



Records Retention Policy

1.0 Purpose

The purpose of this Records Retention Policy is to ensure that Albany State University (ASU) records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Albany State University are discarded at the proper time. This Policy is also for the purpose of aiding employees of Albany State University in understanding their obligations related to the retention and disposal of records and the retention and disposal of electronic documents.

2.0 Scope

This Policy represents the ASU policy regarding the retention and disposal of records and the retention and disposal of electronic documents. This policy applies to all ASU faculty and staff.

3.0 Definitions

Records: All documents, papers, letters, maps, books, microfilm, magnetic tape or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in the performance of functions by the University.

Retention Schedule: A set of disposition instructions prescribing how long, where and in what form records shall be kept.

4.0 Policy

In order to maintain compliance with federal and state law, including the Georgia Records Act (O.C.G.A. 50-18-90 et seq.), and to meet requirements of external entities, such as accrediting bodies, Albany State University establishes guidelines for the establishment of retention schedules, the duties of agencies with regards to records management and access to records.

All Albany State University faculty and staff shall maintain and preserve all University records and electronic documents in accordance with the Retention Schedule of the University System of Georgia (USG) Board of Regents (BOR) and State of Georgia law.

The University shall follow the records retention schedule set forth by the BOR located at http://www.usg.edu/records_management/schedules/. Once records have met all required retention in accordance with the BOR retention schedule, destruction procedures are implemented.

Accountability

Office of Legal Affairs

Contacts:

Chief Legal Affairs Officer

References:

State of Georgia Records Act:

http://www.georgiaarchives.org/documents/Georgia_Records_Act_2015.pdf

University System of Georgia (USG) Board of Regents (BOR) Records Management and Archives:

http://www.usg.edu/records_management/

Last Update:

August 31, 2017