

DATA/RECORDS RETENTION

Code **EHB** Revised **1/13**

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

Applicable 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 in writing.

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 maintain a system for maintenance, retention and periodic destruction of appropriate records. Such system will be in compliance with applicable laws and regulations.

Adopted 1/12/98; Revised 1/14/13

Legal references:

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

1. Section 30-4-10 et seq – South Carolina Freedom of Information Act
2. Sections 30-1-40 through 30-1-140 – Public Records Act
3. Sections 26-6-10 through 26-6-210 – South Carolina Uniform Electronic Transaction Act

B. Department of Archives and History Regulations:

1. 12-900 et seq – General retention schedules for school districts.