



Records Retention

Policy

All Valdosta State University faculty and staff shall maintain and preserve all University records and electronic documents in accordance with the Retention Schedule of the University System of Georgia (USG) Board of Regents (BOR) and State of Georgia law.

Procedures

Valdosta State University, at the direction of the Board of Regents, has developed a policy for records retention. The records retention period is the length of time records must be retained. The [Records Retention Schedule](#) approved by the Board of Regents for the University System appears in this section and is adopted by Valdosta State University in totality.

Consistent with the mandate of the Board of Regents, Valdosta State University has developed a policy to specify the methods and responsibilities for the destruction/shredding of documents and records that, if not securely maintained and destroyed/shredded in accordance with this policy, can cause harm to the University.

Document destruction service is available to all University departments through the Division of Finance and Administration. This office offers both Records Storage and Destruction/Shredding Services. To have records destroyed or stored, contact the Central Warehouse at 229-333-5957 or 333-5958. Documents marked for permanent retention as per the [Records Retention Schedule](#), particularly those of historical value, should be stored at the University Archives. To make arrangements for permanent records storage, call the VSU Archives at 229-333-7150.

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 the performance of functions by the University.
- Retention Schedule A set of disposition instructions prescribing how long, where and in what form records shall be kept.

Resources

USG Records Retention Schedules

https://www.usg.edu/records_management/schedules/

Board of Regents Policy §6.24 Records Retention

<https://www.usg.edu/policymanual/section6/C2717/>

State of Georgia Records Act O.C.G.A. §50-18-90 (2019)

https://www.georgiaarchives.org/assets/documents/Georgia_Records_Act_2019.pdf



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Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- Alumni Graduate Students Undergraduate Students
 Staff Faculty Student Employees
 Visitors Vendors/Contractors Other: _____

Policy Attributes

<i>Responsible Office(s)</i>	Legal Affairs, University Center Entrance 5 Room 4121, 1205 N. Patterson St., 229-333-5351, legal@valdosta.edu
<i>Approving Officer or Body</i>	President Ronald M. Zaccari and President's Cabinet, 12/20/2002
<i>Policy First Issued</i>	12/20/2002
<i>Reviewed</i>	12/04/2018
<i>Revisions</i>	06/16/2021: updated URLs under Resources, location of Legal Affairs Office