



UNIVERSITY OF
WEST GEORGIA

Last N/A
Approved
Effective N/A
Next Review N/A

Area Administration/
Governance
Chief Or Chief Legal
Responsible Officer
Office

Records Information Management (#1008)

Purpose/ Reason for Policy

The University of West Georgia (UWG) shall abide by The Georgia Records Act O.C.G.A. § 50-18-90 et seq., the Board of Regents (BOR) of the University System of Georgia (USG) Records Retention [policies](#), and best practices pertaining to Records Management.

Policy Statement

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 lifecycle of a record, regardless of media format.

The University hereby establishes a Records Management (RM) 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University hereby adopts the [USG Records Retention Schedules](#), as developed by the BOR, and as it may be amended or superseded by law, as the governing model for the retention and disposition of the University's official records.

Scope/ Applies to

☒ All Employees ☐ Faculty ☒ Staff ☐ Students ☐ Vendors/Contractors ☒ Others: **Third parties doing business with UWG**

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

Associated Procedures

[RIM Standard Operating Procedure](#)

Approval Signatures

Step Description

Approver

Date