

- Meeting Minutes, including Faculty Meeting Minutes, Departmental Meeting Minutes, Special Committee Meeting Minutes
- Annual Reports
- Board of Trustee Meeting Minutes
- Building plans and Blueprints
- Institutional Self Studies
- Organizational Charts
- Photographs documenting University functions, events and activities
- Programs from University events and activities
- Records management plans
- Speeches from Commencement, Convocations, and other University functions
- Publicity and promotional materials produced by the University and the Office of Public Relations
- Senior Theses and Portfolios (open for discussion)
- University and Department / School Conferences, Lectures, Workshops and Seminars

Applicability

This policy applies to all records created or produced in the course of Claflin University's operations, including both original documents and reproductions. In addition, this policy applies to records stored on computer and microfilm.

RETENTION SCHEDULE

The charts below provide details regarding records by area and type along with their retention dates for Claflin University. When the prescribed retention period for records are met, the University Archivist or another designated official of the H.V. Manning Library will direct disposal of the records.

Human Resources

<u>Type of Record</u>	<u>Retention Date</u>
Personnel Files	Permanent / the Director of Human Resources / 803-535-5268
Benefits Files	Permanent / the Director of Human Resources
I-9	One year after termination / the Director of Human Resources
Tuition Remission	One year after termination / the Director of Human Resources
Recordkeeping Forms – Binder	Five years / the Director of Human Resources
Monthly Invoices/E-Requisitions	Five years / HR Assistant / Human Resources Information Specialist / 803-535-5517
Temporary Employment Applications (TEAs)	Five years, the Director of Human Resources
Leave Forms	Three years after termination / the Director of Human Resources
Employee Relations Files	Until final disposition of the charge or action or until lawsuit is over plus one year / the Director of Human Resources
Worker's Compensation Files	Duration of employment plus 30 years /

Type of Record

Retention

Student Services