

## Policy EHB Data/Records Retention

Issued 05/21

The superintendent or his/her designee will establish and maintain a system for the securing, cataloging and storing of all records that is in compliance with state and federal law. Such system will include the suspension of routine record destruction practices, as applicable. Appropriate forms and guidelines will support this policy and are published as separate documents. Copies of the forms and guidelines will be available at each school and the district office.

The superintendent or his/her designee will establish administrative rules for compliance with the South Carolina Public Records Act, South Carolina Freedom of Information Act and the electronic records management guidelines established and recommended by the South Carolina Department of Archives and History.

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

Legal references:

S.C. Code, 1976, as amended:

[Section 30-4-10](#), *et seq.* - South Carolina Freedom of Information Act.

[Sections 30-1-10](#) through [30-1-140](#) - Public Records Act.

[Sections 26-6-10](#) through [26-6-210](#) - South Carolina Uniform Electronic Transactions Act.

Department of Archives and History Regulations:

[Regulation 12-901 through 12-906.6](#) - Article 9 - General retention schedules for school districts.

Electronic records management guidelines:

E-Mail Management (South Carolina Department of Archives and History).

Richland County School District One