



# Records Retention Training

GEORGIA COLLEGE & STATE UNIVERSITY

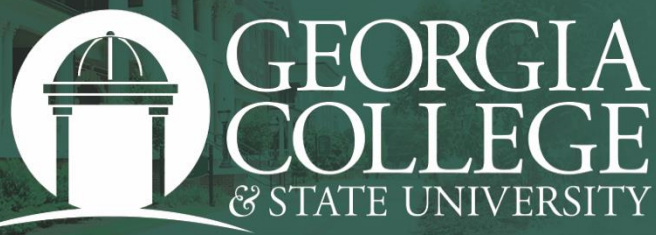


## RECORDS MANAGEMENT

Records Management consists of two parts, the [Georgia Open Records Act](#) (O.C.G.A. 50-18-70 et seq) and the Georgia Records Act (O.C.G.A. 50-18-90 et seq). The Georgia Open Records Act requires that public records be open and available for review by any member of the public. The Georgia Records Act covers records management that includes records retention for all state agencies.

## RECORDS RETENTION

GCSU follows the [Records Retention Schedule](#), and the [Records Management Policy Guidelines](#) established by the University System of Georgia. By following these guidelines GCSU will maintain compliance with federal and state law, including the Georgia Records Act. GCSU adheres to [Board of Regents Policy 6.24 Records Retention](#).



# RETENTION SCHEDULES

## **What are the retention schedules?**

The schedules ensure that records are retained as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner. As part of the University System of Georgia, GCSU employees must use the schedules approved by the Board of Regents. The schedules consist of nearly 300 records schedules organized by function into 14 categories.

## **Why must we use the schedules?**

The Board of Regents has adopted the schedules to ensure that all University System organizations can meet the requirements of the Georgia Records Act and the Georgia Open Records Act. It also considers best business practices.

## **What can the schedules do for me?**

The schedules provide legal protection and organization of files to allow for systematic and orderly retirement which frees up space.

## **How to read the schedules?**

Retention Schedules are divided into categories that reflect various record-keeping topics. Records may have different functions in different instances. Refer to the GCSU Records Retention Contact list for additional assistance.

# USG RECORDS RETENTION SCHEDULES

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

## Record Categories

*Click title to view all schedules for the category.*

- [Common](#)
- [Academic Affairs](#)
- [Administration](#)
- [Finance](#)
- [Human Resources](#)
- [Information Technology](#)
- [Intercollegiate Athletics](#)
- [Legal](#)
- [Library/Archives/Records Management and Museum](#)
- [Medical Services](#)
- [Police, Security and Safety](#)
- [Property Management](#)
- [Research](#)
- [Student Records](#)

[Printable Version of Schedules](#)

# **RECORD CONSIDERATIONS**

## **Retention Period**

The time a document should be kept in electronic or paper format until it is destroyed or recycled.

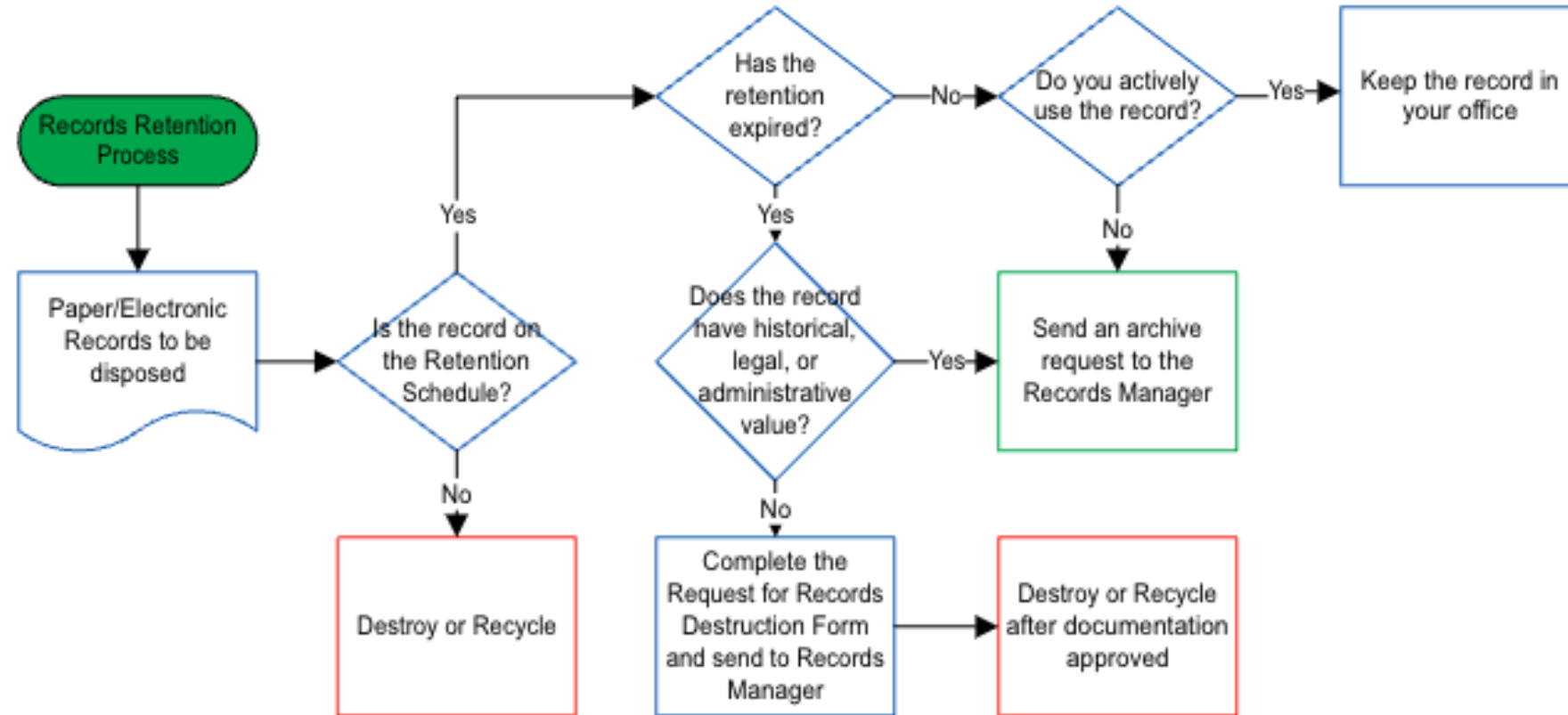
## **Storage Location**

Records should be stored in either its originating office or centralized storage. Consider if a record should be transferred to a more appropriate department for ownership and storage. Factors that impact where an item is stored are the retention period and whether the record is active or inactive. Active records used for periodic reference should be stored in an accessible location, typically at the department level. Inactive records are not expected to be needed and should be sent to a centralized storage location.

## **Format**

Records can be in electronic or paper format. Departments can decide what paper records should be digitized for ease of storage. Special Collections can advise which historical or important documents should be preserved in their original format.

# DECISION FLOWCHART



# **STORAGE CONDITIONS**

## **Physical Files:**

- The location should be secure with limited access to protect sensitive information.
- Climate-controlled to include shelving to allow for boxes to be stored off the floor.
- Label all boxes with standardized information. GCSU label template preferred.
- Documents inside the boxes should be neat, organized, and categorized as if in a filing cabinet.
- The department should maintain an inventory of general box contents and locations.
- File-level inventory is required for items that need to be archived.

## **Digital Files:**

- Departments should store their files in SharePoint to allow access to authorized personnel.

# STANDARDIZED LABELING

- Follow recommended File, Folder, and Box labeling and naming conventions
- Use proper capitalization, no special characters
- The date format is YYYY-MM-DD; including leading zero

## Physical Files:

- Use the [GCSU Records label template](#) for consistency
- Purge unnecessary paper, clips, binders, folders, etc.

## Digital Files:

- Utilize folders to create ease of navigation
- Create a directory structure for the department

| GEORGIA COLLEGE & STATE UNIVERSITY RECORDS |  |                |                                                                |
|--------------------------------------------|--|----------------|----------------------------------------------------------------|
| DEPARTMENT                                 |  |                |                                                                |
| BUILDING & RM #                            |  |                |                                                                |
| CONTACT NUMBER                             |  |                |                                                                |
| DATE                                       |  |                |                                                                |
| RECORD DATES                               |  |                |                                                                |
| DESCRIPTION                                |  |                |                                                                |
| RETENTION PERIOD<br>IN YEARS               |  | ACTION<br>DATE | <input type="radio"/> DESTROY<br><input type="radio"/> ARCHIVE |

# SPECIAL COLLECTIONS

GCSU preserves school history through official records, images, plans, publications, and artifacts. Its mission is to acquire, organize, preserve, and publicize such materials and to assist researchers in their use.

Specialized equipment is available to migrate records to alternative formats including a book scanner, flatbed, and media (VHS, film, floppy disk, CDs).

Special Collections provides a centralized location to store archived and inactive records.

Items with archival value should be transmitted to Special Collections to be inventoried accompanied by the [Records Transmittal and Inventory Sheet](#). Items contained in Special Collections can be loaned to departments for use in displays.



RECORDS TRANSMITTAL AND INVENTORY SHEET  
GCSU UNIVERSITY ARCHIVES  
SPECIAL COLLECTIONS  
CBX 043  
0988

This form transfers custody of administrative records created and maintained by the staff, faculty, and related organizations of Georgia College & State University in the course of performing the duties and responsibilities mandated by the University. A Deed of Gift should accompany the personal papers of faculty and staff that are deposited in Special Collections. Please contact Special Collections for assistance with record transfers. All transmittal forms should be returned to CBX 043 or holly.croft@gcsu.edu.

Transmitting Office/Group: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Building and Room No.: \_\_\_\_\_ Date: \_\_\_\_\_

Restrictions on Records:      Yes      No      If yes, please specify reason and termination date of restriction.

Box \_\_\_\_ Folder \_\_\_\_ Volume \_\_\_\_ Other \_\_\_\_ Total Units \_\_\_\_ Total Cubic Ft. \_\_\_\_

| Department/Org.<br>(Archives Use) | Date Span | Description | Unit No.<br>(Archives use) | Location<br>(Archives Use) |
|-----------------------------------|-----------|-------------|----------------------------|----------------------------|
|                                   |           |             |                            |                            |

\*\*RETAIN A DUPLICATE FOR YOUR OFFICE FILES.\*\*

Transfer Authorized by: \_\_\_\_\_  
(Print or Type) (Signature)

ARCHIVES USE ONLY

Accession No. \_\_\_\_\_

Received by Archivist \_\_\_\_\_ Date \_\_\_\_\_

# **ACCESSING RECORDS**

## **Local Storage:**

The custodian of the records should:

- Maintain a log of who accesses records
- Supervise the copying of the records or provide the service themselves
- Provide copies of fragile or valuable records for viewing instead of the original

## **Centralized Storage:**

GCSU faculty and staff may access their department's records in storage by emailing a request to the Records Manager to include the following:

- Person requesting file
- Department name
- Contact phone number or email
- File name
- Control number and Box number
- Delivery through campus mail or by self pick up.

University records are, with few exceptions, subject to public access through the Georgia Open Records Act. All public requests for records should be made through the GCSU Office of Legal Affairs.

## DESTRUCTION OF RECORDS

1. Each department should have a routine destruction cycle.
2. Once a record meets the retention requirements according to the USG Records Retention Schedule and the [Request for Records Destruction form](#) has been approved by the Records Manager the record can be destroyed.
3. Purge files of reusable items such as clips, binders, and folders.
4. Recycle items that do not contain sensitive information.
5. Shred the records or contact Shred Cycle, a bonded destruction company, to ensure that documents are destroyed securely and confidentially.
6. Certify the records were destroyed and email the completed Request for Records Destruction form to [legal@gcsu.edu](mailto:legal@gcsu.edu).

## REQUEST FOR RECORDS DESTRUCTION

**Department:**

**Location:**[illegible]

I authorize the destruction of these records and certify that they are eligible for destruction per the retention schedule:

Requestor Name

---

Title

Signature

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

---

Title

Signature

Date \_\_\_\_\_

---

Records Manager

---

Title

Signature \_\_\_\_\_

---

Date \_\_\_\_\_

I certify that the records described above were destroyed:

Requestor Name

---

Title

Signature \_\_\_\_\_

---

Date \_\_\_\_\_

Note: Pending or active audits or lawsuits override retention schedules.

# RECYCLING RECORDS

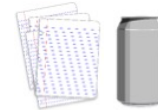
Records can be recycled through the single-stream recycling program. Items that contain Personally Identifiable Information (PII) or are protected by HIPAA or FERPA should be shredded before they are placed in a blue recycling container. Examples include student records, employee evaluations, and medical records.

The Office of Sustainability provides recycling pick-up services for large amounts of items that will not fit into a blue recycling bin. Submit a work order to arrange a bulk recycling pick-up. Include the location, desired pick-up date/time, description, and amount in your request. Items are generally picked up within 24 hours.

## What can be recycled in these bins?

4

YES



Paper



Paperboard



Cardboard



Aluminum Cans



Tin/Steel Cans



Plastic #1



Plastic #2

X

NO



Foods  
and Liquids



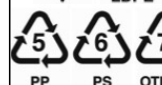
Chemicals  
Tissue Products



Greasy  
Pizza Boxes  
Glass



Plastics #3-#7



Plastic Bags  
and Film

# **RECORDS RETENTION CONTACT LIST**

| <b>Department</b>          | <b>Record Retention Contact</b> | <b>Record Categories</b>                       |
|----------------------------|---------------------------------|------------------------------------------------|
| Academic Affairs           | Rhonda Griffin                  | Academic Affairs                               |
| College of Health Sciences | Julie Collis                    |                                                |
| College of Arts & Sciences | Jamie Jones                     |                                                |
| College of Business        | Deanie Waddell                  |                                                |
| College of Education       | Valancia Devereaux              |                                                |
| Honors College             | Brian Newsome                   |                                                |
| Library                    | Holly Croft                     | Library/Archives/Records Management and Museum |
| Enrollment Management      | Kay Anderson                    |                                                |
| Finance and Administration | Susan Demmon                    | Finance                                        |
| Human Resources            | Danielle Byrd                   | Human Resources                                |
| Public Safety              | Tiffany Andrews                 | Police, Security and Safety                    |
| Information Technology     | Katie Lipscomb                  | Information Technology                         |
| Facilities Management      | Alisha Overman                  | Property Management                            |
| Student Life               | Sarah Whatley                   |                                                |
| Student Health & Wellbeing | Sissy Graham                    | Medical Services                               |
| Office of the President    | Monica Starley                  |                                                |
| Legal Affairs              | Mary Sanders                    | Legal                                          |
| Athletics                  | Wendell Staton                  | Athletics                                      |
| University Advancement     | Joi Thomas                      |                                                |
| Various                    | Various                         | Administration                                 |
| Various                    | Various                         | Common                                         |
| Various                    | Various                         | Research                                       |
| Various                    | Various                         | Student Records                                |



## RESOURCES

- **Records Manager**
  - Charles Norton, Associate Vice President and General Counsel
  - 478-445-2037, [Charles.Norton@gcsu.edu](mailto:Charles.Norton@gcsu.edu)
  - Approves requests for records destruction
- **Shred Cycle**
  - 478-272-0585
  - To request a collection bin or document destruction
- **Office of Legal Affairs**
  - [legal@gcsu.edu](mailto:legal@gcsu.edu)
  - Manages the on-campus Shred Cycle bin directory
- **AskIT**
  - For assistance with setup for digital file storage or migration
- **Special Collections**
  - Holly Croft, 478-445-2097, [Holly.Croft@gcsu.edu](mailto:Holly.Croft@gcsu.edu)