

BOARD AGENDA ITEM

July 26, 2022

SUBJECT:

Revision of the following policy and administrative rule:

Policy EHB Data/Records Retention, First Reading
Administrative Rule EHB-R Data/Records Retention

BACKGROUND INFORMATION:

Aiken County Public School District cyclically reviews policies and administrative rules. Policy EHB Data/Records Retention and Administrative Rule EHB-R Data/Records Retention provide a system for maintenance, retention and periodic destruction of appropriate records. Such system will be in compliance with applicable laws and regulations.

ADMINISTRATIVE CONSIDERATION:

Administration has reviewed Policy EHB Data/Records Retention and Administrative Rule EHB-R Data/Records Retention. Administration recommends the revision of Policy EHB Data/Records Retention and Administrative Rule EHB-R Data/Records Retention by adding the following statement to ensure records are maintained for the required length of time: When a grant or award's retention requirement exceeds the retention schedule, default to the greater length of time.

RECOMMENDATION:

Approve the following policies and administrative rule:

Policy EHB Data/Records Retention, First Reading
Administrative Rule EHB-R Data/Records Retention

ATTACHMENTS:

Policy EHB Data/Records Retention
Administrative Rule EHB-R Data/Records Retention

PREPARED BY:

Salvatore Minolfo

DATA/RECORDS RETENTION

Code **EHB** Issued **10/018/22**

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.

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.

When a grant or award's retention requirement exceeds the retention schedule, default to the greater length of time.

Adopted 6/11/91; Revised 10/23/01, 8/9/22

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 30-4-10 et seq. - South Carolina Freedom of Information Act.
- B. Department of Archives and History Regulations:
 - 1. 12-900 et seq. - General retention schedules for school districts.

DATA/RECORDS RETENTION

Code **EHB-R** Issued **10/017/22**

Retention of administrative and student records

Administrative records	Length of time to retain
Accreditation reports (BEDS, SACS).....	5 years
Banking records (including deposit slips)	5 years
<small>(Unless audit questions are pending, in which case retain one year after resolution.)</small>	
Budget sheets (computer printouts).....	1 year
Employee sign-in sheets and absentee reports.....	1 year
Inventory documents.....	5 years
Paid bills/receipts/receipt books	5 years
Payroll printouts.....	current year
Requisitions/purchase orders	5 years
School renewal plans	5 years
Teacher evaluations.....	3 years
<small>(Send originals to personnel where evaluations become a part of the permanent record.)</small>	
Test summaries	5 years
Transportation records	5 years

Student records	Length of time to retain
Attendance records/reports... ..	5 years
Grade books	5 years
Individual education plans	5 years
Notes to parents regarding special activities.....	3 years
Parental consent documents.....	3 years
Registration cards	1 year
School lunch applications... ..	3 years
Student academic plans.....	5 years
Student accident reports.....	5 years

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Student discipline reports (individual)..... current year

Student excuses..... current year

Textbooks records..... 3 years

When a grant or award's retention requirement exceeds the retention schedule, default to the greater length of time.

Issued 6/11/91; Revised 10/23/01, 7/26/22