



TITLE: Retention and Disposition of Files and Records

PROCEDURE NUMBER: 8-0-1061.1

RELATED POLICY AND PROCEDURES: 8-0-1061 Retention and Disposition of Files and Records

DIVISION OF RESPONSIBILITY: Business and Finance

<u>June 26, 2013</u>	<u>October 29, 2024</u>	<u>October 24, 2018</u>
Approved by Area Commission	Date of Last Review	Date of Last Revision

Administrative Responsibilities It is the responsibility of the Procurement Officer to review and revise this procedure.

Procedures

A. Procedural Responsibilities

1. The Procurement Officer is designated as the Records Officer and has overall responsibility for providing necessary guidance, coordinating preparation of required reports, and maintaining necessary liaison with appropriate state agencies in retention and disposition of public records at the College.
2. All Administrators and Academic Department Heads/Academic Program Directors are responsible for compliance with records retention and disposition standards for records within their areas of responsibility.

B. General

1. Retention and disposition of records is governed by the General Records Retention Schedule for State Colleges and Universities.
2. The Schedule was developed by the S. C. Department of Archives and History pursuant to authority conferred by Section 30-1-10 through 30-1-140 of the Code of Laws of South Carolina, 1976, as amended.

C. Exceptions

1. In certain instances, exceptions to the records retention periods as prescribed in the General Records Retention Schedule for State Colleges and Universities may be authorized by the Records Officer. In no case, however, will such exceptions permit reductions in retention periods; only extensions of these periods will be considered.
2. Decisions on exceptions to use of the General Records and Retention Schedule are guided by the Record Series Retention/Disposition Schedule for State Technical Colleges as adopted by the State Fiscal Accountability Authority (formerly the S.C. State Budget and Control Board) in 1981.
3. The Records Officer may recommend retention and disposition practices regarding records for which no provision is made in either the General Records Retention Schedule or the Retention/Disposition Schedule for State Technical Colleges.

D. Specific

1. All users observe, for all categories of records in their departments, the appropriate retention and disposition requirements, including:
 - a. Breaking of files
 - b. Retention periods
 - c. Conversion to microfilm
 - d. Transfer to archives
 - e. Destruction
2. The Records Officer assures that current retention and disposition schedules are available to all users.
3. The Records Officer, as needed, submits form ARM-11 (94) to the Department of Archives and History requesting authorization to destroy records for which that is the action indicated under the General Records Retention Schedule.