retention and disposition of the record copy; all additional copies are reference or access copies. Destroy additional copies when their usefulness expires, but keep the record copy for the period the Schedule requires.

Public Records

Public records are all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, that a public, government agency or its subdivisions make or receive.

Route all public record requests through the Division of Legal, Audit, Risk, and Compliance’s Paralegal office.

Confidentiality

North Carolina has a broad definition of public records. However, not all public records are open to public inspection. N.C. Gen. Stat. § 132 exempts certain records from disclosure, and there are additional North Carolina and federal laws that confer confidentiality on records.

Audit and Litigation Actions

Do not destroy records subject to audit, under a legal hold, or under a litigation hold until the hold officially terminates.

Destructions

N.C. Gen. Stat. § 121-5 regulates the destruction of public records, codified in the North Carolina Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510.

Do not destroy public records, including electronic records, not listed in the Schedule.

Contact Mr. Joseph Bates (jbates2@uncfsu.edu), Paralegal, in the Division of Legal, Audit, Risk, and Compliance before destroying records or if you have questions.

Compliance & Ethics Week: Day 5

- Policies and Procedures Scavenger Hunt



<https://forms.office.com/r/i4N3JptYQi>

- Records Retention & Disposition Schedule Self-Assessment



<https://forms.office.com/r/9vdaN0EDzE>

Fayetteville State University



Coffee & Cocoa with Compliance

Awareness- Recognition- Reinforcement

Celebrating Compliance & Ethics Week

Location: Rudolph Jones Student Center 132

When: November 09, 2023

Time: 9AM-11AM

Come meet your Compliance Leaders and enjoy a warm beverage with a special treat!

Join us for coffee, cocoa, and pastries while enjoying the last day of Compliance and Ethics Week.

For more information 910-672-1043 or by email: Equity@uncfsu.edu

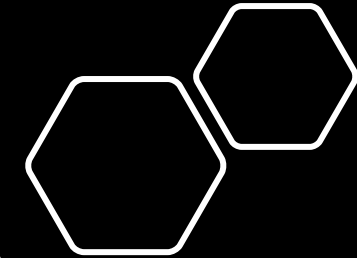


#BRNCOSINCOMPLIANCE



Division of Legal, Audit, Risk & Compliance

All is welcome to attend



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and Compliance

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