

BOARD AGENDA ITEM

August 9, 2022

SUBJECT:

Revision of the following policy:

Policy EHB Data/Records Retention, Second Reading

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 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:

Policy EHB Data/Records Retention, Second Reading

ATTACHMENTS:

Policy EHB 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.