Records Retention Training

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. The keyword search helps identify the standards that best match your records and provides a variety of schedules for your topic. 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

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

Keyword Search

GO »

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.
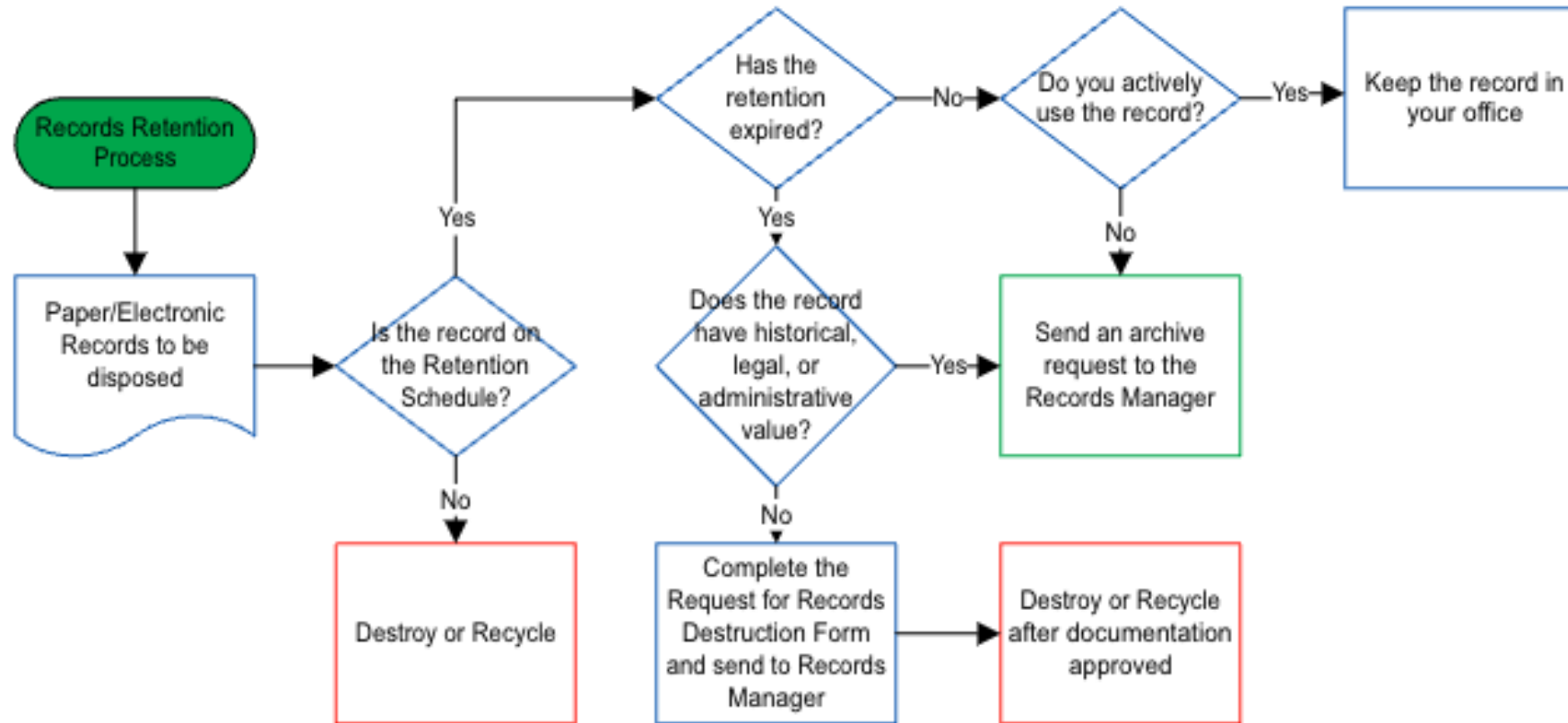
Storage Location

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.

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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 create a Teams Channel to store digital files. Teams Channels require at least 2 owners to ensure continuity in the event of employee turnover or transfer.

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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 IN YEARS		ACTION DATE		○ DESTROY ○ 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. Items contained in Special Collections can be loaned to departments for use in displays.

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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** <u>termination date</u> **of restriction.**

Box ____   Folder ____   Volume ____   Other _____   Total Units ____   Total Cubic Ft.____

Department/Org. (Archives Use)	Date Span	Description	Unit No. (Archives use)	Location (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. Pending or active audits or lawsuits override retention schedules.
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. Email the completed Request for Records Destruction form to the Office of Legal Affairs at legal@gcsu.edu and the Records Manager at Holly.Croft@gcsu.edu.

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REQUEST FOR RECORDS DESTRUCTION

Department: _____   Location: _____

Records Schedule Title	Schedule Number	Date Span	Volume

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 _____

RECYCLING RECORDS

Records can be recycled through the single-stream recycling program. Records that contain sensitive information should be shredded before they are placed in a blue recycling container.
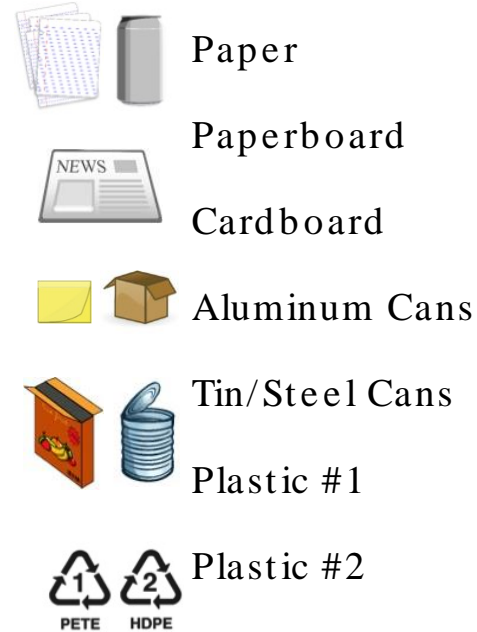
The Office of Sustainability provides recycling pick-up services for large amounts of items that will not fit into a blue recycling bin. Submit a work order to arrange a bulk recycling pick-up. Include the location, desired pick-up date/time, description, and amount in your request. Items are generally picked up within 24 hours.

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What can be recycled in these bins?

④ YES

Paper

Paperboard

Cardboard

Aluminum Cans

Tin/Steel Cans

Plastic #1

Plastic #2

Ⓧ NO

Foods and Liquids

Chemicals

Tissue Products

Greasy Pizza Boxes

Glass

Plastics #3-#7

Plastic Bags and Film

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GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY
Office of Sustainability

For more information contact recycle@gcsu.edu

RECORDS RETENTION CONTACT LIST

Department	Record Retention Liaison	Record Categories
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	Shanquita Lewis	
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	Sherry Brown	Human Resources
Public Safety	Dana Meeks	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	Cathy Stevens	Athletics
University Advancement	Joi Thomas	
Various	Various	Administration
Various	Various	Common
Various	Various	Research
Various	Various	Student Records

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RESOURCES

- **Shred Cycle 478-272-0585**
  - To request service for document destruction
  - To request a collection bin
- **Office of Legal Affairs**
  - Manages the on-campus Shred Cycle bin directory. Please notify them if one is in your department at legal@gcsu.edu
- **AskIT**
  - For assistance with Teams/One Drive setup for digital file storage or migration
- **Records Manager**
  - Holly Croft, 478-445-2097, Holly.Croft@gcsu.edu
  - Approves requests for records destruction
  - Assists with digitizing books or other paper files; migrating media