

WGTC 3.23

Records Retention

The College shall maintain a records retention schedule in accordance with instructions contained in the official records retention schedule approved by the State Records Committee and any relevant federal statutes. This policy shall represent all divisions within West Georgia Technical College.

Reference: State Board Policy 3.3.8.
<https://www.tcsg.edu/tcsgpolicy/files/3.3.8.pdf>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Administrative Services	Effective: 3/2009
Division: Administrative Services		Reviewed: 7/2021 Revised: