



**PROCEDURE: 6.3.2p.L.**

**WGTC Archived Catalogs**

**Adopted: January 16, 2018**

The archiving of official catalogs, digital or print, enables Wiregrass Georgia Technical College (WGTC) to maintain relevant information for course and degree requirements sufficient to serve former and returning students. College catalog archives are used for historical reference and informational purposes. Information or policies within the archived catalogs, though accurate at the time of publication, may no longer be accurate and/or applicable, but rather are updated annually to preserve current information. Students admitted to the College are admitted under the “catalog-in-force” rule meaning the information published in the “catalog-in-force” is relevant to the student according to the date of admission.

WGTC publishes a new catalog prior to the beginning of each academic year in August. Once the new year’s catalog is published, the previous year’s catalog is archived. Printed copies of archived catalogs are retained in the Registrar’s Office for a period of 10 years and then transferred to WGTC’s Library on the Main Campus in Valdosta. As referenced in the Technical College System of Georgia Procedure 6.3.2p Student Records Retention Schedule procedure, catalogs are retained permanently.

All college catalogs are maintained electronically and backed up regularly to ensure long-time maintenance of the college’s catalogs. The Registrar is responsible for maintaining the electronic copies of the catalogs.

**Responsibility:**

The Vice President for Enrollment Management has the overall responsibility of ensuring this procedure is implemented.

**References:**

TCSG Procedure 6.3.2p Student Records Retention Schedule procedure  
SACSCOC Policy Institutional Obligations for Public Disclosure