

PolicyStat Frequently Asked Questions

What is PolicyStat?

PolicyStat is a **cloud-based document management tool** that helps organizations manage, access, and collaborate on policies. PolicyStat's primary functions are:

- To act as a **centralized, searchable library of an organization's policies and procedures**.
- To provide **policy management tools** that support the entire policy lifecycle including creation, approval, publishing, updating, version control, and retiring policies.

What is included in the USG Policy & Procedures Library?

Currently, the USG Policy & Procedures Library includes the following:

- **Academic and Student Affairs Handbook**
- **BOR Policy Manual**
- **Building Projects Procedures Manual**
- **Business Procedures Manual (BPM)**
- **HR Administrative Practice Handbook (HRAP)**
- **IT Handbook**

Additional USG policies may be added over time.

Will I need to update my old links?

Yes, but not immediately.

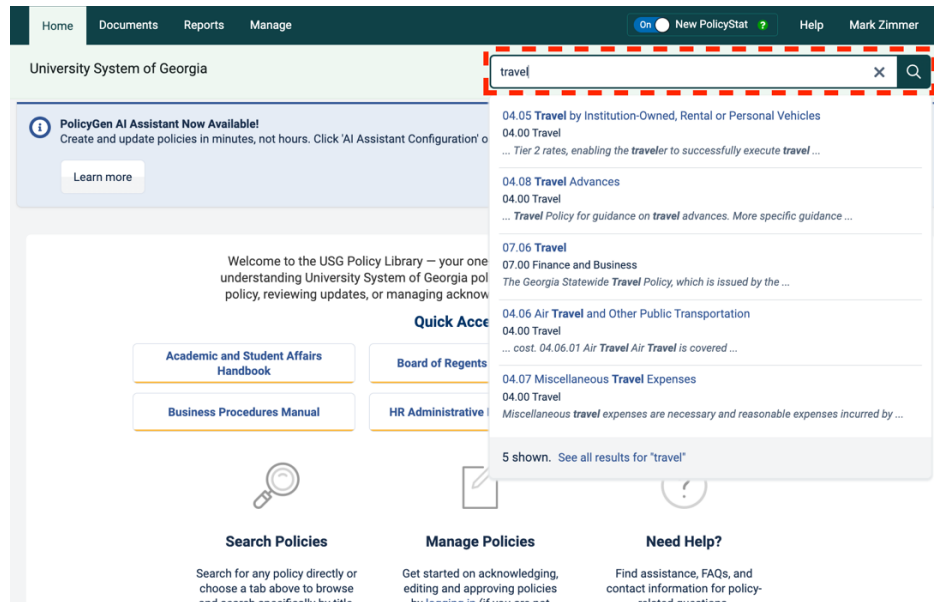
All existing links to USG Policies will automatically redirect to PolicyStat until July 1st, 2026. As a best practice, it is recommended that links to specific USG policies be updated when possible.

Example: Any existing link to the Business Procedures Manual's old "14.02 Establishment of Custodial Fund" URL will automatically redirect to the new URL for the Business Procedures Manual's Table of Contents inside PolicyStat.

A complete PolicyStat URL Crosswalk document has been created for your convenience. It contains current and new links for all USG policies and procedures moving to PolicyStat.

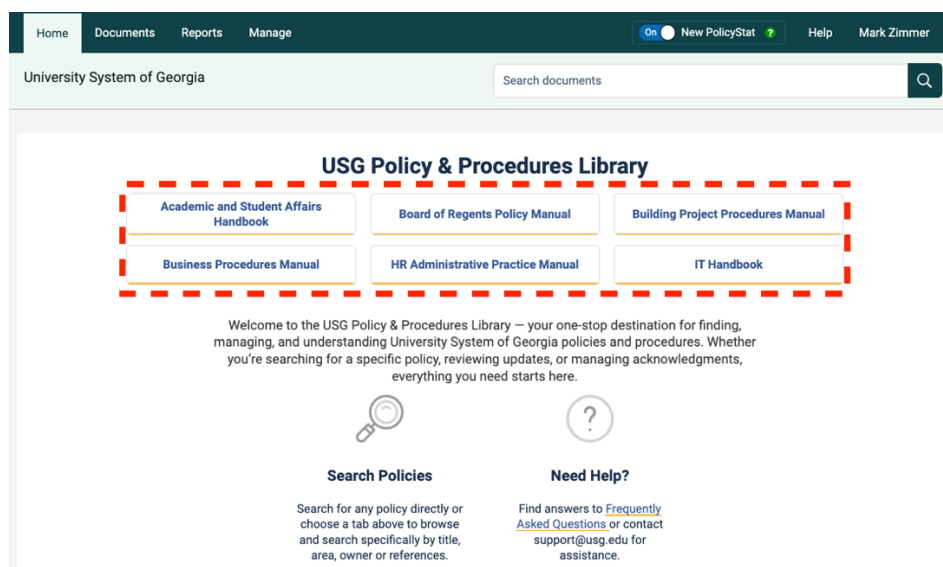
How do I search for a specific USG policy?

Policies are **searchable by keyword in either the title or within the policy itself**. Results are shown in a quick dropdown menu or in full search page by order of relevance upon **clicking the Search “magnifying glass” button**.

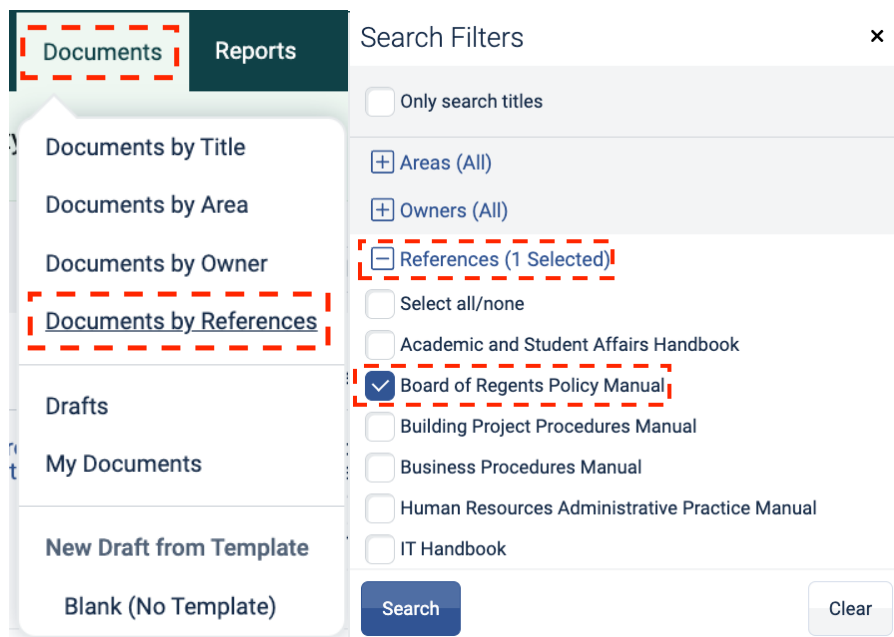


How do I review all policies in the BOR Policy Manual/Business Procedures Manual/etc?

The easiest way to browse all policies in a particular Reference is to click its quick access link on usg.policystat.com.

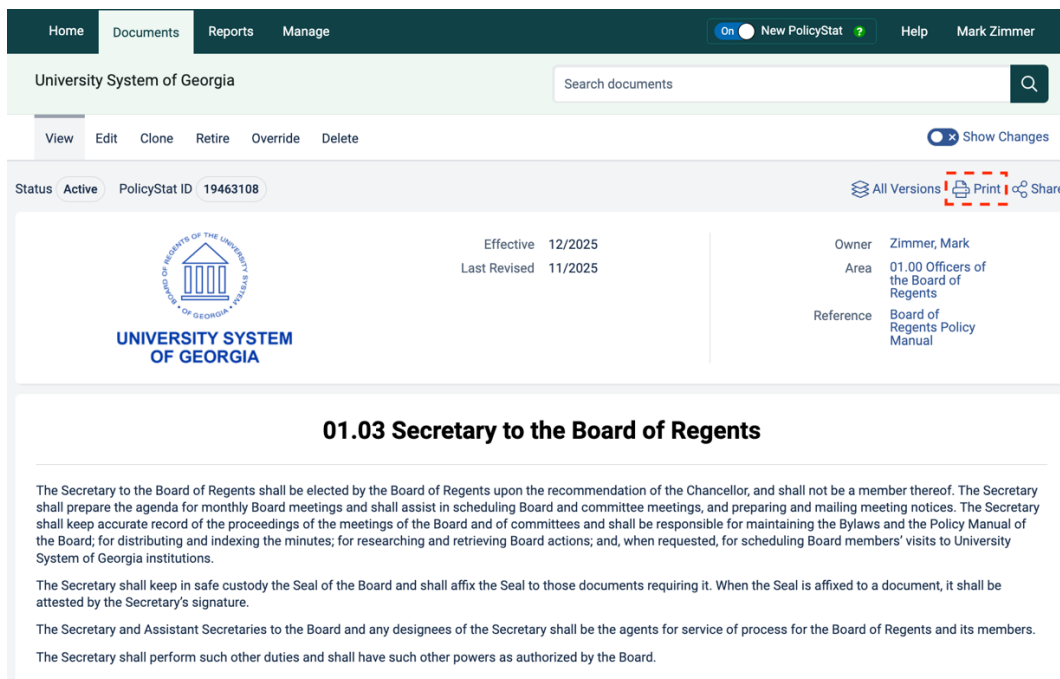


Or filter your search by selecting **Documents -> Documents by Reference-> References**



How do I download or print a policy?

Click on the “Print” icon in the upper right-hand corner of the policy. This will take you to a PDF version of the policy suitable for printing and/or downloading.



How do I view recent changes made to a policy?

Click the “Show Changes” toggle in the upper right-hand corner of the screen. Any changes made to the policy within the past 90 days will be highlighted.

The screenshot displays the University System of Georgia PolicyStat interface. At the top, a dark green navigation bar includes links for Home, Documents, Reports, and Manage, along with a 'New PolicyStat' toggle, a help icon, and the user name 'Mark Zimmer'. Below this, a light green header bar shows 'University System of Georgia' and a search bar. A secondary navigation bar contains 'View', 'Edit', 'Clone', 'Retire', 'Override', and 'Delete' options. A red dashed box highlights the 'Show Changes' toggle in the upper right corner. Below the navigation bar, the status is 'Active' and the PolicyStat ID is '19463108'. To the right are icons for 'All Versions', 'Print', and 'Share'. The main content area features the University System of Georgia logo on the left and a table of metadata on the right. The table includes 'Effective' (12/2025), 'Last Revised' (11/2025), 'Owner' (Zimmer, Mark), 'Area' (01.00 Officers of the Board of Regents), and 'Reference' (Board of Regents Policy Manual). The policy title '01.03 Secretary to the Board of Regents' is centered below the metadata. The policy text describes the duties of the Secretary to the Board of Regents, including preparing the agenda, maintaining records, and performing other duties as authorized by the Board.

Effective	12/2025
Last Revised	11/2025
Owner	Zimmer, Mark
Area	01.00 Officers of the Board of Regents
Reference	Board of Regents Policy Manual

01.03 Secretary to the Board of Regents

The Secretary to the Board of Regents shall be elected by the Board of Regents upon the recommendation of the Chancellor, and shall not be a member thereof. The Secretary shall prepare the agenda for monthly Board meetings and shall assist in scheduling Board and committee meetings, and preparing and mailing meeting notices. The Secretary shall keep accurate record of the proceedings of the meetings of the Board and of committees and shall be responsible for maintaining the Bylaws and the Policy Manual of the Board; for distributing and indexing the minutes; for researching and retrieving Board actions; and, when requested, for scheduling Board members' visits to University System of Georgia institutions.

The Secretary shall keep in safe custody the Seal of the Board and shall affix the Seal to those documents requiring it. When the Seal is affixed to a document, it shall be attested by the Secretary's signature.

The Secretary and Assistant Secretaries to the Board and any designees of the Secretary shall be the agents for service of process for the Board of Regents and its members.

The Secretary shall perform such other duties and shall have such other powers as authorized by the Board.