



**BOARD OF REGENTS**  
**University System of Georgia**

# Records Retention Manual

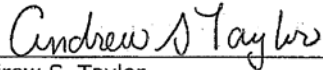
## UNIVERSITY SYSTEM RETENTION SCHEDULE REVIEW

To: All Members of the University System of Georgia

RE: University System Retention Schedule Review

We have reviewed the revised schedules for the retention and/or disposition of the following university system records as presented in this updated version of the Records Retention Schedules for the University System of Georgia. These are based upon the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). This version includes revised schedules as filed with the Division of Archives and History, Office of Secretary of State as of April 1, 2009.

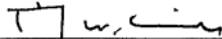
These schedules are approved as revised.



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Assistant Director, Division of Archives and History

05-27-2009

Date



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6/3/2009

Date



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# Records Retention Series: A

## Category: Administration

### (A1) Professional Accreditation Records

**Explanation:** This series documents the accreditation process for the colleges, units, and related programs. The series provides a record of materials compiled for inclusion in a report packet sent to the appropriate professional accreditation board for the specific program or service and usually includes statements on mission, finance, educational programs and departments/divisions make up. Most accreditation organizations produce an evaluation report based on the packet and on-site inspection, which is used to determine accreditation for the units and their programs. This series may include but is not limited to: self-evaluation reports; final reports sent to accreditation organization; statistical data; working papers; accreditation organization evaluation report; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Colleges, Budgets & Planning

**Retention:** Permanent for self-evaluation reports, final accreditation reports, and accreditation organization evaluation reports; 2 accreditation cycles for statistical reports, working papers, correspondence, and all remaining records

**Citation or Reference:**

### (A2) Administrative Reports

**Explanation:** This series documents the annual activity of the institution and its subdivisions. This disposition includes reports prepared for the university by the president, vice-president, and deans of the institution. Final annual reports may be printed and bound or they may be less formal unpublished documents prepared for limited distribution. Reports may include but are not limited to periodic statistical reports; summarized statistical reports; copies of reports from other units; other working papers; final annual reports; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Creating units

**Retention:** Permanent for final annual reports and periodic and summary statistical reports not reflected in the final annual report; until superseded or obsolete for all other records

**Citation or Reference:**

### **(A3) Administrative Rules Records**

**Explanation:** This series documents reviews of and changes to the institution's Administrative Rules, including routine reviews and the annual preparation and authorization of the institution's administrative fees. Records may include but are not limited to notices of rule making with hearing notices; documentation of rule change hearings; reports to initiators of changes regarding outcome; final rules; Reports of Action to the State Administrative Rule Section including Certificates and Orders for Filing Permanent Administrative Rules with the Secretary of State; Notices of Proposed Adoption including statements on statutory authority, need/principle, documents relied upon, and statement of fiscal impact; lists of proposed fee schedules; reviewers' comments; administrative review reports; text of old rule with strike outs and changes; and, related correspondence. The Georgia Secretary of State holds the statewide record copy.

**Record Copy:** Legal Advisor, Business Affairs

**Retention:** 5 years after expiration

**Citation or Reference:** O.C.G.A. 50-13-1-44

### **(A4) Advisory Board Records**

**Explanation:** This series documents the activities of boards and councils, which function in an advisory capacity. Boards and councils may have as their charge highly specific or broad areas of concern and include members from outside the institution. This series may include but is not limited to meeting minutes; agendas; reports; notes; working papers; audio recordings; transcriptions; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Colleges & Units

**Retention:** Permanent for minutes, agendas, reports, and correspondence;  
3 years for all other records

**Citation or Reference:**

### **(A5) Affirmative Action Audits and Compliance Records**

**Explanation:** This series documents the institution's response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits. This series may include but is not limited to: audit reports; written responses showing how compliance will be accomplished; Equal Employment Opportunity (EEO-6) Reports; Vets 100 Employment Reports; final biennial plans and policy statements; executive department printouts; Affirmative Action (AA) policies and procedures; AA mission and goals; AA office reviews; departmental reports; status reports on minority action programs; AA compliance data sheets; guidelines; specific case histories; discrimination complaints; and related documentation and correspondence.

**Record Copy:** Affirmative Action Office, Institutional Archives

**Retention:** Permanent for plans; 2 years for all other records.

**Citation or Reference:** 29 C.F.R. 1602.48; 41 C.F.R. 60

### **(A7) Agency Relations Records**

**Explanation:** This series documents the institutional interactions with local, state, national, and international government agencies, educational institutions, businesses and groups to gain their assistance with the development and coordination of institution research and instructional programs. This series may include but is not limited to: reports; copies of publications; minutes; background information; and related documentation and correspondence.

**Record Copy:** Colleges & units

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A8) Association and Organization Advisory Records**

**Explanation:** This series documents the relationship and participation of institution units in professional and educational associations and other organizations. The unit's role may be one of membership on the advisory or administrative board, participation in a task force or subcommittee, or one of membership in consortia. This series may include but is not limited to: promotional information; rules and regulations; reports; proposals and planning records; workshop and conference records; surveys and questionnaires; minutes; and related documentation and correspondence. This series does not include individual faculty or staff membership information.

**Record Copy:** Colleges & units

**Retention:** 3 years

**Citation or Reference:**

### **(A9) Audit Reports (Moved to Series: M43, Category: Finance)**

### **(A10) Awards Records**

**Explanation:** This series documents the process of selecting institutional faculty, staff, students and alumni to receive awards, fellowships, and scholarships based on merit or achievement. The series may include but is not limited to: applications; nomination letters; eligibility terms and selection criteria; recommendations; transcripts; letters of award notification or denial; letters accepting or declining awards; summary lists of winners; biographies; demonstration of need documentation; press releases; award history and information on funding sources; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Administering units

**Retention:** Permanent for eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, and press releases; 1 year for all other records

**Citation or Reference:**

### **(A11) Committee Records**

**Explanation:** This series documents the activities of standing and ad hoc committees and councils made up of members from a variety of units. The committees are charged with formulating and recommending institutional policies and procedures, establishing standards and requirements, performing an advisory function, or reviewing petitions, appeals, and deviations from policy. Types of committees include administrative committees (those appointed by an administrator) and faculty senate committees (those created by the faculty senate's executive committee). They may function as steering committees, activities committees, standards committees, planning committees, academic committees, awards committees, councils, etc. Committees may be chaired by the director of a specific unit or rotate to different chairs on a regular basis. This series may include but is not limited to: agendas; meeting minutes; reports; notes; working papers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Institutional executive offices; Faculty Senate, Colleges & units

**Retention:** Permanent for agendas, minutes, reports, and correspondence; 3 years for all other records

**Citation or Reference:**

### **(A12) Cooperative Program Records**

**Explanation:** This series documents the institution's participation in cooperative and shared educational or research programs. Such programs may share research facilities and resources or instructional programs such as programs permitting student matriculation at member institutions. This series may include but is not limited to: information on requirements and application procedures; applications and eligibility certificates; committee minutes; meeting agendas; working papers; memos of interpretation and understanding; fiscal records; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Academic Affairs, Distance Education, Colleges

**Retention:** 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

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A13) Correspondence, Administrative**

**Explanation:** Series documents communications received or sent which contain significant information about an institution's programs. Records include letters sent and received, memoranda, notes, enclosures, attachments and electronic messages.

**Record Copy:** Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

### **(A14) Correspondence, Executive**

**Explanation:** This series documents significant events and the development of administrative structure, policies, and procedures of the office. It may also record the historical development of the office. Records may include: letters sent and received; notes; directives; acknowledgments; and memoranda. Correspondence may be inter-office, within the university, and with non-university agencies, organizations, individuals and electronic messages.

**Record Copy:** Institutional Archives; Creating unit

**Retention:** Permanent

**Citation or Reference:**



**(A15) Correspondence, Transitory**

**Explanation:** Series documents communications received or sent which do not contain significant information about an institution's programs (Correspondence, Administrative), fiscal status (Correspondence, Fiscal), or routine agency operations (Correspondence, General). Records include, but are not limited to, advertising circulars, drafts and worksheets, desk notes, memoranda, electronic messages, and other records of a preliminary or informational nature.

**Record Copy:** Units

**Retention:** Until read

**Citation or Reference:**

**(A16) Correspondence, General (Routine)**

**Explanation:** Series documents communications received or sent which do not contain significant information about an institution's programs. Records include: letters sent and received; memoranda; notes; transmittals; acknowledgments; community affair notices; charity fund drive records; routine requests for information or publications; enclosures, attachments and electronic messages.

**Record Copy:** Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

**(A17) Crisis or Disaster Records**

**Explanation:** This series documents the events and damages to institutional property due to storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the institution. This series may include but is not limited to: diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence.

**Record Copy:** Facilities, Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-32

**(A18) Daily Broadcast Logs**

**Explanation:** Series documents daily broadcast activities of the institutional radio station or television channel. Records include: log sheets showing time signed on and off; any delays in broadcasting; engineer's name; announcer's name; and technical difficulties.

**Record Copy:** institutional radio station or television channel

**Retention:** 3 years

**Citation or Reference:** 47 C.F.R. 73.1840

### **(A19) Daily Logs**

**Explanation:** This series documents the day-to-day activities of the office. This series may include but is not limited to: staff member's daily schedules; daily work logs; appointment information; and desk calendars.

**Record Copy:** Units

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

### **(A21) Election Records**

**Explanation:** This series documents elections held by various faculty and staff organizations. This series may include but is not limited to: ballots; tabulations; and related documentation.

**Record Copy:** Organizations, Units

**Retention:** Until results are verified

**Citation or Reference:**

### **(A23) Gifts Records**

**Explanation:** This series documents potential or realized private, corporate, or public agency funding to the institution, including endowments and trusts. This series may include but is not limited to award guidelines; letters and agreements of gifts; copies of bequest instruments and wills from individuals or estates; financial statements and reports, including records of fund disbursements; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Administering units

**Retention:** Permanent for letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence; 7 years for all other records.

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A24) Grievance Records**

**Explanation:** This series documents grievance brought forward by faculty and staffs against the institution and which are resolved without litigation. (Records of grievances that are litigated become part of the legal case file.)

Grievances may pertain to personnel policies and procedures; articles contained in the collective bargaining agreement (classified staff only); departmental issues; affirmative action and equal opportunity issues; and promotion and tenure (faculty) issues. Records may include but are not limited to notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; appeals documentation; and related documentation and correspondence. Information may be exempt from public disclosure.

**Record Copy:** Affirmative Action, Academic Affairs, Human Resources, Legal Advisor, Ombudsman, and Units

**Retention:** 3 years after resolution

**Citation or Reference:**

## **(A25) Institutional Accreditation Records (Removed or Merged)**

### **(A26) Institutional Speeches and Statements**

**Explanation:** This series documents speeches and statements written and delivered by institutional faculty and staff in connection with institutional business. This series may include but is not limited to: final copies; audio or video recordings of the speech presentation; drafts; source materials; and working papers.

**Record Copy:** Institutional Archives; Institutional executive offices, Colleges, Units

**Retention:** 2 years for drafts, source material, and working papers;  
Permanent for all other records

**Citation or Reference:** O.C.G.A. 9-3-26

### **(A27) Interdepartmental Cooperation and Relations Records**

**Explanation:** This series documents the coordination and interaction between units for the cooperative administration of programs within the institution. This series is used for monitoring, planning, and coordinating research, instructional, or administrative programs of common concern to two or more institutional units. This series may include but is not limited to: copies of budget reports; activity reports; proposals; planning documents; agreements and memoranda of understanding; publicity and newspaper clippings; policy statements; working papers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Colleges & units

**Retention:** Permanent for proposals, planning documents, activity reports, policy statements, publicity; 7 years after expiration for all other records

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A28) Institutional Planning Records**

**Explanation:** This series documents the college or unit's role in the development of short-term or long-term plans for the institution. This series may include but is not limited to: instructions from the president; provosts; and/or vice provosts explaining the nature and purpose of the requested strategic planning effort; internal planning committee materials; statements of objectives and goals as developed by college or unit chairs and administrators; proposals; strategic planning reports; surveys; activity reports; informational materials; working papers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Institutional executive offices

**Retention:** Permanent for final planning reports, proposals, goal and objective statements, and instructions and explanations of process; 10 years for internal planning committee materials, surveys, activity reports, working papers, informational materials, and correspondence

**Citation or Reference:**

### **(A29) Lectures and Lecture Series Records**

**Explanation:** This series documents the development and history of special lectures and continuing lectureships devoted to a variety of topics and disciplines sponsored by the institution. This series may include but is not limited to: lecture committee notes; memoranda and planning materials; information on funding; financial support and honoraria records; patron information; programs and announcements; information on catering arrangements; news releases; recordings and transcripts; photographs; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Sponsoring unit

**Retention:** Permanent for lecture committee notes, memoranda and planning materials, programs and announcements, news releases, recordings, and transcripts, and photographs; 7 years for all other records

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A30) Legislative Relations Records**

**Explanation:** The series may be used to review and plan institutional positions on impacting legislative actions. This series may include but is not limited to: bill review and tracking forms; bill tracking reports; notes; copies of pending or approved legislation; working papers; and related documentation and correspondence. The President's Office maintains the record copy.

**Record Copy:** Institutional Archives, Presidents office

**Retention:** Permanent for final report or position; 5 years for all other records

**Citation or Reference:**

### **(A31) Lobbyist Records**

**Explanation:** This series documents the activities of university employees who engage in lobbying the state government. Records may include: lobbyist registration statement forms; lobbyist termination forms; lobbyist expenditure report forms; lobbyist listings and salary information and related documentation. The President's Office maintains the record copy.

**Record Copy:** Presidents office

**Retention:** 5 years after last activity

**Citation or Reference:**

### **(A32) Board of Regents Relations Records**

**Explanation:** This series documents the coordination and interaction between institutional administrative units and the Board of Regents which has ultimate authority over both academic and fiscal programs. This series may include but is not limited to: minutes; agendas; dockets; notes; activity reports; proposals; newsletters; memos; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

### **(A33) Policies and Procedures Records**

**Explanation:** This series provides a record of internal development and documents guidelines for consistency and continuity in the operation of the unit. This series may include but is not limited to: mission and policy statements; planning documents outlining responsibilities and goals; organizational charts; publications preparation guidelines; emergency procedures; job descriptions; guides for office procedures which often include completed samples of all forms; handbooks; desk manuals; and related documentation and correspondence.

**Record Copy:** Creating unit, Institutional Archives

**Retention:** 3 years, 7 years after expiration transfer to University Archives when administrative value ends

**Citation or Reference:** O.C.G.A. 9-3-33

### **(A34) Professional Membership Records**

**Explanation:** This series documents institutional-paid individual memberships and activities in professional organizations. These records may include but are not limited to: applications for membership; certification of membership; documentation of activities; and related correspondence.

**Record Copy:** Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

### **(A35) Radio and Television License Records**

**Explanation:** This series provides a record of licensing of university campus radio stations and television channels (including distance education) with the Federal Communications Commission. Records may include: FCC applications; licenses and contracts; and related correspondence. Federal regulations state that TV and radio licenses will ordinarily be renewed for 8 years unless the public interest, convenience and necessity will be served by an initial license or a renewal for a lesser term.

**Record Copy:** Radio station, Television channel, Distance Education

**Retention:** 10 years after expiration of license

**Citation or Reference:**

### **(A36) Signature Authorizations**

**Explanation:** This series documents the certification of the institution's employees who are authorized to sign fiscal and contractual documents. These documents serve as an aid for management control over expenditures. This series may include but is not limited to: authorization date; name; sample signature; position data; remarks; and conditions.

**Record Copy:** Units

**Retention:** 7 years after authorization expires

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A37) Special Activity Records**

**Explanation:** This series documents the activities of an office which are performed in addition to its regular or main functions. Examples may include the completion of surveys and questionnaires, compilation of special studies for professional or academic associations, and special mailings. This series may include but is not limited to: arrangements documentation; working papers; questionnaires; survey forms; study designs; reports; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Creating units

**Retention:** Permanent for final reports and study designs; 3 years for all other records

**Citation or Reference:**

### **(A38) Special Event Records**

**Explanation:** This series documents the efforts of a college or unit to provide informative sessions, short-courses, workshops, training programs, excursions, and celebratory events for members of the institution and the communities it serves. This series may include but is not limited to: materials on planning and arrangements; reports; promotional and publicity materials; press releases and news clippings; photographs; presentation materials and handouts; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence.

**Record Copy:** Creating units

**Retention:** 7 years after end of event

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A39) Meeting Records**

**Explanation:** This series documents the meetings of the faculty and/or staff of a college, department, or office that sets policy and procedures for the unit. Participants at meetings may be composed exclusively of a mixture of faculty, staff, administrators, and managers; specialized and task oriented sub-committees composed of unit personnel are also documented as part of this record series. These meetings may concern routine matters of procedure and topics such as program development, planning, administrative and personnel management, and assessments of future needs. This series may include but is not limited to: official meeting notes/minutes; reports; agendas; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Units

**Retention:** Permanent for official meeting notes/minutes, agendas, and reports; 5 years for all other records, transfer to University Archives when administrative value ends

**Citation or Reference:**

### **(A40) Vehicle Use Authorization and Request Records**

**Explanation:** This series documents permission for employees to use their private automobiles for official use and authorization of non-employees and student's to use state-owned cars. Records may include but are not limited to: private vehicle safety certification forms; private vehicle certificate lists; driver authorizations for students and non-employees; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 5 years after superseded or obsolete

**Citation or Reference:** O.C.G.A. 9-3-31

### **(A41) Visiting Scholar Program Records**

**Explanation:** This series documents a program which allows one or more visiting scholars to assume residence on campus for an academic year or a shorter duration. This series may include but is not limited to: advertisements; applicant data; arrangements and schedules; publicity and news clippings; presentation transcripts or published works; scholars' vitae; scholars' activities documentation including audio recordings; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

### **(A42) Bid and Competitive Selection Records (Moved to Series: M46, Category: Finance)**



**(A43) Equipment Inventory Records (Moved to Series: N1, Category: Property Management & Control)**

**(A44) Equipment Loan Agreements Records (Moved to Series: N2, Category: Property Management & Control)**

**(A45) Equipment Maintenance Records**

**Explanation:** Series documents the operation, maintenance, service and repair of institutional equipment. Records may include: purchase orders; lease agreements; warranties; instructions and operating manuals; vendor statements; service contracts; charge call bills; fax activity reports; service logs; invoices for equipment repair; purchase request forms; and memoranda.

**Record Copy:** Units

**Retention:** 5 years after disposition of equipment

**Citation or Reference:** O.C.G.A. 9-3-33

**(A46) Equipment Rental and Loan Records**

**Explanation:** This series is used to monitor the rental/loan and return of university property such as recreational equipment and lockers and is also used to determine usage trends as an aid to purchase and replacement decisions. Records may include: rental agreements; loan forms; usage logs; and related correspondence.

**Record Copy:** Units

**Retention:** 2 years after return of property

**Citation or Reference:**

**(A47) Federal Property Records (Moved to Series: N3, Category: Property Management & Control)**

**(A48) Food and Alcohol Inventory Records**

**Explanation:** This series is used to provide the department with a record of the dollar value of food, alcohol, and other consumable stock at the end of each month for planning, ordering, and fiscal accounting purposes. This includes documentation of vendors and subcontractors. This series may include but is not limited to: in-house computer generated food inventory reports; alcohol inventory reports; summary reports; and other related documentation and correspondence.

**Record Copy:** Housing & Dining Services

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-2-725



**(A49) Food Ordering and Delivery Records**

**Explanation:** This series is used to provide the office with verification of vendor deliveries, transfers of food and supplies from the housing office warehouse, updated pricing information, and other vendor information. This series may include but is not limited to: photocopies of direct delivery vendor invoices; and requisition forms.

**Record Copy:** Housing & Dining Services

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-2-725

**(A50) Issue Tickets Records**

**Explanation:** This series documents the distribution of consumable supplies such as gasoline, oil, rock, gravel, and other supplies issued for authorized use. This series may include but is not limited to: issue tickets; receipts; sign-out sheets or logs; journal vouchers; purchase authorizations; and other related documentation and correspondence.

**Record Copy:** Facilities Services, Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-25

**(A51) Personal Property Loan Agreements Records (Moved to Series: N4, Category: Property Management & Control)**

**(A52) Property Disposition Requests Records**

**Explanation:** This series documents custodial units' requests to change the status of state-owned property.

**Record Copy:** Units

**Retention:** 5 years

**Citation or Reference:**

**(A53) Purchase Requests Records (Moved to Series: M1, Category: Finance)**

**(A54) Research and Teaching Drug Inventory Records**

**Explanation:** This series documents the daily inventory of drugs and controlled substances held by units for clinical, instructional, and research uses. These records include daily shift inventory logs listing descriptions, quantities, and initials of pharmacists conducting the inventories.

**Record Copy:** Colleges, Units

**Retention:** 2 years

**Citation or Reference:** 21 CFR 1304.04(a)

### **(A55) Sale Inventory Records**

**Explanation:** This series is used to document saleable items in colleges or unit's inventories. This series may include but is not limited to: stock printouts; inventory reports; card files of stock; and related documentation and correspondence.

**Record Copy:** Colleges, Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-2-725

### **(A56) Shipping Lists and Packing Slips**

**Explanation:** This series documents the receipt of equipment, supplies, other items and services from vendors. The series includes: packing slips; shipping and container lists; and bills of lading.

**Record Copy:** Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-2-725

### **(A57) Surplus Property Records (Moved to Series: N4, Category: Property Management & Control)**

### **(A58) Vehicle Records**

**Explanation:** This series documents departmental administration of vehicles such as cars, vans, trucks, trailers, boats, tractors, and farm vehicles for accounting and insurance purposes. It may also document the service history, accumulated mileage, and disposition of each vehicle of institutionally owned vehicles, including routine preventative maintenance, mechanical repairs, and accident damage repairs. This series may include but is not limited to: titles; registrations; vehicle warranties; maintenance agreements; service contracts; vehicle inventories containing information regarding description, dollar value, and date of purchase; maintenance and repair logs; maintenance requests and work orders; gas slips; repair notices and authorizations and related documentation and correspondence.

**Record Copy:** Transportation Services, Units

**Retention:** 5 years after disposal of vehicle

**Citation or Reference:** O.C.G.A. 9-3-33

### **(A59) Vehicle Title Records (Removed or Merged)**

### **(A60) Vendor History Reports**

**Explanation:** This series is used for quick reference of vendor data, selection, and updating pertaining to departmental and college operations. This series may include but is not limited to: reports containing vendor numbers, payee names, invoice numbers, amounts, warrant/voucher numbers, and message comments; copies of purchase orders; requisitions; promotional and advertising materials; product specification sheets; and related documentation and correspondence.

**Record Copy:** Colleges, Units

**Retention:** 2 years after superseded or obsolete

**Citation or Reference:**

### **(A61) Building Space Inventory and Valuation Records**

**Explanation:** This series documents the buildings owned and leased by the various institutions within the University System both on and off campuses. Building space inventory reports are used to project institutional space needs; to identify deferred maintenance; and to provide cost recovery support documentation for major research universities receiving federal money, grants, or private gifts. The inventories are kept at the institution level with periodic updates being provided to the Board of Regents. Records include but are not limited to computer generated reports with details by building, type of space, principal use, department, and area. Records may also include various summary reports. Building valuation reports are used for State Insurance Fund purposes, and include building name, building number, location, capitalized value, and insured value.

**Record Copy:** Institutional Archives; Controller's Division

**Retention:** Permanent for summary space inventory reports and building valuation reports; 10 years for all other records

**Citation or Reference:**

### **(A62) Buildings/Grounds Repair, Maintenance, Remodeling, and Construction Records (Moved to Series: N6, Category: Property Management & Control)**

### **(A63) Capital Construction Project Records (Moved to Series: N7, Category: Property Management & Control)**

### **(A64) Chemical Application Records (Moved to Series: N8, Category: Property Management & Control)**

**(A65) Classroom and Laboratory Utilization Reports**

**Explanation:** This series provides information about the utilization of classroom and laboratory space. This series includes preliminary and final reports, which contain class number, time of the class, and the number of students in the class.

**Record Copy:** Facilities Services

**Retention:** 5 years for final utilization reports; 2 years for preliminary utilization reports

**Citation or Reference:**

**(A66) Land Inventory Records (Moved to Series: N9, Category: Property Management & Control)**

**(A67) Room Change Requests Forms**

**Explanation:** This series documents room assignments and room remodeling done by facilities services units. Information on the change request forms may include but is not limited to: the building and room; the reason for the change; who requested the change; who approved the change; date the change was requested; source of funds; special approvals needed and date approved.

**Record Copy:** Facilities Services

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

**(A68) Utilities Systems Operating and Maintenance Records (Moved to Series: N10, Category: Property Management & Control)**

**(A69) Annual Fiscal Reports (Moved to Series: M2, Category: Finance)**

**(A70) Annual Financial Statements (Moved to Series: M3, Category: Finance)**

**(A71) Correspondence, Fiscal (Moved to Series: M4, Category: Finance)**

**(A72) Development and Endowment Management Fee Records (Moved to Series: M5, Category: Finance)**

**(A73) General Ledger Statements (Moved to Series: M6, Category: Finance)**

**(A74) Miscellaneous Accounting Reports (Moved to Series: M7, Category: Finance)**

**(A75) Operating and General Ledger Reconciliation Records (Moved to Series: M8, Category: Finance)**

**(A76) Accounts Aging Records (Moved to Series: M9, Category: Finance)**

**(A77) Accounts Payable Records (Moved to Series: M10, Category: Finance)**

**(A78) Accounts Receivable Records (Moved to Series: M11, Category: Finance)**

**(A79) Accounts Receivable Subsidiary Records (Moved to Series: M12, Category: Finance)**

**(A80) Accounts Receivable Write-off Records (Moved to Series: M13, Category: Finance)**

**(A81) Canceled Checks (Moved to Series: M14, Category: Finance)**

**(A82) Charge Airfare Records (Removed or Merged)**

**(A83) Check Stubs (Moved to Series: M15, Category: Finance)**

**(A84) Collection Records (Moved to Series: M16, Category: Finance)**

**(A85) Credit Card Administration Records (Moved to Series: M7, Category: Finance)**

**(A86) Moving Expenses Records (Moved to Series: M18, Category: Finance)**

**(A87) Refund/Disbursements Request Records (Moved to Series: M19, Category: Finance)**

**(A88) Registration Fee Records: (Moved to Series: M20, Category: Finance)**

**(A89) Returned Checks Records (Moved to Series: M21, Category: Finance)**

**(A90) Revolving Charge Agreements Records (Moved to Series: M22, Category: Finance)**

**(A91) Travel Records (Moved to Series: M23, Category: Finance)**

**(A92) Annual Budget Records (Moved to Series: M24, Category: Finance)**

**(A93) Budget Activity Reports (Moved to Series: M25, Category: Finance)**

**(A94) Budget Maintenance Records (Moved to Series: M26, Category: Finance)**

**(A95) Budget Planning, Projection, and Preparation Records (Moved to Series: M27, Category: Finance)**

**(A96) Cooperative Federal Program Budget Preparation, Projection and Allocation Records (Moved to Series: M28, Category: Finance)**

**(A97) Self-Sustaining Program Budget Projection and Allocation Records (Moved to Series: M29, Category: Finance)**

**(A98) Bank Advice Statement Records (Moved to Series: M30, Category: Finance)**

**(A99) Cash Balances and Reconciliations (Moved to Series: M31, Category: Finance)**

**(100) Cash/Deposit Match Records (Moved to Series: M32, Category: Finance)**

**(A101) Cash Records (Removed or Merged)**

**(A102) Cashier's Daily Summary Records (Removed or Merged)**

**(A103) Credit Voucher Requisition Records (Moved to Series: M33, Category: Finance)**

**(A104) Log Out Records (Moved to Series: M34, Category: Finance)**

**(A105) Monthly Cash Reports (Removed or Merged)**

**(106) Safekeeping Records (Moved to Series: M35, Category: Finance)**

**(A107) Ticket Sales and Event Cash Reconciliation Records (Moved to Series: M36, Category: Finance)**

**(A108) Weekly Cash Receipts Summaries (Removed or Merged)**

**(A109) Author's and Artist's Contracts and Agreements Records**

**Explanation:** This series provides documentation of the duly executed and binding contractual agreements between the institution and authors and artists concerning subjects such as royalties, pricing agreements, and copyright. Information in individual contracts or agreements may include but is not limited to: terms and conditions; provisions; amendments; exhibits and addenda; and authorizing signatures.

**Record Copy:** University Press, Units

**Retention:** 120 years for authors' and artists' contracts and agreements with university presses; 7 years after expiration for all other authors' and artist's contracts and agreements

**Citation or Reference:** 17 U.S.C. 302, O.C.G.A. 9-3-24

**(A110) Contracts and Agreements Records (Also reference A110, N11 and O1)**

**Explanation:** This series documents the negotiation, execution, completion, and termination of legal agreements between an agency and other parties, and for personal/professional services. Series does not include contracts and agreements for Real Property (See Schedule A116). Records include a copy of the official contract or agreement, memoranda of understanding, amendments, exhibits, and addenda.

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** Contracts or agreements documenting building construction, alterations, or repair, 10 years after expiration; other contracts and agreements, 7 years after expiration.

**Citation or Reference:** O.C.G.A. 9-3-24; O.C.G.A. 9-3-26; O.C.G.A. 11-2-725

**(A111) Defense Base Act (DBA) Records**

**Explanation:** This series documents insurance coverage for institutional employees in foreign countries who are not covered by the State Accident Insurance Fund (SAIF). These records include one-year contracts with a mandated insurance carrier. This series may include but is not limited to: liability claims against the institution that are both open and completed; legal files with affidavits; accident reports; estimates for repairs; police reports; suit status reports; disbursement records; settlements; and related correspondence.

**Record Copy:** Contract Administration

**Retention:** 10 years after all claims are settled

**Citation or Reference:**

**(A112) Insurance Fund Claims (Moved to Series: M37, Category: Finance)**



**(A113) Insurance Policy Records (Moved to Series: M38, Category: Finance)**

**(A114) Leases and Rental Agreements (Also reference A114, N14 and O11)**

**Explanation:** This series documents agreements made by an agency for the transfer of the right to possession and use (but not sale) of goods or property for a specified term. Series includes copies of lease agreements and amendments or addenda. Leases are typically for office space, equipment, real estate, or facilities.

**Record Copy:** Contract Administration

**Retention:** 7 years after expiration

**Citation or Reference:** O.C.G.A. 9-3-24

**(A115) Personal/Professional Services Contracts Records (Removed or Merged)**

**(A116) Real Property Records (Also reference A116, N12 and O2)**

**Explanation:** This series documents the real property acquired and sold by the institution. This series does not include leases. This series may include but is not limited to: contracts and agreements; ; title abstracts; easement details; public hearing notices and minutes; county recorder's plat descriptions; memoranda of understanding; earnest money receipts; sales agreements; property deeds; working papers; and related documentation and correspondence.

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** 11 years after property is sold

**Citation or Reference:** O.C.G.A. 9-3-51

**(A117) Accrual Worksheets (Moved to Series: M39, Category: Finance)**

**(A118) Average Daily Enrollments (Moved to Series: M40, Category: Finance)**

**(A119) Bank Statements (Moved to Series: M41, Category: Finance)**

**(A120) Attorney General Opinions (Moved to Series: N3, Category: Legal)**

**(A121) Legal Case Records (Moved to Series: N4, Category: Legal)**

**(A122) Bid and Competitive Non-Selection Records (Moved to Series: M42, Category: Finance)**

**(A123) Legal Case Files, School of Law (Moved to Series: N4, Category: Legal)**

**(A124) Subpoenas, and/or Production of Documents Requests (Moved to Series: N5, Category: Legal)**

**(A125) Finding Aids (Indexes) or Tracking Systems**

**Explanation:** This record consists of electronic indexes, lists, registers and other finding aids used only to provide access to records authorized for destruction by this general schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. Finding aids and tracking systems of program units other than data processing units should be scheduled by the responsible program unit in conjunction with the related program records. Electronic indexes, lists, registers, and other finding aids. Databases associated with imaging/document management systems.

**Record Copy:** Institutional Archive

**Retention:** Permanent

**Citation or Reference:**

**(A126) Disaster Preparedness and Recovery Plans (Refer to A-17)**

**Explanation:** This series consist of records related to the protection and reestablishment of data processing services and equipment in case of a disaster. These records may exist in either paper or electronic form. They should be backed-up or copies made, with some copies stored off-site in secure location. The plans should be updated on a regular basis and all personnel should be trained in the procedure for implementation of the plans. Disaster recovery manuals, Business continuity plans, inventories, procedure plans, contact lists.

**Record Copy:** Board of Regents, Facilities, and units

**Retention:** Destroy after 5 years after superseded by revised plan and after audit requirement is met. Note: Agencies should store disaster preparedness and recovery plans in a secure area off-site all computer installation to which they refer.

**Citation or Reference:**

Records Retention Series: A  
Category: Administration & Finance

**(A127) Building Construction and Renovation Contracts (Also  
reference A127, N13 and O7)**

## Records Retention Series: B

### Category: Academic Affairs

#### **(B1) Academic Program Administrative Records**

**Explanation:** This series documents the daily and routine administration of academic programs of the department or college. This series may include but is not limited to: registration reports; add-drop analyses and reports; course enrollment summaries by class; graduation summaries; majors by class level; international activities; cooperative ventures; summer term classes and enrollment reports; placement information; convenience copies of reports prepared by admissions, registrar's, and other offices; memos; working papers; and related documentation and correspondence.

**Record Copy:** Colleges; Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

#### **(B2) Book Order Records**

**Explanation:** This series provides a record of books ordered for courses taught in the department. This series may include but is not limited to: the institution textbook request forms which includes authors, titles, publications, course numbers, and expected enrollment; other forms; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 1 year

**Citation or Reference:**

#### **(B3) Catalog/Bulletins**

**Explanation:** This series provides a record of institutional policies and procedures, program requirements, and course offerings and may also be used for constructing new courses or reconstructing old courses. Information in the individual catalogs and bulletins includes academic policies and procedures, program names and descriptions, course names and descriptions, alphanumeric course designations, credits offered per course, and related program and course information. This series may include but is not limited to: published copies of catalogs and bulletins including the general, graduate, and summer session catalog/bulletin; mock-ups of catalogs and bulletins; preparation and working papers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Registrar; Graduate School; Summer Session; Distance Education; Continuing Education

**Retention:** Permanent for 1 copy of published catalogs; 1 year for all other records

**Citation or Reference:**

#### **(B4) Class Scheduling Records**

**Explanation:** This series documents the formulation of class schedules by academic departments for inclusion in the published schedule of classes. This series may include but is not limited to: the final edition of the schedule of classes; requests from departments for class offerings; deviation from schedule forms; copies of course schedule maintenance forms; requests for class changes; working papers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Registrar; Summer Session; Distance Education

**Retention:** Permanent for 1 copy of the schedule of classes booklets; 1 year for all other records

**Citation or Reference:**

#### **(B5) Continuing Higher Education and Summer Session Course Records**

**Explanation:** This series documents course offerings and individual course contents as offered by Continuing Higher Education and Summer Session. These records include: syllabi; course descriptions; course outlines; course request proposals; enrollment reports; course summaries; request for undergraduate and graduate course and instructor approval forms; nominations to the undergraduate faculty; course announcements; handout materials; budget requests; budget status forms; vouchers; final and summary reports; and related documentation and correspondence.

**Record Copy:** Continuing Higher Education; Summer Session; Distance Education

**Retention:** Permanent for final and summary reports; 4 years for all other records

**Citation or Reference:**

#### **(B6) Course Records**

**Explanation:** This series provides a record of departmental course offerings and individual course contents. This series may include but is not limited to: syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; handout materials; and related documentation and correspondence.

**Record Copy:** Academic Affairs

**Retention:** 7 years after obsolescence

**Citation or Reference:** O.C.G.A. 9-3-24

**(B7) Course Schedule Maintenance Forms**

**Explanation:** This series documents requests for changes to be made to the institutional catalog and schedule of classes. The forms include: course numbers; course titles; locations; grading modes; course descriptions; designators; fees; and credit hours.

**Record Copy:** Academic Affairs

**Retention:** 2 years

**Citation or Reference:**

**(B8) Media Equipment and Production Records**

**Explanation:** This series documents the purchase, receipt, and subsequent scheduling and distribution of media productions and/or equipment. This series may include but is not limited to: film, video tape, and equipment requests; letters of permission to use copyrighted materials; distribution schedules; and related documentation and correspondence.

**Record Copy:** Communication Media Center

**Retention:** 4 years

**Citation or Reference:** 17 U.S.C. 507

**(B9) New Degree Program and Course Proposal Records (Removed or Merged)**

**(B10) Non-University Student Program Administration Records**

**Explanation:** This series documents the administrative activities of special instructional and support programs directed to serve elementary through high school and non-institution students belonging to special, minority, or disadvantaged groups. Examples of programs to which this series applies are Science and Mathematics Investigative Learning Experiences (SMILE), Upward Bound, High School Equivalency, and other special non-institution student programs. This series may include but is not limited to: policy and program planning and development documentation; evaluations of courses, support services, and instructors; program course outlines; tuition payment records; reports; statistical reports; working papers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Administering Units

**Retention:** Permanent for policy, program planning, and development documentation and reports; 7 years for all other records

**Citation or Reference:**

### **(B11) Degree Program Proposal, Development and Review Records**

**Explanation:** This series provides a record of planning and discussions relating to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs. This series may include but is not limited to: final reports; curriculum committee meeting minutes; curriculum proposals; working papers; letters of support; review agendas; faculty status reports; reviews of individual degree programs by campus and off-campus sources; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Academic Affairs; Graduate School

**Retention:** 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

**Citation or Reference:**

### **(B12) Room Scheduling Records**

**Explanation:** This series documents room assignment for classes offered during regular terms or during the summer session. This series may include but is not limited to room assignment lists and related documentation.

**Record Copy:** Registrar

**Retention:** 1 year

**Citation or Reference:**

### **(B13) Special Academic Programs Records**

**Explanation:** This series documents the administrative activities of special academic programs serving and aiding institution students. Programs documented by this series range from special requirement and certification programs to programs aimed at assisting and encouraging target groups of institution students. Included are the international student program; National Student Exchange (NSE) program; English language programs; honors programs; minority scholars programs; minority student recruitment programs; disabled student programs; non-traditional student programs; educational opportunities programs; older than average student programs; Native American science programs; study abroad programs; and other special academic programs. This series may include but is not limited to: policy and program planning and development documentation; explanatory materials on the program; notes; evaluations of courses, support services, and instructors; program course outlines; tuition payment records; program participation and aid selection records; activity accounting records; working papers; reports; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.

**Record Copy:** Institutional Archives; Administering Units

**Retention:** Permanent for policy and program planning and development documentation and reports; 7 years for all other records

**Citation or Reference:** O.C.G.A. 9-3-24

#### **(B14) Student Handbooks**

**Explanation:** This series documents the requirements, policies, and offerings of specific instructional units for use by current or potential students. This series contains information or policies on: fields of study; faculty; academic requirements; the evaluation process; and the research proposal process.

**Record Copy:** Institutional Archives; Creating units

**Retention:** Permanent for 1 copy of each edition

**Citation or Reference:**

#### **(B15) Residential Advisor (RA) Employees Records (Previously located in; Series G: 37, Category Human Resources)**

**Explanation:** This series documents the selection process, requirements, and work history of residential advisors. RA's apply in the Winter Term for the following school year. After preliminary screening and approval applicants are required to enroll in a course designed for potential RA's taught by student housing staff. Records may include but are not limited to: application forms; transcripts; recommendations; interviewers' notes; notification letters; contracts which give duties and responsibilities, enrollment hours limitations, and signatures; papers or projects completed in the required RA course; staff evaluations of applicants and term-by-term evaluations of appointees; and related documentation and correspondence.

**Record Copy:** Housing & Dining

**Retention:** 5 years after employee separation

**Citation or Reference:**



## Records Retention Series: C

### Category: Auxiliary Services

#### **(C1) Client Records (Cross reference with C1, C8 & C9)**

**Explanation:** This series documents provision of health-related services to clients on an outpatient basis by offices other than the student health center. Examples of types of services are: speech therapy; hearing testing; and cholesterol screening. This series may include but is not limited to: tests; goals and objectives; diagnostic reports; questionnaires; and related data. Health related records for campus services outside of student center

**Record Copy:** Units

**Retention:** 3 years after last service or until client reaches age 21, whichever is longer

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(C2) Communicable Disease Records**

**Explanation:** This series fulfills the public health requirement of reporting the discovery of communicable disease. This series may include but is not limited to: laboratory test results; name and address of student; date; and person making referral. Information is transferred to the county health department, but the log is maintained by the laboratory.

**Record Copy:** Student Health Services

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(C3) Health History Forms**

**Explanation:** This series documents a student's medical history. The series contains student medical history forms for students who have never visited a institution student health center and therefore do not have a medical record on file. These forms are a prerequisite for enrollment at most institutions.

**Record Copy:** Student Health Services

**Retention:** 3 years after last service

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(C4) Immunization Reporting Records**

**Explanation:** This series is used to comply with State Health Division reporting requirements for immunizations given to patients. Records may include: immunization log sheets; annual reports; and related correspondence.

**Record Copy:** Student Health Services

**Retention:** 3 years for immunization log sheets and annual reports; 3 years after last service or until 21st birthday, whichever is longer for all other records

**Citation or Reference:** O.C.G.A. 9-3-33

### **(C5) Laboratory Inspection Records**

**Explanation:** This series documents in-house inspection of laboratory equipment on a quarterly basis. This series may include but is not limited to: a checklist of all equipment; calibrations; and conditions.

**Record Copy:** Student Health Services

**Retention:** For the life of the equipment for calibrations; 3 years for all other records

**Citation or Reference:** O.C.G.A. 9-3-33

### **(C6) Laboratory Test Requests**

**Explanation:** This series documents physician orders for laboratory tests for students receiving services at the student health center. This series may include but is not limited to: name of student; date; test(s) ordered; and physician's signature.

**Record Copy:** Student Health Services

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

### **(C7) Licensure Records**

**Explanation:** This series documents the professional and regulatory issuance of credentials to individuals and facilities providing services within the student health center. This series may include but is not limited to: license applications; College of American Pathologist comparative test results for laboratory licensing; Pharmacy Board Retail Drug Outlet/Controlled Substance Registration (license) and inspection reports; individual employee professional licenses; and related correspondence.

**Record Copy:** Student Health Services

**Retention:** Until superseded

**Citation or Reference:**

### **(C8) Medical Records**

**Explanation:** This series documents the medical services history provided for students treated by the student health center. This series may include but is not limited to: appointment request slips; summary sheets; bacteriology test results; treatment record forms; diagnosis sheets; health history/screening sheets; initial evaluation/assessment sheets; referral sheets; health center billing statements; personal health history sheets; dental examination sheets and X-rays; laboratory test results; physical therapy notes; X-ray release forms; X-ray requisitions with narrative of radiologist; notes; memoranda; and related correspondence.

**Record Copy:** Student Health Services

**Retention:** 3 years after last service or until client reaches age 21, whichever is longer

**Citation or Reference:** O.C.G.A. 9-3-33, O.C.G.A. 31-33-2

### **(C9) Non-Student Medical Records**

**Explanation:** This series documents medical service provided to non-students by the institution's student health center, such as allergy shot, vaccines, and blood pressure checks. Records include: medical history forms; notations of services provided and dates; payment information; and related correspondence. Records may be exempt from public disclosure.

**Record Copy:** Student Health Services

**Retention:** 3 years after last service or until client reaches age 21, whichever is longer

**Citation or Reference:** O.C.G.A. 9-3-33

### **(C10) Patient Logs**

**Explanation:** This series is used to log in patients who visit the student health center (both in-patients and out-patients). It may also be used to create annual census reports and 3-year census comparisons. Log information may include: the date and time that the patient came in; the physician assigned; diagnosis; admission/discharge date; length of stay; and remarks.

**Record Copy:** Student Health Center

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

### **(C11) Pharmacy Prescription Dispensation Records**

**Explanation:** This series is used to provide an individual, daily summary, and annual summary record of initial drug dispensation and refills administered by the department as required by the State Pharmacy Board. This series may include but is not limited to: prescription slips; in-house computer-generated Rx registers; controlled substance reports; and data base purge reports.

**Record Copy:** Student Health Services

**Retention:** prescription records 3 years; drug dosage records 5 years

**Citation or Reference:** O.C.G.A. 9-3-33

### **(C12) Controlled Drug Purchase (Removed – reference Series M1, Category: Finance)**

### **(C13) Practitioner Schedules**

**Explanation:** This series documents the practitioners' work schedules which are used to clarify assigned responsibilities. This series includes; dates and times of assignments; practitioner names; and responsibilities.

**Record Copy:** Student Health Services

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(C14) Radiographic Quality Assurance Records**

**Explanation:** This series documents the setting of measurable standards and procedures for radiographic safety and professional quality by professionals on staff. This series may include but is not limited to: reports by the radiographic staff; quality assurance committee notes; and staff reviews.

**Record Copy:** Student Health Services

**Retention:** 3 years

**Citation or Reference:**

#### **(C15) Student Health Insurance Records**

**Explanation:** This series documents students' insurance coverage activity under institution insurance policies. This series may include but is not limited to: benefit explanations; payment summaries; photocopies of checks; invoices; policy change sheets; ledgers; individual student correspondence relating to their coverage; and related correspondence with the insurance company.

**Record Copy:** Student Health Services

**Retention:** 5 years after expiration of policy

**Citation or Reference:** O.C.G.A. 9-3-26

#### **(C16) Surgical Instrument Sterilization Records**

**Explanation:** This series documents the sterilization of surgical instruments used by the student health center. This series may include but is not limited to: autoclave recording charts and log sheets indicating date; load number; items sterilized; and temperature/time settings.

**Record Copy:** Student Health Services

**Retention:** 3 year

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(C17) X-Rays**

**Explanation:** This series consists of student X-rays taken by student health center staff. X-rays are stored alphabetically in envelopes identified by year, name, and view. This series may also include but is not limited to a log of X-rays going out and coming in for professional reference and related documentation.

**Record Copy:** Student Health Services

**Retention:** 3 years after date of last service

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(C18) Questionnaires (Removed)**

#### **(C19) Census Reports (Removed)**

### **(C20) Long Distance Authorization Code Ordering and Assignment Forms**

**Explanation:** This series documents the assignment of long distance authorization codes to institution employees. This series consists of: authorization code ordering and assignment forms which list an activity code; user/function name; account number; FRL code; and authorization code number for each employee assigned a code.

**Record Copy:** Telecommunications

**Retention:** 2 years after superseded or revoked

**Citation or Reference:**

### **(C21) Automatic Call Distribution Vector Records**

**Explanation:** This series documents the technical programming for each automatic call distribution (ACD) account on campus. This programming, known as vector instructions, electronically routes phone calls coming in to a given phone number account, known as a split, to available phones or message systems. This series also contains the names of staff members and extension numbers that are appropriate to each account. This series may include but is not limited to: vector instructions sheets; announcement scripts; lists of supervisor extensions of each split; lists of ACD member extensions of each split; and related documentation and correspondence.

**Record Copy:** Telecommunications

**Retention:** 2 years

**Citation or Reference:**

### **(C22) Bicycle Licenses/Permits Records**

**Explanation:** This series documents the registration of bicycles on campus. This series includes registration cards completed by institution students, faculty, and staff for use of bicycles on campus. Information on the cards includes: owner/user names; social security numbers; addresses; telephone numbers; bicycle frame serial numbers; bicycle models; and permit numbers.

**Record Copy:** Security Services, Parking Services

**Retention:** 2 years

**Citation or Reference:**

### **(C23) Calling Card Records**

**Explanation:** This series documents the assignment to and use of calling cards issued to institution employees. This series may include but is not limited to: credit card order forms; account change documentation; and related documentation and correspondence.

**Record Copy:** Telecommunications

**Retention:** 2 years after superseded or revoked

**Citation or Reference:**

### **(C24) Child and Youth Program Participant Records**

**Explanation:** This series documents the participation of children and youth in programs sponsored by the institution. The series may include: applications; enrollment records; progress reports and assessments; immunization records; parental consent forms; activity records; lists of attendees; and related correspondence.

**Record Copy:** Sponsoring unit

**Retention:** 3 years after participants reach majority age 18

**Citation or Reference:**

### **(C25) Department of Motor Vehicles (DMV) Lists**

**Explanation:** This series is used to trace ticketed vehicles to owners who have not satisfied parking citations. This series contains computer reports from the Department of Motor Vehicles. Information in the reports may include but is not limited to: car license plate number; name of registered owner; address of owner; and related data elements.

**Record Copy:** Parking Services

**Retention:** Until superseded

**Citation or Reference:**

### **(C26) Events Administration Records**

**Explanation:** This series documents facilities, services and other accommodations provided by the institution for events on campus. Records may include: facilities reservation agreements; room reservation lists; customer and room occupancy lists; catering services orders; purchase and supply records; financial and billing records; customer evaluations; summary reports; and related correspondence.

**Record Copy:** Student Center, Alumni Relations, Intercollegiate Athletics, Housing & Dining Services, and Units

**Retention:** 7 years after expiration for written agreements; 5 years for all other records

**Citation or Reference:** O.C.G.A. 9-3-24, O.C.G.A. 9-3-26

### **(C27) Facsimile (Fax) Records (Removed)**

### **(C28) Identification Cards Records**

**Explanation:** This series documents the issuance of identification cards to university students, staff and faculty. Records may include: signature cards; monthly detail reports; and related correspondence.

**Record Copy:** ID Center

**Retention:** Destroy signature cards after expiration; 5 years all other records

**Citation or Reference:**

### **(C29) Key Issuance Records**

**Explanation:** This series documents key assignments and deposits (if applicable) for institutional faculty, staff, students, and others using the institution's facilities. The series may include but is not limited to: key pinning sequence records; key issue approval forms; return forms; key inventories; hall directors' sign out forms; deposit books; bank statements; refund forms; key logs; and related documentation and correspondence.

**Record Copy:** Facilities Services, Housing & Dining Services, Administering units

**Retention:** 3 years after key is checked in

**Citation or Reference:** O.C.G.A. 9-3-33

### **(C30) Menus**

**Explanation:** This series is used to provide a record of approved menus to be cycled on a monthly basis in each food service location. It is also used for cost planning and ordering of food and supplies. Information on the individual menus may include but is not limited to the foods to be served and the dates, times and locations of service.

**Record Copy:** Housing & Dining Services, Memorial Union

**Retention:** 3 years

**Citation or Reference:**

### **(C31) Alcohol and Beverage Control Records**

**Explanation:** This series is used to provide a record of annual and temporary event licensing for dispensing and serving alcoholic beverages. The series may also be used to document the training certification of employees. This series may include but is not limited to: applications for licensing; applications for server permits; purchase orders for training costs; and related documentation and correspondence.

**Record Copy:** Administrative unit

**Retention:** 4 years after termination of license and server permit

**Citation or Reference:**

### **(C32) Parking Citations Records**

**Explanation:** This series documents the regulation of on-campus parking. This series may include but is not limited to: citations; appeal petitions; and related documentation and correspondence.

**Record Copy:** Parking Services

**Retention:** 2 years after resolution

**Citation or Reference:**

### **(C33) Parking Permits Records**

**Explanation:** This series documents the issuance of permits for on-campus parking. This series may include but is not limited to: annual permit cards; temporary permits; parking permits reports; and related documentation and correspondence.

**Record Copy:** Parking Services

**Retention:** 2 years

**Citation or Reference:**

### **(C34) Postal and Shipping Records**

**Explanation:** This series provides a record of items that are mailed by the department via UPS, U.S. Postal Service, Federal Express, or another carrier. Records may be used for billing and/or tracing. These records include: printing and mailing shipping forms; parcel mailing order forms; postage forms; and related correspondence.

**Record Copy:** Printing & Mailing Services

**Retention:** 3 years

**Citation or Reference:**

### **(C35) Telephone Complaints/Fraud Records**

**Explanation:** This series documents the investigation of complaints of telephone misuse, primarily regarding student telephones and long distance bills that are reportedly not legitimate charges. This series may include but is not limited to: memos; notes; copies of long distance bills; and related documentation and correspondence.

**Record Copy:** Telecommunications

**Retention:** 5 years after resolution

**Citation or Reference:** O.C.G.A. 9-3-26

### **(C36) Utility Locate Requests**

**Explanation:** This series documents the notification of persons anticipating digging on campus property who need to know the locations of underground utility lines. Request information may include but is not limited to: the date and location of the work; miscellaneous instructions; contact person; and related documentation and correspondence.

**Record Copy:** Telecommunications

**Retention:** 2 years

**Citation or Reference:**



**(C37) Work Orders Records**

**Explanation:** This series documents requests and authorizations for needed services and/or repairs to institutional property and equipment. It may also be used as a cost reference for future jobs. This series may include but is not limited to: copy center work orders; printing orders; photographic work orders; display preparation orders; microfilming orders; telephone service/installation requests and change orders; maintenance and repair authorizations; and related documentation and correspondence.

**Record Copy:** Unit performing service

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

## Records Retention Series: D

### Category: Information Management & Planning

#### **(D1) Computer System Maintenance Records**

**Explanation:** This series documents the maintenance of the institution's computer systems and is used to insure compliance with any warranties or service contracts, schedule regular maintenance and diagnose system or component problems, and document system backups. Records may include: computer equipment inventories; hardware performance reports; component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records); system backup reports; and backup tape inventories.

**Record Copy:** Information Technology, Units

**Retention:** For life of system or component for records related to system or component repair or service; until superseded for records related to regular or vital records backups

**Citation or Reference:**

#### **(D2) Computer System Program Documentation Records**

**Explanation:** This series documents the addition, modification, or removal of software from an agency computer system. Records usually fall into six categories: (a) records that document operating systems; (b) records that document the in-house creation and modification of application programs; (c) records that document the structure and form of datasets; (d) records that document the use of commercial software packages; (e) records that document the structure of the system; and (f) records that document system-to-system communication. Records may include: system overviews; operations logs; job listings; operator instruction manuals; system development logs; system specifications and changes (including narrative and flow chart descriptions); conversion notes; dataset logs; dataset inventories; dataset record layouts; hard copies of tables; data dictionaries; data directories; programming logs; program specifications and changes; record layouts; user views; control program table documentation; program listings; and commercial software manuals.

**Record Copy:** Information Technology, Units

**Retention:** For the life of the system

**Citation or Reference:**

### **(D3) Forms Development Records**

**Explanation:** This series documents the development of new or revised forms within the institution and is used to provide a history of previous forms. Records may include: sample forms; drafts; revisions; form logs/listing; proposals; authorizations; and illustrations.

**Record Copy:** Units

**Retention:** Until superseded

**Citation or Reference:**

### **(D4) Information System Planning and Development Records**

**Explanation:** This series documents the planning and development of university information systems. Although these records typically document computerized information systems, they may also document manual filing systems and microfilm systems. The records are used to insure that planned systems will help an agency fulfill its missions, are cost-effective, conform to adopted information standards, and integrate with existing agency information systems. Records may vary according to the level of documentation required for each system, but may include: information technology plans; feasibility studies; cost-benefit analyses; studies and surveys; system specifications and revisions; component proposals; technical literature; vendor literature and proposals; and correspondence.

**Record Copy:** Information Technology, Units

**Retention:** For life of system for implemented systems; unimplemented systems: retain for useful life. **Citation or Reference:**

### **(D5) Microfilm Quality Control and Inspection Records (Filming)**

**Explanation:** These records would include but not be limited to: production reports, activity reports, film logs, retake orders, title targets, lists of records to be filmed, job orders, vouchers, invoices, checks, and receipts. The primary purpose of such records is to document the activities of a micrographics program in prepping and filming records. The financial records would be present for programs accepting outside jobs as a vendor.

**Record Copy:** Archives, Units

**Retention:** 3 years

**Citation or Reference:**

**(D6) Microfilm Quality Control and Inspection Records (Processing)**

**Explanation:** These records would include but not be limited to: lab inspection forms, processing/duplicating lab reports, Methylene blue testing results, film inspection reports to and from Kodak (if Kodak certified lab), chemical test results, and monitoring logs (processing). The primary purpose of such records is to document the proper processing of silver halide and diazo films to show compliance with all technical standards. The information gathered at this stage documents resolution, density, placement, and polarity, among other details. This information is of vital importance to any later digitization project your agency has planned. Preferably, you should document this information on a single form, a quality inspection report.

**Record Copy:** Archives, Units

**Retention:** quality inspection report retains for life of microfilm; all other records 7 years.

**Citation or Reference:**

**(D7) Microfilm Quality Control and Inspection Records (Storage)**

**Explanation:** This series documents the holdings in a microforms storage facility along with inspection records monitoring its environmental stability. These records would include but not be limited to: hygrothermograph charts, record of alarms or problems, vault transmittal/evaluation records, vault inventory log, film sample documentation/annual master negative inspection reports, inventory of duplicating masters, and condition reports on reference copies of microfilm.

**Record Copy:** Archives, Units

**Retention:** transmittal/evaluation reports retain for life of microfilm; vault monitoring records 5 years; annual master negative inspection reports Permanent; inventories and condition reports of duplicating masters and reference copies retain for useful life.

**Citation or Reference:**

**(D8) Software Management Records**

**Explanation:** This series documents the use of software in agency information systems. The series is used to insure that agency software packages are compatible, that license and copyright provisions are in compliance, and that upgrades are obtained in a timely manner. Records include: software purchase records; software inventories; software licenses; site licenses; and correspondence.

**Record Copy:** Information Technology, Units

**Retention:** Until software is disposed of or upgraded

**Citation or Reference:**

**(D9) Telecommunication System Management Records**

**Explanation:** This series documents the creation, modification, and disposition of university telecommunications systems. Records include: equipment records; Federal Communications Commission records; repair order forms; system planning records; telecommunications maintenance contracts and service orders; and related correspondence.

**Record Copy:** Telecommunications

**Retention:** For life of system

**Citation or Reference:**

**(D10) Committee on Information Technology Records (Removed)**

**(D11) Electronic Data Processing (EDP) Request**

**Explanation:** Electronic Data Processing (EDP) is a review of equipment or software purchases to ensure the new equipment and software work with existing campus infrastructure

**Record Copy:** Information Technology

**Retention:** 1 year

**Citation or Reference:**

**(D12) Enrollment Reports (Removed)**

**(D13) Curriculum Inventory Reports (Removed)**

**(D14) Degrees Conferred Reports (Removed)**

**(D15) IPEDS reports (Removed)**

**(D16) Network and Computer, Server Password and Security Identifications**

**Explanation:** Records documenting the issuance or selection of a network password and the administration of security and monitoring of the agency's network, server and PC

**Records Copy:**

**Retention:** 3 years after obsolete or replaced

**Citation or Reference:** O.C.G.A. 16-9-93 (G) (4)

## Records Retention Series: E

### Category: Intercollegiate Athletics

#### (E1) Intramural Sports Waivers

**Explanation:** This series documents the legally and medically informed status of students, faculty, and staff participating in intramural sports activities. This form affirms that participants have been informed that they are not covered by the institution for injury or other medical situations and have been advised to seek private insurance.

**Record Copy:** Intramural Sports

**Retention:** 3 years after the conclusion of the intramural sports season

**Citation or Reference:**

#### (E2) Annual Fund Drive Records

**Explanation:** This series documents the plans, arrangements, and results of annual athletic fund drives. This series may include but is not limited to: brochures; prize lists; pledge cards; mailing arrangements; reports; fiscal summaries; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 10 years

**Citation or Reference:**

#### (E3) Athletic Eligibility Records

**Explanation:** This series is used to provide a record of verification by intercollegiate athletics of student athletes' academic progress to the NCAA or NAIA. These records include computer generated academic progress reports.

**Record Copy:** Intercollegiate Athletics

**Retention:** 10 years

**Citation or Reference:**

#### (E4) Catastrophic Injury Records

**Explanation:** This series documents on-going insurance activity on cases that qualified for catastrophic status by having claims of over \$50,000 for NCAA schools and \$25,000 for NAIA schools in the first two years of the claim. This series may include but is not limited to: accident reports; annual insurance questionnaires; notes; claim forms; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

### **(E5) Claims Payment Records**

**Explanation:** This series documents the verification and payment of secondary coverage insurance claims of injured student athletes. This series may include but is not limited to: lists of requests for claims payment; transmittal letters for reimbursement of the institution; proof of loss forms; intercollegiate athletic reports; ledgers of providers, payment amounts, and reference numbers; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 7 years after claim is settled

**Citation or Reference:** O.C.G.A. 9-3-24

### **(E6) Competition Record Forms**

**Explanation:** This series provides a summary record of individual games and competitions and is used to comply with NCAA and NAIA reporting requirements for both revenue and non-revenue producing sports. Information on the individual forms includes: sport name; opponent name; date; event location; final score; player names and positions; time played per athlete; and the signature of the head coach or athletic director.

**Record Copy:** Intercollegiate Athletics

**Retention:** 10 years

**Citation or Reference:**

### **(E7) Donor Recognition Records**

**Explanation:** This series documents athletic fund donors of various levels and the recognition given. This series may include but is not limited to: lists of donors by gift level; award lists; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 5 years after discontinuation of donations

**Citation or Reference:**

### **(E8) Game Arrangement Records**

**Explanation:** This series is used to provide a reference record of arrangements made for and the schedules of past games. This series may include but is not limited to: team practice schedules; team position assignments/depth charts; itineraries; bus lists; notes; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

### **(E9) Game Officials' Evaluation Forms**

**Explanation:** This series is used to provide a record of the head coach's evaluation of judging officials' performance at individual football games. The series is also used to comply with NCAA, NAIA and conference rules and regulations. Information on the individual forms includes: team names; site; game date; judging officials' names; evaluative scores; comments; and coach's signature.

**Record Copy:** Intercollegiate Athletics

**Retention:** 1 year

**Citation or Reference:**

### **(E10) Game Statistics**

**Explanation:** This series documents the practice, playing, and attendance statistics about each game and the season for each sport by playing year. This series may include but is not limited to: player academic statistics; attendance figures; player training charts; season and game player statistics; recruitment records; special teams statistics; rankings; awards information; NAIA and NCAA game statistics; media releases; all-conference nominations; spring and fall camp depth charts; numerical rosters; media guides; narrative reports on games and scrimmages; final team statistics for each game; NAIA and NCAA official scoring summaries; play-by-play written reports; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Sports Information

**Retention:** Permanent

**Citation or Reference:**

### **(E11) Gift-In-Kind Donors Records**

**Explanation:** This series documents donors who are available to provide services to athletic events as donations and the use of donated funds.

Information in this series may include: names of donors, names of businesses, type of donations, and level of giving; past gift records; and related documentation and correspondence. The series may also include contribution notices; invoices; purchase orders; and receipts.

**Record Copy:** Intercollegiate Athletics

**Retention:** 7 years after discontinuation of donations for donor records; 7 years for fiscal documentation

**Citation or Reference:** O.C.G.A. 9-3-24



### **(E12) Individual Athletes Records**

**Explanation:** This series documents the athletic history of each athlete who has competed at the institution. Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. Records may include and may not be limited to: academic major information including performance reports, admissions verification reports, academic transcripts, and financial aid information; recruitment information documents; media articles; photographs; release of information forms; personal data questionnaires; records of awards; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Intercollegiate Athletics

**Retention:** 5 years after separation from the institution for student records containing confidential information; Permanent for all other records

**Citation or Reference:**

### **(E13) Insurance Records**

**Explanation:** This series documents medical treatment services rendered off campus for practice or playing related injuries or illnesses which are eligible for partial payment by intercollegiate athletic insurance. This series may include but is not limited to: copies of policies; accident reports; annual insurance questionnaires; notes; claim forms; negotiations correspondence; payment of insurance records; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

### **(E14) Play Books**

**Explanation:** This series documents the strategies, practice time and game plays for each game and the season. This series may include but is not limited to: practice plans; game plans; and game results.

**Record Copy:** Intercollegiate Athletics

**Retention:** 5 years

**Citation or Reference:**

### **(E15) Drug Test Records**

**Explanation:** This series is used to provide the athletic director with a record of the positive results of drug testing done on student athletes. These records include: lab reports; interpretations; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 5 years or end of eligibility for positive test records (whichever is later), 2 years for negative test records

**Citation or Reference:** O.C.G.A. 45-20-13

### **(E16) Practice Schedule Records**

**Explanation:** This series is used to monitor practice time for athletic teams and assist in complying with NCAA, NAIA and conference rules and regulations. This series contains team rosters indicating time spent in: practices; meetings; training and conditioning; and competition.

**Record Copy:** Intercollegiate Athletics

**Retention:** 5 years

**Citation or Reference:**

### **(E17) Recruiting Records**

**Explanation:** This series documents the recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA, NAIA and conference rules and regulations. This series may include but is not limited to: the institution's football questionnaire forms with personal, scholastic, football, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 5 years or end of eligibility whichever is longer

**Citation or Reference:** NCAA, NAIA, or conference requirements

### **(E18) Scheduling Records**

**Explanation:** This series documents competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to: correspondence; phone notes; contracts; final schedules; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics Business Office

**Retention:** 6 years after expiration of contract

**Citation or Reference:**

### **(E19) Sports Merchandising Records**

**Explanation:** This series documents the sale of institutional and NCAA or NAIA-licensed merchandise at sporting events. Records may include: sales reports; merchandise comment sheets; and related correspondence.

**Record Copy:** Intercollegiate Athletics Business Office

**Retention:** 4 years

**Citation or Reference:**

### **(E20) Student Athletes Academic Advising Records**

**Explanation:** This series documents academic advising of prospective and current student athletes, provides records of academic progress while students are involved in athletic programs at the institution, and complies with NCAA, NAIA and conference reporting requirements. These records include: letters of intent; renewals of letters of intent; transcripts; grade reports; petitions; academic evaluations; advanced standing reports; advisors' report sheets showing progress towards academic degree; program planning sheets; NCAA Progress Reports; students' requests for release from athletic programs; disciplinary memoranda; and related correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 5 years after degree completed or last enrollment

**Citation or Reference:**

### **(E21) Student Athletes Dining Rosters**

**Explanation:** This series documents the meals consumed by student athletes as part of the training table. This series may include but is not limited to: rosters with the names of athletes partaking of meals and absent from meals; menus; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 2 years

**Citation or Reference:**

### **(E22) Student Athletes Medical Records**

**Explanation:** This series documents the medical history of each athlete before and during his/her attendance at the institution. This series may include but is not limited to: annual health appraisals; authorization to release information forms; treatment consent forms; assumption of risk forms; accident reports; X-rays and X-ray reports; prescription records; off campus treatment source records; insurance questionnaires; psychological counseling records; and related documentation and correspondence. Records may be exempt from public disclosure.

**Record Copy:** Intercollegiate Athletics

**Retention:** 3 years after student is last enrolled

**Citation or Reference:** O.C.G.A. 9-3-33

### **(E23) Athletic Fundraising and Event Records**

**Explanation:** This series documents the fundraising activities of athletic support groups and committees. This series may include but is not limited to: posters, banners, and other fundraising and marketing materials.

**Record Copy:** Institutional Archives; Intercollegiate Athletics

**Retention:** Posters and banners: Permanent. Financial Records: 7 years.

Marketing records: 5 years. License plates: Retain one sample as Permanent.

**Citation or Reference:**

**(E24) Game Day Totals**

**Explanation:** This series documents the total ticket sales and concessions for each sporting event.

**Record Copy:** Intercollegiate Athletics

**Retention:** 3 years

**Citation or Reference:**

**(E25) Official Visitor Records**

**Explanation:** This series documents the application for and issuance of official visitors passes to sporting events.

**Record Copy:** Intercollegiate Athletics

**Retention:** 3 years

**Citation or Reference:**

**(E26) Game Tickets and Ticket Orders**

**Explanation:** This series documents the sale and purchase of season passes and game day tickets. Records include but are not limited to: extra game tickets, ticket orders, season pass order forms, and ticket stubs.

**Record Copy:** Intercollegiate Athletics

**Retention:** 3 years

**Citation or Reference:**

**(E27) Photographs and Films**

**Explanation:** This series includes photographs and films taken during games, tournaments, and practice sessions. Individual athletes and action shots are included.

**Record Copy:** Institutional Archives; Intercollegiate Athletics

**Retention:** Permanent

**Citation or Reference:**

## Records Retention Series: F

### Category: Library, Archives, Records Management and Museum

#### **(F1) Appraisal Records**

**Explanation:** This series documents monetary value appraisals of institutional artifacts, objects, and collections that have been completed by private parties. This series may include but is not limited to: appraisals and valuations reports; reference materials used by appraisers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Collection units

**Retention:** Permanent

**Citation or Reference:**

#### **(F2) Collection and Artifact Acquisition and Exchange Records**

**Explanation:** This series documents the acquisition, accessioning, use, preservation, storage, transfer and disposition of artifacts and collections at an institution's museum, archives or library special collection, herbarium, or other repository which is used for research purposes. This series may include but is not limited to: a log that lists the date of acquisition, acquisition/accession numbers assigned, brief descriptions of artifacts or collections, and donor names; gift receipt forms or other acquisition records that list detailed descriptions of artifacts, donors' name(s), addresses, telephone numbers, acquisition numbers, and values (if known); cataloging worksheets listing acquisition numbers, identification and provenance of artifacts or collections, description of artifacts, and donor/owner names and addresses; deed of gift listing transfer of legal ownership or custody of artifacts or collections, their descriptions and conditions, declarations as lawful owners of the property, and signatures and dates of transfer; object file cards showing each acquired item arranged by nomenclature; subject file cards showing each acquired item and its arrangement; numerical file cards showing each acquired item arranged in acquisition number sequence; wildlife collecting permits which are the legal documentation for having wildlife carcasses; guns and weapons registration forms which provide the legal authority for the collection unit to possess firearms; condition/conservation records, photographs of objects, and related documentation and correspondence. The series may also include donor correspondence; descriptions of property; inventory lists; incoming loan agreements; background data about the collections and/or persons associated with the collections; receipt of collections documentation; donor agreement forms or instruments of donation; purchasing data; publicity records; foundation equity history reports; declaration of charitable gifts forms; copyright and citation information.

**Record Copy:** Institutional Archives; Collection units

**Retention:** Permanent

**Citation or Reference:**

### **(F3) Circulation Records**

**Explanation:** This series documents the borrowing of circulating library materials by qualified patrons. This series may include but is not limited to: the name and identification of the borrower; the titles of materials borrowed; the due date; overdue and fine payment notations; and related documentation and correspondence.

**Record Copy:** University Libraries

**Retention:** Until the transaction is completed and all material returned and verified

**Citation or Reference:**

### **(F4) Collection or Artifact Loan Records**

**Explanation:** This series documents artifact and material loans contracted between units of the institution or between the institution and either other institutions or individuals. These records include: signed and legally binding agreements for incoming and outgoing loans between the collection administrators; receipts for loans and return of materials to the legal holder; and related forms, documentation and correspondence.

**Record Copy:** Collection units

**Retention:** 7 years after the termination of the loan

**Citation or Reference:** O.C.G.A. 9-3-24

### **(F5) Collections Control Records**

**Explanation:** This series documents the maintenance of materials which typically involve accessioning, cataloguing, preserving, and/or referencing. This series may include but is not limited to: accession sheets; archives transmittal lists; accession reports; computer cataloging records; catalogs of holdings; reference guides and finding aids; request for permission to publish or reproduce images forms; collection inquiries; budget and purchasing data; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Collection units

**Retention:** Permanent

**Citation or Reference:**

### **(F6) Courtesy Borrowers Records**

**Explanation:** Series documents guest borrowers of library materials. Records include applications forms and a database that include a guest borrower's name, address, telephone number, company or institution name, and patron status.

**Record Copy:** University Libraries

**Retention:** 3 years for application forms; 6 months after last activity for individual borrowers database record

**Citation or Reference:**

### **(F7) Deaccession Records**

**Explanation:** This series documents recommendations concerning deaccessioning of specific holdings and action upon those recommendations. This series may include but is not limited to: transfer forms to transfer ownership/custody of materials held within institutional collections to other institutions; deaccessioning documentation which lists the artifacts by acquisition numbers and descriptions, names of persons making deaccession recommendations and dates, reasons for deaccessioning, documentation that legal searches of donor records have been done to establish that the institution is not precluded from deaccessioning and to establish whether the donors are still living, appraised values (including whether these are estimates or have been appraised), signatures of approval for deaccessioning and dates, and dispositions of materials and dates; deaccessioning and weeding listings; reports of deaccessioning; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Collection units

**Retention:** Permanent

**Citation or Reference:**

### **(F8) Exhibit Records**

**Explanation:** This series documents the display and use of artifacts and materials held by the collection units or displays created by the units. This series may include but is not limited to: research materials concerning the cultural environmental setting surrounding the artifacts; bibliographies; lists of artifacts or items considered for inclusion; drafts of exhibit descriptions or scripts; publicity or advertisements for exhibits; artifact labels; photographs of exhibits; exhibit renderings and layout diagrams; exhibit scheduling and transport information; contracts and agreements; evaluation forms; condition forms; exhibit assembly and presentation instructions; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Collection unit

**Retention:** Permanent for exhibit descriptions or scripts, exhibit renderings and layout diagrams, photographs of exhibits, lists of artifacts or items considered for inclusion, and publicity or advertisements for the exhibits; 7 years for all other records

**Citation or Reference:**

### **(F9) Friends Records**

**Explanation:** This series documents the efforts of special interest support groups to establish relationships with community agencies, individuals, businesses, and groups to gain their assistance with the development and coordination of institutional programs. This series may include but is not limited to: establishing documents; bylaws; reports; brochures; newsletters or publications; meeting agendas; minutes; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Collection unit

**Retention:** Permanent

**Citation or Reference:**

### **(F10) Inter-Library Loan (ILL) Records**

**Explanation:** This series documents requests made of the institution for materials from outside sources and also institution requests for materials from other institutions. Documents all lending and borrowing requests received and/or processed by ILL. This series may include but is not limited to: materials request forms; invoices for services provided; and related documentation.

**Record Copy:** University Libraries, University Archives

**Retention:** 3 years

**Citation or Reference:**

### **(F11) Patron and Visitor Records**

**Explanation:** This series documents the public tours or individual visits to the collection or research facility. The series may include but is not limited to: weekly visitor statistics; sign-in sheets; patron logs; and guest books.

**Record Copy:** Collection units

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

### **(F12) Records Management Records**

**Explanation:** This series document the retention and disposition of records created by the institution's offices and the production of institutional records retention and disposition schedule approved and authorized by the State Archivist. This series may include but is not limited to: records destruction authorizations; records inventory worksheets; special records disposition schedules; records transmittal lists; guides to microfilmed records; and related documentation and correspondence.

**Record Copy:** University Archives

**Retention:** Permanent for records destruction authorizations, records transmittal lists, and guides to microfilmed records; 5 years for all other records

**Citation or Reference:**



### **(F13) Reference Request Records**

**Explanation:** This series documents scholarly requests for information about or access to items within the institution's collections. This series may include but is not limited to: collection service request forms that show requestors' names, addresses, and telephone numbers; the nature/explanation of the requests; use/purpose of the requests; dates of receipt and completion of requests; staff member handling the requests; amount of time spent on handling the requests; disposition of the requests; and related documentation and correspondence.

**Record Copy:** Collection units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

### **(F14) Serials Records and Book Purchases**

**Explanation:** This series documents the receipt and payment history for serials purchased by the libraries. This series may include but is not limited to: periodical check-in cards; shelf list cards; payment cards; serials data input work form sheets; data base reports; item records; and related documentation.

**Record Copy:** University Libraries

**Retention:** Until input and verified for shelf list cards; until superseded by permanent cataloging record for check-in cards; 5 years for all other records

**Citation or Reference:**

## Records Retention Series: G

### Category: Human Resources

#### **(G1) Academic and Unclassified Employees Personnel Records**

**Explanation:** This series documents the academic employee's work history at the Institution and includes routine, non-evaluative information such as job title, rank, full-time equivalency (FTE) or appointment percentage, dates of employment, salary, employing department, education and employment background. Some of the documents comprising this series include confidential information such as social security number, birth date, and marital status. Records may include but are not limited to: copies of Affirmative Action Compliance Data Forms; Applications for Admission to Graduate School; Applications and Contracts for Sabbatical Leave; Applications for Academic Employment; Athletic Contracts/Overseas Agreements; Conditions of Employment; Memoranda of Agreement; Notices of Appointment; Overload Compensation Requests; Patent Rights Waivers; Pay/Budget Action Forms; forms documenting personnel actions, including Salary Adjustments and Summer Session Appointments; Proposals for Academic Appointment; Requests for Approval for Outside Employment; resumes or curriculum vitae; Retirement Agreements; Technology Transfer Agreements; Tenure Relinquishment Forms; employee Social Security number disclosure forms; and related documentation and correspondence, such as letters of resignation, memos confirming appointments, applicable references and employee relations.

**Record Copy:** Human Resources

**Retention:** 7 years following separation of employee from institution

**Citation or Reference:** Use of a personnel file closeout form is recommended to record cumulative leave, salary, and rehire eligibility at time of employee separation. [Refer to series G 74.](#)

## **(G2) Academic and Unclassified Employees Personnel Records (Supervisor's Copy)**

**Explanation:** This series documents the academic employee's work history maintained in the office of the dean, director, department head, or vice provost. It includes evaluative materials and non-evaluative information such as job title, rank, full-time equivalency (FTE) or appointment percentage, dates of employment, salary, employing department, education and employment background. Some of the documents comprising this series include confidential information such as social security number, birth date, and marital status. These records may be for full-time, part-time, and/or courtesy academic employees. Records may include but are not limited to: Activity Reports; copies of Affirmative Action Compliance Data Forms; Applications for Admission to Graduate School; applications, contracts, and other records for sabbatical leave; emeritus faculty status letters; Employee Emergency Medical Information Forms; Applications for Academic Employment; Athletic Contracts/Overseas Agreements; Awards; Conditions of Employment Forms; Notices of Appointment; Overload Compensation Requests; Patent Rights Waivers; Pay/Budget Action Forms; Periodic Reviews of Faculty letters and records; forms documenting personnel actions, including Salary Adjustments and Summer Session Appointments; professional development records; Proposals for Academic Appointment; recommendations; reports of conferences attended; Staff Reports of Service to the Institution; Periodic Reviews of Administrators Summaries; reprimands; Requests for Approval for Outside Employment; resumes or curriculum vitae; Retirement Agreements; Sick Leave Accrual Forms; Teaching Evaluations; Student Evaluations of Faculty Summary Reports; Technology Transfer Agreements; Tenure Relinquishment Agreements; Employment Eligibility Verifications (Form I-9); Vacation Leave Report Forms; home address/telephone disclosures; and other relevant documents and correspondence, including commendations, letters from the chair or the dean concerning the nature of the faculty member's appointment and the expectations of the faculty member, letters granting fellowship, letter of position offer, letter of resignation, memoranda of agreement, Notices of Disciplinary Action, Notices of Layoff, unsolicited letters praising teaching or participation in a conference, applicable references and employee relations. Records may be exempt from public disclosure.

**Record Copy:** Institutional executive offices, Colleges, Units

**Retention:** 3 years after employee separation

**Citation or Reference:** O.C.G.A. 9-3-24

### **(G3) Affirmative Action and Equal Opportunity Records**

**Explanation:** Series documents agency or institution compliance with regulations of the U.S. Equal Employment Opportunity Commission including affirmative action. Records may include but are not limited to mission, goal, and policy statements, plans showing how compliance will be accomplished and updates, reports including EEO-6 and Vets 100 Employment Reports and statistics, executive department printouts, Ways and Means reports, AA compliance data sheets, case histories, and related documentation and correspondence.

**Record Copy:** Institutional Archives; Affirmative Action

**Retention:** Permanent for narrative reports, policy, mission and goal statements, and EEOC Affirmative Action Plans; 3 years for all other records

**Citation or Reference:** 29 C.F.R. 1602, 41 C.F.R. 60

### **(G4) Affirmative Action and/or Human Resources Recruitment Review Records**

**Explanation:** This series documents review of all stages of academic hiring by the institution's affirmative action office and/or human resources office. Records may include but are not limited to: position descriptions; Notifications of Academic Position Opening; Affirmative Action Compliance Data sheets; Affirmative Action compliance statements; Applicant Pool and Appointment Reports; utilization reports; payroll-budget requests or action forms; contract requests to offer appointments; certificates of eligible or applicant lists; and related documentation and correspondence.

**Record Copy:** Affirmative Action, Human Resources

**Retention:** 3 years

**Citation or Reference:** 41 C.F.R. 60, 29 C.F.R. 1607

### **(G5) Appointing Authority Administrative Records**

**Explanation:** This series describes the responsibilities of those persons given the authority to appoint personnel to positions [as required by special circumstances]. Records include policy documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** Until superseded

**Citation or Reference:**

### **(G6) Bargaining Unit Records**

**Explanation:** This series documents negotiations and contractual agreements between the institution and the bargaining unit; it is also used for labor relations planning. Records may include but are not limited to: union contracts and amendments; tentative agreements; arbitrator's recommendations; negotiation work notes; strike contingency plans; management counter proposals; negotiation updates; newspaper clippings; press releases; research background material; employee classification printouts; Fair Share records; minutes, sound recordings, exhibits and reports of meetings; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 7 years for final contracts, amendments, and negotiation minutes; 7 years after contract expires for all other records, institutional archives permanent

**Citation or Reference:** O.C.G.A. 9-3-24

### **(G7) Benefits Policies and Procedures Records**

**Explanation:** This series documents policy and procedure decisions and important events in the operations history of the office and includes contracts and formal documents which state or form the basis for policy or set precedents. Records may include but are not limited to: records concerning the Academic 12-month Pay Option for Payroll; American Football Coaches Retirement Trust; dependent care flexible spending account program records; early retirement programs; employee orientation program; Employee Assistance Program; injured worker benefits; Continuing Benefits to Injured Workers (CBIW) records; insurance continuation coverage known as COBRA (Consolidated Omnibus Budget Reconciliation Act); medical, dental, life/disability insurance program records; open enrollment records; the institution Staff Handbook; Life Insurance; post doctorate fellow insurance program; Public Employee Retirement System (PERS); Retirees; tax deferred investment programs; Teachers Insurance Annuity Association and College Retirement Equities Fund (TIAA/CREF); Union flex program; [US Savings Bonds;] Volunteer Insurance; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 7 years after expiration of program or contract

**Citation or Reference:** O.C.G.A. 9-3-24, [Refer to A33](#)

### **(G8) Certificates of Eligibility**

**Explanation:** This series documents the names of applicants currently eligible for hire for specific classified positions. The list is supplied by the personnel office to departments seeking to fill vacancies. Data elements on this list may include but are not limited to: name; address; telephone number; and rank or exam results. Copies of Employment Applications and Skill Code Sheets may be included with this record series.

**Record Copy:** Human Resources

**Retention:** 3 years after end of search if part of recruitment; 1 year if not part of a search

**Citation or Reference:**

### **(G9) Classified Employees Layoff Records**

**Explanation:** This series documents layoff procedures followed for affected employees. Records may include but are not limited to: employee's names; position titles; classification numbers; hire dates; layoff dates; seniority status; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 3 years after employee separation

**Citation or Reference:**

### **(G10) Classified Employees Non-Routine Evaluations**

**Explanation:** This series documents the non-routine evaluation of the classified employee's work performance. Records may include: commendations; recommendations; disciplinary actions; reprimands; explanations or opinions filed in response to critical material; and related correspondence.

**Record Copy:** Human Resources

**Retention:** 3 years

**Citation or Reference:**

### **(G11) Classified Employees Personnel Records**

**Explanation:** This series documents the classified employee's work history at the institution and includes routine evaluative materials and non-evaluative information such as job title, full-time equivalency (FTE) or appointment percentage, dates of employment, salary, employing department, education and employment background. Some documents in this series contain confidential information such as social security number, birth date, and marital status. Records may include but are not limited to: employment applications which may include skill code sheets; resumes; selected memos such as agreement or request for position change, merit increase requests and notices, request for re-employment (letter of hire), resignation letters from employees, and termination letters from employer; commendations; recommendations; reprimands; work plans; forms documenting personnel actions; personnel performance evaluations; pay/budget action forms; leave records; time and attendance records; designation of beneficiary forms; union dues information; resumes; layoff notices; awards; licenses and certificates; college credit information; employee Social Security number disclosure forms; home address/telephone disclosure authorizations, related correspondence, Certifications, Licenses and References. Records may be exempt from public disclosure.

**Record Copy:** Human Resources

**Retention:** 7 years for employment applications, agreements or requests for position change, merit increase requests and notices, request for re-employment, resignation letters, employer termination letters, personnel action forms, layoff notices, designation of beneficiary forms, personnel evaluations, and resumes; 7 years for letters of reprimand; 7 years after employee separation for all other records

**Citation or Reference:** O.C.G.A. 9-3-24

### **(G12) Classified Employment Testing Records**

**Explanation:** This series documents the testing process for classified positions administered by human resources staff. Records may include but are not limited to: test forms completed by qualified applicants; summary lists with scores; testing materials; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 3 years

**Citation or Reference:** 29 C.F.R. 1607

### **(G13) Classified Rejected Applications**

**Explanation:** This series documents employment application's that were submitted for jobs with the institution and for reasons of incompleteness or inadequate qualifying experience/training are rejected. Records may include but are not limited to institutional employment applications.

**Record Copy:** Human Resources

**Retention:** 3 years after position filled or recruitment canceled

**Citation or Reference:** 29 C.F.R. 1602

### **(G14) Classified Unsolicited Applications**

**Explanation:** This series documents unsolicited requests for consideration for employment possibilities in institution units. Records may include but are not limited to: curriculum vitae and resumes; transcripts; letters of application; and related materials and correspondence.

**Record Copy:** Units

**Retention:** 3 months

**Citation or Reference:**

### **(G15) Continuation of Insurance Benefits (COBRA) Records**

**Explanation:** This series documents the institution's compliance with the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). Records may include: notices given to insurance administrators when employees leave the institution; information includes employee and dependent names and Social Security numbers, insurance package currently carried, dates of termination, coverage end date, and dates of notice to the contractor.

**Record Copy:** Human Resources

**Retention:** 3 years

**Citation or Reference:**

### **(G16) Continuing Education Instructor's Records**

**Explanation:** This series is used to provide a record of competency of persons applying to teach continuing education courses. Records, which are filed by course with term and instructor name, may include but are not limited to: resumes; curriculum vitae; personnel actions; time sheets; course proposals; request for undergraduate and graduate course and instructor approval forms; tentative course outlines; letters of nomination; letters of appointment and/or rejection; and related documentation and correspondence.

**Record Copy:** Continuing Higher Education

**Retention:** 7 years for appointment information; 7 years after separation from Continuing Education faculty for all other records

**Citation or Reference:**



### **(G17) Cooperative, Fraternity, and Sorority Housing Employees Records**

**Explanation:** This series documents applications received by the institution from individuals who were subsequently hired as head residents, hostesses, housemothers, or cooks at fraternities, sororities, and cooperatives. Each application includes: date of birth; social security number; educational background; prior work experience; interests; and hobbies.

**Record Copy:** Student Affairs

**Retention:** 7 years from end of employment

**Citation or Reference:** O.C.G.A. 9-3-24

### **(G18) Employees Benefits Records**

**Explanation:** This series documents academic, professional and classified employees participation in benefits programs at the institution and contains information such as hire date, employing department, choices of medical and dental coverage, dependent coverage, coverage dates, coverage amounts and premiums. Records may include but are not limited to: Applications for Life Insurance; [Authorizations for Electronic Deposit; Health and Dental Enrollment Forms; Benefits Worksheets for Payroll Corrections; Cancellations of Payroll Deduction Authorizations; Insurance Data Change Forms; Employee Status Sheets; Enrollment Status Sheets; Letters of Approval for Coverage from insurance companies; Notices of Declination of Coverage from insurance companies; Notices of Approval of Group Insurance Coverage; Employee Union Membership Applications; Authorization for Payroll Deductions forms; insurance forms; Tax Deferred Investment information; designation of beneficiary forms; US Savings Bond Payroll Authorizations; and correspondence concerning related matters such as terms of coverage and explanations for changes in coverage. Portions may be exempt from public disclosure.

**Record Copy:** Human Resources

**Retention:** 6 years after discontinuation or change of benefits

**Citation or Reference:**

### **(G19) Employees Training Records**

**Explanation:** This series documents employee participation in training courses or programs for development purposes. Records may include but are not limited to: staff fee requests to take classes; course agendas, descriptions, and syllabi; course outlines and materials; enrollment and attendance records; training requests and authorizations; certificates of completion; and related documentation and correspondence.

**Record Copy:** Human Resources, Units

**Retention:** 5 years

**Citation or Reference:**

### **(G20) Employees Employment Verification Records**

**Explanation:** This series documents the responses to inquiries for evidence of employment from offices within the institution, banks and credit agencies, government agents, businesses, and current and former personnel. Records may include but are not limited to: copies of written requests; release of information authorization forms; telephone request forms; office control documents; statistical summaries; and related documentation and correspondence.

**Record Copy:** Human Resources, University Archives, Units

**Retention:** 3 years

**Citation or Reference:** 8 C.F.R. 274a.2

### **(G21) Employment Eligibility Verification Forms**

**Explanation:** This series documents information used to establish the identity and to verify the employment eligibility of employees to preclude the unlawful hiring of persons not authorized to work in the United States. Records include completed I-9 forms and copies of documents that establish the identity and the employment eligibility of the employee.

**Record Copy:** Human Resources

**Retention:** 3 years after date of hire or 1 year after separation, whatever is longer

**Citation or Reference:** 8 C.F.R. 274a.2

### **(G22) Employment Policies and Procedures Records**

**Explanation:** This series documents employment policies and procedures administered by institution personnel offices. Records may include but are not limited to: information on academic year appointments; employment of disabled persons; family employment program; interviewing; job sharing; nepotism; overseas employment; student employment; temporary appointments; transfers; and related documentation and correspondence.

**Record Copy:** Institutional Archive; Human Resources

**Retention:** Permanent

**Citation or Reference:** Refer A33

### **(G23) Executive Evaluations Administration Records**

**Explanation:** Series documents the administration of routine performance evaluations of individual college and university presidents, vice presidents and deans. Records may include: appointment schedules; letters of follow-up and thank you; press releases and announcements; hotel and travel arrangements; and related correspondence.

**Record Copy:** President's Office

**Retention:** 3 years

**Citation or Reference:**

### **(G24) Family and Medical Leave Case Files**

**Explanation:** This series documents requests for leave and granted leaves by employees under provisions of the Federal Family and Medical Leave Act and the Oregon Family Medical Leave Act. Records may include but are not limited to: employee leave request forms; notices to employees of leaves granted or rejected; Certification of Health Care Providers for the employee or a family member; employee backup information and leave history records; employee time records; Continuation of Health and Dental Insurance Benefits Memorandum; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 3 years after employee separation

**Citation or Reference:** 29 C.F.R. 825

### **(G25) Graduate Assistantship Applications Records**

**Explanation:** This series documents applications of graduate students for Graduate Teaching Assistantships and Graduate Research Assistantships in academic programs. Records include: applications developed by individual units; resumes and vitae; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 5 years after application or termination of employment, whichever is longer for successful applicants; 3 years for denied applicants

**Citation or Reference?**

### **(G26) H-1 Visa Scholars Records**

**Explanation:** This series documents the temporary employment of internationals by the institution and is used to monitor compliance with Immigration and Naturalization Service regulations. Records may include but are not limited to: Petition for a Non-immigrant Worker (Form I-797); Labor Conditions Applications for H-1B Non-immigrant; Prevailing Wage Information Request; Application to Immigrant and Naturalization Service (INS); documentation of requests for visa extensions; details of work assignments; and related documentation and correspondence including the letter of support.

**Record Copy:** International Education

**Retention:** 6 years after expiration of visa and extensions granted

**Citation or Reference:**

### **(G27) Immigrant Visa Scholars Records**

**Explanation:** This series documents the application and approval of international scholars for permanent immigrant status. Records may include but are not limited to: Applications for Alien Employment Certifications issued by the Department of Labor, Employment and Training Administration; advertisements for positions; curriculum vitae; transcripts; letters of recommendation; notes on all applicants for positions demonstrating that a petitioner was the best qualified for an advertised position; forms indicating the institution's efforts to employ comparably qualified U.S. citizens (ETA750); interviewers' notes and memoranda; and related correspondence.

**Record Copy:** International Education

**Retention:** 10 years following approval of permanent resident status

**Citation or Reference:**

### **(G28) J-1 Visa Scholars Records**

**Explanation:** This series documents the short-term appointment of non-immigrant international scholars as visiting faculty, specialists, researchers and trainees. Records may include but are not limited to: United States Information Service Certificates of Eligibility for Exchange Visitors Forms (IAP-66); descriptions of work to be performed; methods of financial support; copies of passports; check-in forms with personal data such as addresses, telephone numbers, and information concerning dependents; related correspondence, most often concerning eligibility of spouses and children to accompany or join the scholar; log sheets noting the nature of telephone calls concerning each scholar's status; and related documentation.

**Record Copy:** International Education

**Retention:** 3 years after visa expiration

**Citation or Reference:** 22 C.F.R. 514

### **(G29) Layoff Administration Records**

**Explanation:** This series documents policies and procedures administered by institution personnel offices with regard to layoffs. Records may include but are not limited to: position eliminations information; employee assistance information; layoff lists; management service layoff policy; news publications; salary funding requests; vacancy lists; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(G30) Merit Increase and Trial Service Performance Appraisal Lists**

**Explanation:** This series documents classified employees who are expected to receive merit pay increases or successfully complete their six-month trial service period. The lists, organized by academic department or administrative office, include: employee's name; class; social security number; position number; employee status and type; FTE; pay rate qualifier; current step and pay rate; new pay rate and step (merit increase only); and trial service completion date (trial service only).

**Record Copy:** Human Resources

**Retention:** 6 months

**Citation or Reference:**

**(G31) National Faculty Exchange Program Records**

**Explanation:** This series documents an exchange program, which allows university faculty members to exchange teaching positions with other institutions' faculty members within the United States. Records include: contracts; summaries; and related correspondence.

**Record Copy:** Institutional Archives; Academic Affairs

**Retention:** Permanent for summaries; 7 years for all other records

**Citation or Reference:** O.C.G.A. 9-3-24

**(G32) Personnel Research Data Records**

**Explanation:** This series documents the comparative salaries, benefits, and collective bargaining agreements, staffing requirements, minimum qualifications, recruitment, and training of an institution's employees. Records include but are not limited to: published and unpublished data; statistical reports; and related documentation and correspondence.

**Record Copy:** Human Resources, Budgets & Planning

**Retention:** Until superseded or obsolete

**Citation or Reference:**

### **(G33) Position Descriptions**

**Explanation:** This series documents job descriptions for classified and faculty positions and is used for employee recruiting, Fair Labor Standards Act eligibility analysis, position review, and reclassification purposes. Information fields in the position descriptions may include position names, position numbers, qualifications, functions and responsibilities, duties, hierarchical data, job classification numbers, description of duties, and pay rates. Records may include but are not limited to: Position Description forms; Reclassification Position Descriptions and documentation; Classification Listings; Positions Listings; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Human Resources

**Retention:** Present and two previous descriptions for each position or descriptions covering a period of 5 years, whichever is greater; 5 years for position reclassification records, Permanent

**Citation or Reference:**

### **(G34) Position Inventory Control System (PICS) Reports**

**Explanation:** This series documents job classification control and distribution code tracking, and is used to set budgets for dollars, to verify control numbers, and to regulate the total authorized FTE. Information included in these various computer printouts includes position numbers, distribution codes, budget authorization numbers, and classification control data. Records may include but are not limited to: PIC System Report E (by Budget Institution Position Number); PIC System Report F (by Budget Institution Fund Account); and PIC System Report G (by Appointing Authority); Personnel Position Data Base (PPDB) forms; and related documentation and correspondence. This is a closed series (Secure O.C.O.G. 50-18-101).

**Record Copy:** Budgets & Planning

**Retention:** 4 years

**Citation or Reference:**

### **(G35) Promotion, Tenure, and Salary Increase Records**

**Explanation:** This series documents the periodic consideration of faculty who are eligible for changes in rank, tenure status, and/or pay. Records may include but are not limited to promotion and tenure dossiers compiled and presented by the faculty member as per instructions from Academic Affairs as well as other materials which are compiled and maintained for inclusion, analysis, and summarization into the dossier folders. The dossiers may include but are not limited to: candidate dossier cover form or checklist; prior service agreement; Confidential Waiver for letters of evaluation; current position description; letters of evaluation; current curriculum vitae or resume; activity summary and evaluations of teaching, curriculum development and advising from students, participants/clients, and peers; candidate acknowledgment of dossier review; student evaluations of faculty summary reports; committee signature sheets; committee findings; recommendations of administrative superiors; and related documentation and correspondence.

**Record Copy:** Colleges

**Retention:** 7 years after end of employment

**Citation or Reference:** O.C.G.A. 9-3-24

### **(G36) Recruiting Pool Records**

**Explanation:** This series is used as a reference for prospective applicants for faculty and staff positions drawn from either previous recruitments or unsolicited applications. Records may include but are not limited to: curriculum vitae or resumes; cover letters; Applications for Employment; interview materials; position announcements; evaluations of prospective employees; and related correspondence.

**Record Copy:** Colleges, Units

**Retention:** 2 years

**Citation or Reference:** 41 C.F.R. 60, 29 C.F.R. 1602

### **(G37) Residential Advisor (RA) Employees Records (Moved To Series: B 14, Category: Academic Affairs)**

### **(G38) Retirement Incentive Program Records**

**Explanation:** This series documents the cost of incentive programs providing benefits for university employees who choose early retirement. Records include: agreements between the university and employees for lump sum, monthly, or annual payments; records of actual payments; and related correspondence.

**Record Copy:** Human Resources

**Retention:** 6 years after final payment

**Citation or Reference:**

### **(G39) Sabbatical Leave Records**

**Explanation:** This series documents sabbatical leave activities of institution faculty. Records may include but are not limited to: reports; applications; contracts; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 7 years after end of sabbatical

**Citation or Reference:** O.C.G.A. 9-3-24

### **(G40) Search Records**

**Explanation:** This series documents the selection process for academic, classified and student positions within the institution. Records may include but are not limited to: applications; curriculum vitae or resumes; academic transcripts; samples of writing or publications; approvals of recruitment proposals; candidate lists; position announcements; position advertisements; position descriptions; Certificate of Eligible's; copies of Affirmative Action Compliance Data Forms; Requests to Fill Academic Position Forms; interview materials such as schedules, rating sheets, tallies, screening and interview notes, review committee notes and memoranda; telephone conversation notes; and related correspondence such as cover letters and reference letters. NOTE: Application materials of successful academic and classified candidates become part of the employee's personnel file. Portions may be exempt from public disclosure.

**Record Copy:** Units

**Retention:** 4 years after search completed for academic and classified search records; 1 year for student search records

**Citation or Reference:** 41 C.F.R. 60, 29 C.F.R. 1602

### **(G41) Staffing Policies Records**

**Explanation:** This series documents the adoption and implementation of personnel and staffing policies at the college and/or unit level pertaining to topics such as: faculty evaluations; faculty retention; merit increases; performance evaluations; promotion and tenure, both instructions and guidelines; sabbatical leave, both policies and reports; salary adjustments, both guidelines and statistics; and support staff information. Records may include but are not limited to: notations on priority staffing decisions; position descriptions; requests for approval of new staff positions; justification statements; descriptions of teaching responsibilities for positions requested; funding information; job announcements; memoranda; and related documentation and correspondence.

**Record Copy:** Colleges, Units

**Retention:** 2 years after superseded, Institutional Archive Permanent

**Citation or Reference:**



**(G42) Student and Classified Employees Compensation Records**

**Explanation:** This series documents and defines pay rates for classified and student employees. Records may include but are not limited to compensation plans; conversion tables for annual, monthly, hourly, and overtime rates; records concerning extra merit increase, merit pay system, overtime pay, shift differential, student pay, variable rate pay, and working out of class; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 2 years

**Citation or Reference:**

**(G43) Student Employees Personnel Records**

**Explanation:** This series documents the student employee's work history from the supervisor's perspective. This series may contain records for work-study and/or regular departmental budgeted student employees. This series may include: resumes; interview questionnaires and notes; work referral forms; Student Schedule Slips; Financial Aid Employment Reference Forms; Student Employment Registration Forms; Personnel Actions Forms; Pay/Budget Action Forms; Work-Study Time Certificates; Performance Evaluations; Employee Withholding Allowance Certificate (W-4) forms; Payroll Check Delivery Authorizations; Requests for Emergency Payroll Draw Forms; commendations; recommendations; reprimands or notices of disciplinary action; notices of layoff; letters of resignation; work permits; copies of visas and related immigration status information; Student Driver Authorization Forms; Employment Eligibility Forms (I-9); home address/telephone disclosure authorizations; and related correspondence and documents. The series may also include photocopies of each employee's driver license; birth certificate; or Certificate of Student Employment Registration.

**Record Copy:** Human Resources

**Retention:** 5 years after employee separation for work-study student records and 3 years after employee separation for other student employee records

**Citation or Reference:**

#### **(G44) Student Faculty/Course Evaluation Records**

**Explanation:** This series documents students' evaluations of teaching personnel and is used to help determine faculty tenure, promotion, merit increases and/or to review instructional courses and programs. These records provide students' opinions on faculty members' familiarity with current literature of the discipline, preparation, assignments, examinations, lecture styles, willingness to engage in dialogue, and availability. Records include: bubble forms (input documents); course reaction inventory printouts; statistical tabulations; summary reports; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

#### **(G45) Time, Attendance and Leave Records**

**Explanation:** This series documents time and attendance and leave for faculty, classified and student employees. Records include: monthly time entry forms which may include hours worked, leave used, employee's name, supervisor's authorization, earnings information, and time distribution information; leave request forms; overtime authorization or certification; leave summary reports; leave without pay records; Work-Study time certificates and referrals; and related documentation.

**Record Copy:** Administering unit

**Retention:** Individual Leave Notifications: 4 years; Employee Cumulative Leave Record: 50 years.

**Citation or Reference:** Use of a personnel file closeout form is recommended to record cumulative leave at time of employee separation. Refer to series G 74.

#### **(G46) Volunteer Program Records**

**Explanation:** This series documents the activities and administration of an Institution's department or office's volunteer program. Records may include: volunteer hour statistics; volunteer program publicity records; insurance requirement information; and inactive volunteer files containing applications and conditions of volunteer service forms.

**Record Copy:** Units

**Retention:** 3 years after separation

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(G47) Unemployment Compensation Claim Records**

**Explanation:** This series documents claims submitted by former institution employees for unemployment compensation. Records may include but are not limited to: claim records; notices; reports; records generated by the appeal of claim determinations; and related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** 2 years

**Citation or Reference:**

#### **(G48) Work Time Adjustment Agreements**

**Explanation:** This series documents agreements between the employer and the employee regarding a change in the employee's work hours. Records may include but are not limited to: the official signed agreement; related documentation and correspondence.

**Record Copy:** Human Resources

**Retention:** Until superseded or obsolete

**Citation or Reference:**

#### **(G49) Deduction Authorization Records**

**Explanation:** This series documents deductions from salary checks authorized by employees. These records include lists with notation of authorized deductions as well as actual deduction forms. This series may include but is not limited to: deduction information on medical, dental, life, and disability insurance; American Association of University Professors, GCIU, Fair Share, and U.S. Savings Bonds; United Way and foundation contributions; payments for library fines/lost books, parking permits, and institutional credit union accounts; Veterans Affairs; ACH listings; personal use of state vehicles; and miscellaneous deductions.

**Record Copy:** Staff Benefits, Payroll, and Authorized units

**Retention:** 4 years after authorization expires or is superseded

**Citation or Reference:**

#### **(G50) Employment Division Summary Reports**

**Explanation:** This series documents the number of the institutional employees and payroll costs on a monthly basis and yearly basis. This series includes monthly reports by employee category and annual fiscal year reports, which summarize the monthly data.

**Record Copy:** Payroll

**Retention:** 10 years for annual reports and 3 years for monthly reports

**Citation or Reference:**

**(G51) Forecast and Actual Pay Reports (Moved to Series: M44, Category: Finance)**

**(G52) Garnishment Records**

**Explanation:** This series documents requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, or other reasons. This series usually includes: original writs of garnishment; recapitulations of amounts withheld; and related records.

**Record Copy:** Payroll

**Retention:** 4 years after resolution

**Citation or Reference:**

**(G53) Pay Authorization Records**

**Explanation:** This series consists of pay documents, which substantiate and, in part, authorize the issuance of payroll checks for particular amounts for both regular payroll and for extra compensation or overtime payroll. This series may include but is not limited to payroll/budget request forms timesheets, and time cards.

**Record Copy:** Payroll

**Retention:** 5 years

**Citation or Reference:**

**(G54) Paycheck Delivery Records**

**Explanation:** This series documents the locations assigned for delivery of salary payments to employees. This series may include but is not limited to: paycheck deposit authorization forms; payroll check delivery logs; and related correspondence.

**Record Copy:** Payroll

**Retention:** 3 years for payroll check delivery logs and until superseded or 1 year after employee separation for all other records

**Citation or Reference:**

**(G55) Payroll Adjustment Records**

**Explanation:** This series documents changes in employee payroll deductions, tax withholdings, and payroll records. This series may include but is not limited to: pay/budget action forms; time and attendance records; pay reduction/termination notices; and related documentation and correspondence.

**Record Copy:** Payroll

**Retention:** 5 years

**Citation or Reference:**

### **(G56) Payroll Check Registers**

**Explanation:** This series provides a record of payroll checks issued. This series includes lists in check number order that show the check amount, employee name, and social security number.

**Record Copy:** Payroll

**Retention:** 5 years

**Citation or Reference:**

### **(G57) Payroll Data Entry Summary Reports**

**Explanation:** This series documents all timecard and payroll adjustment data entry for each payroll period. This series includes: employee names in alphabetical order; batch and document numbers; and other data.

**Record Copy:** Payroll

**Retention:** Until superseded by the Payroll Register

**Citation or Reference:**

### **(G58) Payroll Draws Records**

**Explanation:** This series documents payroll draws. This series includes: requests for emergency payroll draw forms; and copies of disbursement request forms.

**Record Copy:** Payroll

**Retention:** 2 years after draw has been recovered

**Citation or Reference:**

### **(G59) Payroll Input Detail Reports**

**Explanation:** This series provides a daily summary of timecard and payroll adjustment data entry. This series contains separate reports for timecard input and payroll adjustment input. The reports, arranged in batch sequence and document number order, may include but are not limited to: social security numbers; account numbers; gross pay; and related data.

**Record Copy:** Payroll

**Retention:** Until input and verified

**Citation or Reference:**

### **(G60) Payroll Register**

**Explanation:** This series documents the pay of all institutional employees. The series includes monthly listings of all paid employees with their earnings and deductions.

**Record Copy:** Payroll

**Retention:** 50 years

**Citation or Reference:** O.C.G.A. 9-3-24. Use of a personnel file closeout form is recommended to record annual salary at time of employee separation. Refer to series G 74.

### **(G61) Purge Lists**

**Explanation:** This series documents institutional employees whose records have been deleted from the personnel data base. This series contains annual lists of former employees, in alphabetical order, and includes: employee's names; social security numbers; class codes; dates that pay started; termination dates; and related data elements.

**Record Copy:** Payroll

**Retention:** 3 years

**Citation or Reference:**

### **(G62) Revolving Fund Checks**

**Explanation:** This series documents each check issued from an institutional revolving fund for payroll draws, final pay, or special pay. This series contains copies of issued checks showing: name; date issued; social security number; amount; check disposition; and other data elements.

**Record Copy:** Business Office and/or Payroll

**Retention:** 1 year

**Citation or Reference:**

### **(G63) Shift Summary Sheets**

**Explanation:** This series documents the time worked by employees on various jobs on a daily basis. This series is used to provide: a record of time worked by employees for payroll purposes; a record of customer charges incurred for billing purposes; and cost accounting information on a real-time basis. The series may also be used as a back-up source of information for wage related grievance cases brought forth by employees. Information on the individual computer generated sheets may include: employee name; descriptions of duties performed; wages paid for each duty; time worked at each duty; output connected with each duty; and totals.

**Record Copy:** Units

**Retention:** 2 years

**Citation or Reference:**

### **(G64) Social Security Number Records**

**Explanation:** This series documents international students' and scholars' acquisition of social security numbers. This series may include but is not limited to: social security number applications; Statement of Information - Social Security Account Number forms (CO-204); photocopies of social security cards; Controllers Division reports; and related documentation and correspondence.

**Record Copy:** Payroll and /or Human Resources

**Retention:** 3 years

**Citation or Reference:**

**(G65) Student Social Security/Medicare Tax Review Reports**

**Explanation:** This series is used to determine proper FICA coding for student employees. The reports may include but are not limited to: student name and ID number; credit hours carried; budget classification code; FICA quarters earned; year-to-date FICA withheld; and last FICA contribution date.

**Record Copy:** Payroll

**Retention:** 5 years

**Citation or Reference:**

**(G66) Student Time and Attendance Forms, Restricted Funds**

**Explanation:** This series documents hours worked by student employees including those on work-study who are paid from restricted fund accounts. This series is used for payroll purposes and to meet federal requirements for documenting time worked by work-study students. This series only includes departmental time and attendance forms.

**Record Copy:** Units

**Retention:** 5 years after issuance of final financial report to awarding agency by the research accounting unit for records of all students paid from U.S. Dept. of Education awards; 3 years after issuance of final financial report to awarding agency by Research Accounting for records of regular student workers paid from other restricted funds; 3 years after issuance of final financial report to awarding agency by research accounting or 5 years, whichever is longer for records of work-study students paid from other restricted funds.

**Citation or Reference:** 34 C.F.R. 668

**(G67) Student Time Records**

**Explanation:** This series documents hours worked by student employees including those on work-study. The series is used for payroll purposes and to meet federal requirements for documenting time worked by work-study students. This series may include but is not limited to: Work-Study Time Certificates and referrals; photocopies of payroll time cards; automatic time card program printouts; and departmental time and attendance forms.

**Record Copy:** Payroll, Units

**Retention:** 5 years

**Citation or Reference:** 34 C.F.R. 668

### **(G68) Study Abroad Foreign Nationals Payroll Records**

**Explanation:** This series documents payments to foreign nationals employed both full-time and part-time by the institution as support staff for its study abroad programs. This series may include but is not limited to: agreements concerning pay rates; accounting information for payments to persons employed as secretaries and office staff, housing and transportation specialists, and food service workers; time sheets; and related correspondence.

**Record Copy:** International Study Programs

**Retention:** 3 years after end of enrollment

**Citation or Reference:** 22 C.F.R. 514

### **(G69) Tax Withholding Authorization Records**

**Explanation:** This series documents amounts withheld by Payroll from employees' checks for taxing authorities. This series may include but is not limited to: the Statement for Claiming Benefits Provided by Section 911 of the Internal Revenue Code; Withholding Allowance Certificates (W-4s); Earned Income Credit Advance Payment Certificates (W-5s); Non-resident Alien Request for Exemption from Tax Withholding (IRS Form 8233); Alien Information Request Form; and Request for Exemption from State Income Tax Withholding. Individual forms may include employees' names, addresses, social security numbers, and tax identification numbers.

**Record Copy:** Payroll

**Retention:** 5 years after superseded or employee separates

**Citation or Reference:**

### **(G70) Transaction Registers**

**Explanation:** This series documents all employee database data entry transactions. This series includes daily and quarterly registers for deduction, employee, and budget transactions. The registers may include but are not limited to: employee name; social security number; institution; FICA code; transaction code; nature and date of last transaction; last transaction; address; major account; class status; sex; Equal Employment Opportunity category; date of birth; ethnicity code; and related data.

**Record Copy:** Payroll, Human Resources

**Retention:** 4 years for the COM quarterly registers and until superseded for the daily registers

**Citation or Reference:**



**(G71) Wage and Tax Statements (W-2 forms)**

**Explanation:** This series provides a summary record of data reported on the annual Wage and Tax Statements (W-2) for the institutional employees. This series consists of print-outs from the Controllers Division by year in social security number order, which include: social security numbers; names; tax subject earnings; and other data required by law.

**Record Copy:** Payroll

**Retention:** 5 years

**Citation or Reference:**

**(G72) Payroll Deduction Reimbursement Records**

**Explanation:** This series documents the return of monies, typically overpayments, withdrawn from an employee paycheck as an automatic deduction.

**Record Copy:** Payroll

**Retention:** 5 years

**Citation or Reference:**

**(G73) Faculty and Staff Reports (Moved to Series: M45, Category: Finance)**

**(G74) Personnel File Closeout Form**

**Explanation:** This record serves as the final closeout for the employee personnel file. It should be completed as part of the exit interview process and maintained for reference purposes by the Human Resources Office. Information included on this form would include, but not be limited to: salary at time of separation, final leave totals (annual, sick, and other), and rehire eligibility.

**Record Copy:** Human Resources

**Retention:** 50 years following employee separation

**Citation or Reference:**

**(G75) Leave Request Form**

**Explanation:** This series is used when an employee is requesting leave such as sick or annual. Employee must complete and supervisor must sign to give authorization. May contain name of employee, pay period ending date, date of leave, nature of leave (sick/annual, signature of employee, signature of supervisor

**Record Copy:** HR, unite

**Retention:**

**Citation or Reference:**

**(G76) Pay Administration Records (Previously located in: Series I 14 Category; Research)**

**Explanation:** This series is used to substantiate payroll overhead costs. Information in this series may include but is not limited to: employee names; social security numbers; institutions; classifications of positions; units of employment; pay periods; gross pay amounts; various withholdings; overhead amounts; and the accounts used to pay employees.

**Record Copy:** Research Accounting

**Retention:** 4 years

**Citation or Reference:** 26 C.F.R. 31, 20 C.F.R. 1 et seq. Part 31

**(G77) Personnel Activity Report Forms (Previously located in: Series I 15 Category; Research)**

**Explanation:** This series provides a record of Classified and Academic employees' efforts involving indirect activities such as instruction and departmental research, and direct activities toward externally funded projects. The PAR system is used to produce an equitable distribution and/or substantiation report of charges for employees' activities and to distinguish the employees' direct activities from their indirect activities. Information on the individual forms includes: institution name; employee name; social security number; monthly salary rate; department code; account name and number; transaction codes; pay amounts for each account number; PAR codes; comments; authorizing signatures; and dates of authorization.

**Record Copy:** Research Accounting

**Retention:** 8 years

**Citation or Reference:** OMB Circular A21; US Department of Health and Human Services

**(G78) Resident Assistant Applications (Previously located in: Series L 3 Category; Student Affairs)**

**Explanation:** This series covers application for position as resident assistant, may include but is not limited to housing assistant, dorm mother, dorm father, senior student assistant.

**Record Copy:** Housing & Dining Services, Resident Life, and Student Services

**Retention:** 3 years

**Citation or Reference:**

## Records Retention Series: H

### Category: Publications, Promotions and Alumni Relations

#### (H1) Alumni Records

**Explanation:** This series documents the activities of an institution or department's alumni and may also provide alumni offices with information on alumni. Records may be used: to create a network of support from alumni, primarily through organized alumni groups; to track alumni; to monitor their achievements, activities, and recognitions; to create statistics; to reply to information requests; and to provide information on the accomplishments of previous students. This series may include but is not limited to: memberships lists with names, addresses, employer names and addresses, and positions; minutes, by-laws and directories of clubs in many communities and several major cities throughout the United States; promotional materials concerning annual gatherings; homecoming plans and programs; data cards and files for individual alumni; degree recipient lists; outstanding alumni lists; student leader lists; class officer lists; foreign student rosters; international alumni club records; and notes, memoranda, and related correspondence concerning general alumni affairs.

**Record Copy:** Institutional Archives; Alumni Relations

**Retention:** Permanent

**Citation or Reference:**

#### (H2) Alumni Association Board Records

**Explanation:** This series documents the activities of the alumni association board of directors. The board is responsible for promoting the interests and ideals of the institution; stimulating and encouraging school pride in students, graduates, and former students; and developing a sense of responsibility for continued progress in educational programs for the institution. This series may include but is not limited to: agendas; minutes; reports; notes; working papers; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Alumni Relations

**Retention:** Permanent, for agendas, minutes, reports, and policy/historical correspondence; 5 years for all other records

**Citation or Reference:**

### **(H3) Alumni Association Services Program Records**

**Explanation:** This series documents the implementation of programs administered by the office such as those relating to marketing products, credit cards; insurance, and football tickets. This series may include but is not limited to: agreements; dues information; postal information; and related documentation and correspondence.

**Record Copy:** Alumni Relations

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

### **(H4) Alumni Mailing List Records**

**Explanation:** This series provides a record of the whereabouts of alumni for information request and mailing purposes. This series includes mailing lists and related documentation and correspondence.

**Record Copy:** Alumni Relations

**Retention:** Until superseded

**Citation or Reference:**

### **(H5) Biographical Records**

**Explanation:** This series contains biographical data for institutional faculty and staff. The records are used for public information releases and reference by the institutional staff to provide responses to inquiries. This series may include but is not limited to: biographical sketches developed by the office of employment, the individuals concerned, or other sources; vitae; photographs; personal history data sheets; newspaper clippings; retirement notices; funeral programs; and obituaries.

**Record Copy:** Institutional Archives; Creating units

**Retention:** 3 years after separation from institution

**Citation or Reference:**

**Special Instructions:** Contact Institutional Archives before disposing of any records.

### **(H6) Class Gift Records**

**Explanation:** This series provides a record of gifts given to the institution by senior classes. This series may include but is not limited to: gift lists; gift histories; a record of gift placement arrangements; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Alumni Relations

**Retention:** Permanent

**Citation or Reference:**

### **(H7) Films, Videotapes, and Sound Recordings**

**Explanation:** This series provides visual and/or aural documentation of institutional activities and events including intercollegiate athletics, students, faculty, and staff with significant relevance to both the institution's or individual unit's function and mission. These productions may have been created for recruitment and orientation, fund-raising, publicity, research, or teaching. This series may include but is not limited to: digital audio-video recordings; identified and labeled videotapes; motion picture films; phonographic recordings (16, 33, 45, and 78 RPM formats); audio tapes (all formats); compact audio discs; and transcriptions when available. NOTE: Contingencies should be made for transferring information to a more stable medium.

**Record Copy:** Institutional Archives; Creating units

**Retention:** Permanent

**Citation or Reference:**

### **(H8) Fund-Raising Records**

**Explanation:** This series documents institutional efforts to raise funds to support program functions and facilities. This series may include but is not limited to: requests for fund-raising; individual benefactors and prospective donors files; public relations records; event planning and arrangement records; gift history reports; background on previous donations; pledges; and related documentation and correspondence.

**Record Copy:** Development Office, Units

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

### **(H9) Hometown Information Records (Removed or Merged)**

### **(H10) News Release Records**

**Explanation:** This series documents newsworthy events of the institution. This series may include but is not limited to news releases issued by institution news and communications units arranged by topic and/or date of issue; and brief descriptions of scholarship award offered by institution. The news releases may contain but are not limited to: the source of the information; title; byline; activity location and dates; and specified time of release.

**Record Copy:** Institutional Archives; Creating Units

**Retention:** Permanent for releases pertaining to significant events and policy matters; 10 years for routine releases

**Citation or Reference:**

### **(H11) Ordering Records**

**Explanation:** This series documents continuing requests for publications produced by an office. This series may include but is not limited to: standing order cards or lists indicating the name and address of the requestor; book titles; transaction date; invoice number; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** Until request becomes inactive

**Citation or Reference:**

### **(H12) Photographs**

**Explanation:** This series provides photographic documentation of institution activities, events, students, faculty, and staff with significant relevance to either the institution's or individual unit's function and/or mission. It may be used for student recruitment and orientation, fund-raising, publicity, publications, research, or teaching. This series includes fully identified photographs imprint, negative, slide formats, and digital photographs. [Refer to H-6 and H-7](#)

**Record Copy:** Institutional Archives; Creating Units

**Retention:** Permanent

**Citation or Reference:**

### **(H13) Publications Inventory Records**

**Explanation:** This series is used as a reference for publications in stock in an office. This series may include but is not limited to cards and lists. The information may include but is not limited to: publication title; date of publication; and retail cost.

**Record Copy:** Units

**Retention:** 4 years after superseded

**Citation or Reference:**

### **(H14) Publications Records**

**Explanation:** This series includes publications produced by individual institution offices. It may be used to document the activities of the office, for educational purposes and/or for informational purposes. Series also includes records of specifications used in setting up publications for printing by the institution's publications office. Types of publications may include but are not limited to: catalogs; books; magazines; newsletters; handbooks; yearbooks; directories; brochures; pamphlets; media guides; guidebooks; proceedings; programs; and flyers. Series may include but is not limited to: specifications, costs of productions, art work, samples, working papers; mock-ups; drafts, final publications, and related documentation and correspondence.

**Record Copy:** Institutional Archives; Creating units; University Publications

**Retention:** Permanent for final publications; 5 years for all other records

**Citation or Reference:**

### **(H15) Sample Publications and Job Specification Records (Removed or Merged)**

#### **(H16) Scholarship Reports**

**Explanation:** This series is used as a historical reference on the recipients of scholarships in colleges or departments. These records may include: information regarding the names of recipients; when they received the scholarships; names of scholarships; dollar value of scholarships; year's recipients entered and graduated; criteria for selection of recipients; and related correspondence and documentation.

**Record Copy:** Institutional Archives; Colleges, Units

**Retention:** Permanent

**Citation or Reference:**

#### **(H17) Unit/Institution/Organization History Records**

**Explanation:** This series provides a record of the historical development of the institution; units within the institution; and organizations associated with the institution, such as honor societies, fraternities and sororities, and student/faculty/staff clubs. This series may include but is not limited to: newspaper clippings; photographs; published and unpublished historical sketches; publications; statistics; ephemera; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Colleges, Units

**Retention:** Permanent

**Citation or Reference:**

# Records Retention Series: I

## Category: Research

### (I1) Trademarks Licensing Records (Moved to Series: 10, Category: Legal)

### (I2) Research Grant Proposal Development Records

**Explanation:** This series includes the administrative activities involved in the formulation and deliberations leading to application for funding and approval or commencement of research. Examples of records include: correspondence and working papers.

**Record Copy:** Research Office

**Retention:** Retain until no longer required for reference or administrative use

**Citation or Reference:** N/A

### (I3) Research Grant Records

**Explanation:** These records relate to funded research grant proposals, and research activity associated with grant-funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, summary reports, and related documentation and correspondence.

**Record Copy:** Institutional Archives, Research Office

**Retention:** Permanent for final research report; all other records 7 years after closing of the grant.

**Citation or Reference:** 9 CFR 2.35; 45 CFR 46.115(b); NIH Guidelines; OMB Circular A: 110-.53

### (I4) Unfunded Research Grant Proposal Applications Records

**Explanation:** This series documents grant proposals developed by institutional units which have not been funded. This series may include but is not limited to: supporting statistics; demographic data; draft proposals; suggested revisions; final proposals; and related documentation and correspondence.

**Record Copy:** Research Office

**Retention:** Retain 2 year after submission

**Citation or Reference:**



### **(15) Institutional Review Board (IRB) Records-Human Subjects**

**Explanation:** This series documents the review of research proposals that involve any type of use of human subjects. Records may include: applications for approval by the review board; Protection of Human Subjects forms (OMB-0531-0009); Protection of Human Subject C Assurance/Certification/Declaration forms (OMB-0925-0637); descriptions of protocol; signed consent forms; sample questionnaires or surveys; copies of grant proposals; review summaries; and minutes of IRB meetings. [Cross Reference: I-11](#)

**Record Copy:** Institutional Archives; IRB Secretary/Research Office

**Retention:** Minutes: 5 years. Records relating to research: Retain 3 years after completion of research. All other records: Retain 3 years

**Citation or Reference:** 45 CFR 46.115(b)

### **(16) Institutional Biosafety Committee Records (RDNA Research)**

**Explanation:** This series includes copies of all research proposals reviewed by the Biosafety Committee, scientific evaluations that accompany the proposals, correspondence, approved sample consent documents, statements of findings, progress reports, reports of injuries to subjects, and meeting minutes.

**Record Copy:** Biosafety Committee Secretary/Research Office

**Retention:** Minutes: 5 years. Records relating to research: Retain 3 years after completion of research. All other records: Retain 3 years.

**Citation or Reference:** NIH Guidelines for Research Involving DNA Molecules

### **(17) Institutional Animal Care and Use Committee (IACUC) Records**

**Explanation:** This series includes meeting minutes, records of attendance, actions of the committee, requests for approval to use animals in research project made by the principal investigators, subsequent actions on the requests, and semiannual reports.

**Record Copy:** Committee Secretary/Research Office

**Retention:** Minutes: 5 years. All other records: Retain 3 years after completion of research.

**Citation or Reference:** 9 CFR 2.35

### **(I8) Institutionally Funded Research Project Review Records**

**Explanation:** This series documents the activities of the institutional councils and boards, which review proposals and make recommendations for awards to faculty (especially new faculty) for research that is not otherwise supported by organized or directed programs but is designed to lead to other funding sources. Examples of projects funded are pilot research, emergency funding, emerging research opportunities, new research field or new research field for investigator, developing research laboratories, and centrally shared research resources. This series may include but is not limited to: applicant case files; agendas; minutes; reports; notes; working papers; funding summaries; award letters; applications for research support; and, final research reports.

**Record Copy:** Research Office

**Retention:** Permanent for minutes and final research reports; 5 years for funding summaries and funded applications; 1 year for all other records

**Citation or Reference:** N/A

### **(I9) Grant Projects Research Reports (Removed or Merged)**

#### **(I10) Research Data (Animal Care and Use)**

**Explanation:** This series documents the care and proposed use of animals by the university for research purposes. Records include: institutional animal care and use forms; research proposal check-off forms; and related correspondence.

**Record Copy:** Institutional Archives; Principal investigator, Laboratory Animal Resources

**Retention:** Projects which are not of major significance and where the research does not have potential long term affects: 3 years after completion of research project. Projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship: Permanent

**Citation or Reference:** 7 USC 2131 B 2157; 9 CFR 2.35; PHS Policy on Humane Care and Use of Laboratory Animals (D.L. 99-158)

### **(I 11) Research Data (Human Subjects)**

**Explanation:** This series documents the routine research activities of research projects. This series may include but is not limited to: detail of tests, client names, procedures performed, test results, evaluations, notebooks; binders; spreadsheets, or any other type of journal format.

**Record Copy:** Institutional Archives; Principal investigator, Laboratory

**Retention:** Projects are not of major significance but there are potential long-term affects to human subjects: Retain 70 years after completion of project. Projects of major national or international significance, interest or controversy, or where the principal investigator has a widely acknowledged influence on the area of scholarship: Permanent

**Citation or Reference:**

### **(I 12) Research Data (Agricultural)**

**Explanation:** This series documents the results of laboratory testing performed on agricultural products. The reports may include but are not limited to: case numbers; details of tests, genetic trials, disease and pest management testing, test results; evaluations; and related data.

**Record Copy:** Institutional Archives; Principal investigator, Farm Laboratory

**Retention:** Projects are not of major significance but have potential long-term environmental effect: Retain 70 years after completion of project. Projects of major national or international significance, interest or controversy, or where the principal investigator has a widely acknowledged influence on the area of scholarship: Permanent

**Citation or Reference:**

### **(I 13) Animal Breeding and Management Records**

**Explanation:** This series includes records relating to the care, management and breeding of animals for research and teaching purposes.

**Record Copy:** Farms

**Retention:** 3 years

**Citation or Reference:** 7 USC 2131 B 2157; 9 CFR 2.35; PHS Policy on Humane Care and Use of Laboratory Animals (D.L. 99-158)

### **(I 14) Pay Administration Records (Move to Series: G76, Category: Human Resources)**

**(I 15) Personnel Activity Report Forms (Move to HR Series G)**

**Explanation:** This series provides a record of Classified and Academic employees' efforts involving indirect activities such as instruction and departmental research, and direct activities toward externally funded projects. The PAR system is used to produce an equitable distribution and/or substantiation report of charges for employees' activities and to distinguish the employees' direct activities from their indirect activities. Information on the individual forms includes: institution name; employee name; social security number; monthly salary rate; department code; account name and number; transaction codes; pay amounts for each account number; PAR codes; comments; authorizing signatures; and dates of authorization.

**Record Copy:** Research Accounting

**Retention:** 8 years

**Citation or Reference:** OMB Circular A21; US Department of Health and Human Services

**(I 16) Scientific Misconduct Records**

**Explanation:** This series is used to provide a record of accusations of misconduct brought forward by or against faculty or students and relating to research projects. These records include: accusation statements; inquiry committee findings; and related correspondence.

**Record Copy:** Research Office

**Retention:** 7 years after the expiration of the grant or 1 year after litigation, whichever is longer.

**Citation or Reference:** O.C.G.A. 9-3-33

### **(I 17) Grants and Contracts Accounting Records**

**Explanation:** This series provides a record of the establishment and administration of individually sponsored grant and contract restricted funds accounts, documents compliance with fiscal reporting requirements, and includes billing information for accounts receivable from sponsoring agencies and from departments for gift account fees. Grants may be federal, state, corporate, or private. This series may include but is not limited to: project summaries; grant authorizations; contract documents; project budget change and adjustment forms; invoices; receipts; cashier's receipts; equipment purchase orders; prior approval request forms; account request forms; vendor telephone contact logs; subcontracts; grants and contracts monthly budget summary statements; institution billings balance sheets; reports for grants and contracts that are operating on direct payments; final financial reports; property reports; patent/invention reports; contractor's release report; assignment of refunds and rebates documents; equipment disposition reports; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Research Accounting; Legal Affairs

**Retention:** Contracts, patents, and agreements for use of research outcomes: Permanent. All other accounting records: 7 years after final financial report is submitted and the account is closed, unless otherwise specified as longer by the terms of the contract

**Citation or Reference:** OMB Circular A: 110-.53

### **(I 18) Patent and Invention Records (Moved to Series: O8, Category: Legal)**

### **(I 19) Bio-Safety/Hazard**

**Explanation:** T.B.A.

**Record Copy:**

**Retention:**

## Records Retention Series: J

### Category: Police, Security & Safety

#### (J1) Accident and Injuries Records

**Explanation:** This series documents claims made by institution employees to the SAIF (State Accident Insurance Fund) Corporation for occupational injuries, accidents, or illnesses; insurance coverage and related reimbursement issues; and safety analysis and compliance inspections. This record series does not include accidents or incidents, which involve hazardous substance or radiation exposure. This series may include but is not limited to: report of accident forms; SAIF Worker's and Employer's Report of Occupational Injury or Disease form (463.801); Occupational Safety and Health Administration (OSHA) Form 200; OSHA Form 101; incident logs; employer payroll reports; hearing transcripts; notices of claim disposition; determination orders; opinions and orders; appeal letters; claim adjustment documentation; medical reports; cost statements; and related documentation and correspondence.

**Record Copy:** Human Resources; Safety and Risk Management

**Retention:** 3 years after final disposition of claim

**Citation or Reference:** O.C.G.A. 9-3-33

#### (J2) Arrest Records

**Explanation:** This series document the date and time of arrest, arrestees name, address and personal information, location of arrest, and for what they are arrested.

**Record Copy:** Safety and Risk Management, Security

**Retention:** 25 years or expiration of statute of limitations for capital or specific felony offenses

**Citation or Reference:**

#### (J3) Incident/Offense Reports

**Explanation:** This series documents incidents/offenses that occur on the university campus and surrounding streets that violate university and/or local laws and regulations. These records contain the case number, type of report, date, time, complainant or victim, address and details of report.

**Record Copy:** Safety and Risk Management, Security, Facilities

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(J4) Acknowledgment of Safety Rules Records**

**Explanation:** This series documents that a new institutional employee has been provided copies of safety rules and has discussed applicable safety rules with the supervisor. This series includes but is not limited to acknowledgment forms.

**Record Copy:** Environmental Health & Safety; Safety and Risk Management

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

#### **(J5) Vehicle Emergency Assistance Records**

**Explanation:** This series documents vehicle assistance and a waiver of responsibility in the event that a police officer is asked to render assistance to faculty, staff, and students with a broken down vehicle (flat tire, dead battery, and engine trouble) or who have locked their keys in a car.

**Record Copy:** Safety, Security

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(J6) Annual Vehicle Inspection Records**

**Explanation:** This series documents the safety of institutionally owned automobiles, vans, trucks, and other motorized vehicles. This series includes but is not limited to: annual motor vehicle inspection reports and related forms; documentation; and correspondence.

**Record Copy:** Transportation Services

**Retention:** 3 years after the vehicle is disposed

**Citation or Reference:** O.C.G.A. 9-3-33

#### **(J7) Dispatch Records**

**Explanation:** This series documents the dispatch of a campus police officer to investigate a disturbance, or possible crime on the institutions campus.

**Record Copy:** Safety, Security

**Retention:** 3 years, or until case is adjudicated, whichever is longer

**Citation or Reference:**

#### **(J8) Asbestos Records**

**Explanation:** This series documents a building by building survey and plan to correct asbestos material hazards. This series may include but is not limited to: surveys; monitoring tests and reports; data forms; building plans; correction checklists; removal job records; and related documentation and correspondence.

**Record Copy:** Environmental Health & Safety and Risk Management

**Retention:** 30 years after separation for records documenting persons contacting or removing asbestos;

**Citation or Reference:** 29 CFR 1910.1001; 29 CFR 1910.1020(d)

### **(J9) Carcinogenic Compound Inventory Records**

**Explanation:** This series documents inventory and stock of Class B and C carcinogenic compounds. This series contains but is not limited to: project and departmental lists of chemical inventories; lists of persons involved in the research project; and related forms, documentation, and correspondence.

**Record Copy:** Units, Safety and Risk Management

**Retention:** 30 years after separation for records documenting persons using or contacting compounds;

**Citation or Reference:** 29 CFR 1910.1020(d)

### **(J10) Carcinogenic Compounds Research Use Records**

**Explanation:** This series documents the use of hazardous carcinogenic compounds by institutional researchers. This series may contain but is not limited to: research protocols; applications for use of Class B & C chemical carcinogens; chemical carcinogen animal care requirement forms; lists of personnel involved in laboratory contact with chemical carcinogens; list of carcinogenic compounds to be used in the specific research project; and related documentation and correspondence.

**Record Copy:** Environmental Health & Safety and Risk Management

**Retention:** 30 years after employee or researcher separation

**Citation or Reference:** 29 CFR 1910.1020(d)

### **(J11) Chemical Hazardous Material Survey Forms**

**Explanation:** This series is used to document student and employee exposure to hazardous chemicals as per federal regulation. This series includes but is not limited to: chemical hazardous material survey forms which contain dates, employee or student names, chemical name, and comments; and related documentation and information.

**Record Copy:** Environmental Health & Safety and Risk Management

**Retention:** 30 years after student or employee separation

**Citation or Reference:** 29 CFR 1910.1020(d)

### **(J12) Chemical Incident Records**

**Explanation:** This series documents the investigation of hazardous chemical material accidents or incidents including releases. This series may include but is not limited to: incident reports noting locations, names, dates, times, description of incident, personnel involved, remarks, and name of contact; and related documentation and correspondence.

**Record Copy:** Environmental Health & Safety and Risk Management

**Retention:** 30 years after student or employee separation

**Citation or Reference:** 29 CFR 1910.1020(d)



### **(J13) Chemical and Hazardous Waste Disposal Records**

**Explanation:** This series documents the receipt, shipment, and disposal of chemical material or hazardous wastes on campus. This series includes but is not limited to: chemical and waste inspection forms; drum packing sheets; Uniform Hazardous Waste Manifest forms (EPA 8700); Certificates of Disposal from vendors; land disposal notification forms; waste disposal records; and related documentation and correspondence.

**Record Copy:** Environmental Health & Safety and Risk Management

**Retention:** 30 years

**Citation or Reference:**

### **(J14) Emergency Response Plans and Procedures**

**Explanation:** Series documents procedures to be followed in the event of emergency. Records may include: step-by-step procedures; unit and institutional emergency response plans; and related correspondence.

**Record Copy:** Institutional Archives; Environmental Health & Safety, Security Services, Safety and Risk Management, Units

**Retention:** Until superseded

**Citation or Reference:**

### **(J15) Environmental Regulations Records**

**Explanation:** This series documents institutional compliance with environmental laws and guidelines of federal, state, or local governments. These records include communications with the Regional Air Pollution Authority (RAPA) which is under the jurisdiction of the Environmental Protection Agency (EPA) of the federal government and also the state Department of Environmental Quality (DEQ). This series may include but is not limited to: Title V Air Discharge Permits; Air Quality Reports; Waste Water Discharge Permit Applications; Waste Water Discharge Permits; Water Quality Reports; Waste Water Discharge Records; Notices of Violation; Notices of Non-compliance; and related documentation and correspondence.

**Record Copy:** Facilities Services

**Retention:** 10 years

**Citation or Reference:**

### **(J16) Fire Alarm and Drill Records**

**Explanation:** This series documents response to any alarm that is activated on campus. This series may include but is not limited to the following information: when and where the incident occurred; specific response; reset time; and rewind time, if appropriate.

**Record Copy:** Security Services

**Retention:** 3 years

**Citation or Reference:**

### **(J17) Human Materials Authorizations Records**

**Explanation:** This series documents faculty proposals to use human materials in classroom instruction. This series includes but is not limited to: written proposals from classroom instructors; departmental and committee approvals or disapprovals; reports; and related documentation and correspondence.

**Record Copy:** Environmental Health & Safety

**Retention:** 10 years

**Citation or Reference:**

### **(J18) Inspections Records**

**Explanation:** This series documents inspections done by various agencies such as the city building department, health department, or fire department in the course of routine business and is used by the institution to correct and analyze safety problems and to document compliance with regulations. This series may include but is not limited to: inspection sheets which show date of inspection, notation of violations, and suggested corrective measures; reports acknowledging compliance with regulations; authorizing signatures; and related information, documentation and correspondence.

**Record Copy:** Environmental Health & Safety and Risk Management

**Retention:** 10 years

**Citation or Reference:**

### **(J19) Material Safety Data Sheets Records**

**Explanation:** This series documents the institution's inventory of hazardous chemicals; record keeping is mandated by the Hazardous Communications Program of the Occupational Safety and Health Administration (OSHA). This series contains but is not limited to: Material Safety Data Sheets which list chemical name, description, composition, intended use, flash point, transportation, hazards, safe handling, and extinguishing methods; and related documentation.

**Record Copy:** Environmental Health & Safety; Safety and Risk Management

**Retention:** 30 years

**Citation or Reference:** 29 CFR 1910.1020(d); 29 CFR 1910.1200(g)

### **(J20) Medical Surveillance Records**

**Explanation:** This series documents the medical history of employees working in positions with exposure to high risk hazardous conditions such as Class B and C carcinogenic compounds, asbestos, lead, or excessive noise. Medical examinations of workers are made at the beginning and termination of institution employment and periodically throughout the career course as well as immediately following an accident or potential exposure incident. This series may include but is not limited to: medical examinations; laboratory test records and results; and related documentation and correspondence.

**Record Copy:** Environmental Health & Safety; Safety and Risk Management

**Retention:** 30 years after employee separation

**Citation or Reference:** 29 CFR 1910.1020(d)

### **(J21) Non-Staff Accident and Injuries Records**

**Explanation:** This series documents the reporting and investigation of campus related accidents that result in injury to non-staff and/or their property. This record series does not include accidents or incidents, which involve hazardous substance or radiation exposure. This series may include but is not limited to: Report of Accident forms; complaints; investigation reports; insurance appraisals and estimates; photographs; and related documentation and correspondence.

**Record Copy:** Contract Administration

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-31, O.C.G.A. 9-3-32

### **(J22) Protective Wear and Device Request Records**

**Explanation:** This series documents the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. This series may include but is not limited to: Safety Shoe Request and Authorization Forms; Prescription Safety Glasses Request and Authorization Forms; and related forms, documentation, and correspondence.

**Record Copy:** Facilities Services, Safety and Risk Management

**Retention:** 3 years after disposal of items

**Citation or Reference:** O.C.G.A. 9-3-33

### **(J23) Radiation Licensing Records**

**Explanation:** This series is used to document the licensing of the institution by federal, state, and local agencies to receive, use, store, dispose of, and ship radioactive materials. These records include federal and state applications and certificates including: State Health Division Radiation Material License forms and amendments; validation certificates showing fees paid for licenses; and related correspondence.

**Record Copy:** Institutional Archives; Radiation Safety

**Retention:** Permanent

**Citation or Reference:**

### **(J24) Radiation Material Handling and Disposal Records**

**Explanation:** This series is used to provide a record of the reception, handling, shipment and/disposal of radioactive material or radioactive hazardous wastes at the institution to comply with federal and state record keeping and reporting requirements. The series also provides the office with a record of past activity. Records may include: waste material pick up requests and tags; Radioactive Waste Drum Inventory forms (RS 102); Uniform Hazardous Waste Manifest forms (EPA 8700-22); Radiation Waste Shipment and Disposal Manifest forms (vendor form); Radiation Material Inventory sheets; Radiation Material Shipment Receipt Record forms (RS-400); Waste Disposal Record cards; disposal site letters of arrival acknowledgment; Sewered Radioactive Material log sheets; and related correspondence.

**Record Copy:** Institutional Archives, Radiation Safety

**Retention:** Permanent

**Citation or Reference:**

### **(J25) Radiation Monitoring and Exposure Records**

**Explanation:** This series provides a record of radiation testing and monitoring of employees, visitors, facilities, and the surrounding environment and is used to comply with federal and state reporting and licensing requirements and insurance carrier reporting requirements. This series includes: dosimeter reports (vendor form); Exposure History forms; Statement of Occupational Radiation Dosage forms; Daily Routine Survey Record forms (in-house form FHRCHPP.24A); Neutron Generator Smear Test Survey forms; Floor Survey forms; Special Survey forms (RCHPP.24D); Radioactive Material Shipment Receipt Survey forms (RCHPP.5A); Procurement for Material forms (form 101); Hood Flow Survey forms; Rotation Rack Filter Survey forms; Solid Waste Discharge and Analysis Sheets; Liquid Discharge Summary Report forms; Gaseous Waste Summary Report forms; and Soil/Water/Vegetation Record Survey forms.

**Record Copy:** Radiation Safety

**Retention:** 30 years after employee separation

**Citation or Reference:** 29 CFR 1910.1020(d)

### **(J26) Radiation Safety Committee Records**

**Explanation:** This series documents the establishment of policy and procedure by the committee. Records include: agendas; minutes; reports; notes; working papers and related correspondence.

**Record Copy:** Institutional Archives; Radiation Safety and Risk Management

**Retention:** Permanent

**Citation or Reference:**

### **(J27) Safety Training Records**

**Explanation:** This series documents employee training and certification such as for equipment operation, hazardous material handling and emergency procedures, driver training, CPR and first aid training, and asbestos awareness training for removal, abatement, or transportation. This series may include but is not limited to: sign off sheets indicating that employees have received training; instruction sheets; informational materials; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 30 years after employee separation

**Citation or Reference:**

### **(J28) Security Records (Non-School)**

**Explanation:** Series documents reporting of suspicious and criminal incidents at the institution. Records may include: incident reports containing names, dates, case numbers, dollar values, locations, descriptions of incident, and personnel taking report; identification cards created when reports of suspicious behavior are made to the office; warnings records; copies of reports filed by the State Police or other law enforcement agencies; notes; and related documentation. Information may be exempt from public disclosure.

**Record Copy:** Security Services

**Retention:** 3 years for copies of reports filed by law enforcement agencies; 5 years for all other records

**Citation or Reference:** 20 U.S.C. 1092(f)

### **(J29) Student Housing Incident Records**

**Explanation:** This series documents incidents of injury to residence hall occupants, vandalism, and other infractions of housing rules. The series also documents the disposition of such incidents. This series may include but is not limited to: incident report forms usually filed by resident advisors; housing director's written decisions; student appeals of decisions; and related documentation and correspondence. [Refer to J-12](#)

**Record Copy:** Housing & Dining Services; Safety & Security

**Retention:** 3 years if no claim results;

**Citation or Reference:**

**(J30) Vehicle Accident Records**

**Explanation:** This series documents accidents involving vehicles owned by the institution. This series may include but is not limited to: vehicle accident reports; vehicle accident claims; damage or loss of state property reports and related documentation and correspondence. Information may include: vehicle type and identification number; name of party using the vehicle; notation of condition before and after use; and authorizing signatures.

**Record Copy:** Transportation Services

**Retention:** 3 years

**Citation or Reference:** O.C.G.A. 9-3-33

**(J31) Facility/Building Security**

**Explanation:** T.B.A.

**Record Copy:** Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-30

## Records Retention Series: K

### Category: Student Records

#### **(K1) Athletic Scholarship and Grant-In-Aid Award Records**

**Explanation:** This series is used to provide athletic departments with information pertaining to player eligibility and receipt of financial aid in the form of scholarships including grant-in-aid scholarships, to monitor accounts, and to assist in complying with NCAA, NAIA and conference rules and regulations. These records include: squad lists which furnish summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; and related documentation and correspondence.

**Record Copy:** Intercollegiate Athletics

**Retention:** 10 years for NCAA records; 5 years for all other records

**Citation or Reference:** NCAA, NAIA, SEC/ACC requirements

#### **(K2) Borrower's Loan Records**

**Explanation:** This series documents and is a monitoring tool for all Perkins and National Direct Student Loans. This series consists of files for each borrower. This series may include but is not limited to: repayment schedules; statements of rights and responsibilities; records of actions taken; and related documentation and correspondence.

**Record Copy:** Student Loans

**Retention:** 5 years after loan repayment or assignment to U.S. Department of Education

**Citation or Reference:** 34 C.F.R. 674

#### **(K3) Borrower's Loan Records (Canceled)**

**Explanation:** This series documents Perkins and National Direct Student Loans that have been canceled because of bankruptcy, death or disability, bad debts, write-offs, and assignments. This series consists of files for each borrower. This series may include but is not limited to: repayment schedules; statements of rights and responsibilities; records of actions taken; doctors statements and other medical evidence; and related documentation and correspondence.

**Record Copy:** Student Loans

**Retention:** 5 years after debt cancellation or assignment to U.S. Department of Education

**Citation or Reference:** 34 C.F.R. 674

#### **(K4) Credit Bureau Reports**

**Explanation:** This series documents holders of student loans that have been reported to credit bureaus. This series contains reports which list: each borrower's name; the amount past due; and related documentation.

**Record Copy:** Student Loans

**Retention:** 2 years after collected or deemed uncollectible

**Citation or Reference:**

#### **(K5) Federal Title IV, Program Records, Institutional Records**

**Explanation:** Records document eligibility to participate and school's administration of Federal Title IV and programs. Records include Institutional Program Participation Agreement; recertification; education program eligibility; accreditation reviews; and reports; state agency reports; audits and program reviews; other records, as specified in regulation, that pertain to factors of financial responsibility and standards of administrative capability; and consortia agreements between and among schools.

**Record Copy:** Financial Aid

**Retention:** 7 years after expiration for agreements; 5 years after the end of the award year in which the student borrower last attended the institution for records pertaining to borrower eligibility; (c) 5 years after the end of the award year in which the FISAP is submitted for the Fiscal Operations Report, Application to Participate and supporting documentation. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

**Citation or Reference:** O.C.G.A. 9-3-24, 34 C.F.R. 676

#### **(K6) FFELP and Direct Loan Records**

**Explanation:** Records relate to Federal Family Education Loan Program (FFELP) and Direct Loan Programs including but not limited to: eligibility (student and/or parent); application; disbursement records; promissory notes; and Student Status Confirmation Reports (SSCR).

**Record Copy:** Student Loans

**Retention:** 5 years after the end of the award year in which the student borrower last attended the institution for records relating to a student or parent borrower's eligibility; 5 years after the end of the award year in which the records are submitted for other records relating to the participation in FFEL or Direct Loan Program. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

**Citation or Reference:** 34 C.F.R. 682



### **(K7) Fiscal Records and Reports**

**Explanation:** Records document Federal Title IV Aid transactions, including receipt, management and disbursement of funds. Records of all Title IV program transactions; bank statements for all accounts continuing Title IV payments, cash disbursements, refunds, and repayments; general ledger (must be separate from school's other financial transactions) and related ledgers that identify each Title IV program transaction; Federal work-study payroll records; Annual Federal Fiscal Operations and Applications for Funds Report (FISAP). Records support data appearing on required reports: Federal Pell Grant Statements of Account; ED Payment Management system cash requests and quarterly or monthly reports; Title IV program reconciliation reports; audit reports and school responses; state grant and scholarship award rosters and reports; accrediting and licensing agency reports.

**Record Copy:** Financial Aid

**Retention:** 5 years after the end of the award year unless otherwise specified; FISAP exception: 5 years after the end of the award year in which the FISAP was submitted.

**Citation or Reference:** 34 C.F.R. 676

### **(K8) Graduate Student Tuition Remission Records**

**Explanation:** This series documents the remission of tuition for courses taken by eligible graduate students, such as research and/or teaching assistants. This series may include but is not limited to: authorizations; reconciled lists; account summaries; and related documentation.

**Record Copy:** Payroll

**Retention:** 8 years

**Citation or Reference:**

### **(K9) Loan Activity Records**

**Explanation:** This series documents payments, adjustments, draw advances, address and status changes, cancellations, deferments, and postponements on borrower's accounts.

**Record Copy:** Student Loans

**Retention:** 3 years after loan is paid

**Citation or Reference:**

**(K10) Minority Scholars Program Records**

**Explanation:** This series documents the application, selection, and progress of students belonging to various minority groups who apply for minority scholarships. This series may contain but is not limited to: applications; candidate selection information; academic and personal information about applicants; notifications of award; notifications of denial of award; applicants letters of decline; notification of transfer to another institution; and related documentation and correspondence.

**Record Copy:** Student Affairs

**Retention:** 5 years after award notification

**Citation or Reference:**

**(K11) Month-to-Date Transaction Reports**

**Explanation:** This series documents student loan activity on a monthly basis by transaction type. This series consists of computer output microfiche, which lists students alphabetically by transaction type.

**Record Copy:** Student Loans

**Retention:** 2 years

**Citation or Reference:**

**(K12) Pell Grant Reports**

**Explanation:** This series consists of copies of summary reports submitted to the Pell Grant Scholarship program on a routine basis. Reports are submitted on OMB 1840-0540 and summarize money awarded, received and disbursed, the balance remaining, and dates.

**Record Copy:** Financial Aid

**Retention:** 5 years after audit

**Citation or Reference:** 34 C.F.R. 690

### **(K13) Perkins Loan Program Records**

**Explanation:** Records relate to Perkins Student Loan, National Direct Student Loan, and Nursing Loan; and show each borrower's payment history (showing date and amount of each repayment) and amount of each repayment credited to principal, interest, collection costs, and penalty or late charges. Documentation of each contact with borrower or endorser in collection of overdue loan, including date, nature, result of the contact, and copies of all correspondence, collection agency reports, and litigation records.

**Record Copy:** Student Loans

**Retention:** 5 years after the end of the award year for which aid was awarded and disbursed for records relating to the administration of the loan; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

**Citation or Reference:** 34 C.F.R. 674

### **(K14) Student Loan Cash Input Transaction Lists**

**Explanation:** This series documents the repayment of student loans on a daily basis and is used to apply the loan payments to the individual student accounts. This series includes daily listings of loan payments received.

**Record Copy:** Student Loans

**Retention:** 4 years

**Citation or Reference:**

### **(K15) Student Financial Aid Records**

**Explanation:** Records document student eligibility common to all Federal Title IV Aid Programs. May include, but not limited to: Student Aid Report (SAR) or Institutional Student Information Report (ISIR) used to determine eligibility; documentation of need and eligibility for Title IV funds; Cost of attendance information; documents used to verify applicant data; required student certification statements and supporting documentation; documentation of all professional judgments decisions; financial aid history information for transfer students; documentation of student's satisfactory academic progress; documentation of amount, date, and basis of all refund and repayment calculations for a student (last dates of attendance, grade rosters); and documentation of outside resources.

**Record Copy:** Financial Aid

**Retention:** 5 years after the end of the award year in which the student borrower last attended the institution for records relating to a student or parent borrower's eligibility; 5 years after the end of the award year in which the records are submitted for other records relating to the participation in FFEL or Direct Loan Program; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

**Citation or Reference:** 34 C.F.R. 668, 674, 676, & 682

### **(K16) Student Loan Check Request Lists**

**Explanation:** This series documents loan disbursements made to students. This series consists of quarterly lists of loan checks issued from either the Controllers Division or the institution Business Manager's Revolving Fund.

**Record Copy:** Student Loans

**Retention:** 4 years

**Citation or Reference:**

### **(K17) Student Loan Payment Coupons**

**Explanation:** This series documents payments made by holders of student loans. This series consists of payment coupons which accompany each quarterly or monthly payment made to the student loan office.

**Record Copy:** Student Loans

**Retention:** 4 years

**Citation or Reference:**

### **(K18) Student Promissory Notes**

**Explanation:** This series consists of the promissory notes for student loans negotiated for the current academic year. The notes become part of the borrower's loan records at the end of the academic year.

**Record Copy:** Student Loans

**Retention:** 5 years after repayment

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K19) Work Study Program Administrative Records**

**Explanation:** Series documents the administration of the Federal Work Study program at the institution. Records include: job descriptions; award letters; pay rate change notices and related correspondence.

**Record Copy:** Financial Aid

**Retention:** 5 years

**Citation or Reference:** 34 C.F.R. 678

### **(K20) Admissions Records for Applicants Who Do Not Enroll (Accepted or Rejected)**

**Explanation:** This series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, transcripts from other colleges, transcripts from high school, and related correspondence.

**Record Copy:** Admissions Office

**Retention:** 1 year after application term

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers

### **(K21) Admissions Records for Applicants Who Do Enroll (Accepted)**

**Explanation:** This series documents the application process for individuals seeking admission to the institution. Records may include but are not limited to: acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, residency classification forms, transcripts from other colleges, transcripts from high school, and related correspondence. Foreign student admissions records are included in this series.

**Record Copy:** Admissions Office

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** Professional Standard of the American Association of Collegiate Registrars and Admissions Officers

### **(K22) Student Tracking Records**

**Explanation:** This series documents student enrollment in courses and changes in enrollment. The series also documents admission status changes, affiliation and registration in colleges or schools, and changes in grading basis. Records may include but are not limited to: registration forms; registration change forms (add/drop forms); withdrawal forms; application for re-admission forms; change of schools (within the institution) forms; and grading basis (unsatisfactory/satisfactory) change forms.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K23) Academic Action Authorizations**

**Explanation:** This series documents actions taken by the institution against a student, including dismissal, suspension, and demotion.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

### **(K24) Course Schedule Change Forms and Data**

**Explanation:** This series documents student requests to drop/add or withdraw from an individual class during the semester.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K25) Withdrawal Forms and Data**

**Explanation:** This series documents student request for withdrawal from all registered classes for the semester.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K26) Original Grade Sheets/ Class Lists**

**Explanation:** This series provides instructional units with an official record of students enrolled in courses taught and documents test scores and semester end grades of each student.

**Record Copy:** Institutional Archives, Registrar

**Retention:** Permanent

**Citation or Reference:**

**(K27) Class Schedules of Students**

**Explanation:** This series provides a list of the classes registered for by an individual student for a particular semester.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

**(K28) Curriculum Change Authorizations**

**Explanation:** This series documents student requests to change their field of major study.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

**(K29) Fee Assessment Forms**

**Explanation:** This series documents the payment of fees for course fees, lab time, diplomas, commencement exercises, etc.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:**

**(K30) Academic Standing Reports**

**Explanation:** This series documents student academic standing, including academic deficiency and the status changes of academically deficient students. Records may include: reports containing student names, grade point averages (GPA's), grade point deficiencies, and numbers of previous suspensions and probations; student petitions for re-evaluation; report of student progress toward academic readmission/removal of probation status at other institutions; academic honors and awards; and related documentation and correspondence.

**Record Copy:** Registrar

**Retention:** 5 years

**Citation or Reference:**

### **(K31) Student Statistical Reports**

**Explanation:** This series documents student status and enrollment at the institution. Records may include: specialized listings and statistical reports pertaining to departmental and college registration, course changes, add/drops, geographical distribution of students, student age and gender data, mortality of classes, student transfers from other schools, student body grade point averages and GPA's of living groups, and veterans enrollment; reports documenting student and enrollment by term; and reports on other topics.

**Record Copy:** Institutional Archives, Registrar, and Budgets Planning

**Retention:** Permanent for summary and annual reports; 3 years for all other records

**Citation or Reference:**

### **(K32) Admissions Reports**

**Explanation:** This series provides summary information relating to student admission programs which may be used for control, planning or review. Records may include but are not limited to: working papers; drafts; transitory reports; final reports; and related documentation and reports. Typical report subject categories include the number of new students, advanced placement, and Grade Point Averages summaries.

**Record Copy:** Budgets & Planning

**Retention:** Permanent for final reports and 5 years for all other records

**Citation or Reference:**

### **(K33) Certification Records**

**Explanation:** This series documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession and forms the basis of the initial certification for various professions. Records may include: applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; recommendations and evaluations; and related correspondence.

**Record Copy:** Colleges, Schools

**Retention:** 5 years after initial certification application by student

**Citation or Reference:** O.C.G.A. 9-3-26



### **(K34) Commencement Records**

**Explanation:** This series documents commencement program planning and implementation at the institution. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence.

**Record Copy:** Institutional Archives, Registrar

**Retention:** Permanent for commencement programs; 1 year for all other records

**Citation or Reference:**

### **(K35) Counseling, Psychological, and Psychiatric Case Records**

**Explanation:** This series documents all clients who are provided counseling, psychological, and psychiatric services by the institution's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. The psychiatric consultant provides psychiatric care to some student clients. Records may include: extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each client; referral letters; release of information agreements; letters to agencies or others concerning the clients; and related documentation.

**Record Copy:** Counseling & Psychological Services

**Retention:** 7 years after last contact

**Citation or Reference:** O.C.G.A. 29-3-24

### **(K36) Diploma Mailing Verification Records**

**Explanation:** This series documents students' requests to have diplomas and other graduation records distributed to specific addresses. Records include: signed cards listing permanent addresses for diplomas to be mailed to; indicating that fees have been paid; and listing students' names, college or school within the institution, degrees granted, and dates of requests.

**Record Copy:** Registrar

**Retention:** 1 year

**Citation or Reference:**

### **(K37) Enrollment Reports**

**Explanation:** This series is used to provide the President's office with a record of enrollments which may be used for planning and research. Information contained in the reports includes student names and levels, grade point averages, demographic data, and academic majors. Records may include but are not limited to: working papers; final reports; and related documentation and correspondence.

**Record Copy:** Budgets & Planning

**Retention:** Permanent for final reports; 2 years for all other records

**Citation or Reference:**

### **(K38) Examinations, Tests, Term Papers, and Homework Records**

**Explanation:** This series documents student subject mastery in institution courses. Records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate student qualifying or comprehensive examinations.

**Record Copy:** Units

**Retention:** 1 term after completion for uncontested grade results; until resolved for contested grade results

**Citation or Reference:**

### **(K39) Family Educational Rights and Privacy Act (FERPA) Documents**

**Explanation:** This series documents the process of student information release requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act. Records may include but are not limited to: requests for formal hearings; requests for release of personally identifiable information; records of disclosures made to third parties; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence.

**Record Copy:** Registrar

**Retention:** Life of the affected record or until student terminates waiver for written consent of the student to disclose records and waivers for rights of access; life of the affected record for all other records

**Citation or Reference:**

### **(K40) Fraternity and Sorority Membership Records**

**Explanation:** This series documents personal information on each organization member. Data elements on cards or lists may include: high school attended; major; hometown; date pledged; graduation date; offices held; and awards received.

**Record Copy:** Office of Greek Life

**Retention:** 5 years after last enrollment

**Citation or Reference:**

**(K41) Georgia Open Records Act (GORA) and Freedom of Information Act (FOIA) Request Records (Moved to Series: O9, Category: Legal)**

**(K42) Grade Reports**

**Explanation:** The series documents grades received by students for the term. This is the record copy of reports distributed to students at the end of each term. Individual forms include: course numbers and titles; grades awarded; grade point average; student name; and social security number.

**Record Copy:** Registrar

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

**(K43) Graduate Students Degree Completed Records**

**Explanation:** This series documents students' admission into graduate programs at the institution and their subsequent academic progress resulting in completion of degrees. (The official institutional academic record for all graduate students is maintained by the Registrar's Office). Records may include but are not limited to: applications for admission to Graduate School; notices of admission; standardized placement and evaluation exams; transcripts; requests to audit courses; major department/degree change requests; assignment of an advisor; composition of dissertation/thesis committee and any changes thereof; proposed program sheets; transmittal sheets for records; statements of goals and objectives; certification of transferred courses; grade reports; course waiver requests; removal of incomplete grades forms; seven year time-limit appeal records; oral and written exam results - preliminary, qualifying and comprehensive; report of final oral examination and thesis credit for advanced degree; thesis title card approvals; petition for change in graduate program; petitions or letters requesting exemption from institution regulations or procedures; advising checklists; transcripts from other institutions; on-leave requests and approvals, official graduation audit; program advisors' reports showing progress towards academic degrees; advancement to candidacy forms; awards; and related documentation and correspondence.

**Record Copy:** Graduate School

**Retention:** 7 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-24

#### **(K44) Graduate Students Degree Uncompleted Records**

**Explanation:** This series documents students' admission into graduate programs at the institution and their subsequent academic progress toward but not resulting in the completion of degrees. (The official institution academic record for all graduate students is maintained by the Registrar's Office.) Records may include but are not limited to: applications for admission to graduate school; recommendations/evaluations for admission; notices of admission; standardized placement and evaluation exams; transcripts; graduate school departmental action forms; requests to audit courses; major department/degree change requests; assignment of an advisor; composition of dissertation/thesis committee and any changes thereof; proposed program sheets; transmittal sheets for records; statements of goals and objectives; abstract of thesis or dissertation; certifications of transferred courses; grade reports; course waiver requests; removal of incomplete grades forms; seven year time-limit appeal records; oral and written exam results - preliminary, qualifying and comprehensive; reports of final oral examination and thesis credit for advanced degree; thesis title card approvals; petitions for change in graduate program; petitions or letters requesting exemption from institution regulations or procedures; on-leave requests and approvals; advising checklists; transcripts from other institutions; program advisors' reports showing progress towards academic degree; advancement to candidacy forms; comprehensive exam results; awards; and related documentation and correspondence.

**Record Copy:** Graduate School

**Retention:** 7 years after last enrollment

**Citation or Reference:** O.C.G.A. 9-3-24

#### **(K45) Graduate Students Denied Admission/No Show Records**

**Explanation:** This series documents the application and evaluation process for students applying to enter an instructional unit's academic graduate program who are denied admission or who were admitted but failed to enroll or withdraw. Records may include but are limited to: applications for admission to graduate school forms; departmental action forms; standardized examination reports; foreign student financial documentation; departmental or college supplemental application forms; departmental or college student application status reports; letters of recommendation; resumes; transcripts; and related documentation and correspondence.

**Record Copy:** Graduate School

**Retention:** 3 years after application term

**Citation or Reference:** O.C.G.A. 9-3-33

### **(K46) Grievance Records**

**Explanation:** This series documents grievance brought forward by students against the institutions which do not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. Records include: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; appeals documentation; and related records. Portions of these records may be exempt from public disclosure.

**Record Copy:** Affirmative Action, Housing & Dining Services, Student Conduct & Mediation, Legal Advisor, Units

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K47) Independent Study Records**

**Explanation:** This series documents departmental approval for students to enroll in independent study courses. Records may include but are not limited to: permission sheets with students' names; course names; number of credits; and faculty signatures.

**Record Copy:** Colleges, Units

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K48) International Students Records**

**Explanation:** This series documents institution assistance to international students who have been admitted to academic programs. These records primarily concern institution admissions, immigration issues, and other non-academic matters. Records may include but are not limited to: copies of visas; scholarship information; institution admissions forms; graduate school applications; transcripts of previous college work; grade reports of prior college work; grade reports from institutional courses; international student advisors' notes; degree completion certificates; explanations for student withdrawals; recommendations and evaluations of students; and related documentation and correspondence.

**Record Copy:** International Education

**Retention:** 5 years after graduation or date of last attendance but at least 1 year after final notice to Immigration and Naturalization Service

**Citation or Reference:** O.C.G.A. 9-3-26, 8 C.F.R. 214.3(g), 22 C.F.R. 514.10(h)

### **(K49) Internship Program Records**

**Explanation:** This series is used to provide a record of the administration of student internship, practicum and cooperative education programs. Programs may be within the institution or off campus and for class credit and/or pay. Records may include but are not limited to: applications for internships inside and external to the institution; agreements with departments; postings/notices; student resumes; transcripts; copies of contracts; proposed institution listings; notes; and related documentation and correspondence.

**Record Copy:** Colleges, Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K50) Law Student Records**

**Explanation:** This series documents students' admission to law school at the institution. Records may include but are not limited to: applications for admission; record of degree candidate; request for transfer of graduate credit; statement of completion of requirements for law degree; requests for permission to re-register in the law school; leave of absence requests; petition to extend time past 7-year completion requirement; awards; and related documentation and correspondence.

**Record Copy:** School of Law

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K51) Name Changes Records**

**Explanation:** This series documents students or applicants name changes reported to the admissions or registrar's offices by students. Records may include but are not limited to: letters requesting change in name; name change forms; lists or reports of students with changed names; and related documentation and correspondence.

**Record Copy:** Registrar, Admission & Orientation

**Retention:** 5 years after degree completed or last enrollment

**Citation or Reference:**

### **(K52) National Testing Records**

**Explanation:** This series provides a record of the services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. Tests administered include Scholastic Aptitude (SAT); American College (ACT); Graduate Record Examination (GRE); Medical School Admission (MCAT); Pharmacy School Admission (PCAT); Business School Admission (GMAT); National Teacher Education (NTE); Veterinary College Admission Test (VCAT); and Test of English as a Foreign Language (TOEFL). Records may include but are not limited to: testing rules and regulations; rosters of test takers; seating charts; supervisors' reports; and vouchers for payment of testing. This series does not include test scores. Information may be exempt from public disclosure.

**Record Copy:** Counseling & Psychological Services

**Retention:** 3 years after testing date

**Citation or Reference:**

### **(K53) Non-Institution Student Records**

**Explanation:** This series documents and tracks the application, selection, and progress in special instructional programs of elementary through high school and non-institution students belonging to special, minority, or disadvantaged groups. Examples of programs to which this series applies are Science and Mathematics Investigative Learning Experiences (SMILE), Upward Bound, High School Equivalency, and other non-institution programs. Records may include but are not limited to: application and admission documentation; personal and family information; medical and health documentation; selection and decision making documentation; Educational Opportunity Program (EOP) documentation; notification of admission and non-admission; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; housing and conduct documentation; federal student aid reports; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Portions of these records may be exempt from disclosure.

**Record Copy:** Administering unit

**Retention:** 3 years after separation from program

**Citation or Reference:**

#### **(K54) Placement Records**

**Explanation:** This series documents the written reference history of a student to be forwarded to potential employers or professional schools. Records may include but are not limited to: credentials records showing where, when, and cost of letters sent; release of information form which includes a listing of the reference letters to be sent; reference letters; student teaching reports; professional program certificates; personal data sheets and resumes; College Interview Forms; and related documentation and correspondence.

**Record Copy:** Career Services

**Retention:** 5 years for established files; 2 years for incomplete file establishment requests

**Citation or Reference:**

#### **(K55) Placement Survey Records**

**Explanation:** This series documents the results of a placement survey conducted every two years of recent baccalaureate graduates. Records may include but are not limited to: reports and questionnaires which provide the following information on individual alumni: career status or job title; continuing education; geographic location; source of finding employment; relationship of employment to major; salary; computer training needs; and number of years enrolled.

**Record Copy:** Institutional Archives, Career Services

**Retention:** Permanent for reports; 3 years for questionnaires

**Citation or Reference:**

#### **(K56) Prospective International Student Records**

**Explanation:** This series documents institution assistance to international students who are considering attendance at the institution. Records may include but are not limited to: letters of inquiry from prospective students; official replies to inquiries; completed applications and admittance forms; local data sheets; advisory notes; and related documentation and correspondence.

**Record Copy:** International Education

**Retention:** 2 years for non-admitted applicants records; until admitted for admitted applicants' records, which then become part of the International Student Records

**Citation or Reference:**



**(K57) Recruiters Records**

**Explanation:** This series provides a record of recruiter visits to the campus to conduct job interviews. Records may include but are not limited to: scheduling calendars; Recruiter Schedules; affirmative action statements; recruiter information forms; lists of interviewees; feedback forms from recruiters; and related documentation and correspondence.

**Record Copy:** Career Services

**Retention:** 2 years

**Citation or Reference:**

**(K58) Residency Affidavits**

**Explanation:** This series documents declarations filed by students regarding state residency status which is critical for determining tuition status. Records may include but are not limited to: affidavits; correspondence regarding residency; and related documentation.

**Record Copy:** Admission & Orientation

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

**(K59) Services to Students with Disabilities (SSD) Records**

**Explanation:** This series documents student participation in the Services to Students with Disabilities Program. Records may include but are not limited to: health professional evaluation reports; recommendations for student applicants; high school transcripts and academic work-sheets; autobiographical essays; copies of applications for admission; copies of notices of admission; special admissions applications checklists; questionnaires; physicians' statements and letters of recommendation; counseling interview notes and referrals; and related documentation and correspondence. Some records may be exempt from disclosure because of the Americans with Disabilities Act.

**Record Copy:** Services for Students with Disabilities

**Retention:** 5 years after last contact

**Citation or Reference:**

### **(K60) Special Academic Programs Student Records**

**Explanation:** This series documents and tracks the application, admission, selection, and progress of institution students participating in special academic programs serving, guiding, and aiding institution students. This series consists of the individual files for students participating in special institution programs which provide services ranging from counseling and tutoring to tuition waiver assistance. Programs may include but are not limited to: the English Language Institute (ELI) and American English Institute; Educational Opportunities Program (EOP); non-traditional student programs; Older Than Average Student Program and Adult Learners; National Student Exchange Program (NSE); Native American Science Program (NASP); University Exploratory Studies Student Program (UESP); Study Abroad Program; Academic Learning Services (ALS); Peer Advising; and other special academic programs. Records may include but are not limited to: application documentation; personal information; medical and health documentation; admission and non-acceptance documentation; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.

**Record Copy:** Administering units

**Retention:** 5 years for accepted and enrolled participants; 2 years for denied admission or did not enroll after acceptance

**Citation or Reference:**

### **(K61) Student Academic Records**

**Explanation:** This series documents the academic progress of graduate and undergraduate matriculated students at the institution. Records may include but are not limited to: institution academic transcripts; high school and non-institutional college transcripts; applications; notices of admission, readmission, denial and acceptance; grade reports; records of grade changes; reservation of credit requests; petitions for exemption from institution regulations and procedures; applications for withdrawal from the institution forms; advanced standing reports; standardized examination reports; letters of recommendation; vault number index card file; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.

**Record Copy:** Institutional Archives, Registrar

**Retention:** Permanent for transcripts, 7 years for all other records, Institutional Archive

**Citation or Reference:**

### **(K62) Student Activity Reports**

**Explanation:** This series provides a record of graduate and undergraduate student statistics in a specific instructional unit and is used to provide summary information which may be used for planning or review. This report may include but is not limited to: country of origin; degree(s) held and pursued; financial situation; gender and ethnicity; marital status; veterans' status; academic standing and grade point averages; placement test scores; immigration status; and other data elements.

**Record Copy:** Institutional Archives, Colleges, Units

**Retention:** Until superseded or obsolete

**Citation or Reference:**

### **(K63) Student Advising Records**

**Explanation:** This series is used to provide a record of an undergraduate and/or graduate student's academic progress within a specific department and or college program. Most of the components in this record series are reference copies of records maintained in the files of the Registrar's Office and/or the Graduate School and are maintained for the convenience of the student academic advisors. Records may include but are not limited to: applications for program admission; notices of admission; grade reports; in-house grade record cards; degree program requirement lists; departmental course waiver forms; program advisors' reports showing progress towards academic degrees; advising checklist forms; advisors' notes; copies of transcripts; Program Planning Sheets; advanced standing examination reports; official graduation audits; curriculum posting sheets; recommendation letters; suspension notices; re-admission notices; comprehensive exam results; awards; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.

**Record Copy:** Academic advising offices

**Retention:** 5 years after graduation or date of last enrollment

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K64) Student Conduct Records/Disciplinary Action Records**

**Explanation:** This series documents academic dishonesty and conduct violations among students. Records may include but are not limited to: incidents reports; final reports; evidence; notification of allegation; Timely Notice Forms; Conduct-Pending, Conduct-Restitution, and Suspension Lists; Quarterly Security Reports; disciplinary reports; informal discussion notes; formal hearing notes; final summary statements; decision statements; appeals documentation; and related documentation and correspondence.

**Record Copy:** Student Conduct & Mediation Program

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K65) Student Development Transcripts Records**

**Explanation:** Series documents students' participation in university clubs, organizations, honor societies and special academic programs such as the Study Abroad Program; volunteer service in community organizations; and honors and awards received. Records include: transcripts listing activities, background materials used to validate the activities, and related correspondence.

**Record Copy:** Institutional Archives, Student Involvement

**Retention:** Permanent for transcripts; 5 years after last activity for all other records, Institutional Archive

**Citation or Reference:**

### **(K66) Student Non-Disclosure Requests Records**

**Explanation:** This series documents the request by a student to restrict release of information normally provided as directory information as per Family Educational Rights and Privacy Act (U.S. Public Law 93-380). This series may contain but is not limited to: student requests for non-disclosure of directory information and memoranda distributed to pertinent departments informing units which might have pertinent information not to disclose that information.

**Record Copy:** Registrar

**Retention:** Life of underlying documents

**Citation or Reference:** US Public Law 93-380

### **(K67) Student Organization Administrative Records**

**Explanation:** This series documents the history, development, and policies of campus student organizations. Records may include but are not limited to: annual review forms; minutes; constitutions and bylaws; committee, subcommittee, and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence.

**Record Copy:** Institutional Archive; Student Involvement

**Retention:** Permanent

**Citation or Reference:**

### **(K68) Student Recruitment Records**

**Explanation:** This series documents effort of the institutional units to recruit students based upon disadvantaged status, academic performance, and other criteria. Records may include but are not limited to: prospects lists; interview and conversation notes; photographs; personal information forms and resumes; test scores; academic transcripts; and related documentation and correspondence.

**Record Copy:** Colleges, Units

**Retention:** 5 years

**Citation or Reference:**

### **(K69) Student Status Cards**

**Explanation:** This series documents the status of students who are enrolled or have been enrolled and graduated from the academic program. Information on the individual cards may include but is not limited to: name; date entered; department; change of school; graduation dates; degrees; previous schools attended; notation of activities and honors; and photographs of individuals.

**Record Copy:** Colleges, Units

**Retention:** 5 years after graduation or date of last attendance

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K70) Summer Session Registration Records**

**Explanation:** This series documents the enrollment and registration of students in the institution's summer session program. Records may include but are not limited to: lists of summer term students; summer term official registration cards; summer term proposed schedule of classes; summer term registration statistics; summer term program; student-faculty survey of summer session; and related documentation and correspondence.

**Record Copy:** Institutional Archives, Registrar, Budgets & Planning

**Retention:** Permanent, for summer term registration statistics; 10 years for student-faculty surveys of summer session; 3 years for all other records

**Citation or Reference:**

### **(K71) Supplemental Grade Report Records**

**Explanation:** This series documents grade changes submitted by instructors through the academic departments to the Registrar. Records may include but are not limited to: supplemental grade reports (SGR's); removal of I and E forms; and related documentation and correspondence.

**Record Copy:** Registrar

**Retention:** 5 years after record creation

**Citation or Reference:** O.C.G.A. 9-3-26

### **(K72) Theses and Dissertations Records**

**Explanation:** This series documents the completion and academic acceptance of graduate theses and dissertations presented to colleges in fulfillment of requirements for graduate degrees. This series includes final and accepted copies of theses and dissertations.

**Record Copy:** University Libraries

**Retention:** Permanent Institutional Archive

**Citation or Reference:**

### **(K73) Transcript Hold or Encumbering Authorization Forms**

**Explanation:** This series documents holds on transcripts and academic reporting information placed by the institution for a number of reasons. This series consists of forms authorizing the holding of academic records and information until the subject of the academic record takes a specific action.

**Record Copy:** Registrar

**Retention:** Until release of the hold authorization, Electronic Disposal

**Citation or Reference:**

### **(K74) Transcript Request Forms**

**Explanation:** This series provides a record of students' requests for transcripts to be sent to other institutions. Information on the individual form includes: student's present name and other name(s) under which the student attended; social security number; vault number (used in locating the transcript in the Student Record series); home address; phone number; student signature; number of copies of transcript requested; fee status; whether official or unofficial transcripts are desired; date of request; and destination(s) of transcript(s).

**Record Copy:** Registrar

**Retention:** 6 months for requests of official transcripts; 1 month for requests of unofficial transcripts

**Citation or Reference:**

### **(K75) Undergraduate Degree Audit and Application for Graduation Records**

**Explanation:** This series documents student completion of degree requirements. Records may include but are not limited to: work sheets; transcripts; and transfer course evaluations. The series may also include official graduation audit forms that list students' names; colleges; majors; degrees; minors; the course loads taken by the applicants for previous three terms; the breakdown of institutional undergraduate degree requirements (as opposed to school, major, or certificate program graduation requirements) and how the applicants have fulfilled them; grade point averages; and deans' recommendations/comments and signatures.

**Record Copy:** Registrar

**Retention:** 5 years after last enrollment

**Citation or Reference:**

### **(K76) Veterans Records**

**Explanation:** This series documents the entitlement status and enrollment of veterans in the institution. Records include but are not limited to: Oregon State Veterans Affairs form 1006M that certifies Oregon resident veterans educational benefits entitlements; individual veteran student records that certify to the U.S. Department of Veterans Affairs that the student is eligible for educational benefits, is currently enrolled at the institution in a qualifying curriculum, and is maintaining standards required to receive entitlements; veterans attendance reports; and related forms, documentation and correspondence.

**Record Copy:** Registrar

**Retention:** 3 years following termination of enrollment period

**Citation or Reference:**

### **(K77) College Department Student Files**

**Explanation:** This file contains the following documents related to the college's process of graduation certification. Included are; checklist for graduation, grade reports, student academic records, official change of grade forms, miscellaneous arts & sciences administrative notifications, official request forms for permission to change colleges within the university system, letters of reference etc.

**Record Copy:** College

**Retention:** 5years after graduation or date of last enrollment

**Citation or Reference:**

## Records Retention Series: L

### Category: Student Affairs

#### **(L1) Student Housing Contracts Appeals Records**

**Explanation:** This series provides a record of the disposition of appeals made by residents who have been assessed the standard penalties for failing to follow the terms of their housing/food service contracts. These records consist of: students' appeals stating their reasons for seeking modification of contract terms; decisions from the director of housing, including instructions for further appeal if students have additional relevant information and desire to proceed; and related documentation and correspondence.

**Record Copy:** Housing & Dining Services, Resident Life, and Student Services

**Retention:** 7 years after expiration of contract

**Citation or Reference:** O.C.G.A. 9-3-24

#### **(L2) Student Housing Contracts Records**

**Explanation:** This series provides a record of occupancy in all institution-administered housing -- residence halls, family housing, and cooperative housing. This series may include but is not limited to: residence hall/cooperative house/student family housing applications and contracts; proof of admission records; and related documentation and correspondence.

**Record Copy:** Housing & Dining Services, Resident Life, and Student Services

**Retention:** 7 years after expiration of contract

**Citation or Reference:** O.C.G.A. 9-3-24

#### **(L3) Resident Assistant Applications (Moved to Series: G78, Category: Human Resources)**

#### **(L4) Greek Life Records**

**Explanation:** This series documents all authorized sororities and fraternities associated with a university. This series may include but is not limited to organization charters and by-laws, housing information, and Rush materials. [Refer to Series H-17](#)

**Record Copy:** Institutional Archives; Housing & Dining Services, Resident Life, Student Services

**Retention:** Organization charters and bylaws: Permanent; all other materials: 10 years

**Citation or Reference:**



## Records Retention Series: M

### Category: Finance

#### **(M1) Purchase Requests Records (Previously Located in Series: A53, Category: Administration)**

**Explanation:** This series documents the purchase of supplies and services by the institution. This series may include but is not limited to: purchase requests; purchase orders; inter-departmental requisitions for equipment, supplies, and services; and related documentation and correspondence.

**Record Copy:** Business Services, Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-2-725

#### **(M2) Annual Fiscal Reports (Previously Located in Series: A69, Category: Administration)**

**Explanation:** This series documents annual fiscal year-end status of accounts and is used to provide the office with summary information relating to its programs which may be used for planning or review. Records include: reconciliation reports; annual operating statements; schedules of rates; and related correspondence.

**Record Copy:** Business Office

**Retention:** 5 years or two successive audits, whichever is longer

**Citation or Reference:**

#### **(M3) Annual Financial Statements (Previously Located in Series: A70, Category: Administration)**

**Explanation:** This series provides a summary and report of fiscal year operations in accordance with Government Accounting Standards, board rules, and generally accepted accounting procedures.

**Record Copy:** Institutional Archives; Business Office

**Retention:** Permanent

**Citation or Reference:** O.C.G.A. 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; Government Accounting and Standards Board No. 34

#### **(M4) Correspondence, Fiscal (Previously Located in Series: A71, Category: Administration)**

**Explanation:** Records document communication with other government agencies, vendors, and the public pertaining to the agency's fiscal policy, obligations, and revenue. Records include correspondence sent and received by the agency administrative and/or business office staff.

**Record Copy:** Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-25

**(M5) Development and Endowment Management Fee Records**  
**Explanation (Previously Located in Series: A72, Category: Administration)**

**Explanation:** This series documents the revenue earned quarterly on gift accounts and fees charged by the institution's development office. Information includes: dates; gift account amounts and identification numbers; earnings; department or account responsible for payment; and fee amount.

**Record Copy:** Research Accounting

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(M6) General Ledger Statements (Previously Located in Series: A73, Category: Administration)**

**Explanation:** This series provides a complete monthly record of the final posting of all university financial transactions, listed by account number. It is used to prepare periodic financial statements. Records contain: the program name; account number; posting date; debit and credit amounts; new balance; and related information.

**Record Copy:** Business Affairs

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(M7) Miscellaneous Accounting Reports (Previously Located in Series: A74, Category: Administration)**

**Explanation:** This series documents the production of various accounting reports made by individual offices or departments on a monthly, quarterly, or annual basis. These reports provide summary information relating to the department and its programs, and may be used for planning or review. Reports include operating statements, year-end projections, reconciliation's, and expenditures by facilities, accumulated hours and dollars by employee, summaries of assets and liabilities, sales, cost accounting, and income. Records may include but are not limited to: working papers; drafts; final reports; and related documentation and correspondence.

**Record Copy:** Creating units

**Retention:** 5 years for annual reports; 1 year for monthly and quarterly reports and working papers

**Citation or Reference:**

**(M8) Operating and General Ledger Reconciliation Records**  
**(Previously Located in Series: A75, Category: Administration)**

**Explanation:** This series documents monthly reconciliation's with the operating ledger or general ledger. Records consist of working papers and monthly reconciliation reports.

**Record Copy:** Accounting

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(M9) Accounts Aging Records (Previously Located in Series: A76, Category: Administration)**

**Explanation:** This series provides a cumulative listing by accounts receivable number of all receivables on the Accounts Receivable master file in the Banner Student Information System. For each receivable, the amounts that are not yet due, currently due, and overdue are indicated. All amounts are principal amounts; interests, service charges, and late charges are not included. Records consist of account listings sorted alphabetically by customer showing balances. Listings are generated at the end of the fiscal year and at other times upon request.

**Record Copy:** Business Office

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(M10) Accounts Payable Records (Previously Located in Series: A77, Category: Administration)**

**Explanation:** This series documents a department's expenditures and purchases. The series may also be used to research, evaluate, and monitor prior transactions and/or track the budget. Records may include but are not limited to: departmental purchase orders; contract release orders; balance sheets; bills; invoices; invoice vouchers; journal voucher/entry forms; price quotes; purchase orders; departmental requisitions; justifications of purchases; payment authorizations; reports of receipt of goods or services; and related documentation and correspondence. [See Schedule A85 for P-Cards.](#)

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-2-725

**(M11) Accounts Receivable Records (Previously Located in Series: A78, Category: Administration)**

**Explanation:** This series is used by departments and offices to provide a record of billings and collections for the office and units/programs, which report to the office. It is also used to provide a record of customers owing monies and to reconcile the account. Records may include but are not limited to: Account Edit sheets; classified advertisement forms; VISA/MasterCard payment forms; invoices; journal vouchers; receipts; and related documentation and correspondence.

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-2-725

**(M12) Accounts Receivable Subsidiary Record (Previously Located in Series: A79, Category: Administration)**

**Explanation:** This series provides a history of charges and payments recorded for each customer on the Banner Student Information System or other student information systems. Records consist of customer lists sorted by account number with charges and payments recorded for each customer in chronological sequence.

**Record Copy:** Business Office

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(M13) Accounts Receivable Write-off Records (Previously Located in Series: A80, Category: Administration)**

**Explanation:** This series documents debts of Accounts Receivables written off with the approval of the Secretary of State. Records include: accounts receivable invoices; write-off worksheets; and Assignment of Uncollectible Debt letters.

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:**

**(M14) Canceled Checks (Previously Located in Series: A81, Category: Administration)**

**Explanation:** This series documents redeemed checks written on university accounts. Information on each check may include check number, date, amount, endorsement, account number, validation data, and related documentation.

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-25

**(M15) Check Stubs (Previously Located in Series: A83, Category: Administration)**

**Explanation:** Series documents the issuance of checks for payment in exchange for goods and services including payroll. Records include check stubs.

**Record Copy:** Business Office

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(M16) Collection Records (Previously Located in Series: A84, Category: Administration)**

**Explanation:** This series documents the office's efforts to collect unpaid accounts. Records include: collection letters; notices; letters of transmittal; and bankruptcy records.

**Record Copy:** Business Office

**Retention:** 5 years after account is paid in full or deemed uncollectible

**Citation or Reference:** O.C.G.A. 9-3-25

**(M17) Credit Card Administration Records (Previously Located in Series: A85, Category: Administration)**

**Explanation:** Series documents administration of credit cards and P-Cards issued to institutional staff and units. Records may include: applications; master monthly billing statements; individual card holders' statements; billing summaries; printouts including vendor analysis by code; number of charges and stores; use summaries; related correspondence.

**Record Copy:** Units

**Retention:** 7 years

**Citation or Reference:** O.C.G.A. 9-3-24

**(M18) Moving Expenses Records (Previously Located in Series: A86, Category: Administration)**

**Explanation:** This series documents new employees' moving and travel expenses paid by the institution. Records may include but are not limited to: requests for approval-travel and moving reimbursement of new employee forms; purchase orders; travel reimbursement requests; vendor invoices; and receipts.

**Record Copy:** Business Office - Travel

**Retention:** 5 years

**Citation or Reference:**

**(M19) Refund/Disbursements Request Records (Previously Located in Series: A87, Category: Administration)**

**Explanation:** This series documents requests and disbursements made for overpayment and refunds. Records include: accounting data for refunds from parking violation fines paid and successfully appealed; tuition and fee refunds when courses are dropped; refunds for event tickets, loan overpayments, change-of-residence, and canceled courses; a log of refunds and requests to the state treasurer for checks to be issued.

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-25; 11-2-725

**(M20) Registration Fee Records (Previously Located in Series: A88, Category: Administration)**

**Explanation:** This series documents the payment of registration fees, which are considered travel expenses. Records may include but are not limited to: completed registration forms; journal vouchers; invoices; purchase orders; and wire transfer forms.

**Record Copy:** Business Office – Travel

**Retention:** 4 years

**Citation or Reference:**

**(M21) Returned Checks Records (Previously Located in Series: A89, Category: Administration)**

**Explanation:** This series documents attempts to collect monies for non-negotiable (usually non-sufficient funds) checks received for payment to university accounts. Records consist of master lists of checks returned to the University and contain: names; addresses; telephone numbers; banks upon which checks were drawn; reasons for return; and notations of any prior activity.

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 11-7-25

**(M22) Revolving Charge Agreements Records (Previously Located in Series: A90, Category: Administration)**

**Explanation:** This series documents a student's agreement with the provisions of the accounts receivable revolving account and his/her intent to attend the institution. Records include agreement forms signed by each student.

**Record Copy:** Business Office

**Retention:** 3 years after last enrollment

**Citation or Reference:**

**(M23) Travel Records (Previously Located in Series: A91, Category: Administration)**

**Explanation:** This series may be used: to document requests for and approval of travel by employees of the institution or the agency; to monitor travel expenditures; for planning purposes; to document changes in dates of travel, changes in the name of the traveler, changes in itinerary, or changes in funding sources within an out-of-state travel authorization; and to document approval for vehicle rental. Records may include but are not limited to: out-of-state travel authorization forms; travel itineraries; travel advance forms; travel reimbursement requests (employee and non-employee); receipts; approval memos; memos in place of itemized receipt; affidavits of lost receipt memos; authorizing signatures; and related documentation and correspondence.

**Record Copy:** Business Office; Units

**Retention:** 5 years

**Citation or Reference:**

**(M24) Annual Budget Records (Previously Located in Series: A92, Category: Administration)**

**Explanation:** This series documents the annual institutional budget provided for inclusion in its Annual Adopted Operating Budget book. This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified in yearly instructions from the Chancellor's Office; institutional budget preparation instructions; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Budgets & Planning

**Retention:** Institutional Archives; Budgets & Planning

**Citation or Reference:** O.C.G.A. 45-8-9; O.C.G.A. 9-3-24

**(M25) Budget Activity Reports (Previously Located in Series: A93, Category: Administration)**

**Explanation:** This series provides a record of departmental fiscal activity presented in summary form that may be used for budget planning. These records may be used to analyze budget cuts or restructuring of programs. Records may include: working papers; memoranda; final summary reports and spreadsheets; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 10 years for year-end reports; 1 year for all other records

**Citation or Reference:**

**(M26) Budget Maintenance Records (Previously Located in Series: A94, Category: Administration)**

**Explanation:** This series documents the changes made in the initial unit budget as distributed by the institution's budget office at the beginning of the new fiscal year. This series may include but is not limited to: budget change request forms; budget change suspense records; budget change registers; authorization for budget change forms; copies of revised unit initial budgets; fund transfer notices; spread sheets; expenditure and obligation reports; allotment reports; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 6 years

**Citation or Reference:**

**(M27) Budget Planning, Projection, and Preparation Records (Previously Located in Series: A95, Category: Administration)**

**Explanation:** This series is used to develop the initial institutional budget, plan budget requests for and document annual budget allocations to individual units, and record changes in operating budgets of the various financial accounts. Records may include but are not limited to: budget requests; budget status reports; budget change requests, registers and logs; budget detail reports; working papers including spread sheets, expenditure projections, salary and budget worksheets; allotment, capital outlay and equipment need reports; unit budget preparation instructions; and related documentation and correspondence.

**Record Copy:** Budgets & Planning

**Retention:** 5 years

**Citation or Reference:**



**(M28) Cooperative Federal Program Budget Preparation, Projection and Allocation Records (Previously Located in Series: A96, Category: Administration)**

**Explanation:** This series is used to develop, estimate, propose, and plan preliminary budget requests for cooperative federal/state programs and reflects the process by which the annual budget allotment is to be distributed to the department and its programs. This series may include but is not limited to: budget expenditure statements; general ledger statements of accounts; salary work sheets; budget exhibits; project detail sheets; budget requests; budget change sheets; federal agency annual reports; federal agency status of fund reports; journal vouchers; reports to monitor FTE budgets; spread sheets; expenditure projection work papers; preliminary section budget proposals; budget development schedules; allotment reports; decision packages; spending plans; compensation plan proposals; contingency/deviation plans; various federal publications; reports; forms; and related documentation and correspondence.

**Record Copy:** Administering Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-25; OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments

**(M29) Self-Sustaining Program Budget Projection and Allocation Records (Previously Located in Series: A97, Category: Administration)**

**Explanation:** This series is used to as a tool for projecting annual budgets for units, which operate on self-sustaining funds and to determine fees and fee-charging policies. This series may include but is not limited to: charts of accounts; reports of receipts and disbursements; fee schedules; financial statements; photocopies of vouchers; purchase orders; spread sheets; expenditure projection work papers; budget development schedules; decision packages; spending plans; compensation plan proposals; contingency/deviation plans; current expenditure reports; average expenditure reports; and related documentation and correspondence.

**Record Copy:** Budgets & Planning

**Retention:** 5 years

**Citation or Reference:**

**(M30) Bank Advice Statement Records (Previously Located in Series: A98, Category: Administration)**

**Explanation:** This series documents discrepancies (over or short) on bank deposits made by institutional cashiers. It is also a record of discount charges and rental charges by the bank for bankcard use. Records consist of bank initiated advisories received by Business Office for adjustments to accounts because of bank or office clerical errors.

**Record Copy:** Business Office

**Retention:** 4 years

**Citation or Reference:**

**(M31) Cash Balances and Reconciliations (Previously Located in Series: A99, Category: Administration)**

**Explanation:** This series documents cash balances, receipts, and disbursements. This series may include but is not limited to: cash register tapes; batch control cards; invoices; receipts; reports; and summaries.

**Record Copy:** Business Office; Units

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-25

**(M32) Cash/Deposit Match Records (Previously Located in Series: A100, Category: Administration)**

**Explanation:** This series documents the equality or inequality of cash receipts versus bank deposits on a daily basis. Records consist of weekly computer printouts that list the account numbers managed by the office with daily entries for cash receipts in each account and corresponding bank deposits in each account. The computer program flags those accounts where daily cash receipts do not equal bank deposits for that date and labels them "Out of Balance."

**Record Copy:** Business Office

**Retention:** 4 years

**Citation or Reference:**

**(M33) Credit Voucher Requisition Records (Previously Located in Series: A103, Category: Administration)**

**Explanation:** This series documents funds released to students by the cashier division of Business Office as authorized by other units. Records include: recipient signed receipts acknowledging receipt of funds from the Cashier; check stubs; and other documents.

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:**

**(M34) Log-Out Records (Previously Located in Series: A104, Category: Administration)**

**Explanation:** This series registers checks processed by the office and given to another party. The record is generated for cashier's window reference purposes. Records include: photocopies of checks logged out to other departments; returned to sender; handed back to student; and co-payee GSL/SLS checks in which the total check was used to pay charges or change given to student.

**Record Copy:** Business Office

**Retention:** 4 years

**Citation or Reference:**

**(M35) Safekeeping Records (Previously Located in Series: A105, Category: Administration)**

**Explanation:** This series documents funds placed with Business Office for safekeeping in trust and their disbursement to students or departments. Funds may be placed by associations, corporations, or parents on behalf of specified students or departments. Records may include: disbursement instructions; copies of checks; and receipts.

**Record Copy:** Business Office

**Retention:** 4 years

**Citation or Reference:**

**(M36) Ticket Sales and Event Cash Reconciliation Records (Previously Located in Series: A107, Category: Administration)**

**Explanation:** This series documents the printing, selling, distribution, and accounting of tickets for university-sponsored athletic, performing arts, and other events where tickets are sold for admission. A portion of athletic event receipts is shared with visiting teams. Records may include: ticket stock orders; ticket type reports; ticket purchase manifest forms; box office balance sheets; ticket printing and control records; season ticket sales lists; receipts and orders for mail, phone, or in-person purchase of tickets; ticket sales summary sheets and reports; free ticket sign-up sheets; lists and reports of free tickets distributed to patrons, contributors, and others; deposit receipts; and related documentation and correspondence. Records pertaining to athletic events are kept in compliance with NCAA and state requirements.

**Record Copy:** Business Office

**Retention:** 5 years

**Citation or Reference:** O.C.G.A. 9-3-25

**(M37) Insurance Fund Claims (Previously Located in Series: A112, Category: Administration)**

**Explanation:** Series documents requests for payment of insurance claims from the Georgia Department of Administrative Services Risk Management Division. Records may include: auto/liability/ property claim reports; estimates of repairs; accident reports; police reports; and correspondence. Department of Administrative Services Risk Management Division maintains statewide record copy.

**Record Copy:** Business Office

**Retention:** 5 years after claim paid or denied

**Citation or Reference:** O.C.G.A. 9-3-31, O.C.G.A. 9-3-32, O.C.G.A. 9-3-33

**(M38) Insurance Policy Records (Previously Located in Series: A113, Category: Administration)**

**Explanation:** This series documents insurance policies written to cover all state property, automobiles, liability, and special events. Records may include but are not limited to: copies of insurance policies, riders, and endorsements; records of payment; and related documentation and correspondence.

**Record Copy:** Business Services

**Retention:** 7 years after expiration of policy or membership

**Citation or Reference:** O.C.G.A. 9-3-24

**(M39) Accrual Worksheets (Previously Located in Series: A117, Category: Administration)**

**Explanation:** This series documents monthly and year-to-date expenditures for each project, cost category, and line item.

**Record Copy:** Business Office

**Retention:** 3 years after the fiscal year

**Citation or Reference:**

**(M40) Average Daily Enrollments (Previously Located in Series: A118, Category: Administration)**

**Explanation:** This series is generated each month for each fund (Title 2A, 2B, and 3). These records are used to determine charges for indirect costs for each fund.

**Record Copy:** Business Office

**Retention:** 3 years after the fiscal year

**Citation or Reference:**

**(M41) Bank Statements (Previously Located in Series: A119, Category: Administration)**

**Explanation:** This series provides a periodic statement of bank balances and dates that checks cleared through an account.

**Record Copy:** Business Office

**Retention:** 5 years after the fiscal year

**Citation or Reference:** O.C.G.A. 9-3-25

**(M42) Bid and Competitive Non-Selection Records ((cross reference A42) Previously Located in Series: A122, Category: Administration))**

**Explanation:** This series documents the procurement process for equipment and service valued in excess of \$5,000 that was not selected. This series may include but is not limited to: acquisition specifications; acquisition justification studies and explanations; requests for proposal (RFP) forms; affidavit of publication for RFP forms; requests for invitations to bid (RFI's); requests for quotes (RFQ's); vendors proposals and bids; bid tabulation sheets and records for all bids received; departmental requisition forms; competitive quotes; and related documentation and correspondence.

**Record Copy:** Business Office

**Retention:** 3 months after selected contract has been signed

**Citation or Reference:** O.C.G.A. 9-3-51, O.C.G.A. 9-3-24

**(M43) Audit Report (Previously located in Series: A 9, Category: Administration)**

**Explanation:** This series documents the unit's response to internal and independent management, operations, and fiscal audits. This series may include but is not limited to: audit reports; written responses showing how recommended changes will be implemented; and related documentation and correspondence.

**Record Copy:** Units

**Retention:** 5 years or two successive audits, whichever is longer

**Citation or Reference:** O.C.G.A. 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

**(M44) Forecast and Actual Pay Reports (Previously located in Series: G 51, Category: Human Resources)**

**Explanation:** This series documents monthly gross and actual pay by month and account number, along with other database information. It is used to view gross pay/budget records for a previous fiscal year. This series includes: employee name and social security number; major account; salary code; FTE; rank; leave status; position title and class number; starting date; appointment; terms of service; tenure; and forecast and actual pay broken down by months of the fiscal year.

**Record Copy:** Payroll

**Retention:** 4 years

**Citation or Reference:**

**(M45) Faculty and Staff Reports (Previously located in Series: G 73, Category: Human Resources)**

**Explanation:** This series documents the number of full time equivalent (FTE) positions in instruction, research, administration, public service, fellowships, and classified staff. This series consists of forms from departments showing FTE positions (including social security numbers) and office space required. The summaries include department total FTE for each of the principal activity categories listed above.

**Record Copy:** Institutional Archives; Budgets and Planning

**Retention:** Permanent, if preferred, for summaries; 5 years for all other records

**Citation or Reference:**

**(M46) Bid and Competitive Selection Records (Previously located In Series: A 42, Category: Administration)**

**Explanation:** This series documents the procurement process for equipment and service valued in excess of \$5,000. This series may include but is not limited to: acquisition specifications; acquisition justification studies and explanations; requests for proposal (RFP) forms; affidavit of publication for RFP forms; requests for invitations to bid (RFI's); requests for quotes (RFQ's); vendors proposals and bids; bid tabulation sheets and records for all bids received; departmental requisition forms; competitive quotes; and related documentation and correspondence.

**Record Copy:** Business Office

**Retention:** 11 years after substantial completion of project for records of the accepted bid or proposal for records of accepted agency improvement bids including those for capital and other construction, repair, remodeling and maintenance projects on buildings and grounds; 7 years after bid awarded for all other accepted bids

**Citation or Reference:** O.C.G.A. 9-3-51, O.C.G.A. 9-3-24

## Records Retention Series: N

### Category: Property Management/Control

#### **(N1) Equipment Inventory Records (Previously located In Series: A 43, Category: Administration)**

**Explanation:** This series documents the acquisition, location, transfer, and disposition of state-owned property and equipment. This series may include but is not limited to: equipment inventory lists; physical inventory information cards; equipment inventory forms; lost/stolen property reports; damage or loss of state property claim; equipment transfer forms and memos; property disposition requests; and related documentation and correspondence. The series may also include periodic equipment lists; returned departmental equipment inventory lists with annotations concerning resolution of problems associated with the accountability, physical condition, and physical location of specified pieces of equipment; and accountability and responsibility statements.

**Record Copy:** Property Management

**Retention:** 5 years after disposition of equipment

**Citation or Reference:**

#### **(N2) Equipment Loan Agreements Records (Previously located In Series: A 44, Category: Administration)**

**Explanation:** This series documents the institution's lending of equipment to borrowers conducting research, educational programs, and or other activities consistent with institution goals and missions. This series may include but is not limited to: signed equipment loan agreements which outline the conditions under which the loan is made and the responsibility assumed by the borrower; and related documentation and correspondence.

**Record Copy:** Property Management

**Retention:** 7 years after termination of agreement

**Citation or Reference:** O.C.G.A. 9-3-24

**(N3) Federal Property Records (Previously located In Series: A 47, Category: Administration)**

**Explanation:** This series provides documentation for and monitoring of "agency-owned" (usually federal) properties loaned to the institution or agency-owned property purchased with (usually federal) non-institutional state funds for research contract use at the institution. Such property is carried on the state equipment inventory records for insurance and management purposes. This series may include but is not limited to: annual equipment inventory lists; federal physical equipment inventory reports; copies of federal form DD 1419; institutional acquisition, transfer, and disposition forms; memoranda of understanding or agreements; and related documentation and correspondence.

**Record Copy:** 7 years after termination of agreement, grant contract, or disposal of equipment

**Retention:** Property Management

**Citation or Reference:** O.C.G.A. 9-3-24

**(N4) Personal Property Loan Agreements Records (Previously located In Series: A 51, Category: Administration)**

**Explanation:** This series documents the institution's acceptance of responsibility for and conditions under which it borrows equipment from other entities. The series also documents conditions under which the institution will operate equipment borrowed from others. The series may include but is not limited to: personal property loan agreement forms; letters of understanding; equipment conditions forms; and related documentation and correspondence.

**Record Copy:** Property Management, Contract Office, and Administering units

**Retention:** 7 years after termination of agreement.

**Citation or Reference:** O.C.G.A. 9-3-24



**(N5) Surplus Property Records (Previously located In Series: A 57, Category: Administration)**

**Explanation:** This series documents changes in state owned property; requests to declare items surplus, salvage, or scrap; removal and sale or disposal of excess equipment and other surplus items including proceeds from sales. Records may include but may not be limited to surplus property declaration and pick-up requests; pick-up request worksheets; state property disposition requests; quarterly and other computer generated reports of sales to other departments, agencies, or private parties; journal vouchers; descriptive information; property sale flyers; surplus property sales inventory lists; bills of sale; cash receipts; vehicle odometer statements; and related documentation and correspondence.

**Record Copy:** Property Management

**Retention:** 5 years after disposition of property

**Citation or Reference:**

**(N6) Buildings/Grounds Repair, Maintenance, Remodeling, and Construction Records (Previously located In Series: A 62, Category: Administration)**

**Explanation:** This series documents the condition, upkeep, and routine maintenance of the institution's buildings and grounds. It also documents remodeling and construction projects with a total expenditure of less than \$100,000 over six years. This series may include but is not limited to: floor plans; specifications; layouts; sketches; maintenance agreements; work logs; sign-in sheets; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Facilities Services

**Retention:** Permanent for executed floor plans, layouts, sketches, and specifications; 7 years for all other records destroy when reference value ends, exclude non-executed draft which may be destroyed after reference value ends

**Citation or Reference:** O.C.G.A. 9-3-24

**(N7) Capital Construction Project Records (Previously located In Series: A 63, Category: Administration)**

**Explanation:** This series is used to provide a record of the planning, administration, and implementation of current and potential capital construction projects on campus (projects with a total expenditure of at least \$100,000 over six years); to project needs for projects; and as a reference to projects once they have been completed. The series also provides a record of the funding of current capital construction projects on campus and to prepare budgets and allocations for capital construction projects. This series may include but is not limited to: project descriptions and requirements; plans; plan reviews; project schedules; contract change orders; bid documentation; contracts and agreements with architects, artists, engineers, consultants, vendors, and contractors; materials and soils reports; progress reports; insurance reports; payment schedules; summary reports; memos; final acceptance statements; architectural blueprints; sketches; aerial photographs; preliminary planning drawings; as built drawings; drawings reflecting changes to the original plans; soil testing maps; any other type of graphic representation produced relating to buildings, systems, and land. The series also includes project descriptions; budget projection and allocation records; budget authorization forms; budget change orders; final acceptance statements; and related documentation and correspondence.

**Record Copy:** Institutional Archives; Facilities Services

**Retention:** Permanent

**Citation or Reference:**

**(N8) Chemical Application Records (Previously located In Series: A 64, Category: Administration)**

**Explanation:** This series documents the application of chemicals such as pesticides, herbicides, and fertilizers to institutional property. Information usually includes: date used; weather conditions; application area; chemical applied; mix ratio; and coverage rate.

**Record Copy:** Facilities Services, Branch Experiment Stations, and Research Forests

**Retention:** 30 years

**Citation or Reference:** 29 CFR 1910.1020(d)

**(N9) Land Inventory Records (Previously located In Series: A 66, Category: Administration)**

**Explanation:** This series documents real property owned and leased by the various institutions within the University System and lists each parcel that has been acquired through ownership or under some form of lease agreement. Records include but are not limited to land inventory reports, records pertaining to permanent land and deed filings with the state, and related documentation and correspondence. Information in the land inventory reports includes from who the land was acquired, date of acquisition, use of the land, source of revenue used to acquire, acreage, capitalized value, and where the transaction is recorded in the Board minutes. The Board of Regents holds system-wide record copy and annual reports are provided to the institutions.

**Record Copy:** Institutional Archives; Facilities Services; Legal Affairs

**Retention:** Permanent

**Citation or Reference:**

**(N10) Utilities Systems Operating and Maintenance Records (Previously located In Series: A 68, Category: Administration)**

**Explanation:** This series documents the operations and maintenance of institutional utilities. This series may include but is not limited to: equipment operations logs; mechanical reading charts; equipment maintenance histories; and related documentation and correspondence.

**Record Copy:** Facilities Services

**Retention:** 5 years after equipment is no longer in service for equipment maintenance histories

**Citation or Reference:** O.C.G.A. 9-3-26

**(N11) Contracts and Agreements Records (Previously Located in Series A43: Category: Administration)**

**Explanation:** Series documents the negotiation, execution, completion, and termination of legal agreements between an agency and other parties, and for personal/professional services. Series does not include contracts and agreements for Real Property (See Schedule A116). Records include a copy of the official contract or agreement, memoranda of understanding, amendments, exhibits, and addenda. (Also reference A110, N11 and O1)

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** Contracts or agreements documenting building construction, alterations, or repair, 10 years after expiration; other contracts and agreements, 7 years after expiration.

**Citation or Reference:** O.C.G.A. 9-3-24; O.C.G.A. 9-3-26; O.C.G.A. 11-2-725

**(N12) Real Property Records (Previously Located in Series A116: Category: Administration)**

**Explanation:** This series documents the real property acquired and sold by the institution. This series does not include leases. This series may include but is not limited to: contracts and agreements; title abstracts; easement details; public hearing notices and minutes; county recorder's plat descriptions; memoranda of understanding; earnest money receipts; sales agreements; property deeds; working papers; and related documentation and correspondence. (Also reference A116, N12 and O2)

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** 11 years after property is sold

**Citation or Reference:** O.C.G.A. 9-3-51

**(N13) Building Construction and Renovation Contracts (Previously Located in Series A127: Category: Administration)**

**Explanation:** (Also reference A127, N13 and O7)

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** 11 years

**Citation or Reference:** O.C.G.A. 9-3-51, O.C.G.A. 9-3-24

**(N14) Leases and Rental Agreements (Previously Located in Series A114: Category: Administration)**

**Explanation:** This series documents agreements made by an agency for the transfer of the right to possession and use (but not sale) of goods or property for a specified term. Series includes copies of lease agreements and amendments or addenda. Leases are typically for office space, equipment, real estate, or facilities. (Also reference A114, N14 and O11)

**Record Copy:** Contract Administration

**Retention:** 7 years after expiration

**Citation or Reference:** O.C.G.A. 9-3-24

## Records Retention Series: O

### Category: Legal

#### **(O1) Contracts and Agreements Records (Previously Located in Series: A110, Category: Administration)**

**Explanation:** Series documents the negotiation, execution, completion, and termination of legal agreements between an agency and other parties, and for personal/professional services. Series does not include contracts and agreements for Real Property (See Schedule A116). Records include a copy of the official contract or agreement, memoranda of understanding, amendments, exhibits, and addenda. (Also reference A110, N11 and O1)

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** Contracts or agreements documenting building construction, alterations, or repair, 10 years after expiration; other contracts and agreements, 7 years after expiration.

**Citation or Reference:** O.C.G.A. 9-3-24; O.C.G.A. 9-3-26; O.C.G.A. 11-2-725

#### **(O2) Real Property Records (Previously Located in Series: A116, Category: Administration)**

**Explanation:** This series documents the real property acquired and sold by the institution. This series does not include leases. This series may include but is not limited to: contracts and agreements; ; title abstracts; easement details; public hearing notices and minutes; county recorder's plat descriptions; memoranda of understanding; earnest money receipts; sales agreements; property deeds; working papers; and related documentation and correspondence. (Also reference A116, N12 and O2)

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** 11 years after property is sold

**Citation or Reference:** O.C.G.A. 9-3-51

#### **(O3) Attorney General Opinions (Previously Located in Series: A120, Category: Administration)**

**Explanation:** This series documents responses of the State Attorney General's Office to legal questions posed by the institution's legal advisor and administrative officers which may have an impact on the institution's operations and policy. This series may include but is not limited to: opinions and related documentation and correspondence. The Georgia Department of Law holds statewide record copy.

**Record Copy:** Legal Affairs; Executive Office; BOR Legal Affairs

**Retention:** Permanent

**Citation or Reference:**

**(O4) Legal Case Records (Previously Located in Series: A121, Category: Administration)**

**Explanation:** Series documents legal actions brought against the institution. Series contains case files pertaining to: affirmative action conflicts; salary disputes; differences in interpretation of contract language; risk management controversies; and tenure relinquishment disagreements.

**Record Copy:** Institutional Archives; Legal Affairs; BOR Legal Affairs

**Retention:** Permanent for records of cases resulting in major policy modification, non-confidential components (pleadings, final decisions, and copies of records of the courts) of cases considered historical and summary statements; 7 years after final decision for all other records

**Citation or Reference:**

**(O5) Legal Case Files, School of Law (Previously Located in Series: A123, Category: Administration)**

**Explanation:** Documents the work of the faculty of the School of Law in providing legal aid.

**Record Copy:** School of Law, Faculty

**Retention:** 6 years after settlement of case

**Citation or Reference:**

**(O6) Subpoenas, and/or Production of Documents Requests (Previously Located in Series: A124, Category: Administration)**

**Explanation:** This series documents subpoenas and/or production of documents requests from third parties. This series does not include Open Records Act Requests.

**Record Copy:** Units; Legal Affairs

**Retention:** 5 years

**Citation or Reference:**

**(O7) Building Construction and Renovation Contracts (Previously Located in Series: A127, Category: Administration)**

**Explanation:** (Also reference A127, N13 and O7)

**Record Copy:** Contract Administration; Legal Affairs; Facilities

**Retention:** O.C.G.A. 9-3-51, O.C.G.A. 9-3-24

**Citation or Reference:**

**(O8) Patent and Invention Records (Previously Located in Series I 18: Category: Research)**

**Explanation:** This series documents the transfer of technology from this institution to outside agencies as the result of research projects and grants carried out at the institution. This series may include but is not limited to: original patents; patent applications; international licensing agreements; agreements giving permission for institutional researchers to use other patented inventions in their research; and related documentation and correspondence. The series may also include: invention disclosure forms that list the names of the inventors; descriptions and titles of inventions; sources of funding to create the inventions; details of the provenance of the inventions and their documentation; to whom the inventions have been disclosed; suggested manufacturers; reports issued concerning the inventions; and signatures of inventors and technically qualified witnesses.

**Record Copy:** Institutional Archives; Legal Affairs; Research Office

**Retention:** Permanent for original patents, formal invention assignment forms, license agreements, patent legal transactions, and invention disclosure forms; 7 years for all other records

**Citation or Reference**

**(O9) Georgia Open Records Act (GORA) and Freedom of Information Act (FOIA) Request Records (Previously Located in Series K 41: Category: Student Records)**

**Explanation:** This series documents public requests for information under the Freedom of Information Act received by the Registrar. Records include: written correspondence inquiries from the public received by the office; written and dated responses issued by the office; notes and memoranda made in drafting responses to these inquiries; and initials of officials approving release of the information.

**Record Copy:** Custodian of Records

**Retention:** Life of affected record

**Citation or Reference:**

**(O10) Trademarks Licensing Records (Previously Located in Series I 1: Category: Research)**

**Explanation:** This series documents the legal authority for non-system agencies to use the logos and other symbols constituting the registered trademarks of the institution. The records consist of folders for each vendor or individual seeking legal use of institutional trademarks for any reason. This series may include but is not limited to: names and addresses of approved licensees; their annual gross dollar sales of institutionally trademarked items; invoices showing royalties paid to the institution for use of the trademarks; licensing agreements; samples of the requesting licensees' art work; and related documentation and correspondence.

**Record Copy:** Legal Affairs; Research Office

**Retention:** 7 years after expiration of licensing agreement

**Citation or Reference:** O.C.G.A. 9-3-24

**(O11) Leases and Rental Agreements (Also reference A114, N14 and O11)**

**Explanation:** This series documents agreements made by an agency for the transfer of the right to possession and use (but not sale) of goods or property for a specified term. Series includes copies of lease agreements and amendments or addenda. Leases are typically for office space, equipment, real estate, or facilities.

**Record Copy:** Contract Administration

**Retention:** 7 years after expiration

**Citation or Reference:** O.C.G.A. 9-3-24