Georgia is an open records state, which means records of state agencies, including Georgia College, are subject to public disclosure. The Georgia Open Records Act requires that public records be open and available for review by any member of the public. The majority of documents in the possession of University personnel must be made available under the Open Records Act. These documents include:

- student evaluations of academic courses;
- personnel files of all employees (excluding Social Security numbers, medical information or information relating to the designation of beneficiaries);
- employee performance evaluations;
- any email sent or received on University-owned equipment, or through private equipment housed on GC property, regardless of whether the subject matter is business related;
- hand-written notes;
- videotapes; and
- photographs.

Records held by private persons for a state agency, and records held away from the work site, are also subject to the Open Records Act.

It is important to note that any personal documents, pictures, videos, et al that you store on your work computer can be subject to public disclosure.

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