

RECORDS MANAGEMENT

Section: Business Operations

Policy: University Housing follows Board of Regents/USG record retention schedules located at: http://www.usg.edu/records_management/schedules/A/. Each individual or office that creates or controls records will be responsible for retaining and managing those records in compliance with Board of Regents' guidelines.

Purpose: The purpose of this policy is to ensure compliance with all Board of Regents records retention guidelines.

Scope: This policy applies to all staff members and offices within University Housing.

Procedure:

- I. University Housing staff members shall not dispose of records without consulting the Board of Regents' guidelines and their supervisor.
- II. Each staff member shall abide by the Board of Regents' Records Retention guidelines, (i.e., records must be maintained for specified period of time depending on the type of document). These guidelines may be found on the Board of Regents' web site at http://www.usg.edu/records_management/schedules/A/. Guidelines are also available on the University of Georgia Records Center website at <http://www.libs.uga.edu/recman/index.html>.
- III. Each unit's director will designate staff member(s) to create an inventory of records in storage and records destroyed. The designated staff member(s) will classify the records according to the Board of Regents' guidelines for retention or destruction. As needed, each unit's staff member(s) will review the records and retain or destroy them according to the guidelines.
- IV. The Housing Business and Human Resources office (HBHR) will retain active personnel files on all employees.
 - A. Supervisors may retain active working files on their employees; however, these records are not to be construed as the 'personnel file' and are not the legal record.
 - B. Per the UGA Records Retention Office, there is no need to retain working files upon employee termination.
 - C. To ensure compliance with HIPPA regulations, only HBHR will retain workers' compensation information, which will be retained in a separate file and locked cabinet to ensure confidentiality.

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Approved by management team: February 7, 2017

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