

**From:** News and Events  
**Sent:** Tuesday, June 15, 2021 1:51 PM  
**Subject:** Campus News & Upcoming Events- June 15

NEWS AND UPCOMING EVENTS | CLAYTON STATE UNIVERSITY



**Dr. T. Ramon Stuart Named President of Clayton State University**

The Board of Regents officially named Dr. T. Ramon Stuart president of Clayton State University, effective July 1, 2021.

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our stories



**The Future of Clayton County**

A study conducted by a group of business faculty will help decide how Clayton County will grow its economy in the future.

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**Marketing classes rebrand social identity of Rotary Club**

Dr. Linda (Joie) Hain, assistant professor of marketing, offered her students the opportunity to foster a relationship with Rotary District 6910

[For full story](#)

**announcements**

## **“Think Before You Shred!”**

Laker Nation! Before you shred your documents, during the upcoming campus shredding event, take a moment to see if your items are fit for the Clayton State University Archives. If not, a piece of Clayton State History may be lost forever.

### Items to Consider

Departmental, Committee, and Faculty/Staff & Student Club Records:

Official correspondence, memoranda, minutes, working papers, audio & video recordings, photographs, university publications, flyers, programs, newsletters, founding documents (clubs, organizations, etc.), research files, and reports.

We are also accepting artifacts and memorabilia objects such as buttons, tee-shirts, lapel pins, etc.

Please contact the University Archives before donating or transferring materials to ensure a proper fit for the Archives. This will prevent the duplication of items already held within the repository's holdings.

Thanks for your assistance in preserving Clayton State History!

Contact:

Feechi Hall

University Archivist

678-466-4333

[Feechihall@clayton.edu](mailto:Feechihall@clayton.edu)

## **Records Retention Compliance**

On Friday, July 30, American Document Securities will be on campus to collect any documents that have exceeded their record retention date. Please refer to the Board of Regents Records Retention Policy for detailed descriptions:

[https://www.usg.edu/records\\_management/schedules/all\\_schedules](https://www.usg.edu/records_management/schedules/all_schedules)

Two trucks will be on site, one outside of the Facilities Management building and one on

main campus, from 8 a.m. to 4 p.m. to collect documents that require shredding. You will be responsible for bringing your documents to the trucks. The facilities team will be focused on the removal of warehouse documents and will not be available to transport documents from your office. Note, all documents that have been sent to the facilities' warehouse that exceeded their retention date will be purged and destroyed.

Please review the various records retention schedules to ensure that you only purge eligible documents. There are some records that must be retained permanently.

This is your opportunity to ensure that you are complying with the records retention policy and schedule and it is an excellent time to purge old files, so please plan to take advantage of this opportunity. Now is also a great time to carefully check your digital files and follow the appropriate retention schedules.

Reminder:

Litigation or Regulatory Compliance

If you have been notified that there is potential litigation or an ongoing review, investigation or claim regarding a matter, you should NOT shred or purge any associated records.

Again, if you have received a notice asking you to maintain materials in reference to a specific matter those items should be retained even if under the schedule the records would be eligible for destruction.

Please take advantage of this opportunity and start identifying your documents.

The exact truck locations will be provided in July.

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**NOTICE:**

The Library will close early  
**June 25**  
Building & Virtual hours:  
**8:00 am - 3:00 pm**

Find eResources & DIY research support online 24/7 @ [clayton.edu/library](http://clayton.edu/library)

Library Notice:

The Clayton State Library will close early on June 25 at 3:00 p.m. There will be no library building access or live virtual support after 3:00 pm on that day. Electronic resources & self-guided research support are available online 24/7 from the library's home page:

[clayton.edu/library](http://clayton.edu/library)

## calendar

Tuesday, 15 June, 2021

- 02:00 PM - 04:00 PM [Virtual Resume Review](#)
- 05:00 PM - 06:00 PM [Virtual Internship Job Search Strategies Workshop-Evening Session in Microsoft Teams](#)

Wednesday, 16 June, 2021

- 10:00 AM - 02:00 PM [Virtual Resume Review](#)
- 08:45 PM - 12:00 PM [New Student Program](#)

Thursday, 17 June, 2021

- 04:00 PM - 05:30 PM [Board of Trustees Meeting](#)

Friday, 18 June, 2021

- 08:00 PM - 04:00 PM [New Student Program](#)

Monday, 21 June, 2021

- 09:00 AM - 04:00 PM [Summer Bridge Laker Hall Move In](#)
- 09:00 PM - 04:00 PM [Summer Bridge Student Move In](#)

Tuesday, 22 June, 2021

- 09:00 AM - 04:00 PM [Summer Bridge Laker Hall Move In](#)

- 02:00 PM - 06:00 PM [New Student Program](#)
- 02:00 PM - 04:00 PM [Virtual Resume Review](#)
- 09:00 PM - 04:00 PM [Summer Bridge Student Move In](#)

Have an upcoming event? Make sure your event is on the University Calendar!

Submit now

## CORONAVIRUS UPDATE (COVID-19)

We encourage members of the Laker family to monitor our [website](#) for updates. Please know that we continue to follow recommendations from the [Georgia Department of Health](#), the [Centers for Disease Control and Prevention](#) and the [University System of Georgia](#).

### COVID-19 Exposure / Illness Self-Report Form

Students and employees are asked to submit an illness form ([https://claytonstate.qualtrics.com/jfe/form/SV\\_0Ar5gAZ0qF72D6B](https://claytonstate.qualtrics.com/jfe/form/SV_0Ar5gAZ0qF72D6B)) if they have been exposed to or tested positive for COVID-19. If someone contacts you directly, please forward their email and additional information you receive to [covid-reports@clayton.edu](mailto:covid-reports@clayton.edu) and to [UHSCovid@clayton.edu](mailto:UHSCovid@clayton.edu) so that the contact tracing team can get started.



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