From: Staton, Jennifer A
Sent: Thursday, March 22, 2018 9:09 AM
To: 'Meyerhofer, Kelly'
Cc: Foster, James H
Subject: RE: FOIA #23: Records retention addendums

Kelly-

Thank you for your request for public records in accordance with the South Carolina Freedom of Information Act. As previously communicated to you on February 14, 2018, and March 13, 2018, the Beaufort County School District follow the schedules from the South Carolina Department of Archives and History for Records Management and the guidelines from the Society for Human Resource Management. Any BCSD policy or administrative regulation regarding data or records retention is available for public inspection on or through the BCSD website and may be accessed at https://boardpolicyonline.com/?b=beaufort.

Jennifer Staton, MS, CSP
Risk Manager
Beaufort County School District
843-322-2355 (w) | 843-812-6405 (m)

From: Meyerhofer, Kelly [mailto:kmeyerhofer@islandpacket.com]
Sent: Tuesday, March 20, 2018 4:52 PM
To: Staton, Jennifer A <Jennifer.Staton@beaufort.k12.sc.us>; Foster, James H <James.Foster@beaufort.k12.sc.us>
Subject: FOIA #23: Records retention addendums

Mar. 20, 2018

Jennifer Staton
Beaufort County School District
2900 Mink Point Boulevard
Beaufort, South Carolina 29902

Ms. Staton:

Pursuant to South Carolina's Freedom of Information Act, I am making a public records request for copies of any and all records retention policies, including addendums, followed by Beaufort County School District. This requests includes, but is not limited to, records retention policies relating to hiring decisions.

If the BCSD retains records responsive to my request, but is withholding the records, please cite the specific legal exemption(s) you are using to withhold.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes, so I ask you to waive any and all fees. In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request be filled electronically, by e-mail attachment if available or jump drive if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days, as the statute requires.

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Kelly Meyerhofer
Education and Projects Reporter
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