

UWG POLICY NUMBER: 8.4

UWG POLICY NAME: Records and Information Management (RIM) Policy

POLICY:

The University of West Georgia (UWG) shall abide by all laws, Board of Regents of the University System of Georgia (BOR) policies, and best practices pertaining to Records and Information Management.

CONTEXT:

The University is committed to the systematic management and retrieval of official University records and recognizes the importance of data, information, and records for the success of its institutional activities. The University shall establish and administer a records and information management program for the life cycle of a record, regardless of media.

This policy applies to:

- All UWG employees, units, and third parties doing business with the University of West Georgia who create, receive, or retain University records.

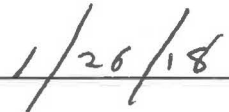
The University hereby establishes a Records and Information Management (RIM) program to provide structure, responsibilities, and procedures in accordance with applicable federal and state laws and regulations. The University hereby adopts the USG Records Retention Schedules as developed by the BOR as it may be amended, or superseded by law, as the model for the retention of official University's records.

The Chief Data Officer, in consultation with the Chief Information Officer and University Archivist, is authorized to establish procedures for compliance with this Policy.

SIGNATURE OF THE PRESIDENT:



University President



Date

Reviewed by University General Counsel: 

ADMINISTRATION & ADDITIONAL RESOURCES

Short Title: RIM Policy

Previous Versions: N/A

Oversight: *Chief Data Officer*

Additional Resources:

- [Georgia Records Act](#) O.C.G.A. § 50-18-90 et seq. (pdf)
- [Georgia Attorney General](#) - Official Site
- [Georgia Privacy Act](#) O.C.G.A. § 16-11-62 et seq. (link)
- [Georgia Open Records Act O.C.G.A. § 50-18-70 et seq.](#) (pdf)
- [Other Statutes](#) (pdf)
Some statutes besides the Open Records and Open Meetings Acts contain provisions that allow some records to be withheld from public release, or allow certain fees to be charged.
- [BOR Policy on Records Retention \(BOR Policy Manual 10.4\)](#) (link)
- [BOR Human Resources Administrative Practice Manual](#) (link)
- [BOR Business Procedures Manual \(Data Governance and Management 12.1- 12.1.5\)](#) (link)
- [University System of Georgia's Records Management and Archives](#) (link)
- [Georgia Archives, Records Services](#) (link)
- [USG Records Retention Schedules](#) (link)
- [UWG Records and Information Management \(RIM\) website](#) (link)
- [Federal Records Act - US Department of Education](#) - Official Site
- [Privacy Act of 1974 – US Department of Justice](#)- Official Site
- [Family Educational Rights and Privacy Act \(FERPA\) – US Department of Education](#)- Official Site
- [HIPAA Privacy Rule - United States Department of Health and Human Services](#) - Official Site
- [ARMA International](#) - Official Site
- [National Archives and Records Administration](#) - Official Site

Associated Procedures:

- [USG Records Retention Schedules](#) PDF