

Augusta University

Policy Library

Records Retention Policy

Policy Manager: Audit, Compliance, Ethics, and Risk Management

POLICY STATEMENT

During the course of 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:

PROCESS & PROCEDURES

Consistent with [Board of Regents Policy Manual, Section 6.24, Records Retention](#), all Augusta University records will be maintained according to the Records Retention Schedules published by the Board of Regents.

REFERENCES & SUPPORTING DOCUMENTS

USG Records Management - https://www.usg.edu/records_management/
USG Records Retention Schedule – All Schedules (Printable)
https://www.usg.edu/records_management/schedules/

RELATED POLICIES

Electronic Data Retention Policy for Protected Health Information
<https://www.augusta.edu/compliance/policyinfo/policy/electronic-data-retention.pdf>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 3/8/2021

President, Augusta University

Date: 3/8/2021

Office of Legal Affairs Use Only

Executive Sponsor: VP for Audit, Compliance, Ethics, and Risk Management

Next Review: 3/2024