

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 Procedure 3.3.8p.
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

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