

DATA/RECORDS RETENTION

Code **EHB** *Issued* **11/07**

Purpose: To establish the basic structure for maintenance and retention of district records.

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.

Electronic communications which are sent or received by the board or district employees pertaining to the business of the district may be subject to disclosure and inspection as public records and subject to discovery during litigation as evidence in support of a claim.

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.

Adopted 8/10/04; Revised 11/13/07

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
2. Sections 30-1-10 through 30-1-140 - Public Records Act.
3. Sections 26-6-10 through 26-6-210 - South Carolina Uniform Electronic Transactions Act.

B. Department of Archives and History Regulations:

1. Regulation 12-901 through 12-906.6 - Article 9 - General retention schedules for school districts.