



## FINANCIAL AND BUSINESS SERVICES POLICIES AND PROCEDURES

Area:	Policy and Procedure	Number:	
Subject:	Records Retention	Issued:	April 1, 2013
Applies To:	Faculty and Staff	Revised:	
Sources:	University Records Center	Page(s):	1 of 2

### Purpose

The University has established a University Records Center (URC) for the storage of official University records. The purpose of this policy is to address the responsibilities of records management and specifically the destruction of records.

### 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 performance of functions by the University.

**University Records Center (URC):** An establishment maintained by the University primarily for the storage, processing, servicing and security of public records that must be retained for varying periods of time but need not be retained in a University department's office space.

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

**University Records Management Officer (URMO):** The University's designation person to oversee the operation of the University's records operations and the daily operation of the University Records Center.

### Policy

[O.C.G.A. 50-18-90 through 50-18-121 "the Georgia Records Act"](#) establishes guidelines for the establishment of retention schedules, the duties of agencies with regards to records management and access to records.

The University shall follow the records retention schedule set forth by the Board of Regents located at [http://www.usg.edu/records\\_management/schedules/A](http://www.usg.edu/records_management/schedules/A). Once records have met all required retention in accordance to the BOR retention schedule, destruction procedures are implemented.

The University Records Management Officer (URMO) shall establish and coordinate a University Records Management Program. This individual shall be responsible for the following:

- Managing the overall operation of the URC.
- Working with University departments to ensure that records are handled in a manner which follows established State and Board of Regents guidelines.
- Maintaining a file of Record Control Cards for materials stored at the URC.
- Maintaining a file of Records Destruction.
- Ensuring that the URC web page contains current information regarding procedures for records handling and links to the most current retention schedules.
- Destruction of records stored in the URC once the BOR records retention schedule has been met. Departments will be notified in advance of said destruction.
- Updating and reviewing applicable standards and policies.

Each Department Head or Budget Unit Director shall be responsible for the following:

- Working with the URMO to ensure an orderly and detailed transfer of records to the URC.
- Maintain departmental copies of all records transfer documentation.
- Ensure that only legitimate University records are transferred to the URC.

Records covered under these schedules and other records as may be approved by the University will be maintained either in each department or transferred to the University Records Center for safekeeping during the remainder of time specified in the retention schedules.

Departments and the URMO in consultation with the Dean of Libraries will jointly determine if any records have archival value. These documents will be transferred to the University Library.

**Related references:**

[http://www.sos.ga.gov/archives/who\\_are\\_we/rims/publications/managing\\_public\\_records/preface.htm](http://www.sos.ga.gov/archives/who_are_we/rims/publications/managing_public_records/preface.htm)

[http://www.usg.edu/records\\_management/](http://www.usg.edu/records_management/)