*Policy*

**DATA/RECORDS RETENTION**

*Code* **EHB** *Issued***DRAFT/19**

District records are open to the public in compliance with the South Carolina Freedom of Information Act. Persons who wish to review such records must forward their requests to the superintendent or his/her designee.

Electronic communications which are sent or received by the board or district staff pertaining to the business of the district may be subject to disclosure and inspection as public records and/or subject to discovery during litigation as evidence in support of a claim.

The superintendent or his/her designee will establish and maintain a system for the securing, cataloging, and storing of all records that complies with state and federal law. Such system will include the suspension of routine record destruction practices for litigation and/or investigatory purposes, as applicable.

Adopted ^

Legal References:

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

1. Section 26-6-10, *et seq.* - Uniform Electronic Transactions Act.
2. Section 30-1-10, *et seq. -* Public Records Act.
3. Section 30-4-10, *et seq.* - Freedom of Information Act.

B. S.C. Department of Archives and History Regulations:

1. Regulation 12-901, *et seq.* - General retention schedules for school districts.