

Augusta University Policy Library

Records Retention

Policy Owner: Office of Compliance and Risk Management

POLICY STATEMENT

During the course of doing business records are generated containing information that is legally required to be stored and maintained for a period of time pursuant to the Georgia Records Law and the Georgia Open Records Law. As an institution of the University System of Georgia, Augusta University will follow the guidelines set forth by the University System of Georgia's Records Retention Schedules.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: Include any other stakeholders not listed above.

DEFINITIONS

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PROCESS & PROCEDURES

Consistent with [Board of Regents Policy 10.4, Records Retention](#), all Augusta University records will be maintained according to the Records Retention Schedules published by the Board of Regents.

REFERENCES & SUPPORTING DOCUMENTS

[Records Retention Schedules](#)

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 07/07/2017

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 596

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 07/07/2017

Last Review: 07/07/2017

