



## **Records Retention**

### **I. Policy**

Board of Regents (BOR) records retention guidelines have been adopted by Albany State University (ASU) to comply with the BOR requirement to establish consistent records retention practices by the University System of Georgia Institutions. The guidelines consist of a list of record types organized into categories and should be consulted to determine the minimum retention time for a particular type of record.

In the event that any information contained within this policy conflicts with any BOR policy, the BOR policy controls.

### **II. Applicability**

ASU Faculty and Staff

### **III. Accountability**

Albany State University Office of Legal Affairs

### **IV. Contacts**

Albany State University Chief Legal Affairs Officer

### **V. References**

[BOR 6.24](#)  
[USG Records Retention Schedules](#)

### **Last Update**

Nov 2019