

## **Section 10.0 Institutional Records**

Approved by President's Cabinet 4/26/16

### **Introduction**

Institutional Records cover the retention, storage and disposal of all records of East Georgia State College. "Records" as defined in the EGSC Record Retention and Storage Policy refer to paper, electronic, magnetic tape, microfilm or other medium and may also be referred to in this Section 10 as "data." The EGSC data management structure (DMS) assigns the responsibility for data management, including record retention, storage and disposal to an employee in each unit of the college who is supervised by a Cabinet level employee with overall responsibility for data and records in that unit. The University System of Georgia defines the record retention, storage and disposal schedules for each record. The Registrar or his/her designee has overall responsibility for and is the custodian of the EGSC Record Retention and Storage Schedule.