I. Purpose and Scope:

A document retention policy is a written policy designed to ensure that the recorded communications of an organization are managed in an effective, efficient, and lawful manner. As used in this memorandum, a document retention policy must set forth, at a minimum:

(1) The types of documents that must be retained by an organization;
(2) The time periods for which particular types of documents must be retained; and
(3) How the policy is to be administered, including who will be responsible for its administration.

II. Policy:

Armstrong State University’s Foundation Inc. adopts and adheres to the State of Georgia’s Document Retention Schedule and Policy. Please see attached policy.