

RECORDS RETENTION POLICY

Adopted and Approved by President Zaccari and the Cabinet on December 20, 2002

Specific Authority:

Board of Regents, University System of Georgia, Policy 1004



Valdosta State University, at the direction of the Board of Regents, has developed a policy for records retention. The records retention period is the length of time records must be retained. The [Records Retention Schedule](#) approved by the Board of Regents for the University System Appears in this section and is adopted by Valdosta State University in totality.

Consistent with the mandate of the Board of Regents, Valdosta State University has developed a policy to specify the methods and responsibilities for the destruction/shredding of documents and records that, if not securely maintained and destroyed/shredded in accordance with this policy, can cause harm to the University.

Document destruction service is available to all University departments through the [Office of Business Services](#). This office offers both Records Storage and Destruction/Shredding Services. To have records destroyed, contact the Central Warehouse at 259-2533. For intermediate term storage, contact Records Storage at 333-5701. Documents marked for permanent retention as per the Records Retention Schedule, particularly those of historical value, should be stored at the [University Archives](#). To make arrangements for permanent records storage, call the VSU Archives at 333-7150.

The VSU Records Retention Policy Index is a list to assist in the utilization of the [Records Retention Schedule](#). In the event the document information sought is not listed in the index, consult the entire Board of Regents Records Retention Schedule. If you have questions about using the page and/or complying with this policy, [contact](#) the office of Academic Affairs at 333-5950.