

## 6.3.2p.L. Wiregrass Student Records Retention Schedule Procedure

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 College catalog archives are used for historical reference and informational purposes.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 (V.R.) TCSG Student Records Retention Schedule*, 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.

Effective: January 2018



## Records Retention and Destruction Instructions

Student records should be maintained in accordance with state and federal record retention requirements to the maximum extent feasible. The TCSG Procedure on records retention is 6.3.2p and can be found in the Wiregrass Policy Manual as well as the TCSG Policy Manual. Please refer to either of these documents before completing this form to ensure you are in compliance with your instructions.

**Form completion instructions:** Please complete this form and attached to documents once boxed and sealed for storage. Your notations on this form will be used by Maintenance Staff for document destruction. A copy of the form should be attached to each box.

**Records Custodian:**

Name \_\_\_\_\_

Title and Department \_\_\_\_\_

**Date Records Placed in Storage:** \_\_\_\_\_ **Date Records should be Destroyed:** \_\_\_\_\_

**TCSG Policy 6.3.2p Code Reference (please enter the 0415-XXX code from the policy)** \_\_\_\_\_

Description of Records:

---

---

---

---

---

---

---

---

Method of Disposal for Records: \_\_\_\_\_

**Person Responsible for Records Disposal:**

Name \_\_\_\_\_ Title and Department \_\_\_\_\_

Date Records Destroyed \_\_\_\_\_

\*Return completed form to the Records Custodian upon destruction of records.