



Archives and Records Management

Georgia Tech Records Center

The Georgia Tech Records Center provides secure long-term storage for campus business and academic records. The Records Center storage facility is maintained and operated by the Library's Archives and Records Management department. Storage and retrieval services are free of charge to participating campus departments.

Why use the Records Center?

The Records Center provides a safe, climate-controlled environment in which inactive records can be housed as long as their retention is required. Storing records in the Records Center can:

- Assist in preserving the integrity and confidentiality of records while preventing unauthorized access.
- Facilitate an orderly arrangement of records by function and type.
- Make cost-efficient use of storage space. Five times as many records can be stored per square foot in a records center as in equivalent office space.
- Assist in managing the appropriate legal disposition of records once they have met their retention requirements.
- Assure that records are destroyed only with appropriate authorization.

What are inactive records?

Inactive records are typically those records or files which are consulted less than once a month. Most business records have a limited useful life span during which the need to consult them decreases. It is important, however, to retain your records for the legally specified retention period because the records may become important evidence in the event of a lawsuit or audit.

On the other hand, retaining records for too long a period can expose the Institute to legal liabilities in the event of a lawsuit or audit. Retention guidelines are established to facilitate the appropriate retention of material in accordance with legal and fiscal guidelines.

How does this work?

Records material is transferred to the Records Center in standardized boxes with labels indicating the contents of each box. Archives and Records Management staff maintain control logs of all the material housed in the Records Center. Our online retrieval request form allows designated departmental personnel to request retrieval of individual files or even entire groups of boxes. In most instances, the requested file can be returned to your office on the next business day.

How do we determine how long to keep our records?

The Board of Regents for the University System of Georgia has established records retention guidelines for university system schools. These guidelines establish the required minimum retention period for many of the types of records created at university system schools. The BOR guidelines are accessible via the Georgia Tech Archives and Records Management website:

www.library.gatech.edu/archives/records_mgmt.html

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