GEORGIA COLLEGE & STATE UNIVERSITY

Records Retention Point of Contact
Responsibility Summary

Primary Mission: The Point of Contact acts as a resource to campus personnel to ensure compliance with the Records Retention Policy.

1. Review the Records Retention Training to understand the purpose and process for retaining documentation and to guide others in the department. Records on campus include:
    a. academic records (transcripts, grade books, syllabi)
    b. administrative records (meeting minutes, policies, financial statements)
    c. financial records (budgets, invoices, receipts)
    d. personnel records (employment documents, performance evaluations, benefits records).

    Some departments handle one type of record, while others may handle multiple types. It is important to know what should be kept in your area versus what should be passed along to another department better suited to retain the data. This will help prevent duplicate efforts and enable efficient access to records. Please share the training with anyone who could benefit from the information.
2. Understand which regulations apply to your general area and how they affect the records your department creates (e.g., FERPA, HIPAA, Accreditation, etc.)
3. Create a records management system that is consistently used to include:
    a. the method for classifying and indexing records for easy retrieval
    b. the type of storage that is best for your area (physical or digital storage)
    c. how to control access to sensitive records
    d. a plan for protecting and recovering data in case of a disaster
    e. a plan for disposing of, archiving, or destroying records (physical or digital)
        i. The POC should serve as the liaison between the department and centralized storage or the destruction company (typically Shred Cycle) to ensure consistent communication.
4. Be the primary custodian of your department's local physical storage.
    a. Identify an area for physical storage.
    b. Communicate this location to your group.
    c. Ensure it is secure and properly organized.
    d. Maintain the inventory list of items.
5. Be the primary custodian of your department's digital storage.
    a. Create the outline or structure for folders to improve navigation.
    b. Provide employees with access as needed and authorized.
6. Periodically review practices to ensure compliance and identify opportunities for improvement.
7. Communicate changes in the Records Retention Schedule to the department.

8. POCs were identified across campus based on the primary categories in the Records Retention Schedule. Collaborate with other POCs to determine best practices for GCSU.
9. For departments that serve a broad area, it may be beneficial to delegate oversight of certain records to “Subject Matter Experts” within your division. POCs don’t need to know everything; they need to know where to find the answers. Our Institution Records Management Officer is Charles Norton, who is responsible for implementing the USG and GCSU Records Management Policies and Procedures.