

University Policy Number 300.02

Policy on Records Retention

Responsible Administrator: Vice President of Academic Affairs

Responsible Office: Academic Affairs

Originally Issued: September 2010

Revision Date:

Authority: Office of the President

POLICY STATEMENT

Claflin University has a responsibility to ensure that records and documents are adequately maintained and to ensure that records no longer needed or of minimal value are destroyed in accordance with Federal, State, or Claflin University policies. The University also has a responsibility to preserve its history through its records.

All records produced or received by Claflin University in the course of official business are the property of Claflin University. Each department may decide when records should be transferred to the University Archives, in accordance with the South Carolina General Records Retention Schedule for State Colleges and Universities. Files must be transferred to the University Archives as originally arranged, as the organization of the files reflects the functions and activities of the office of origin. Each department transferring records to the University Archives will receive an inventory of the transferred records. Records transferred to the University Archives are available to the public and the Claflin University community unless access has been restricted by the office of origin or the President of the University. When records become inactive and are ready to be transferred to the University Archives, the Library Director and the University Archives must be notified. Arrangements must be made by the office of origin to transfer records to the University Archives. Records documenting the development or activities of Claflin University cannot be destroyed without approval from the appropriate Vice President, the President or the Office of Academic Affairs. Destruction of records must also be arranged by the office of origin. Destruction of records must be in accordance with the South Carolina General Records Retention Schedule for State Colleges and Universities / established Claflin University policies and procedures.

STATEMENT OF PURPOSE

This policy establishes guidelines for the retention of Claflin University records. Records may include, but are not limited to, the following:

- Accreditation Reports
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	Human Resources, 803-535-5268
I-9	1 year after termination / Shirley Biggs, Director of Human Resources, 803-535-5268
Tuition Remission	1 year after termination / Shirley Biggs, Director of Human Resources, 803-535-5268
Recordkeeping Form – Binder	5 years / Shirley Biggs, Director of Human Resources, 803-535-5268
Monthly Invoices / E-Requisitions	5 years / Ellen Easterlin, HR Asst / HRIS Specialist, 803-535-5517
TEA's - Binder	5 years / Shirley Biggs, Director of Human Resources, 803-535-5268
Leave Form	3 years after termination / Shirley Biggs, Director of Human Resources, 803-535-5268
Employee Relations Files	Until final disposition of the charge or action or until lawsuit is over plus 1 year. / Shirley Biggs, Director of Human Resources, 803-535-5268
Worker's Compensation Files	Duration of employment plus 30 years / Betty Johnson-Pringle, Human Resources Generalist, 803-535-5420

Fiscal Affairs

<u>Type of Record</u>	<u>Retention</u>	<u>Contact</u>
Financial Records Interpretation of records retention policy	Seven (7) years	Mr. J. deLeon McDuffie, Vice President for Fiscal Affairs 803-535-5413
Grants and contracts Grants accounting records	Three (3) years	Vice President for Fiscal Affairs, 803-535-5413 Office of Sponsored Programs, 803-535-5540 Grants Accountants 803-535-5373
Payroll Records	Seven (7) years	Payroll Manager, 803-535-

		5415
Litigation or audit records	Not destroyed	Vice President for Fiscal Affairs 803-535-5413

Student Health Services	Records : for at lea the last c must be additiona the even
Counseling Services	
Judicial Records	

**Note: If an office or individual should consult with the Univ
H.V. Manning Library before**