



UNIVERSITY OF
WEST GEORGIA

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

Area	Administration/ Governance
Chief Or Responsible Office	Chief Legal Officer

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,~~[policies](#), and best practices pertaining to Records ~~and Information~~ 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 ~~and Information~~ Management (~~RIMRM~~) 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Retention Schedules~~[USG Records Retention Schedules](#), as developed by the BOR, ~~and~~ as it may be amended, or superseded by law, as the [governing](#) model for the retention ~~of official~~[and disposition of the](#) University's [official](#) records.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~~[Third parties doing business with UWG](#)

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