Is the document an original or official Georgia Tech business record?

- **YES**
  - Check USG Records Retention Schedules for appropriate retention time period.
  - Has the retention time period expired?
    - **YES**
      - Contact Georgia Tech Archives to determine disposition.
      - END
    - **NO**
      - Identify format
        - Electronic
          - Move to GT-approved electronic storage location (e.g. SharePoint, GT Dropbox)
          - Retain until retention time period expires.
        - Hard Copy
          - Retain active records in current files; forward inactive material to GT Records Center storage.
          - Does record have continuing historical value?
            - **YES**
              - Contact Georgia Tech Archives to determine disposition.
              - END
            - **NO**
              - Seek authorization for destruction.
              - Contact Georgia Tech Records Center to shred or delete per GT procedures.
              - END
  - **NO**
    - Retain only active records for useful life.
    - Contact Georgia Tech Records Center to shred or delete per GT procedures.
    - END

Is the document relevant to any ongoing or anticipated litigation? Have you received a Preservation of Evidence Notice from Legal Affairs?

- **YES**
  - Retain per GT procedures until litigation is over.
  - Release record when legal hold is released; resume normal records retention practices.
- **NO**
  - Does record have continuing historical value?
    - **YES**
      - Contact Georgia Tech Archives to determine disposition.
      - END
    - **NO**
      - Seek authorization for destruction.
      - Contact Georgia Tech Records Center to shred or delete per GT procedures.
      - END

Questions? asklegal@gatech.edu or records@library.gatech.edu