**Records Management Services**

University Archives and Records Management Services (UARMS) offers a variety of services to the university community. All services are free of charge and available by scheduling an appointment with UARMS. Staff can meet you on site, or you can visit us in the Wilson Special Collections Library.

- **Online training**—Specialized support for new records management liaisons and for staff looking to learn more. Modules include:
  - Introduction to Records Management
  - Electronic Records Management
  - Organizing your files

- **In-person training**—Customized training for your unit’s specific needs

- **Records management consultations**—Consultations on creating and maintaining efficient record-keeping systems

- **General Records Retention and Disposition Schedule assistance**—How to use the General Records Retention and Disposition Schedule and comply with North Carolina Public Records Law

- **Records crisis consultations**—Guidance during and after a records crisis, such as an employee’s separation, orphaned or inherited files, unit dissolution, relocation, or in the event of a disaster

- **Updates on records management issues**—Best practices relayed to you as they emerge across the field

- **Communication**—Our listserv, blog, and Facebook page keep campus units informed about records management trainings, policy changes, record keeping tips, and university history.

- **Administrative reference services**—Access to a unit’s archived records by phone, email, or in person, creating use copies of records when needed

- **Transferring Records**—Guidance and assistance when your unit is ready to transfer records to the University Archives

**Contact Us**

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