

# AR EHB-R Data/Records Retention

Issued 05/21

## Purpose

The purpose of this rule is to provide uniform guidelines for the retention and disposition of common records; to ensure the district retains for as long as necessary the records they will need for administrative, legal, fiscal and other uses; to ensure the district retains records for as long as state and federal laws, regulations, policies and procedures require; to promote the cost-effective management of records; and to give the district the legal authorization required to dispose regularly of its obsolete records.

## Definitions of schedule

A records retention schedule describes one or several records series, shows the length of time the records should be retained and indicates their final disposition. Schedules are of two types, general and specific.

### General records retention Schedules

These are state regulations issued by the South Carolina Department of Archives and History and are published in the Code of Laws of South Carolina 1976, as amended. When a general schedule applies to records already covered under a specific schedule, the general schedule will supersede the specific schedule unless the district wishes to opt out of using the general schedule.

### Specific records retention Schedules

These are prepared and approved specifically for the school district and have been filed in accordance with the procedures and guidelines provided by the South Carolina Department of Archives and History. The documents listed in the general schedule or unique records not listed in the schedule that the superintendent or his/her designee deems necessary to retain. The specific schedule will only supersede the general schedule if indicated that the district wishes to opt out.

## Employee responsibilities

Employees will maintain and store records as published by the district to the South Carolina Department of Archives and History.

## Document management

Paper documents will be maintained and stored as recommended by the South Carolina Department of Archives and History.

These general schedules do not cover copies of records that the employee may have made for convenience, information or duplication. Employees may destroy copies when they no longer need them.

Although most records can be destroyed when their minimum retentions have been met, employees may need to keep some records longer to satisfy specific requirements. Those requirements must be met before employees dispose of those records.

Each department is responsible for designating a person responsible for proper records management and the education of departmental employees on proper records management procedures.

School district records officers and records custodians should ensure that confidential records are filed, accessed and disposed of according to federal, state and local legal requirements.

Documents in electronic and/or digital format shall be stored according to the approved methodology with the South Carolina Department of Archives and History.

## Richland County School District One Responsibilities

- Will apply the general records retention schedule for school district records as published by the South Carolina Department of Archives and History.
- Will ensure that its records are in accordance with the approved records retention schedule as filed with the South Carolina Department of Archives and History.
- Will ensure that all employees are aware of the records retention schedule and implement this policy.
- Will complete and forward to local records services a "report on records destroyed" form as found in the "General Records Retention Schedule for School Districts" prior to destroying records.

- Will contact the State Archives Office regarding the following.
  - submitting a "report on destroyed"
  - preparing or revising a specific schedule
  - requiring assistance with records management duties
  - substituting microfilm
  - storing microfilm
  - information about the processing, quality control and duplicating services the State Archives Office provides
  - publish or update the general and specific records retention in the records retention procedures as approved by the South Carolina Department of Archives and History

## **Requests**

District records are open to the public in compliance with the South Carolina Freedom of Information Act. Persons who wish to review those records must forward their requests to the superintendent.

Issued 4/14/09; Revised 05/11/21