

POLICY: 3.3.8. (Il. C. 8.)

Records Management

Revised: April, 23, 2001

Last Reviewed: June 23, 2005

Adopted: April 23, 2001



POLICY:

The System Office and the Technical College System of Georgia [TCSG] shall ensure the legal disposition of agency records in accordance with instructions contained in the official records retention schedule approved by the State Records Committee and any relevant federal statutes.

The System Office and the technical colleges shall also adhere to the federal statutes pertaining to records management. These include records concerning non-resident aliens, employment, financial aid, education, campus security, and non-discrimination in federally subsidized programs.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

Georgia Records Management Act O.C.G.A §50-18-92

Federal Statutes and Regulations

Affirmative Action Programs Pursuant to Qualified Disabled Veterans and Vietnam Era Veterans: 41 C.F.R. §60-250.80

Age Discrimination in Employment Act: 29 C.F.R. §1627

Campus Security: 20 U.S.C. §1092(f)(1)(F)

Drug Free Schools and Communities Act: 34 C.F.R. §86.103

Equal Pay Act: 29 C.F.R. §1620.32

Exchange Visitors: 22 C.F.R. §62.10

Fair Labor Standards Act: 29 U.S.C. §213(a)(1)

Family and Medical Leave Act. (see TCSG Procedure 4.5.1p. FMLA)

Financial Aid Records: 34 C.F.R. §674-675

Immigration and Naturalization Records: 8 C.F.R. §274a.2

International Students: 8 C.F.R. §214.3(g)

Tax Records: 29 C.F.R. §31 subpart G

The Civil Rights Act of 1964: 29 C.F.R. §1602.48-50; 29 C.F.R. §1607.15