

POLICY: 3.3.4

Records Management

Revised: August 6, 2026

Last Reviewed: April 15, 2026

Adopted: April 23, 2001



POLICY:

The System Office and the Technical College System of Georgia (TCSG) shall ensure the legal disposition of agency records per instructions 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 records management statutes. These include records concerning non-resident aliens, employment, financial aid, education, campus security, and non-discrimination in federally subsidized programs.

Each Technical College and the System Office shall designate a Records Officer responsible for ensuring compliance with applicable retention schedules and legal requirements. Failure to comply may result in disciplinary action and/or legal consequences.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

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

Georgia Records Management Act

O.C.G.A. §50-18-92 – Creation of State Records Committee; Membership; Duties; Retention Schedules; Appeal to Committee by Agency Heads; Court Records

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