

## **INSTITUTIONAL DIRECTIVE 5-8**

**June 20, 2005**

### **Title: Retention and Disposition of Records**

#### **I. Purpose**

The purpose of this directive is to affirm the college's posture of compliance with appropriate state regulations concerning the retention and disposition of public agency records.

#### **II. Policy**

The policy of Piedmont Technical College is to maintain all files and records in a manner which meets the guidelines on retention and disposition of records promulgated by the designated state level authorities.

#### **III. Responsibility**

The Human Resources Director 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. In addition, all academic and administrative department heads are responsible for compliance with records retention and disposition standards for records within their areas of responsibility.

#### **IV. Procedures**

##### **A. General**

Retention and disposition of records will be governed by the General Records Retention Schedule for State Colleges and Universities. 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.

##### **B. Exceptions**

1. Exceptions to the records retention periods prescribed in the General Records Retention Schedule for State Colleges and Universities may be authorized by the records officer in certain instances. 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 will be guided by the Record Series Retention/Disposition Schedule for State Technical Colleges as adopted by 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.

**Office of Responsibility: President**

C. Specific

1. Department heads will 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 will, assure that current retention and disposition schedules are available to department heads and other users.
3. The records officer will, as needed, submit 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. (Attachment A)
4. The records officer will, at the end of each fiscal year, report to the Department of Archives and History on all records destroyed under the Records Series Retention Schedules for State Technical Colleges; form SRM-28 will be used. (Attachment B)

<u>Original on File</u>	<u>6/20/05</u>
Approved for Publication	Date



**ATTACHMENT B**

RECORDS SERIES TITLE	INCLUSIVE DATES	VOLUME (CU. FT.)	RETENTION/DISPOSITION SCHEDULE NO.	DATE OF DESTRUCTION