

Section 10.0 Institutional Records

Introduction

Section 10.0 Institutional Records cover retention, storage and disposal of all records of East Georgia State College.

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10.1 Registrar – Retention, Storage and Disposal of Student Enrollment and Academic Achievement Records

The Office of the Registrar shall retain in a secured, fireproof area all records applicable to student enrollment and academic achievement. This office maintains information on the following: student folder information, academic history permanent records, grade roll information, graduation information, schedule adjustment/registration information, transcript requests, enrollment certification requests, confidentiality requests, CPE, Compass and Regents' exam score information, and Board of Regents report information.

1. Upon application for admission, applicants are requested to complete an admissions application and supply several types of information. Students must supply transcripts from all institutions previously attended, SAT or ACT test scores, high school graduation or GED information, and immunization records. This information is placed into the student's folder and housed in the Admissions Office. The student folder is transferred from the Admissions Office to the Office of the Registrar following final registration for a term. Students who apply, but do not enroll, have their folder placed in an Admissions Office suspense file. The Admissions Office will destroy the file if the student does not enroll within a year of the original application term. Beginning Spring 2010, Financial Aid, Admissions and the Registrar's Offices implemented document imaging of incoming student records. Our goal will be to destroy hardcopy documents the following year while maintaining digital access to those documents for future reference. Student academic records prior to 2010 will be retained and stored in the same manner we followed prior to the change. Each year, the Office of the Registrar will produce a list of students who have not attended the institution for a period of 5 years. These folders are pulled, boxed, labeled by year, and forwarded to the student records archives, which is located in the auxiliary warehouse. This information will be archived for a period of 5 additional years at which time, if the student has not returned, it will be destroyed. Students, who return following the transfer of the student folder information to archives, will have their folder returned to the Office of the Registrar.
2. Prior to Summer Quarter 1997, academic history information was kept on permanent records cards. These records have been entered into our Banner Student Information System and the records are retained indefinitely.
3. Instructors enter student final grades directly into the Banner Student Information System through their Banner Web accounts, which are electronically stored and retained indefinitely.
4. The Office of the Registrar maintains a current list of graduates and degree audit information. This information is held indefinitely. This information is also recorded in the Banner Student Information System.
5. Registration schedules are not currently being retained within this office. The Banner Student Information System has within it an audit trail application which allows for tracking of student registration information. Schedule adjustment information in the form of drop/add cards or withdrawal cards are maintained within the office for a period of one academic year. After this time, this information is removed and destroyed.

6. Transcript request information is maintained for a period of one academic year. Following this time period, this information is pulled and destroyed.
7. Enrollment certification information is maintained for a period of one academic year. Following this time, this information is pulled and destroyed.
8. By federal law, the Family Educational Rights and Privacy Act, students are granted full discretion for disclosure of their academic information to persons or entities other than themselves. Students have the option of requesting that no information, including what is considered directory information, be released to anyone other than themselves. We request students who choose this option, complete a Confidentiality Statement. This information is placed into the student's folder and kept until such time as the folder is destroyed.
9. CPE, Compass and Regents' Exam score information is kept indefinitely.
10. Prior to Fall Semester 1997, data generated for reporting purposes to the Board of Regents is kept in the vault. Since that time, this information is being stored electronically within this office.

**NOTE: Beginning Summer Quarter 1997, East Georgia State College implemented the student information system, Banner. All registration, academic history and graduation information is maintained within this student information system. Computer Services runs a daily backup at the end of each business day which is held for one week. This is a complete backup and can fully restore our student information system to operational order.*

10.2 General Records Retention, Storage and Disposal Policy

November 22, 2010

(updated Data Stewards/Data Managers information January 1, 2012)

A data management structure is required of each institution to ensure proper handling of institutional data. The data management structure should consist of the following positions.

I. Data Owner – East Georgia State College

The individual institution is the data owner of all institutional data.

II. Data Trustees – Dr. Tim Goodman, Vice President for Academic Affairs Mr. Cliff Gay, Vice President for Business Affairs

Data trustees are institute executives who have overall responsibility for all the data sets maintained by the units reporting to them. The data trustees are responsible for ensuring the campus institutional data resources are used in ways consistent with the mission of the institution.

III. Data Stewards

Academic Affairs:	Dr. Tim Goodman, Vice President for Academic Affairs
Admissions:	Georgia Edmond, Director of Admissions
Business Office:	Becky Foskey, Director of Accounting Services
Computer Services:	Michael Rountree, Vice President for Information Technology
Counseling and Disability Services:	Anna Marie Reich, Director of Counseling and Disability Services
Financial Aid:	Karen Jones, Director of Financial Aid
Humanities:	Dr. Carmine Palumbo, Chair Humanities Division
Social Science:	Dr. David Bartram, Chair Social Science Division
Math/Science:	Dr. Bob Brown, Chair Math/Science Division
Human Resources:	Tracy Woods, Director of Human Resources
Library:	Amanda McKenzie, Library Director
Plant Operations:	David Steptoe, Director of Plant Operations
Registrar's Office:	Janet Stracher, Registrar
Statesboro Center:	Caroline McMillan, Director of EGSC Statesboro
Testing:	Georgia Edmond, Director of Admissions

Data stewards, designated by the data trustees, are senior level institution officials who have planning and policy responsibilities for data in their functional areas.

IV. Data Managers

Academic Affairs:	Denise Claxton
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Admissions Office	Georgia Edmond
Business Office	Massie Kight Brenda Crews Marcie Salter
Computer Services	Wilder Coleman Fritz Rathman Teresa Ogelsby
Counseling and Disability Services:	Anna Marie Reich
Financial Aid:	Karen Jones
Human Resources:	Tracy Woods
Humanities:	Peggy Allen
Library:	Amanda McKenzie
Math/Science:	Sonya Kirkland
Plant Operations:	David Steptoe Christi Hutchings
Registrar's Office:	Jillian Kirkland
Social Science:	Angie Brown
Statesboro:	Caroline McMillan
Testing:	Georgia Edmond

Data managers, designated by the data stewards, are generally operational managers within a function area overseeing the data for a particular subject area.

V. Data Users

All East Georgia State College employees determined to have a professional need to know as determined by data trustees, stewards and managers.

Data users are institution employees who have been granted authorization by the data managers to access institutional data. Authorization is granted for a specific level of access by the data management policies, solely for the conduct of institution business.

VI. Data Classification

By default, all institutional data will be designated as internal data for use within an institution or to satisfy institution external reporting requirement to the University System of Georgia (USG) Board of Regents (BOR), and to State, Federal, or other external agencies. Institution employees will have access to these data for use in the conduct of institution business. These data, while available within the institution, are designated as open to the general public unless otherwise required by law. The permission to view or query institutional data should be granted to all data users for all legitimate institution purposes.

As part of the data definition process, data stewards will assign each data element and each data view in institutional data to one of three categories: unrestricted, sensitive, and confidential.

Unrestricted data: Where appropriate, data stewards may identify institutional data elements that have no access restrictions as available to the general public. These data will be designated as unrestricted or public data.

Sensitive data: Where necessary, data stewards may specify institutional data elements as sensitive data for which users must obtain specific authorization to access since the data's unauthorized disclosure, alteration, or destruction will cause perceivable damage to the institution.

Confidential data: Where required, data stewards may identify institutional data elements as confidential, for which the highest levels of restriction should apply due to the risk or harm that may result from disclosure or inappropriate use.

VII. Data Access

Data stewards will work together to define a single set of procedures for requesting access to sensitive elements of institutional data, and document these data access request procedures.

EGSC employees – Access is conveyed at the time of employment based on professional need to know responsibilities of the position.

Third Party Requests –

1. Request for sensitive data must be made in writing to Open Records Officer.
2. Determination will be made by ORO concerning reasonable fees required to complete request.
2. ORO will respond within 3 days of receipt of such a request with proposed fee requirements, the requested information or plan to supply requested data.
3. Request for data and subsequent response will be retained for life of affected record.

VIII. Data Documentation

Please see the following EGSC Records Retention, Storage and Disposal Schedule.

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Records Retention, Storage and Disposal Schedule

Academic Affairs Office

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Retention Period</u>	<u>USG Record Retention Guideline</u>
B4	Class Scheduling Records	Registrar's Office--Permanent Copy (Working Papers in Academic Affairs Office for 1 year)	Permanent for 1 copy of the schedule of classes booklets; 1 year for all other records	Permanent for 1 copy of the schedule of classes booklets; 1 year for all other records
A12	Coop Program Records	Academic Affairs Office	Permanent for information on requirements and application procedures, committee minutes, meeting agendas, and memos of interpretation and understanding; 7 years after expiration for all other records	Permanent for information on requirements and application procedures, committee minutes, meeting agendas, and memos of interpretation and understanding; 7 years after expiration for all other records
B6	Course Records (i.e. course syllabi)	Most current are housed in Academic Affairs Office and older copies moved to Warehouse for Storage	7 years	7 years after obsolescence
B7	Course Schedule Maintenance Forms	Academic Affairs	2 years	2 years
G44	Student Faculty/Course Evaluation Records	Most Current Completed Surveys are housed in A/A Office and older copies moved to Warehouse for Storage--SUMMARY Reports and Statistical Tabulations are stored in Institutional Research Office	7 years	7 years
B11	Degree Program Proposal, Development and Review Records	Institutional Archives (Registrar?); Academic Affairs Office	Permanent for final reports, meeting minutes, curriculum proposals and reviews of individual degree programs by on and off-campus sources; 5 years for all other records	Permanent for final reports, meeting minutes, curriculum proposals and reviews of individual degree programs by on and off-campus sources; 5 years for all other records
G36	Recruiting Pool Records (i.e. unsolicited applications)	Units--Academic Division Offices	2 years	2 years
B12	Room Scheduling Records	Academic Affairs Office	1 year	1 year
G40	Search Records	Academic Affairs Office	4 years after search is completed	4 years after search is completed

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Records Retention, Storage and Disposal Policy

Admissions Office

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention Guideline</u>
1	Admissions Folder (Accepted)	Admissions Office/Vault/Warehouse	5 years	5 years
<i>*Includes all documentation such as: apps, hs transcripts, prior college trans, immun records, cpc eval, hs trans evals, etc.</i>				
2	Admissions Folder (No Shows)	Admissions Office/Vault/Warehouse	1 year	1 year
<i>*Includes all documentation such as: apps, hs transcripts, prior college trans, immun records, cpc eval, hs trans evals, etc.</i>				

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Records Retention, Storage and Disposal Policy

Business Office

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention Guideline</u>
1	Accounts Aging Records	VPFA Office/Business Office/Warehouse	10+ years	7 years
2	Accounts Payable Records/ Check Stubs	From Business Office to Warehouse; in Peoplesoft since 12/01	10+ years (paper)	4 years
3	Accounts Rec Subsidiary Records (Other)	From Business Office to Warehouse	10+ years	7 years
4	Accounts Rec Subsidiary Records (Student)	In Banner since Fall 1997	Indefinitely	7yrs
5	Accounts Rec Write-off Records	From Business Office to Warehouse	10+ years	2 years after write-off
6	Accounts Receivable Records	VPFA Office/Business Office/Warehouse; in Peoplesoft since 12/01	10+ years (paper)	2 years after collected or deemed uncollectible Individ Leave Notif: 4 yrs; Emp Cum Leave Record: 50 yrs
7	All Time, Attendance and Leave Records	Business Office	Indefinitely	Permanent
8	Annual Budget Records	In Peoplesoft Financials since 12/01	Indefinitely	Permanent
9	Annual Financial Statements	VP of Fiscal Affairs Office; Bus Office Vault	Permanent	Permanent
10	Annual Fiscal Reports	VP of Fiscal Affairs Office; Bus Office Vault	10+ years	10 years
11	Audit Records	VP of Fiscal Affairs Office	10 years	10 years
12	Bank Statements/Cancelled checks	From Business Office to Warehouse	10+ years	7 years
13	Bid & Competitive Selection Records	Business Office/Director of Plant Operations From VPFA Office to Warehouse; in Peoplesoft Financials since 12/01	Permanent	11 years for capital projects; 7 years for all others
14	Budget Activity Reports	From VPFA Office to Warehouse	10+ years	10 years
15	Budget Maintenance Records	From VPFA Office to Warehouse	10+ years	4 years
16	Budget Planning, Projection, & Preparation Building Space Inventory & Valuation Records	From VPFA Office to Warehouse VP of Fiscal Affairs Office	10+ years Permanent	10 years Permanent for inventory reports; 10 years for all others
17	Capital Construction Project Records	VP of Fiscal Affairs Office In Banner since Fall 1997; from Business Office to Warehouse	Permanent 10+ years (paper)	Permanent 7 years
18	Cash Batches Records from Cashiers	From Business Office to Warehouse; also included in Banner	10+ years	5 years
19	Cash Records	Included in cash receipts records	10+ years	5 yrs b/c are included in cash receipts documentation
20	Cash/Deposit Match Records	With accounts receivable records	10+ years	3 years after account is paid in full
21	Collection records	From Business Office to Warehouse	10+ years	7 yrs b/c they are included in Accounts Payable records
22	Contracts and Agreements Records	VP of Fiscal Affairs Office	Permanent	Permanent
23	Correspondence, Executive	VP of Fiscal Affairs; Business Office	10+ years	7 years
24	Correspondence, Fiscal	VP of Fiscal Affairs Office	5 - 10 years	5 years after expiration
25	Correspondence, General	Included in bank statements files	10+ years	7 years
26	Credit card administration records	Office of the President & VPFA	Permanent	Permanent - 3 years for annual transactions
27	EGSCF Minutes & Reports	Business Office Fire Proof Safe	Permanent	7 years
28	Endowment Records	Business Office	Permanent	4yrs for biennial inventory records; 4yrs aft disposal of asset
29	Equipment Inventory Records	Business Office	Permanent	

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31	Equipment Maintenance Records	Director of Plant Operations	?	3 years after disposition of equipment
32	Fee Schedules	VP of Fiscal Affairs Office	10 years	5 years after expiration
33	Garnishment Records	Business Office	Indefinitely	4 years after resolution
34	General Ledger Statements	From Business Office to Warehouse	10+ years	7 years
35	Insurance Fund Claims	Business Office	10+ years	5 years after claim is paid
36	Insurance Policy Records	VP for Fiscal Affairs Office; Business Office	10+ years	7 years after policy expiration
37	Key Issuance Records	Office of Human Resources	Permanent	Permanent (keys for institutional bldgs issued to fac & s
38	Land Inventory Records	VP of Fiscal Affairs Office	Permanent	Permanent
39	Leases	Business Office	5 - 10 years	7 years after expiration 5 yrs for annual reports; 1 yr for monthly or quarterly reports
40	Miscellaneous Accounting Records	VPFA Office/Business Office/Warehouse	10+ years	
41	Operating & G/L Reconciliation Records	VPFA Office/Business Office/Warehouse; in Peoplesoft since 12/01	10+ years (paper)	7 years
42	Parking citations records	From Business Office to Warehouse	10+ years	5 yrs if incl in cash receipts; 7 years if accounts receivable
43	Parking permits records	In Access database	2 years	2 years
44	Pay Authorization Records	Business Office	Indefinitely	5 years 3 yrs for payroll check delivery logs; 1 yr aft emp separation
45	Paycheck Delivery Records	Business Office	Indefinitely	
46	Payroll Adjustment Records	Business Office	Indefinitely	5 years
47	Payroll Check Registers	Business Office	Indefinitely	6 years
48	Payroll Deduction Reimbursement Records	Business Office	Indefinitely	5 years
49	Policies & Procedures	VPFA Office & Computer/Intranet	5 - 10 years	3 years after obsolescence
50	Professional Services Contracts Records	From Business Office to Warehouse	10+ years	7 yrs b/c they are included in Accounts Payable records
51	Property Disposition Requests Records	Business Office	Permanent	5 years
52	Real property records	VP for Fiscal Affairs Office; Business Office	Permanent	Permanent or 11 years after property is sold
53	Refund/Disbursements Request Records	In Banner since Fall 1997	Indefinitely	4yrs
54	Registration Fees	From Business Office to Warehouse; in Peoplesoft since 12/01	10+ years (paper)	7 years - included in Accounts Payable records 7 yrs because they are filed with general ledger transactions
55	Requisitions Records	From Business Office to Warehouse	10+ years	
56	Returned Check Records	Business Office	10+ years	4 years
57	Safekeeping Records (Agency Funds)	From Business Office to Warehouse; in Peoplesoft since 12/01	10+ years	7 yrs b/c they are included in Accounts Payable records
58	Sale Inventory Records	From Business Office to Warehouse	10+ years	5 years 7 yrs because they are filed with general ledger transactions
59	Shipping Lists/Packing Slips	From Business Office to Warehouse	10+ years	
60	Signature Authorizations	Business Office Fire Proof Safe	Permanent	7 years after authorization expires
61	Surplus Property Records	Business Office	Permanent	4 years
62	Tax Withholding Authorization Records	Business Office	Indefinitely	5 years after superseded or employee separates
63	Travel Records	From Business Office to Warehouse; in Peoplesoft since 12/01	10+ years (paper)	7 years - included in Accounts Payable records
64	Vehicle Records	Business Office	Permanent	3 years after disposal of vehicle
65	Vehicle Title Records	Business Office	Permanent	For the duration of ownership 2 years after superseded or obsolete for all other records(?)
66	Vendor History Reports	From Business Office to Warehouse	10+ years	

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Computer Services

Records Retention, Storage and Disposal Policy

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record F</u>
1	Backup tapes	Fireproof Safe located in Academic Building (C252)	2 week rotation, yearly backups	Life of system or applic
2	Departmental requests	School Dude / Hard drive / Computer Services office	3 years	5 years
3	Forms on EGSC Intranet	EGSC Intranet server	Until form is updated or not needed	Until superceded
4	Hardware maintenance docs	Document Imaging / Filing cabinet in computer services	Life of system	Life of system
5	Network account forms	Document Imaging / Filing cabinet in computer services	Throughout faculty/staff employment	3 years after obsolete
6	Purchase card requests	Hard drive / Computer Services office	3 years	5 years
7	Software / hardware manuals	Computer services office / server room	Life of system or application	Life of system or applic
8	Software maintenance docs	Document Imaging / Computer services office / server room	Life of system or application	Life of system or applic

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Records Retention, Storage and Disposal Policy

Counseling and Disability Services

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention Guideline</u>
1	Counseling and Disability Records	Counselors Office	7 years after last date of contact	7 years after last date of contact

**Includes all documentation such as: personal counseling/disability records including notes, assessments, confidentiality contracts, referrals, disability contracts, intake information, treatment issues and symptoms and diagnosis.*

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Financial Aid Office

Financial Aid Office

Records Retention, Storage and Disposal Policy

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>
1	Audit Documentation	DFA Office File Cabinet and/or xTender	3 years from end of Award Year, then destroyed July 1st
2	Federal Title IV, Program Records, Institutional Records	DFA Office File Cabinet and/or xTender	3 years from end of Award Year, then destroyed July 1st
3	FFELP/DL Records	BANNER FA SIS and xTender	5 years from end of Award Year, then archived electronically.
4	Pell Grand Reports	BANNER FA SIS and xTender	5 years from end of Award Year, then archived electronically.
5	Student Financial Aid Files (ISIRS, Supporting Documents, Award Letters, Tracking Letters, Appeal applications)	BANNER FA SIS and xTender	3 years from end of Award Year, then destroyed July 1st

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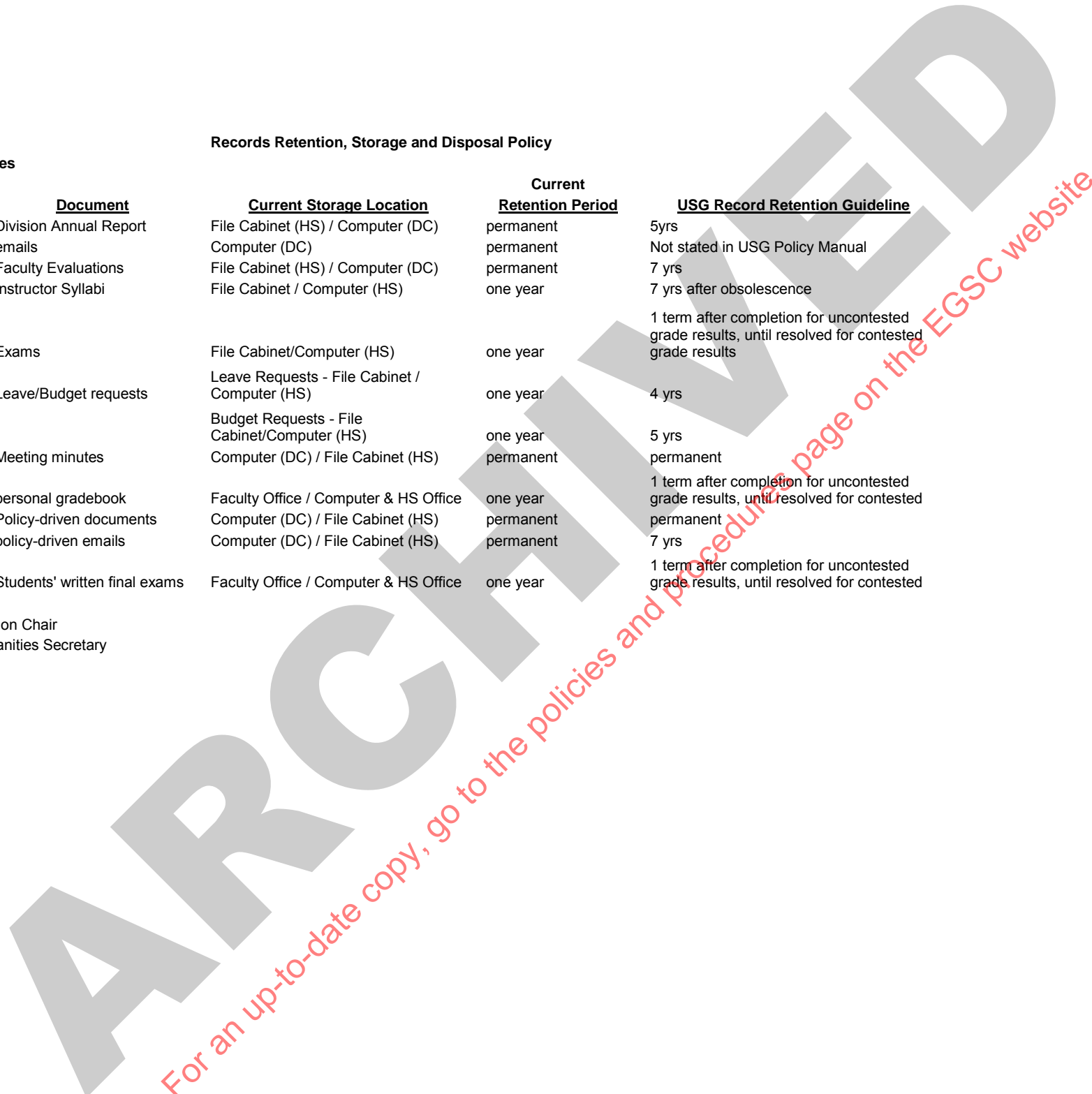
Records Retention, Storage and Disposal Policy

Humanities

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention Guideline</u>
1	Division Annual Report	File Cabinet (HS) / Computer (DC)	permanent	5yrs
2	emails	Computer (DC)	permanent	Not stated in USG Policy Manual
3	Faculty Evaluations	File Cabinet (HS) / Computer (DC)	permanent	7 yrs
4	Instructor Syllabi	File Cabinet / Computer (HS)	one year	7 yrs after obsolescence
5	Exams	File Cabinet/Computer (HS)	one year	1 term after completion for uncontested grade results, until resolved for contested grade results
6	Leave/Budget requests	Leave Requests - File Cabinet / Computer (HS)	one year	4 yrs
7	Meeting minutes	Budget Requests - File Cabinet/Computer (HS) Computer (DC) / File Cabinet (HS)	one year permanent	5 yrs permanent
8	personal gradebook	Faculty Office / Computer & HS Office	one year	1 term after completion for uncontested grade results, until resolved for contested
9	Policy-driven documents	Computer (DC) / File Cabinet (HS)	permanent	permanent
10	policy-driven emails	Computer (DC) / File Cabinet (HS)	permanent	7 yrs
11	Students' written final exams	Faculty Office / Computer & HS Office	one year	1 term after completion for uncontested grade results, until resolved for contested

DC=Division Chair

HS=Humanities Secretary



Records Retention, Storage and Disposal Policy

Human Resources

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>
1	Academic & Executive Personnel Files (Active)	Pres. Ofc./HR Ofc. (Inactive files stored in HR storage room)	Permanent
2	Annual Performance Evaluations	HR Ofc.	Permanent
3	Benefit Plan Documents/Correspondence	VP Fiscal Affairs Ofc. & HR Ofc.	Permanent
4	Continuation of Insurance Benefits (COBRA) Records	HR Ofc. & ADP Services	Permanent
5	Deduction Authorization Records	HR Ofc. & Business Ofc.	Permanent
6	Electronic Mail & HR Listserv Correspondence	HR Ofc.	Permanent (hard printed)
7	Employee Benefits Records	HR Ofc. & BOSS System	Permanent
8	Employee Employment Verification Records	HR Ofc.	Permanent
9	Employee Parking Decal Assignment Listing	HR Ofc.	Permanent
10	Employment Eligibility Verification (I-9) Forms	HR Ofc.	Permanent
11	Employment Policies & Procedures, Records, Personnel Actions	HR Ofc.	Permanent
12	Family & Medical Leave Files	HR Ofc.	Permanent
13	H-1 Visa Records	HR Ofc.	Permanent
14	J-1 Visa Records	HR Ofc.	Permanent
15	Job Descriptions	HR Ofc.	Permanent
16	Key Assignment Forms for Faculty & Staff	HR Ofc.	Permanent
17	Personnel Research Data/Survey Records	HR Ofc.	Permanent
18	Phone Requests & Trouble-Reporting to GTA	HR Ofc.	Permanent
19	Recruitment Records	HR Ofc.	Permanent
20	Retiree Benefit Files	HR Ofc. & BOSS System	Permanent

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21	Staff Personnel Files – Full & Part-time (Active)	HR Ofc. (Inactive files stored in HR storage room)	Permanent
22	Student Intern Info	HR Ofc.	Permanent
23	Student Personnel Files	HR Ofc. & Business Ofc.	Permanent
24	Tax Withholding Authorization Records (W-4's, G-4's)	HR Ofc. & Business Ofc.	Permanent
25	Travel Requests (for travel in state vehicles with no expenses for reimbursement)	HR Ofc. (Only for HR travel; all other EE travel records are retained in Business Ofc.)	Permanent
26	Tuition Remission/Reimbursement Applications/Documentation	HR Ofc.	Permanent
27	Worker Compensation Records	HR Ofc.	Permanent

(HR will be starting a electronic backup of HR records; will start process in late 2011.)

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Records Retention, Storage and Disposal Policy

Library –Category F

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention</u>
1	Circulation Records	Online/Voyager System	Until transaction is completed	Until the transaction is completed
2	Collections Control Records	Electronic files and File cabinets in Library	Several yrs.; Paper copies sent to Plant Ops for disposal	Permanent
3	Correspondence	Electronic files (email) and paper copies in file cabinets in Library	Until transaction is completed or when deemed appropriate	5 years
4	Deaccession Records	File cabinets in Library	Several yrs. then sent to Plant Ops for disposal	Permanent
5	Inter-Library Loan (ILL) Records	Electronic files (GILExpress and OCLC services) and file cabinets in ILL office	2 + years	3 years
6	Procedures/Manuals	Electronic files and paper copies in file cabinets in Library	Permanent	Not noted in USG Manual
7	Reference Request Records	Electronic files and some paper copies in file cabinets	Until transaction is completed	5 years
8	Serials Records	Electronic files and File cabinets in Library	Several yrs.; Paper copies sent to Plant Ops for disposal	Until input and verified by Plant Ops until superseded by other records

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Records Retention, Storage and Disposal Policy

Math / Science

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention</u>
1	Division Annual Report	File Cabinet/ Dr. Brown's Office (C216)	permanent	5yrs
2	Emails	computer: swainsboro/statesboro	Until read or as long as needed	Not stated in USG Policy
3	Faculty Evaluations	File Cabinet/ Dr. Brown's Office (C216)	permanent	7 yrs
4	Instructor Syllabi	File Cabinet Math / Science Office (C218)	5 Years	7 yrs after obsolescence
5	Exams	Locked file cabinet - Math / Science Office (C201)	5 Years	1 term after completion of uncontestable grade results; If contested, keep until issue is resolved for contested grade results
6	Leave/Budget requests	Leave Requests - File cabinet Math / Science Office (C218) Budget Requests / Year End Requests - Dr. Brown's Office (C216)	3 Years 3 Years	4 yrs 5 yrs
7	Math / Science Budget - Expenditures	Monthly budget progress - Dr. Brown's Office (C216)	2 Years	10 years for year end reports; 5 years for all other records
8	Meeting Minutes	File Cabine / Dr. Brown's Office	permanent	Permanent
9	Personal Gradebook	Each Instructor in their office	1 term after completion for uncontested grade results; If contested, keep until issue is resolved	1 term after completion of uncontestable grade results; If contested, keep until issue is resolved for contested grade results
10	Policy-driven documents	File Cabinet / Dr. Brown's Office	permanent	permanent
11	Policy-driven emails	file cabinet/ Dr. Brown's Office	as long as needed	7 yrs
12	Students' written final exams	Instructor's Office	1 term after completion for uncontested grade results; If contested, keep until issue is resolved	1 term after completion of uncontestable grade results; If contested, keep until issue is resolved for contested grade results
13	Textbook Orders per Semester	File cabinet / Math / Science Office (C218)	1 year (Spring, Summer and Fall)	1 year

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Records Retention, Storage and Disposal Policy

Plant Operations Steward: David Steptoe

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record</u>
1	Bid and Competitive Selection Records <\$5,000	File Cabinet in File Room	permanent	11 years after s for contract; 7 y
2	Buildings/Grounds Repair, Maintenance, Remodeling and Construction Records <\$100,000	Director's Office File Cabinet	permanent	Permanent for sketches, and s for all other rec
3	Capital Construction Project Records	File Cabinet in File Room	permanent	Permanent
4	Chemical Application Records	File Cabinet in File Room	permanent	30 years
5	Equipment Maintenance Records	File Cabinet in File Room	3 years after disposal of equipment	3 years after di
6	Professional Services Contracts	File Cabinet in File Room	permanent	7 years after ex
7	Room Change Requests Forms	File Cabinet in File Room	permanent	5 years
8	Staff Meeting Records	Director's Office File Cabinet	permanent	permanent
9	Surplus Property Records	Move to Facilities	permanent	4 years
10	Utilities Systems Operation and Maintenance Records	File Cabinet in File Room	permanent	5 years after ec in service for e histories; 10 ye records
11	Vehicle Records	Director's Office File Cabinet	permanent	3 years after di
12	Vehicle Title Records	Move to Business Office	permanent	duration of ow

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13

ED Express Tech 95-96

Notebook Stored in Reg Ofc vault (?)

permanent

permanent

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Records Retention, Storage and Disposal Policy

Social Science Division

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention Guideline</u>
1	Division Annual Report	Bartram's computer	permanent	5yrs
2	Emails	computer: swainsboro/statesboro	as long as needed	Not stated in USG Policy Manual
3	Faculty Evaluations	File Cabinet/Bartram's office	permanent	7 yrs
4	Syllabi	computer/flash drive backup	3 years	7 yrs after obsolescence
5	Finals	computer/flash drive backup	3 years	1 term after completion for uncontested grade results, until resolved for contested grade results
6	Leave/Budget requests	Leave Requests - file cabinet/Testing Room	1 year	4 yrs
		Budget Requests - file cabinet/Testing Room	1 year	5 yrs
7	Division Meeting minutes	file cabinet/Testing Room	permanent	permanent
8	Gradebooks	Faculty keeps their own/VISTA	1 year	1 term after completion for uncontested grade results, until resolved for contested grade results
9	Policy-driven documents	Bartram's computer	as long as needed	Permanent
10	Policy-driven emails	Bartram's computer	as long as needed	7 yrs
12	Research Papers	file cabinet/Testing Room	1 year uncontested, until resolved uncontested	1 term after completion for uncontested grade results, until resolved for contested grade results

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Records Retention, Storage and Disposal Policy

Statesboro Center

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention Guideline</u>
1	Bank Statement	File Cabinet Statesboro Center	3 year	3 years
2	Bookorder records	File Cabinet Statesboro Center	3 years	1 year
3	Requisitions Records	File Cabinet Statesboro Center	3 years	5 years
4	Student time sheets	File Cabinet Statesboro Center	3 years	5 years
5	Vehicle Records	File Cabinet Statesboro Center	3 years	3 years after disposal of vehicle

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Records Retention, Storage and Disposal Policy

Testing

<u>Item</u>	<u>Document</u>	<u>Current Storage Location</u>	<u>Current Retention Period</u>	<u>USG Record Retention Guideline</u>	<u>Data Classification</u>
1	Proctored Exams (Copies)	File Cabinet Dir Enroll Serv Office	Permanent	1 term after completion	confidential
2	National Testing Rec (SAT, ACT, etc.)	Banner Student Information System	Permanent	3 years after testing date	confidential

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