# University of North Carolina at Chapel Hill Policy on Public Records Requests

## Introduction

### Purpose

The University of North Carolina at Chapel Hill (UNC-Chapel Hill) is a constituent institution of the University of North Carolina and an agency of the State of North Carolina and is open and responsive to information requests from the public and the news media. UNC-Chapel Hill is committed to a policy of openness, honesty and cooperation.

Providing records that have been requested requires the expenditure of resources. Therefore, consistent with the Policy on Public Records Requests implemented by the University of North Carolina General Administration and with existing state law and policy, and in an effort to respond as promptly as possible and to fairly recover non-appropriated costs of responding to public records requests, UNC-Chapel Hill establishes the following policy for all public records requests in accordance with the North Carolina Public Records Act, N.C.G.S. Chapter 132.

## Scope of Applicability

This policy applies to all requests for public records made to UNC-Chapel Hill, regardless of requester.

## Policy

### Policy Statement

All requests should be provided in writing to provide clarity about the scope of the request and to appropriately document time, cost and billing as needed. The primary resource for public records at UNC-Chapel Hill is the Public Records Office. Specific contact information based on main areas of interest are identified in University Procedures.

UNC-Chapel Hill employees who receive a public records request from an individual should forward the request to the appropriate contact and respond to the requester with the appropriate contact information. University employees unsure of the appropriate office or contact should forward the request to the Public Records Office.
Definitions

A “public record” means all records created or received in connection with the transaction of University business, in whatever format, including but not limited to paper, photographs, recordings, emails or digital images, unless an exception applies under federal or state law.

Related Requirements

External Regulations and Consequences

1. North Carolina General Statutes Chapter 132: Public Records
2. North Carolina Human Resources Act, N.C.G.S. Chapter 126
3. Policy for requesting public records from UNC General Administration

University Policies, Standards, and Procedures

1. Guidelines for students seeking access to their own education records are available at:
   a. http://registrar.unc.edu/academic-services/transcripts-certifications/ and
2. Guidelines for employees seeking access to their own personnel files are available at:
   a. https://hr.unc.edu/employees/policies/shra-policies/ee-relations/confidentiality/

Contact Information

Policy Contact

Public Records Office
University of North Carolina at Chapel Hill
Campus Box #6205
Chapel Hill, NC 27599-9050
Phone: (919) 962-8511
UNC Public Records Office homepage: https://publicrecords.unc.edu/
Website to submit public records requests to UNC: https://nextrequest.unc.edu
Email address: publicrecords@unc.edu
Email address 2: info@publicrecords.unc.edu

All revision dates: 4/19/2017, 6/27/2013
Attachments: No Attachments
Applicability

The University of North Carolina at Chapel Hill