

General Records Retention Schedule for State College and University Records Revised 2026



South Carolina Department of Archives and History

Archives and Records Management Division

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**General Records Retention Schedule
for State Colleges and Universities Revised 2026**

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Introduction

The Archives and Records Management Division of the Department of Archives and History has prepared this general retention schedule to give state-supported colleges and universities the authorization to retain and dispose of common records. The schedule lists the permanently valuable records, which should be properly protected, and provides a timetable that will allow colleges and universities to regularly dispose of records of non-permanent value. In preparing the schedule, the Division consulted with representatives from various state colleges and universities. This general schedule supersedes all general and specific schedules approved previously for the same records series.

Statutory authority

Section 30-1-90(B) of the Code of Laws of South Carolina, 1976, as amended, within the [South Carolina Public Records Act](#), authorizes the Department of Archives and History to issue general schedules for records series common to agencies and subdivisions. Agencies and subdivisions must be allowed to opt out of these general schedules and proceed pursuant to the provisions of subsection (A) in the establishment of specific records schedules.

Definitions

A records retention schedule describes one or several records series, shows the length of time the records should be retained, and indicates their final disposition. Schedules are of two types—specific and general.

- **Specific Records Retention Schedules** — These schedules are prepared and approved specifically by the Department of Archives and History for records that are unique to your college or university; your college or university's name will appear on these. To review or create specific schedules, contact the Records Management Division at 803-896-6128 or rm@scdah.sc.gov.
- **General Records Retention Schedules** — These schedules are issued by the Department of Archives and History and may be used as needed by any state college or university. The titles and descriptions of record series listed in the general schedule may not reflect exactly the titles and descriptions you use. When a general schedule applies to records already covered under a specific schedule, the general schedule will supersede the specific schedule unless you wish to opt out of using the general schedule. Colleges or universities may also create additional specific schedules to use instead of the general schedules if the existing general schedule description or retention does not meet their records needs or to avoid conflict with other laws and regulations.

General schedule format

Each record retention schedule listed in the general schedule is presented in the following format:

- Part A — Record series number and series title: The first line includes the individual retention schedule number and the title most commonly used by colleges or universities for each record series. A record series is a group of related records that share a common purpose, subject, or function.
- Part B — Description: A short statement describing the use and informational content of the record series. In many cases, the description also specifies the office that creates the series.
- Part C — Retention: Indicates the minimum length of time that records should be retained by the college or university before their final disposition can take place.

Application of general schedule

- This schedule may be used by any state-supported college, university, technical college, and any affiliated institutions (associations, foundations, trusts, clubs, etc.) supported by public funds or expending public funds.
- This schedule cannot be used by:
 - any department of the state; any state board, commission, agency, and authority; any public or governmental body of the state; any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and any quasi-governmental body of the state. The Department of Archives and History issues separate general schedules for state government records.
 - any political subdivision of the state, including counties, municipalities, townships, school districts, special purpose districts, and any quasi-governmental subdivisions. The Department of Archives and History issues separate general schedules for local government records.
- Before using this general schedule, you should contact your college or university records officer, who should coordinate all activities relating to the retention and disposition of college or university records and function as a liaison with the Department of Archives and History in administering the college or university's records management program.

How to use the general schedule

1. Study the general schedule and compare it with your specific schedules, if you have any, to determine which schedules you will use. If you wish to use your specific schedules instead of the general schedule, follow the established procedure for those specific schedules.
2. Locate and examine all your records.
3. Match each records series with the title and description on the general schedule. The general schedule titles may not reflect exactly the titles you use; however, the record content should be the same as the general schedule description.
4. Follow the records disposition process outlined below, which should be carried out periodically - at least once a year:
 - a. Non-permanent records: Complete a [Report on Records Destroyed Form \(ARM-11\)](#) and submit it to the Records Management Division at rm@scdah.sc.gov. This form is available at <https://scdah.sc.gov/records-management/forms>.
 - b. Permanent (archival) records: Contact the college or university archives for transfer for permanent retention.

Explanation of terms used in retention statements

- “Until no longer needed for reference” — Records are to be kept until you decide they have no further reference value.
- “College or University Archives: Selection of needed documentation. Permanent.” — Records are to be transferred to the college or university archives for permanent retention. Archives staff may choose to retain all or some of the transferred records.
- “College or University Archives: Permanent.” — Records are to be transferred to the college or university archives for permanent retention. All records will become part of the archival collection.
- “‘X’ years; destroy.” — Records may be destroyed x number of years after creation, provided any administrative, legal, and fiscal retention requirements have been met.
- “Record Version” — Records created by one entity and forwarded to another entity for administrative purposes will have different retention requirements based on the use of those records. The record version refers to the retention of the records by the entity that owns or possesses the records as established by an agency-specific retention schedule, and in some cases, the record version will be retained permanently by the Department of Archives and History.

Special provisions

- **Opting out** — You may opt out of using general schedules and continue to use already approved specific schedules that cover the same records as the general schedules. You may also opt out of using general schedules if you wish to establish new specific schedules for the same records instead. Submit a [General Schedule Opt-Out Form \(ARM-18\)](#) to the Records Management Division at rm@scdah.sc.gov.
- **Confidential and restricted records** — Records officers and records custodians should ensure that confidential records are securely filed, accessed, and disposed of to prevent unauthorized access. If you transfer a restricted record to the college or university archives for permanent retention, you must state clearly that it is restricted, give the reason for the restriction, and how long the restriction applies.
- **Exceptions to minimum retention periods** — This general schedule establishes minimum retention periods for the official copy of your records. Although most records can be destroyed when their minimum retentions have been met, you may need to keep some records longer to satisfy specific requirements, such as federal or state audits, legal purposes, litigation, fiscal purposes, and any other related retention hold. Be sure those requirements have been met before you dispose of those records.
- **Copies** — This general schedule does not cover copies of records, which you may have made for convenience, information, or duplication. If you have duplicate copies of records in any format, you must deem one version as the official version to be covered by the retention schedule. You should destroy all other copies when they are no longer referenced or used. The destruction of copies does not need to be reported on the [Report on Records Destroyed Form \(ARM-11\)](#).
- **Non-Records** — This general schedule covers the official version of records and certain materials do not need to be retained as records under the disposition requirements of this schedule. Such materials include: (1) catalogs, trade journals, and other publications received that do not require official action and do not document department activities; (2) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (3) transitory records, depending on the context, which are temporary records created for short-term internal purposes that may include, but are not limited to: a) routing slips, voicemail, and phone messages; b) miscellaneous notices or memoranda; c) information received as part of a distribution list or e-mail message received from listservs and other Internet sources, solely for reference; d) preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions; e) documents that are superseded or updated (may not include official records, newsletters, etc.); f) unsolicited advertising materials; g) information in a form used for casual communication of a transitory nature; h) general correspondence pertaining to scheduling an event with no long-term value. These kinds of materials may be disposed of when no longer needed for reference and without documentation of destruction.

- **Format** — This general schedule covers records based on their informational content rather than the medium in which they are stored. Born-digital records refer to materials that are created in an electronic format, such as a Word or Excel document. Digitized records are those created in paper format that are converted into a digital format and stored electronically, such as a PDF document. To convert paper records to digital format, you must complete and submit an [Authorization for Disposal of Original Paper Records Stored as Digital Images \(Form ARM-13\)](#) to the Records Management Division at rm@scdah.sc.gov. This form will designate the electronic copy as the official version of the record. Electronic records with long-term (10 years or more) or permanent retention must have a secure off-site back-up. Microfilm may be substituted for the original records if the microfilm meets the state standards in regulations as outlined in Chapter 12, Article 200 of the Code of Laws of South Carolina, 1976, as amended. To convert paper records to microfilm, you must complete and submit a [Microfilm Quality Certification for Records Disposition \(Form ARM-12\)](#). Permanent microfilmed records must have a duplicate security copy stored in a separate location. These forms are located at <https://scdah.sc.gov/records-management/forms>.
- **Social media and email programs** — These are platforms used to convey information. The information produced or shared within the platforms by a public body is considered a record. The retention of the records contained on these platforms is based on the informational content and may be covered under several retention schedules. There is no single retention period for email. The retention of email is based on the informational content and the organizational position of the author. Social Media is addressed in the State Administrative General Retention Schedule as well as under the Administrative subarticle for state colleges and universities, school districts, and local governments.
- **Ownership of official records** — This general schedule covers records created, owned, and in the possession of state colleges and universities. Records stored in non-college or university-administered databases may not be the official version of the record covered by the general schedule. Records stored in other databases not managed by the college or university, such as federal databases that state colleges or universities input data, are not considered the official version of the record. These records should also be stored in a college or university-managed server or database where the accessibility, retention, and destruction of the official version is managed by the college or university.

Contacting the Records Management Division

For any questions regarding the use of these general schedules or to arrange a records management training session, please contact the Records Management Division at 803-896-6128 or rm@scdah.sc.gov.

Subarticle 1. Academic Affairs

ST-CU-1-01. Administrative File/Correspondence (Academic Deans and Department Chairs)

A. Description: Reflects reference material and letters relevant to the administration of the various academic departments of a state college or university. Records include correspondence, memoranda, annual reports, self-studies, policy and procedure statements, organizational charts, curriculum information, personnel data, and student information.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.

ST-CU-1-02. Commencement/Graduation File

A. Description: Records concerning college commencement. File includes programs, attendance forms, planning records, correspondence, and other related information.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Permanent.

ST-CU-1-03. Departmental Student Information Files

A. Description: Used by academic departments to monitor students' academic progress. Records include personal data, activity reports, placement tests, copies of partial transcripts, correspondence, evidence of graduation or last date of attendance, and related information.

B. Retention: 5 years after graduation or date of last attendance; destroy.

ST-CU-1-04. Faculty Recruitment Files

A. Description: Documents the hiring and retention of the highest qualified faculty for student instruction. Records include official academic transcripts that include name, address, Social Security number, identification number, phone number, birth date, coursework and related grades, and degrees awarded; curriculum vitae or resumes of professional experience; certification of credentials for undergraduate and/or graduate teaching, as appropriate, for each anticipated teaching discipline; statement of alternative qualifications and any supporting documents, if applicable; correspondence from officials at other institutions of higher education, if required; copies of licenses or certificates; and any other related information.

B. Retention:

- (1) Records of individuals hired: 5 years after inactive or end of employment; destroy.
- (2) Records of individuals not hired: 2 years from date of rejection or making of the record; destroy.

ST-CU-1-05. Faculty Senate Minutes

A. Description: Created by the faculty senate to document meeting proceedings. Records consist of written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.

ST-CU-1-06. Meeting Minutes (Academic Deans and Department Chairs)

A. Description: Records concerning meetings held by academic deans and department chairs. Records consist of written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.

ST-CU-1-07. Syllabi

A. Description: Created by faculty members to inform students of the requirements for specific courses and used to document each course taught for accreditation purposes. Information includes term, course, faculty member name and contact information, class meeting times, course description, course objectives, student learning outcomes, course schedule, attendance policy, required materials, grading scale, academic integrity statement of community standards, assignments, and any related data.

B. Retention:

- (1) Office: 2 years after end of academic semester.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-1-08. Student Evaluations of Instruction

A. Description: Used for students' evaluations of courses and instructors. Information includes completed evaluation survey sheets, student comments, cover sheets with instructor and student proctor signatures or labels identifying the course and instructor, other identifying information, and survey compilation reports.

B. Retention: After completion of program audit and until no longer needed for reference; destroy.

ST-CU-1-09. Thesis and Dissertation File

A. Description: Consists of Master's theses and Ph.D. dissertations written in partial fulfillment of the requirements of graduate degrees from the academic departments of the institution.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Permanent.

Subarticle 2. Accounting

ST-CU-2-01. Appeal Letters

A. Description: Letters describing students' disputes on past and current account balances for tuition and other education-related expenses. File includes supporting documents from students to aid in dispute of outstanding balance.

B. Retention: 2 years; destroy.

ST-CU-2-02. Authorized Signature List

A. Description: This series is used to record signature authorization sheets from all departments and offices. Information includes department name, effective date, typed name of authorized individual, signature of authorized individual, and signature of approving authority.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-2-03. Bank Deposits and Cancelled Checks

A. Description: Document the deposit of cash and checks into institution's bank accounts. Records include deposit slips, bank statements, receipts, letter of credit for recording federal deposits, cancelled checks, and other related information.

B. Retention: 3 years; destroy.

ST-CU-2-04. Bid Files

A. Description: Documents bids submitted by vendors for products or services to be purchased or used by the college or university. Records include correspondence, request for proposal documents, bid notice, sealed bids, specifications, audit requirements, rejected bids, approved bids, contract awards, terms of contract, and related information.

B. Retention:

- (1) Rejected bids: 1 year after bidding process; destroy.
- (2) Winning bids: 3 years after termination of contract; destroy.

ST-CU-2-05. Cash Receipts File and Journal

A. Description: Cash receipts received by an institution from customers for the sale of services and commodities. Cash receipts reflect amount of sale, description of services or items sold, amount of money received, and sale date. The Cash Receipts Journal reflects date, sale description, and purchase authorization number.

B. Retention: 3 years; destroy.

ST-CU-2-06. Commodity Code Listing

A. Description: Master code listings of commodities and vendors listed in the state purchasing system. Information includes vendor name, address, and code number. The commodity code lists commodity description, unit of measurement, and code number.

B. Retention: 3 years; destroy.

ST-CU-2-07. Disbursement Journal

A. Description: A listing of disbursement vouchers authorizing payment of expenses incurred. Information includes voucher number, date, amount of disbursement, and to whom payment was made.

B. Retention: 3 years; destroy.

ST-CU-2-08. Disbursement Vouchers

A. Description: Official version of vouchers prepared in order to request payment for institution expenditures. Information includes disbursement voucher number, date, description of transaction, amount, and total.

B. Retention: 3 years; destroy.

ST-CU-2-09. Emergency Procurement Files

A. Description: Used to document authorized emergency procurement purchases. These files contain such forms as Justification for Emergency Procurement and Record of Emergency Contracts. Information includes types of emergency procurements, vendors' names, the bases for the emergency determinations, dates, reasons for vendor selections, governmental body names, and authorized signatures. Also included are purchase order numbers, dates, item descriptions, commodity codes, and prices.

B. Retention: 3 years; destroy.

ST-CU-2-10. Financial Report (Annual)

A. Description: Published annual summary of an institution's financial transactions. Information includes assets, liabilities, revenue, and expenditures.

B. Retention:

(1) Office: 3 years.

(2) College or University Archives: Permanent.

ST-CU-2-11. Interdepartmental Transfer (IDT) Credit Invoices

A. Description: Prepared by an institution to bill another state agency or institution for services rendered. Also used to record transfer of funds between state agencies and institutions.

Information includes name of agency or institution, mailing address, city, code number, date, itemization of payments, adjustments, total, invoice number, fiscal year, from department credit to division, warrant numbers and date, organizational number, account number, account title, fiscal year, transaction code, and amount.

B. Retention: 3 years; destroy.

ST-CU-2-12. Interdepartmental Transfer (IDT) Vouchers

A. Description: Prepared and used by an institution to request transfer of funds to another agency or institution to pay for services rendered. Information includes voucher number, date, payee, charged to, warrant number and date, authorization, official title of person authorizing payment, organizational number, fiscal year, account number, account with, transaction code, amount charged, and total amount charged.

B. Retention: 3 years; destroy.

ST-CU-2-13. Journal Entries

A. Description: Used to make adjustments and corrections to accounting records. Information includes entry numbers, account numbers, funds, debits, credits, description, prepared by, and posted by.

B. Retention: 3 years; destroy.

ST-CU-2-14. Mail Receipts

A. Description: Document registered and certified mail receipts received. Information for registered mail receipts include, but are not limited to, number of articles, addressee address, receipt date, values, surcharges, total number of pieces listed, and received. Information for certified mail receipts include, but are not limited to, type of service, whether delivery is restricted, addresses, certification number, insured number, date postmarked, and signature.

B. Retention: 3 years; destroy.

ST-CU-2-15. Non-Automated General and Subsidiary Ledgers (Permanent)

A. Description: General and subsidiary ledgers including chart of accounts which provide final year-to-date summary accounting data and a permanent audit trail for all fiscal receipts and disbursement transactions affecting any and all the institution's funds and accounts. These include receipts and expenditures from all revenue sources, both public and private.

B. Retention:

- (1) Office: 3 years.
- (2) College or University Archives: Permanent.

ST-CU-2-16. Purchasing Card Records

A. Description: Records used to verify credit card purchases to reconcile with invoices/receipts for internal and external audit purposes to document compliance with policies and procedures. Information includes cardholder statements containing date, cardholder name, vendor, credit limit, account number, cardholder activity, account summary and amount. Also included are receipts, invoices, justification of purchase (if applicable), and audit review forms.

B. Retention: 3 years; destroy.

ST-CU-2-17. Purchase Orders and Requisitions

A. Description: Official version of purchase orders/requisitions, including emergency, sole source, and trade-in purchases, used to authorize the purchase of supplies, equipment, and services. Included are purchase orders, purchasing requisitions, and related invoices.

B. Retention: 3 years; destroy.

ST-CU-2-18. Receipt Books

A. Description: Record of funds received directly from patrons and applicants in payment of such expenses as billable services for patrons, licensing fees, examination charges, and other fees received. Information includes receipt date, receipt number, receipt of, amount of payment, and account name and/or account number.

B. Retention: 3 years; destroy.

ST-CU-2-19. Reports from Accounting Financial Databases (Non-Permanent)

A. Description: Financial reports generated for use in accounting for the receipt/disbursement of financial resources for an institution. The reports may be generated as needed, on a daily, weekly, monthly, or annual basis.

B. Retention: Until updated, superseded, or no longer needed for reference; destroy.

ST-CU-2-20. Reports from Accounting Financial Databases (Permanent)

A. Description: Financial reports generated for use in accounting for the receipt/disbursement of financial resources for an institution. These are cumulative fiscal year-end closeout reports summarizing the financial activities of the institution by providing final year-to-date summary accounting data and a permanent audit trail for all receipt and disbursement transactions affecting any and all funds and accounts. Types of reports include year-end general and subsidiary ledgers sorted by account and summary of expenditures by program, fund, and object.

B. Retention:

(1) Office: 3 years.

(2) College or University Archives: Permanent.

ST-CU-2-21. Small and Minority Business Reporting File (Active and Inactive)

A. Description: Reports prepared quarterly by an institution to ensure that businesses owned and operated by minorities are afforded the opportunity to participate in the procurement process of the state. Information includes Budget Expenditure/Construction/Renovation Information Forms and Procurement Information Forms.

B. Retention: 5 years after becoming inactive; destroy.

ST-CU-2-22. Sole Source Document Files

A. Description: Used to document procurements made when there is only one source for the required supply, service, or construction item. These files contain such forms as Justification for Sole Source Procurement and Record of Sole Source Contracts. Information includes types of procurements, the basis for sole source determinations, reasons for vendor selections, dates, governmental body names, authorized signatures, and titles. Also included are purchase order numbers, item descriptions, commodity codes, and prices.

B. Retention: 3 years; destroy.

ST-CU-2-23. State Auditor’s Report

A. Description: Reports created and distributed by the State Auditor’s Office and used to document the examination of revenues, financial accounts, and fiscal transactions of state institutions. State institutions use these reports to track audits of the institution by the State Auditor’s Office. Information in the report includes financial statements; total assets or cash on deposit with the State Treasurer; statement of revenues and expenditures for the year; statements of changes in fund balance for the year; schedule of activity for expenditures by activity for the year ended; and surety bond in force. Records also include copies of Agreed Upon Procedures (AUP), Statewide Single Audits Reports, auditor’s comments and recommendations, and management letters regarding audit findings. The record version of these reports is scheduled to be retained permanently in the Department of Archives and History through the State Auditor’s Office.

B. Retention: 7 years; destroy.

ST-CU-2-24. Surplus Property Disposal Reports

A. Description: Filed by an institution with the Department of Administration’s Surplus Property Office regarding the disposition of surplus property. Information includes date acquired, cost, property category, description, manufacturer’s identification number, and institution’s identification number.

B. Retention: 3 years; destroy.

ST-CU-2-25. Table Reports (Accounting)

A. Description: Define the meaning of code numbers and fund groups used in transactions processed through the institutions’ automated financial accounting system. Examples include Descriptor Table Listing, Transaction Code Decision Table Listing, and Table Maintenance Audit Report. The specifications of the reports of in each situation may vary.

B. Retention:

- (1) Year-end cumulative table reports:
 - (a) Office: 3 years.
 - (b) College or University Archives: Permanent.
- (2) Other table reports: Until updated, superseded, or no longer needed for reference; destroy.

ST-CU-2-26. Trade-In Document Files

A. Description: Used to document transactions for property traded-in as partial or full payment for an agency or institution purchase. These files may contain forms such as Request for Trade-In Document and Record of Trade-In Sales. Information includes institutions' names, addresses, requestors' names, property locations, institutions' contact persons for viewing property, and indication of whether trade-ins are being applied to sole source and new purchases. Also included are commodity codes, descriptions, purchase dates, makes, models, serial numbers, trade-in value, net costs, new items, purchase order numbers, and related information.

B. Retention: 3 years; destroy.

ST-CU-2-27. Travel Vouchers

A. Description: Vouchers prepared to claim reimbursement for employee travel expenses. Information includes name, address, Social Security number, institution, and amount to be reimbursed.

B. Retention: 3 years; destroy.

ST-CU-2-28. Vendor Number and Registration

A. Description: Forms prepared to request a vendor code from the State Fiscal Accountability Authority's Office of Procurement Services when the institution wants to purchase goods or services from a vendor not presently listed in the state purchasing system. Information includes vendor name, address, and new number (assigned by the Office of Procurement Services).

B. Retention: Until superseded, updated, or no longer needed for reference; destroy.

ST-CU-2-29. Warranties and Service Agreements

A. Description: Documents service and maintenance cost on equipment. Information includes service contracts, records of service performed on equipment, costs, and related correspondence and memoranda.

B. Retention: 3 years after termination of agreement; destroy.

ST-CU-2-30. W-9 Form Request for Taxpayer Identification Number and Certification

A. Description: Records required by the Internal Revenue Service (IRS) to document taxpayer identification number of vendors conducting business and/or individual contractors seeking employment with the college or universities. Information includes legal name of vendor/entity; address, Social Security, or taxpayer identification number; type of entity (individual/sole proprietor, partnership, corporation, other); back-up withholding status; and signature and date.

B. Retention: Until superseded or no longer needed for reference; destroy.

Subarticle 3. Administrative

ST-CU-3-01. Accreditation Reports

A. Description: Used to record observations, recommendations, and decisions of visiting accreditation committee members. These reports are received from study committees of accreditation associations for colleges and universities. Reports reflect suggestions and recommendations concerning an institution's organizational structure, administration, educational programs, financial resources, faculty qualifications, library resources, student body characteristics, physical plant features, and vital areas for institutions of higher learning. Also included are remarks prepared by institution officials to respond to the committee's observations and suggestions.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-3-02. Administrative Bulletins

A. Description: Used to record and circulate information concerning policies, procedures, and administrative activities of a college or university. Information includes administrative directives, staff and faculty assignments, educational opportunities, new policies, policy changes, academic program requirements, and other related information.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-3-03. Administrative Regulations

A. Description: Issued by the Commission on Higher Education and used for the general operation of college or university programs. Records include regulations, instructions, and other issuances that establish methods to administer a college or university's mission, functions, and responsibilities.

B. Retention: Until superseded and no longer needed for reference; destroy.

ST-CU-3-04. Annual Accountability Reports

A. Description: Published report of college or university activities made annually to the General Assembly. Information includes mission statement, program objectives, work performance measurement data, analysis of program cost allocations, financial summaries, and other data concerning the college or university during the fiscal year. Most annual reports contain an organizational chart, along with brief narratives and statistical information concerning each major section and division of the college or university.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Permanent.

ST-CU-3-05. Calendars

A. Description: Used to keep track of work-related events and commitments of college or university staff members. Information includes daily appointment books, calendars, and other records indicating dates for meetings and work activities.

B. Retention:

- (1) Trustees, Presidents, Provosts, Vice Presidents, Academic Deans, and Department Chairs:
 - (a) Office: Until no longer needed for reference.
 - (b) College or University Archives: Selection of needed documentation. Permanent.
- (2) All other staff: Until no longer needed for reference; destroy.

ST-CU-3-06. Campus Accident/Incident Report

A. Description: Documents any accident or incident that occurs during campus events or on college/university-owned property but not reported to police. Information includes student's name, Social Security number, date of birth, phone number, and address; date, location, and detailed description of accident/incident; nature of injury; if first aid was rendered; any actions taken; and signatures of staff and student involved.

B. Retention: 3 years; destroy.

ST-CU-3-07. Central Supply Request

A. Description: Official versions of central supply requests processed for a college or university. Information includes date, department account code, requisitioner, item number, quantity ordered, quantity issued, description, price, extension, deliver to, and location.

B. Retention: 3 years; destroy.

ST-CU-3-08. Committee Files

A. Description: Documents actions and recommendations of committees established to provide advice on policy matters and other management topics. Records consist of letters, memoranda, meeting minutes, and other paperwork concerning budget matters, maintenance of facilities, curriculum development, utilization of state/federal funds, purchase or sale of property, and other subjects related to the institution's administration, operation, and academic programs.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.

ST-CU-3-09. Conferences, Workshops, and Seminars File (College or University Sponsored)

A. Description: Files concerning each conference, workshop, or seminar sponsored by the college or university. Records include registration materials, letters, brochures, lists of restaurants, hotel listings, and other related information.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-3-10. Contracts

A. Description: Used to document contractual relationships between the college or university and service providers. Information includes the contract with description of their services to be provided, dates of the contract, signatures, and correspondence.

B. Retention: 3 years after cancellation or expiration of the contract; destroy.

ST-CU-3-11. Deeds and Leases

A. Description: Documents deeds and leases to real property owned or used by the state. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, lease agreements, titles, and related correspondence.

B. Retention:

- (1) Office: Until property is sold, disposed of, or relinquished.
- (2) College or University Archives: Permanent.

ST-CU-3-12. Disaster Preparedness and Recovery Plans

A. Description: Used to provide information concerning protection for patrons, visitors, staff, record holdings, office property, and buildings in the event of a disaster. Information includes introduction, purpose, emergency phone list, safety procedures for the specific storage area(s), recovery team contact list, responsibilities of the recovery team, evacuation chart, evacuation procedures, location of vital records, supplies and equipment lists, and list of national and local recovery services.

B. Retention: Until superseded and no longer needed for reference; destroy.

ST-CU-3-13. Endowment Files

A. Description: Documents monetary gifts to the college or university by organizations, trusts, or private citizens to support a position, scholarship, professorship, chair, or related request. Records include gift agreements, restrictions, dates, and amounts; legal approval forms; earnings; funds received and expended; bank statements, receipt, and check copies; and related supporting documentation applicable to transactions. Information also includes donor names, personal/academic/professional information, contact information, donor correspondence, and any other related information.

B. Retention:

- (1) Endowment agreements, endowment indentures, endowment investments, annual fund reports, donor correspondence, copies of bequest instruments, and wills from individuals or estates:
 - (a) Office: Until all funds are exhausted.
 - (b) College or University Archives: Permanent.
- (2) All other records: 10 years or until all funds are exhausted; destroy.

ST-CU-3-14. Event Recordings (Audio and Video)

A. Description: Recordings of special events, interviews, and other related activities produced by the college or university for promotional or entertainment purposes. Records do not include security footage or recordings of board or commission meetings.

B. Retention

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-3-15. Freedom of Information Act Files

A. Description: Files created in response to requests made under the South Carolina Freedom of Information Act (FOIA) and used to document requests and track responses. Information includes original request; requestor's address, telephone number, and name; copy of the reply as and related correspondence; billing information; and supporting documents regarding the request which may include exempt, redacted information.

B. Retention: 1 year and until no longer needed for reference; destroy.

ST-CU-3-16. Grant Files (Active and Inactive)

A. Description: Used to retain information concerning financial grant assistance received by a state supported college or university. Files include, but are not limited to, statement of budget and expenditures, notices of grants awarded, financial status reports, authorization for transfer of grant funds, draft copies of detailed budgets for programs, copies of federal assistance applications, correspondence, and memoranda. These documents concern construction of facilities, educational grants, student loan and work study programs, financial assistance for veterans and career professionals, and other related information.

B. Retention: 3 years after close of grant; destroy.

ST-CU-3-17. General Correspondence and Reference File (Non-Executive Levels)

A. Description: Routine correspondence and reference materials created or retained by non-executive level staff. Letters and memoranda reflect communications regarding program procedures, general work activities, and responses to information requests. Also included are copies of policy and procedure statements, program information, reports, and other related material.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-3-18. Insurance Claim Forms

A. Description: Files which record personal injury, fire, damages, and other claims against the college/university or filed by the college/university against others. Records consist of supporting data which includes names of claimant and insured, nature of claim, alleged injury, damages assessed, settlement breakdown, incident reports, witness statements, and any related information.

B. Retention: 6 years after claim resolved; destroy.

ST-CU-3-19. Insurance Policies Files

A. Description: Documents institution insurance policies concerning group hospital insurance, automobile liability, fire and extended coverage, and tort liability. Records include certificates of insurance which list effective policy dates, policy types, policy number, name and contact information of insurance company, names of entity insured, amounts of coverage, rates, and other related information. Contents may also include endorsements from the Insurance Reserve Fund, renewals, changes, copies of policies, correspondence, information from insurance seminars, and a listing of office contents and their values.

B. Retention: Until renewal of the policy and no longer needed for reference; destroy.

ST-CU-3-20. Internal Management Policy and Procedure Files

A. Description: Policies, procedural directives, and manuals developed by an institution to govern its internal management functions such as payroll, procurement, personnel administration, equipment inventory, and other internal management matters.

B. Retention:

- (1) Office: Until superseded, updated, or no longer needed for reference.
- (2) College or University Archives: Permanent.

ST-CU-3-21. Mailing Lists

A. Description: Used to record the names and addresses of clients and other persons with whom the college or university has regular contact. Information includes mailing lists and registers of employees, officials, and constituents, whom college or university staff communicate with regularly.

B. Retention: Until superseded or no longer needed for reference; destroy.

ST-CU-3-22. Management Information Reports

A. Description: Provides information concerning general administration, facilities management, and student enrollment. Reports include surveys, facility inventories, student enrollment figures and projections, and other related topics.

B. Retention: Until superseded and no longer needed for reference; destroy.

ST-CU-3-23. Meeting Minutes (Non-Executive Levels)

A. Description: Used to document the meetings held by non-executive level staff. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention: 3 years; destroy.

ST-CU-3-24. Meeting Recordings

A. Description: Audio/video/digital recordings of agency meetings used to prepare written copies of the minutes. Information includes date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act.

B. Retention: 2 years; destroy, provided written versions of the minutes have been produced.

ST-CU-3-25. Motor Vehicle Operations and Maintenance Files

A. Description: Files of motor vehicle operations and maintenance. Included are requests for institution vehicles, vehicles inspection/use reports, motor vehicle accident reports, and motor vehicle inventories. Also included are vehicle trip logs listing name of institution, driver's name, beginning and ending odometer readings, and comments concerning problems with the vehicle.

B. Retention: 3 years; destroy.

ST-CU-3-26. Motor Vehicle Purchase File

A. Description: Used for reference and vehicle management. Information includes vehicle property receipt, purchase orders, bid worksheets, institution vehicle inventory forms, motor vehicle titles, vehicle insurance information, and other related information.

B. Retention: 3 years after vehicle is disposed of; destroy.

ST-CU-3-27. Organizational Charts

A. Description: Reflect the organizational structure of a college or university and its departments. Information includes a diagram which shows a systematic and symbolic arrangement of an institution's departments and program areas by name and function.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: 1 copy. Permanent.

ST-CU-3-28. Permanent Improvement Files

A. Description: Files concerning construction of and permanent improvements to the college or university's facilities. Records include project proposal, capital improvement requests, authorizations to execute construction contracts, cost estimates, construction contracts, related memoranda, correspondence, blueprints, and specifications. Portions of this series created in 1980 and later are scheduled to be retained permanently by the Department of Archives and History through the State Fiscal Accountability Authority's Office of State Engineer.

B. Retention:

- (1) Records created before 1980:
 - (a) Office: Until completion of construction project and no longer needed for reference.
 - (b) College or University Archives: Selection of needed documentation. Permanent.
- (2) Records created during and after 1980: Until completion of construction project and no longer needed for reference; destroy.

ST-CU-3-29. Photographs/Slides/Posters

A. Description: Depicts activities in the various academic departments of a college or university. Included are photographic proofs and negatives of college or university activities, and should include identification according to time, place, and activity. May also include large framed photographs of individuals and groups, pictures of lecturers, group portraits of professors and students, pictorials of campus scenes, and demonstration slides for instruction.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-3-30. Property Inventories

A. Description: Itemized lists of fixed assets (except land and buildings) completed by institutions. Information includes inventories of equipment, furniture, and other similar property.

B. Retention: 3 years; destroy.

ST-CU-3-31. Public Relations File

A. Description: Information concerning college or university publicity. Included are press releases, biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-3-32. Publications

A. Description: Printed material published by colleges or universities for internal and external distribution. This series includes directories, manuals, research reports, surveys, and other college or university publications (except annual report).

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-3-33. Records Management Files

A. Description: Files related to an institution's records management program. Included are records retention schedules, guidelines, information concerning records inventory and scheduling, records transfers, microfilm applications, disposal notices, and other related data. Portions of this series are scheduled to be retained permanently through the Department of Archives and History.

B. Retention: Until superseded and no longer needed for reference; destroy.

ST-CU-3-34. Social Media Comments and Messages

A. Description: Series consists of comments and messages authored by college or university employees or members of the public. Used by colleges and universities to respond to public inquiries, complaints, and comments. Materials include, but not limited to, comment threads, direct messages, and replies.

B. Retention: 5 years; destroy.

ST-CU-3-35. Social Media Posts, Photographs, and Events

A. Description: Social media sites (Facebook, Twitter, YouTube, Instagram, etc.) used by colleges and universities to provide information to the public, including, but not limited to, information about programs, services, activities, events, and exhibits. Materials published on social media may include photographs or other illustrations, videos, college or university publications, social media posts, flyers, announcements, and any other content created by personnel. Additional information may include the date and time a post is made, as well as what platform on which the post is published.

B. Retention

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-3-36. Speeches (Non-Executive Levels)

A. Description: Drafts and final copies of speeches given by administrative services staff below the college or university president, provost, and vice presidents' levels. Speeches concern program procedure, work activities, and related topics.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-3-37. Surveys/Maps

A. Description: Records created and developed by an agency and used for planning and studies needed to meet agency mission and function. Information concerns roads, boundaries, property lines, corners, monuments, road marker placements, structures, sites, and other related data.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Permanent.

ST-CU-3-38. Telephone Logs

A. Description: Listing of telephone calls made by college or university personnel for a particular time period. Logs reflect date, time, caller, recipient of call, and nature of business discussed.

B. Retention: 3 years and until reconciliation of telephone billing; destroy.

ST-CU-3-39. Telephone Bills

A. Description: Monthly statement of charges for telephone calls billed to a college or university. Information includes telephone number charged with call, account number, type of call, date of call, time, number of minutes, destination of telephone call, and charge.

B. Retention: 1 month after verification of charges; destroy.

ST-CU-3-40. Vendor Information File

A. Description: Records concerning specific vendors. File includes marketing information, price lists, and order related information.

B. Retention: Until superseded and no longer needed for reference; destroy.

ST-CU-3-41. Websites

A. Description: Series consists of all web pages produced by and for colleges and universities for the purpose of disseminating information. Such information includes, but is not limited to, college or university publications, and information about programs, services, activities, and events.

B. Retention:

- (1) Office: Until superseded or replaced.
- (2) College or University Archives: Permanent.

ST-CU-3-42. Work Order Request File

A. Description: Documents work order requests for all program classifications of the institution. Information on the work order requests include date, site of work, service or modifications requested, estimated cost, budget code to be charged, person coordinating the work, date needed, signature of requestor, signatures of approval, date request received by plant support, estimated completion date, and date completed.

B. Retention: 3 years; destroy.

ST-CU-3-43. Work Reports

A. Description: Reports of work activities performed by personnel carrying out regular or special duties. Series does not include published project reports or reports to the Governor or General Assembly. Information includes dates, person responsible for report, and a running account of activities performed.

B. Retention: 2 years or until summarized or superseded; destroy.

Subarticle 4. Athletic Department

ST-CU-4-01. Concession/Lease Agreements

A. Description: Documents sale of concessions at sports events, use of college or university trademarks for the sale of memorabilia, and rentals for box seating. Records include athletic concession agreements, revocable nonexclusive licenses to use certain indicia of the college or university, and stadium seating lease agreements.

B. Retention: 5 years after termination of lease agreement; destroy.

ST-CU-4-02. Equipment Files

A. Description: Documents the use of sportswear and equipment by student athletes. Records include equipment room daily activity report, equipment rental charts, statement of lost equipment, and other related information.

B. Retention: 4 years; destroy.

ST-CU-4-03. Recruiting Files

A. Description: Documents the recruitment and eligibility of student athletes for participation in the athletics program as governed by applicable guidelines. Records include official visit of prospective athlete, student-athletes' affirmation of eligibility, national letter of intent, and related forms.

B. Retention: 6 years; destroy.

ST-CU-4-04. Scrapbooks

A. Description: Documents publicized athletic events and sports activities at the institution. Records include clippings from local newspapers and other media concerning athletic events at the college or university.

B. Retention:

- (1) Office: 6 years.
- (2) College or University Archives: Permanent.

ST-CU-4-05. Sports Information Files

A. Description: Contains information distributed to public relations staff and news media concerning sports events at the college or university. Information includes box scores, play-by-plays, team statistics, photographs, and related information.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-4-06. Student Athlete Compliance Files

A. Description: Used to maintain eligibility records for student athletes and for reports submitted to the National Collegiate Athletic Association. Information includes student name, address, phone number, Social Security number, sport played, athletic aid, employment information, vehicle registration, drug testing information, recruiting records, medical information, letter of intent, background information, grade level, academic standing, grade point average, progress toward a degree, and eligibility status. May also include athlete graduation and retention rates and any related materials.

B. Retention: 7 years after last date of attendance; destroy.

ST-CU-4-07. Ticket Applications

A. Description: Used to process requests for season and individual game tickets to athletic events. Information includes the applicant's name, address, phone number, and number of tickets requested.

B. Retention: 3 years; destroy.

ST-CU-4-08. Ticket Records

A. Description: Documents the control of ticket operations and distribution of tickets for athletic events. Information includes sale of tickets, allocation of tickets, allocations for "away" games, stadium attendance, and related records.

B. Retention: 3 years; destroy.

ST-CU-4-09. Training Room Medical Records (Active and Inactive)

A. Description: Created by physicians and training room staff to monitor student athletes' medical histories during their association with the college or university athletic program. Information includes medical histories, injury complaints, drug testing, and other related data.

B. Retention:

- (1) Active file: Until student graduates or withdraws from the college or university.
- (2) Inactive file: 10 years; destroy.

Subarticle 5. Alumni Relations

ST-CU-5-01. Alumni Files

A. Description: Used to retain current information on former students. The series consists of student forms, alumni information forms, and related records. Information includes student names, gender, Social Security numbers, spousal names, addresses, parental or guardian names, alumni status of family members, and evidence of graduation or last date of attendance.

B. Retention:

- (1) Office: 5 years after graduation or last date of attendance.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-5-02. Alumni Fundraising Files

A. Description: Used to document contributions to the alumni fund and contacts made during fundraising drives. Information includes contributors' names and addresses, telephone numbers, Social Security numbers, dates, contribution amounts, types of contributions (gifts or pledges), methods of payment (check or cash), contact dates, callers' names, and related information.

B. Retention: 3 years; destroy.

ST-CU-5-03. Alumni Fund Reports

A. Description: Used to report information concerning contributions to the alumni fund on a monthly, quarterly, or annual basis. Information includes report dates, contributors' names, amounts of contribution, types of contribution, giving categories, and related information.

B. Retention: 3 years; destroy.

Subarticle 6. Career Placement and Planning

ST-CU-6-01. Job Locator Service Files

A. Description: Used to document placement and tracking of students in part-time positions off campus. Records include annual reports, salary summaries, Equal Opportunity Employment agreements, Job Locator Participant registration cards, unused registration identification cards, lists of students employed in part-time jobs and internships, and related information.

B. Retention: 3 years; destroy.

ST-CU-6-02. Student Career Placement and Planning Files

A. Description: Used to assist students in planning career goals and objectives. This series also provides prospective employers with a comprehensive record of students' scholastic and personal data. Information includes career goals, academic credentials, personal data, work experience, honors, distinctions, consent forms for release of information, records regarding graduation or last date of attendance, and related information.

B. Retention: 5 years after graduation or last date of attendance; destroy.

Subarticle 7. Health Services

ST-CU-7-01. Counseling Services Client Records

A. Description: Documents services and/or treatment for students receiving counseling and psychological services. Information includes student's name, personal history, personal data, Informed Consent form, treatment summary, diagnoses, coordinator remarks, dates of services, information and documentation received from external affiliates, testing data, and any other related data.

B. Retention:

- (1) Records concerning adult patients: 10 years after date of last treatment; destroy.
- (2) Records concerning minor patients: 10 years after date of last treatment after student reaches the age of majority; destroy.

ST-CU-7-02. Health Records

A. Description: Used to document health services and/or treatment provided to students, employees, and other persons. Information includes medical histories, personal data, examinations, complaints, laboratory test results, diagnoses, identification of injury or illness, dates and types of treatment, physicians' remarks, student immunization records, and an indication of whether the record is for an adult or pediatric patient.

B. Retention:

- (1) Records concerning adult patients: 10 years after date of last treatment; destroy.
- (2) Records concerning pediatric patients: 13 years after date of last treatment; destroy.

ST-CU-7-03. Substance Abuse Program Administration Records

A. Description: Records concerning the administration of campus substance abuse programs. Includes reports, attendance, rosters, compliance audits, correspondence, and other related records.

B. Retention: 4 years; destroy.

Subarticle 8. Internal Auditing

ST-CU-8-01. Audit Report

A. Description: Documents the final financial, operational, and compliance audit findings for the institution or its departments. Information includes background information, subject of the audit, findings, and recommendations.

B. Retention: 3 years and until no longer needed for reference; destroy.

ST-CU-8-02. Working Papers

A. Description: Used to conduct periodic financial, operational, and compliance audits of all offices. Records include pre-audit research and planning, analysis sheet, suggestion sheet, entrance/exit conference, computer software applications, findings, recommendations, inventory of property, organizational control review, and internal control questionnaire.

B. Retention: 3 years and until no longer needed for reference; destroy.

Subarticle 9. Institutional Development and Research

ST-CU-9-01. Appropriation Requests File

A. Description: Documents information compiled by a state college or university's staff to provide the basis for the institution's budget request. State appropriation requests for public institutions of higher learning are based on a formula developed by the Commission on Higher Education and state colleges and universities. Records include utility expenditure summaries, enrollment reports, research and public service program assessments, financial data for staff and faculty salaries, library and facility needs, and other information which serves as a basis for the institution's appropriations request.

B. Retention: 3 years; destroy.

ST-CU-9-02. Foundation Files

A. Description: Documents the administration of college or university foundations. Files may include correspondence, reports, proposals, accounting and financial information, surveys, justifications, and other related information.

B. Retention:

(1) Office: 5 years.

(2) College or University Archives: Permanent.

ST-CU-9-03. Gift Files

A. Description: Documents the funding of financial gifts to the college or university and the administration of these funds. Included in this series are financial records, correspondence, memoranda, reports, special stipulations or provisions, and other related information.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.

ST-CU-9-04. Project Grant Awards and Contracts

A. Description: Documents grants and contracts awarded to the institution or employees for sponsored projects. Information includes name of project, award notification, contract number, and other related information.

B. Retention: 3 years after expiration of grant funding period or termination of contract and until no longer needed for reference; destroy.

ST-CU-9-05. Research Files

A. Description: Records created to verify and clarify data pertaining to facts gathered by staff. Records include survey questionnaires, on-site visit reports, study selection methods, reference and resource material used, compilation of all relevant data, researcher notes, drafts of published results, final results reports, and other related material.

B. Retention:

- (1) All records with the exception of final reports:
 - Office: Until completion of research project and no longer needed for reference; destroy.
- (2) Final reports:
 - (a) Office: Until completion of research project and no longer needed for reference.
 - (b) College or University Archives: Selection of needed documentation. Permanent.

Subarticle 10. Legal Records

ST-CU-10-01. Attorney General Opinions

A. Description: Official opinions issued by the Attorney General or his/her assistants. These are legal interpretations written upon request of a college or university to guide in enforcing and complying with the law. Also included is related correspondence. The record version of this series is scheduled for permanent retention by the Department of Archives and History through the Attorney General's office.

B. Retention: Until superseded or no longer needed for reference; destroy.

ST-CU-10-02. Delegation of Authority Records

A. Description: Records documenting delegations of power to authorize college or university business. Includes signature authorities and powers of attorney.

B. Retention: 1 year after superseded or obsolete; destroy.

ST-CU-10-03. Legal Opinions File

A. Description: Formal legal opinions written by counsel in response to requests concerning the governance and administration of the college or university. Information includes statement of facts, legal analysis, relevant laws and precedents, and counsel's conclusions.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Permanent.

ST-CU-10-04. Legislative Reference Files

A. Description: Records pertaining to bills, prospective legislation, and laws. Records include the bill and supporting material concerning the proposed legislation, such as newspaper clippings, reports, and correspondence. The series also includes copies of approved legislation.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Permanent.

ST-CU-10-05. Litigation Case Files

A. Description: Records documenting lawsuits filed by or against the institution. Information includes, but is not limited to, the lawsuit file, summons and complaint, affidavits, answers, all pleadings, discovery, court dates, depositions, research, interrogations, briefs, lis pendens, subpoenas, returns, motions, notices, rule to show cause, correspondence, maps, drawings, and final orders. Court records in this series are also available in the court having jurisdiction over the case.

B. Retention: 6 years after the case closed; destroy.

ST-CU-10-06. Release Forms

A. Description: Records documenting release of the college or university from liability related to various activities involving students, faculty, staff, and visitors. Includes hold harmless provisions, liability waivers, and other related release forms.

B. Retention: 3 years after expiration; destroy.

ST-CU-10-07. Service Licenses and Permissions

A. Description: Records conferring legal permission and granting authority to the college or university for use of materials and/or services. Includes licenses to use or produce goods or services, permits to host events in college facilities, and copyright permission requests received and granted by the college.

B. Retention: 3 years after expiration of the licenses and permits; destroy.

ST-CU-10-08. Settlements

A. Description: Records concerning informal settlements of contract or agreement disputes. Records include settlement agreements, correspondence, documentation of disputes, and legal opinions sought during the settlement process.

B. Retention: 10 years after expiration of settlements; destroy.

ST-CU-10-09. Subpoenas and Affidavits

A. Description: Records concerning information provided by the college or university in response to subpoena requests or other legal actions for cases in which the institution or employee is not a party. Subpoenas either command an individual's appearance in court on a certain day to testify or to produce documents for a pending lawsuit. Information includes name of plaintiff, name of defendant, date of subpoena, deadline for response, request for copies of records, agency response, and fees for copies of information. May also contain copies of the requested information to include maps, plans, drawings, and other related documents.

B. Retention: 3 years after individual appearance in court or document production is complete; destroy.

Subarticle 11. Library Services

ST-CU-11-01. Interlibrary Loan Request Records (Processed and Unprocessed)

A. Description: Used to record successfully processed interlibrary loan requests and loan requests the staff was unable to process. Information includes patron's name, identification, requested information, and whether the materials or books are available. This series also documents interlibrary loan transactions for patrons of other libraries that use the institution's library system.

B. Retention:

- (1) Records for processed and completed requests: Until no longer needed for reference; destroy.
- (2) Records for unprocessed requests: 1 year; destroy.

ST-CU-11-02. Library Catalog (Books, Periodicals, and Other Publications)

A. Description: Used as a finding aid to the library holdings. Information includes name of author, title, subject, publisher, publication date, and call number.

B. Retention: Until updated or no longer needed for reference; destroy.

ST-CU-11-03. Library Fines and Fees

A. Description: Documents money received for library fines, library computer information searches, lost books, and interlibrary requests. Information includes amount of money received, what the money was received for, date, and other related information.

B. Retention: 3 years; destroy.

ST-CU-11-04. Newspaper and Manuscript Collection

A. Description: Materials concerning the state or communities' heritage or culture. Included are Bible records, wills, diaries, letters, photographs, maps, newspapers and other related items.

B. Retention:

(1) Office: Until no longer needed for reference.

(2) College or University Library or Archives: Permanent.

ST-CU-11-05. Photo Duplication Request Forms

A. Description: Created to document photocopy requests. Forms reflect information concerning copyright restrictions, author, book title, manuscript box and folder number, items to be copied, duplication costs, and patron's signature.

B. Retention: 3 years; destroy.

ST-CU-11-06. Request Cards

A. Description: Documents patrons' requests for information on holdings. Information includes call number, collection number, title, location, number of items used, researcher's name, and date.

B. Retention: 3 years; destroy.

Subarticle 12. Payroll

ST-CU-12-01. 1099 Form Non-Employee Compensation

A. Description: Records of compensation paid to contract or non-employees that do not come from wages, salaries, or tips. Information on the form as required by the Internal Revenue Service (IRS) includes payer's name, address, and Federal Identification Number (FIN); recipient's identification number, name, and address; and compensation paid and taxes withheld.

B. Retention: 4 years; destroy.

ST-CU-12-02. Electronic Funds Transfer Authorizations

A. Description: Authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. Information includes employee name, name of financial institution, copy of deposit slip, and other related information.

B. Retention: 3 years after end of employment or cancellation of the authorization; destroy.

ST-CU-12-03. Employee Payroll Records

A. Description: Used to document employees' payroll earnings and deductions. Records include payroll vouchers, payroll deduction records, cancelled payroll checks, and related documents. Information includes employees' names, name of institution, pay periods, code indicators, gross earnings, net earnings, and signature and title of approving authority. Also included are the types and amounts of payroll deductions.

B. Retention: 3 years; destroy.

ST-CU-12-04. Employer Contribution Reports

A. Description: Created by the South Carolina Department of Employment and Workforce and used to verify earnings of the employees. Information includes name and address of the employer, number of persons employed during the quarter, how remittance is paid, number of places of business in South Carolina covered by the report and signature, title, date of individual filling out the report, and other documents concerning taxable and non-taxable wages of employees. The record version of this series is retained in the Department of Employment and Workforce, as scheduled.

B. Retention: 3 years; destroy.

ST-CU-12-05. Health, Dental, and Optional Life Insurance Reports

A. Description: Generated by the Public Employee Benefit Authority (PEBA) Employee Insurance Program to reconcile the monthly health, dental, and optional life insurance bills of the college or university. Information includes institution name, address, group identification number, billing period, subscriber count, premium amount (employer/employee shares), source of funds, premium due, and other related information. The record version of this series is retained in the Public Employee Benefit Authority (PEBA) Employee Insurance Program, as scheduled.

B. Retention: 3 years; destroy.

ST-CU-12-06. Payroll Adjustment Forms

A. Description: Forms to deduct money from employees' wages. Information includes name, Social Security number, amount, description of deduction, payroll period beginning date, and other related information.

B. Retention: 3 years after end of employment or cancellation of the authorization; destroy.

ST-CU-12-07. Payroll Check Register

A. Description: Used to record the institution's payroll disbursements. Information includes name of employee, Social Security number, institution number, check number, and related information.

B. Retention: 10 years and until no longer needed for reference; destroy.

ST-CU-12-08. Payroll Register

A. Description: Used by a college or university to reference year-to-date pay and deductions from paychecks. Information includes employer's name, employees' names, Social Security numbers, gross pay, tax information, Federal Insurance Contribution Act (FICA) amounts, retirement, insurance, net pay, and related information.

B. Retention: 10 years and until no longer needed for reference; destroy.

ST-CU-12-09. Reports from Payroll Financial Databases (Non-Permanent)

A. Description: Financial reports generated for the disbursement of resources of the college or university. The reports may be generated daily, weekly, monthly, annually, or at year-end closeout. They can be a regular report or a query to the database.

B. Retention: Until updated, superseded, or no longer needed for reference; destroy.

ST-CU-12-10. Reports from Payroll Financial Databases (Permanent)

A. Description: Financial reports for the disbursement of resources of the college or institution. These are cumulative fiscal year-end closeout reports summarizing the financial activities of the institution by providing final year-to-date summary accounting data and a permanent audit trail for all disbursement transactions affecting any and all funds and accounts.

B. Retention:

(1) Office: 3 years.

(2) College or University Archives: Permanent.

ST-CU-12-11. Savings Bond Deductions File

A. Description: Used to record the purchase of savings bonds by employees. Information includes employee name, Social Security number, agency or institution number, agency or institution name, and amount of bond. Also included are United States Savings Bond Election Forms.

B. Retention: 3 years; destroy.

ST-CU-12-12. Social Security Reports

A. Description: Used to document employees' Social Security contributions. Information includes employees' names, Social Security numbers, Federal Insurance Contribution Act (FICA) amounts, year-to-date taxable and non-taxable income, and federal and state income tax amounts.

B. Retention: 3 years; destroy.

ST-CU-12-13. Standard Retirement System Quarterly and Monthly Reports

A. Description: Used to document state employees' retirement contributions on a quarterly and monthly basis. Information includes employer's name, employees' names, Social Security numbers, active member register numbers, non-member numbers, amounts of contribution, service credits, and related information.

B. Retention: 3 years; destroy.

ST-CU-12-14. Table Reports (Payroll)

A. Description: Defines the meaning of code numbers and fund groups used in transactions processed through the institution's automated financial accounting system. Examples include Descriptor Table Listing, Transaction Code Decision Table Listing, and Table Maintenance Audit Report. The specifications of the reports of each institution may vary.

B. Retention:

- (1) Year-end cumulative table reports:
 - (a) Office: 3 years.
 - (b) College or University Archives: Permanent.
- (2) Other table reports: Until updated, superseded, or no longer needed for reference; destroy.

ST-CU-12-15. W-2 Form Wage and Tax Statement

A. Description: Used to record employee's total earnings and withholdings for the calendar year reported to the Internal Revenue Service (IRS). Information includes employer's identification number, employer's name and address, employee's Social Security number, employee's name and address, amount of taxes withheld, and total wages paid.

B. Retention: 5 years; destroy.

ST-CU-12-16. Workers' Compensation Insurance Files

A. Description: Used to document the payment of workers' compensation insurance premiums. Records include an interdepartmental transfer for payment of premiums and a form to the State Workers' Compensation Fund reflecting the total amount due and payment due date with attached memoranda. Also included are Workers' Compensation Insurance Quarterly Report(s) reflecting the code, agency or institution, source of funds, total salaries for the quarter, amount of payment due, totals, certified correct, and authorizing signatures.

B. Retention: 3 years; destroy.

Subarticle 13. Personnel (Human Resource Management)

ST-CU-13-01. Affirmative Action Plans and Progress Reports

A. Description: Documents Affirmative Action Plans prepared by state institutions and Progress Reports used by the State Human Affairs Commission to monitor the implementation of these plans. Affirmative Action Plans reflect college or university-projected policies, procedures, and practices to achieve the goal of a non-discriminatory employment system. Also included are statistics, analysis of the current and projected work force composition by race and sex, and comments. The semi-annual Progress Reports consist of updated employment data analysis by race and sex; a summary of personnel actions which reflect a breakdown of college or university positions by race and sex; and analysis and comments. Also included is correspondence concerning the Affirmative Action Plans and their implementation. Portions of this series are scheduled to be retained permanently by the Department of Archives and History through the State Human Affairs Commission.

B. Retention: 3 years; destroy.

ST-CU-13-02. Affordable Care Act Reports

A. Description: Documents that employer-provided health insurance coverage was made available to employees. Information includes reports used for filings to the Internal Revenue Service (IRS). Monthly reports include the employer's name, address, and identification number; number of full-time employees, as well as employee name, address, and Social Security number; start date and end date; and benefit detail, benefit eligibility, benefits offer/non-offer, and related comments. Annual reports track benefit offers via tax year.

B. Retention: 3 years, destroy.

ST-CU-13-03. Classification/Compensation Actions

A. Description: Documents related to reclassification, additional duties, additional knowledge and skills, hiring above the minimum, position description updates, salary adjustments, special pay, promotional pay, grant salary supplements, and other relevant instances. Information includes analysis of positions, including comparable job duties and salary average data; employee data, including current profile and transcripts/degrees; job specifications; employment applications; old or proposed position description; and other information relevant to making class/compensation action decisions.

B. Retention: Until superseded or 3 years after end of employment; destroy.

ST-CU-13-04. Dual Employment File

A. Description: Concerns authorizations allowing college or university employees to accept secondary employment. Information concerning dual employment authorizations includes employee's name; employers' involved, title of second occupation; and date and signature of employee and supervisors.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-13-05. Employee Background Checks

A. Description: Created as part of the employment process and based on records obtained from third-party providers to determine if candidate is suitable for employment. Information includes applicant's name, address, date of birth, Social Security number, any alias used, criminal history, employment history, driving records, and related records.

B. Retention:

- (1) Records of individuals hired: 5 years after end of employment, destroy.
- (2) Records of individuals not hired: 2 years, after the record was made or personnel action was taken, whichever is later; destroy.

ST-CU-13-06. Employee and Volunteer Training Records

A. Description: Records used to verify training completed by employees and volunteers, not including training required by the Occupational Safety and Health Administration (OSHA). Records include class title, date, time, and location; class outlines and contents; materials needed for class, if any; instructor name; names of employees/attendees; test results; course evaluations; number of approved continuing education hours or other certificate earned, if applicable; completion status; and any other related information.

B. Retention:

- (1) Certification records: Until re-certification or until no longer needed for reference; destroy.
- (2) All other records: 3 years after completion of training; destroy.

ST-CU-13-07. Employee Medical Records

A. Description: Records used to document the results of employee medical tests and to determine physical ability to perform job duties. Information includes name of employee, Social Security number, test results of random alcohol and drug tests along with other routine medical records. Routine records include results of physicals and/or other related medical program records, including physician's notes, laboratory reports, physical exam reports, and polygraph reports. May contain employee exposure records for hepatitis, tuberculosis, and bloodborne pathogens. May also include medical monitoring for respiratory protection and fit test performed.

B. Retention:

- (1) Records of exposures to hazardous materials/bloodborne pathogens, hepatitis, and tuberculosis: 30 years after end of employment; destroy.
- (2) All other medical records: 5 years; destroy.

ST-CU-13-08. Employer Status Reports (Unemployment Compensation)

A. Description: Reports from an individual college or university to the Department of Employment and Workforce which are used by the Department of Employment and Workforce to determine the liability or non-liability of an institution for payment of unemployment compensation. Records include the Employer Status Report, Notice of Liability sent to the college or university from the Department of Employment and Workforce, Notice of Contribution for the next calendar year, and related memoranda and correspondence concerning changes in college or university unemployment compensation accounts and liability. The record version of this series is retained in the Department of Employment and Workforce, as scheduled.

B. Retention: 6 years; destroy.

ST-CU-13-09. Employment Applications (Not Hired)

A. Description: Completed employment applications and personal resumes of applicants who were not hired by a college or university. Information includes applicant's name, address, Social Security number, position applied for, educational background, work experience, and other related information.

B. Retention: 2 years from the date of rejection or making of the record; destroy.

ST-CU-13-10. Employment Data Analysis by Sex and Race

A. Description: A statistical breakdown of information concerning employees by type, number, salary, and percentages of minority personnel. Information includes type of employees (officials/administrators, professionals, technicians, office/clerical, service, maintenance), racial classifications, total work force, and work force summary.

B. Retention: 2 years from the date of the personnel action involved or the making of the record; destroy.

ST-CU-13-11. Equal Employment Opportunity Report

A. Description: Documents the job classification and compensation of all college or university personnel. Information includes class code, slot, name, Social Security number, employee number, pay rate, state/federal funding, race, and sex.

B. Retention: 2 years from the date of the personnel action involved or the making of the record; destroy.

ST-CU-13-12. Equal Employment Opportunity Reporting and Personnel Research Forms

A. Description: Forms completed by applicants for state employment as part of their employment application. Information includes statistics on job applicants which are reported annually to the State Human Affairs Commission. The form, which is detached from the employment application, lists the applicant's name, date, Social Security number, date of birth, position applied for, race, sex, and marital status.

B. Retention: 2 years from the date of the personnel action involved or the making of the record; destroy.

ST-CU-13-13. Faculty Contracts (Full and Part Time)

A. Description: Documents contracts between faculty members and a college or university. Contracts reflect name of instructor or professor, Social Security number, position, subject taught, employment dates, total number of hours, hourly rate, total contract amount, budget code, date, and signatures of the instructor or professor, division chair, and academic dean.

B. Retention: 3 years after termination of contract and until no longer needed for reference; destroy.

ST-CU-13-14. Family Medical Leave Act (FMLA) Files

A. Description: Records created per Family Medical Leave Act guidelines and in accordance with the Fair Labor Standards Act (FLSA) to track and coordinate leave associated with federal requirements. Information includes basic payroll and identifying employee data, including name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; total compensation paid; dates or hours of the leave if in increments of less than one full day; copies of employee notices of leave furnished to the employer under FMLA, if in writing, and copies of all written notices given to employees as required under FMLA and these regulations; any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves; premium payments of employee benefits; records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the employer or employee of the reasons for the designation and for the disagreement; and any other related leave records.

B. Retention: 3 years; destroy.

ST-CU-13-15. Grievance Files

A. Description: Materials relating to the reviewing, hearing, and disposing of classified employee position initiated grievances and appeals of adverse personnel actions and disciplinary measures. Records include initial grievance filing, letters of appeal, investigations, decisions rendered at each level of the grievance procedure, hearing transcripts or summaries, related correspondence, grievance and appeal procedures for the college or university and all state employees, and the final decision rendered by the State Employee's Grievance Committee. Portions of this series are retained in the Department of Administration's Division of State Human Resources, as scheduled.

B. Retention: 5 years after settlement of issue; destroy.

ST-CU-13-16. I-9 Form Employment Eligibility Verification

A. Description: Used to verify legal employment eligibility, per federal law, for the purpose of hiring new employees and to re-verify employment eligibility status. Records consist of completed and signed I-9 forms and supporting documentation, including, but not limited to, copies of driver's licenses, Social Security cards, and/or passports.

B. Retention: 3 years from date of hire or 1 year from date of termination, whichever is later; destroy.

ST-CU-13-17. Job Announcements (Vacancies)

A. Description: Announcements concerning job openings in colleges or universities. Information includes title of position, salary or grade range (merit system classification), description of job duties, closing date, and to whom applications should be directed.

B. Retention: 2 years after position is filled or announcement is superseded or updated; destroy.

ST-CU-13-18. Job Classifications

A. Description: A listing of all job positions classified by the Division of State Human Resources. Information includes position qualifications, pay grades, and duties for positions in state service. The record version of this series is retained in the Department of Administration's Division of State Human Resources, as scheduled.

B. Retention: Until termination of position; destroy.

ST-CU-13-19. Job Interview Files

A. Description: Records documenting interviews with candidates applying for available positions who were not hired. Information includes notes taken during job interviews. May also include applications, resumes, recommendations, and related correspondence.

B. Retention: 2 years; destroy.

ST-CU-13-20. Leave Records

A. Description: Record of leave balances for each employee. Information includes employee name, Social Security number, type of leave accrued and used, service date, and leave balances.

B. Retention: 3 years; destroy.

ST-CU-13-21. Leave Requests

A. Description: Records documenting an employee's request to use accumulated leave. Information includes employee name, type of leave, and amount of time off requested.

B. Retention: 3 years; destroy.

ST-CU-13-22. Log and Summary of Occupational Injuries and Illnesses

A. Description: Record of work-related injuries, illnesses, and deaths. Information includes case or file number, date of injury or onset of illness, employee name, occupation, department, description of injury or illness, fatalities, non-fatal injuries, injuries with lost workdays, injuries without lost workdays, and other related information.

B. Retention: 5 years following the end of the calendar year to which they relate; destroy.

ST-CU-13-23. Personnel Administrative File

A. Description: Documents the administration of personnel policy in state colleges or universities. Records include correspondence, reports, memoranda, and other records regarding personnel procedures.

B. Retention: Until superseded, updated, or no longer needed for reference; destroy.

ST-CU-13-24. Personnel Files (Active & Inactive)

A. Description: Forms and materials relating to current and former employees. Records include position description, employment applications, resumes, letters of recommendation, performance evaluations, salary information, insurance information, leave records, workers' compensation reports, resignation and termination records, and any related employment history.

B. Retention: 5 years after end of employment; destroy.

ST-CU-13-25. Personnel Policies and Procedures

A. Description: Policies and procedures issued by the college or university or the Department of Administration's Division of State Human Resources. Records include employment application policy, classification and compensation plan, explanation of performance appraisal system, reduction in force procedures, grievance policies, Equal Employment Opportunity guidelines, termination procedure, workers' compensation plan, and other procedures issued by a college or university and/or the Division of State Human Resources. Portions of this series are scheduled to be retained permanently by the Department of Archives and History through the Department of Administration's Division of State Human Resources.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Permanent.

ST-CU-13-26. Safety and Hazardous Materials Records Training and Certification

A. Description: Records documenting compliance with mandatory training and safety operations recommended or required by the Occupational Safety and Health Administration (OSHA). Documents the training taken by college or university employees for various types of safety courses as well as employee training and certification for handling hazardous materials. May include training for bloodborne pathogens, confined space entry, fork truck certification, general workplace safety, lock/tagout, fire extinguisher training, hazardous material safety, first aid, cardiopulmonary resuscitation (CPR), Oxygen and Automated External Defibrillator (AED) and other related safety training. Information includes employee name and signature, date of training, type of training, and name and signature of instructor.

B. Retention:

- (1) Training records: 3 years, or 1 year after end of employment, whichever is sooner; destroy.
- (2) Exposure records: 30 years after end of employment; destroy.

ST-CU-13-27. Statewide Personnel Information and Reporting System Files

A. Description: Used to monitor employment, salary adjustment, performance reviews, terminations, and other personnel activity. Reports include Alphabetical Listing of Employees Sequenced by College or University, Employee Name; Employee Roster Sequenced by Grade, Class Code, and Name; Temporary Employment Roster; Gross Salary Change Report; Termination Analysis and Performance Review; Summary Report; Report on Salary Change Code-Merit Increase; Reviews Report-Classified Positions-Review Sequence; Vacancies Report-All Positions; and other related records.

B. Retention: Until superseded or updated; destroy.

ST-CU-13-28. Temporary Employee Files

A. Description: Records and documentation relating to employment of temporary employees. Records contain Notice of Temporary Employment, withholding tax forms, job applications, and any other related records.

B. Retention: 2 years after end of employment; destroy.

ST-CU-13-29. Time and Attendance Records

A. Description: Records concerning time worked by employees during a pay period. Information includes employee's name, section or organization unit, employee number, pay period, total time worked, and supervisor approval.

B. Retention: 3 years; destroy.

ST-CU-13-30. Vacancies File

A. Description: Documents position vacancies in a college or university. Information includes college or university's name, grade, classification title, salary range, hours worked per week, and pay rate of position.

B. Retention: Until superseded or updated; destroy.

ST-CU-13-31. Volunteer Files

A. Description: Used to maintain demographic and emergency information on volunteers. Records include applications, volunteer dates, description of volunteer services, volunteer name, address, telephone number, Social Security number, date of birth, emergency contact name and phone number, release of liability, background checks, and any related information.

B. Retention: 3 years after rejection or termination of volunteer service; destroy.

ST-CU-13-32. Workers' Compensation Records and Claim Documentation

A. Description: Records and reports generated as the result of employment-related illnesses and injuries that may be used to document claims for the purpose of requesting payment and/or reimbursement for expenses incurred or payment for lost wages. Information includes, but is not limited to, employee name, salary information, incident/accident reports, Employer's First Report of Injury, physician's report and itemized statement, conditional waiver of hearing, status reports, medical bills, compensation receipts, correspondence related to the case, claims forms, final determination, and any other related documentation.

B. Retention: 2 years after case settlement and until no longer needed for reference; destroy.

Subarticle 14. President

ST-CU-14-01. Administrative Correspondence

A. Description: Concerns communications received and generated by the college or university's president. Topics include, but are not limited to, information requests and responses to those inquiries; matters related to the board of trustees; administrative and fiscal operations of the institution; consultations with presidents of various colleges or universities; information pertaining to professional organizations and educational authorities; and other related topics.

B. Retention:

- (1) Office: 3 years.
- (2) College or University Archives: Permanent.

ST-CU-14-02. Administrative Files

A. Description: Documents executive actions, decisions, and interactions with key officials of the college or university. Records include memoranda, policy statements, and reports concerning accreditation requirements, budget material, department activities, faculty and student relations, tenure and salary issues, facility and building operation and maintenance, grant awards, research programs, foundation endowments, fiscal accountability, personnel matters, academic requirements, student athletic issues, and other related topics.

B. Retention:

- (1) Office: 3 years.
- (2) College or University Archives: Permanent.

ST-CU-14-03. Meeting Minutes of President's Executive Staff

A. Description: Documents meetings held by a state college or university president with his or her executive staff. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.

ST-CU-14-04. Resource Files

A. Description: Consists of manuals, informational bulletins, and guidelines required for long-term reference in the administration of the college or university. Information includes academic issues, copies of personnel policies, National Collegiate Athletic Association material, Commission on Higher Education activities, copies of state and federal laws or regulations governing the administration of public colleges and universities, fiscal procedures, institution organizational matters, student government activities, and other related subjects.

B. Retention: Until superseded, or no longer needed for reference; destroy.

ST-CU-14-05. Speeches

A. Description: Drafts and final copies of speeches given by the college or university president. Speeches concern program procedures, work activities, and related topics.

B. Retention:

(1) Office: 3 years.

(2) College or University Archives: Selection of needed documentation. Permanent.

Subarticle 15. Provosts and Vice Presidents

ST-CU-15-01. Administrative Correspondence

A. Description: Correspondence related to the administration of a college or university and its major departments and divisions. Information includes management activities, priorities for academic affairs, major business and finance matters, physical plant maintenance, important student-related matters, and athletics administration. These letters are usually found at the institution's provost and vice president levels.

B. Retention:

(1) Office: 3 years.

(2) College or University Archives: Permanent.

ST-CU-15-02. Administrative Files

A. Description: Documents actions of a state college or university's provost or vice presidents. Records include memoranda and reports concerning institution policy; organizational and program development records; and important fiscal data and personnel information. These records reflect administration of policies, coordination of institution functions, and overall management of major divisions and departments of a state college or university.

B. Retention:

(1) Office: 3 years.

(2) College or University Archives: Permanent.

ST-CU-15-03. Meeting Minutes (Provosts and Vice Presidents)

A. Description: Records concerning meetings held by provosts and vice presidents. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.

ST-CU-15-04. Speeches

A. Description: Drafts and final copies of speeches given by provosts and vice presidents. Speeches concern program procedures, work activities, and related topics.

B. Retention:

- (1) Office: 3 years.
- (2) College or University Archives: Selection of needed documentation. Permanent.

Subarticle 16. Public Safety

ST-CU-16-01. In-Car and Body Camera Recordings

A. Description: Recordings created from an in-car or body-worn camera that is activated to capture contact with citizens. May also be used for administrative investigations, reviews, or training. Information includes date and time of recording, name of officer, and records of event details. If a recorded event results in a court case of investigation, the video and audio is duplicated and retained as evidence.

B. Retention: 60 days; destroy.

ST-CU-16-02. Incident Reports

A. Description: Used to record the original report of a felony or incident and pertinent facts surrounding the offense. Information includes college or university identification, incident type, case numbers, National Crime Information Center (NCIC) entries, administrative data, property estimates, narratives, names of subjects, names of victims, descriptions of events or incidents, and related information.

B. Retention: 5 years or until no further legal or administrative value, whichever comes later; destroy.

ST-CU-16-03. Juvenile Records

A. Description: Created by officers through writing a report and/or issuing a citation or juvenile petition which are used for prosecution purposes and to document who the juvenile was released to. Information includes name, date of birth, race, sex, vital statistics, date crime committed, photographs, warrant, name of officer, a copy of the arrest/booking report, and certified driving record for driving under the influence (DUI).

Retention: 3 years after subject reaches age of majority; destroy.

ST-CU-16-04. Motor Vehicle Parking Registration File

A. Description: Used to register student, staff, and faculty motor vehicles for parking. Information include owners' names, make of vehicles, model, year, license plate numbers, decal registration numbers, Social Security numbers, and parking registration fees.

B. Retention: After superseded or canceled and until no longer needed for reference; destroy.

ST-CU-16-05. Parking Tickets

A. Description: Used to document parking violations. Information includes date and time of violations, automobile license tag numbers, locations, violations, decal numbers, and amount of fines.

B. Retention: 3 years after fine is paid; destroy.

ST-CU-16-06. Parking Ticket Appeals

A. Description: Used to document appeals by persons receiving parking tickets. Information includes violations, locations, reasons for appeal, names, addresses, and Social Security numbers.

B. Retention: 1 year after completion of appeal process; destroy.

ST-CU-16-07. Security Surveillance Information

A. Description: Used for security purposes and to document any incidents on campus property, including but not limited to common areas, buildings, and facilities. Recording medium may be rotated out as necessary for legal proceedings or when clarity is in question. Information includes the capture of ongoing activities in specific areas with time and date captured.

B. Retention:

- (1) Non-incident recordings: 30 days; destroy or reuse.
- (2) Incident recordings: Until turned over to law enforcement or until no longer needed for internal or external litigation and appeals process; destroy.

ST-CU-16-08. Shift Reports

A. Description: Used to document officers' responses to requests for assistance. Information includes times calls are received, dates, names of officers, and brief description of the problem.

B. Retention: 5 years or until no further legal or administrative value, whichever comes later; destroy.

ST-CU-16-09. Uniform Traffic Collision Reports (Accident Reports)

A. Description: Used to document investigations of motor vehicle accidents occurring on state college and university campuses. Information includes dates, times, county codes, name of town or city, collision locations, conditions and descriptions of motor vehicles, restraining devices used, drivers'/pedestrians' names, drivers'/pedestrians' addresses, administrative data, names of investigating officers, names of reviewing officers, and related information.

B. Retention: 3 years; destroy.

Subarticle 17. Residence Services

ST-CU-17-01. Student Residence Files

A. Description: Used to document occupancy of student residences. Records include residence hall or apartment applications, housing contracts, contract expiration or termination date, bills/charges for occupancy, room assignment sheets, room or residence condition reports, bills/charges for damages, documentation of room or residence security deposits, deposit transfer forms, deposit refund requests, refund request vouchers, and related information.

B. Retention: 3 years after expiration or termination of contract; destroy.

Subarticle 18. Student Affairs

ST-CU-18-01. 1098-T Form Tuition Statement

A. Description: Documents payments received or amounts billed for qualified tuition and related expenses that a student must pay to be enrolled at or attend an eligible educational institution. Records include Internal Revenue Service form 1098-T Tuition Statement which contains filer's name, address, telephone number, employer's identification number, student's tax identification number, payments received, adjustments from previous year, scholarships or grants awarded, type of student (half-time or graduate), and reimbursements or refunds for expenses by insured.

Retention: 3 years from the due date of the returns; destroy.

ST-CU-18-02. Accessibility and Disability Student Records

A. Description: Documents services or treatment and types of academic accommodations provided to meet the special needs of disabled students. Information includes student's vital information, Social Security number, consent forms, contact notes, correspondence, and statements from physicians or other licensed professionals to document student disabilities and any related information.

Retention: 3 years after student leaves the college or university and no longer needed for reference; destroy.

ST-CU-18-03. Class Roll

A. Description: Documents student enrollment according to course and/or subject area and is used for registration and statistical reports. Information includes course title, semester or term type, department, course number, course credit, name of instructor, student names, identification numbers, and any related information.

B. Retention: 1 year; destroy.

ST-CU-18-04. Continuing Education Student Records

A. Description: Documents the registration and enrollment of students in continuing education courses. Information includes student's name, Social Security number, sex, ethnic background, date of birth, highest education level attained, type of work, years of employment, permanent address, courses registered for, and signature of student.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-18-05. Degree Applications

A. Description: Documents requests for an earned degree from a state college or university. Information includes student number, name, signature, local address, degree applied for, diploma ordered, and a list of courses not yet completed but needed for graduation.

B. Retention: 1 year after graduation or date of last attendance; destroy.

ST-CU-18-06. Fraternity and Sorority Organization Files

A. Description: Files created by staff that relate to fraternities or sororities. Records include, but are not limited to, name of organization/chapter, change of status forms, chapter recognitions forms, insurance information, member roster and governance, college or university policy compliance agreement, member grade point average release forms, non-hazing agreement, general description and event registration forms for planned meetings and activities, a copy of the constitution or bylaws, and any other related documents.

B. Retention:

(1) Office: 5 years.

(2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-18-07. Grade Sheets/Reports

A. Description: Used to record grades for each college or university student enrolled in a specific course at the end of each semester. The grade sheet/report include student number, student name, course title, semester, department, course number, section, instructor, grade and signature of the instructor.

B. Retention: 1 year after date distributed; destroy.

ST-CU-18-08. International Student Files

A. Description: Documents admission and enrollment of international students. Information includes student's name; Social Security number and driver's license number; admission documents (application, transcripts, and Test of English as a Foreign Language (TOEFL) score); copy of passport; background information; federal forms related to immigration (Certificate of Eligibility for Non-Immigrant Student Status, Arrival/Departure Record and Employment Authorization Document (EAD) card); Internal Revenue Service (IRS) required forms; and other related information.

B. Retention: 10 years after graduation or date of last attendance; destroy.

ST-CU-18-09. Official Transcripts (Graduate and Undergraduate)

A. Description: Used to record the official internal academic transcript of students attending a state college or university. These records include such information as name, identification number, major, class, courses taken, grades received, dates of attendance, and type of degree awarded (if any).

B. Retention: 75 years after graduation or date of last attendance; destroy.

ST-CU-18-10. Scholarship and Other Institutional Financial Aid Program File

A. Description: Documents information on scholarships and financial aid activities at the state college or university. Records concerning notifications to donors and specifics of financial aid includes memoranda, correspondence, requirements for financial aid recipients, summaries of scholarship and financial aid activity, and other related information.

B. Retention: Until no longer needed for reference; destroy.

ST-CU-18-11. Student Admission and Enrollment Files

A. Description: Documents a student's acceptance and matriculation at a state college or university. Records include, but is not limited to, student applications, external transcripts from high schools, or other colleges and universities, letters of recommendation, registration forms, drop/add sheets, forms concerning removal of incomplete grades, guidelines concerning student classification, graduation check-off sheets, and convenience copies of student loan information.

B. Retention:

- (1) Accepted student records: 5 years after graduation or date of last attendance; destroy.
- (2) Rejected or withdrawn student records: 1 year; destroy.

ST-CU-18-12. Student Associations and Organizations File

A. Description: Records concerning student associations and organizations officially recognized by the college or university. Records include constitutions, bylaws, newsletters, minutes, brochures, announcements, photographs, reports, scrapbooks, and other related records.

B. Retention:

- (1) Office: Until no longer needed for reference.
- (2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-18-13. Student Discipline Files

A. Description: Documents disciplinary action against students for misconduct. Information includes student's name and other personal data; student code violation; disciplinary action against the student, including any disciplinary hearings, appeals, and final decisions of dismissed, suspended, or expelled; and sanctions other than suspension or expulsion. May also include campus police reports.

B. Retention:

- (1) Dismissed: 1 year after file is closed; destroy.
- (2) Sanctions other than suspension or expulsion: 7 years after file is closed and until no longer needed for reference; destroy.
- (3) Expulsion and/or suspension: Until no longer needed for reference; destroy.

ST-CU-18-14. Student Financial Aid Records

A. Description: Used to maintain the official record of accounts for grants and loans. Records include applications, tax return for student and/or parent, verification worksheet, student aid report, student loan application and promissory note, federal work study packet, financial aid approved or rejected, and related information.

B. Retention:

- (1) Approved financial aid records:
 - (a) Student loans: 3 years after loan is cancelled or repaid; destroy.
 - (b) Student grants: 3 years after the last day of the award year or 3 years after the date the institution files its fiscal operations report for that year; destroy.
- (2) Rejected financial aid records: 1 year; destroy.

ST-CU-18-15. Student Grievance Files (Active and Closed)

A. Description: Documents grievances of students against the college or university. Information includes grievance form, name of student, name of person against whom grievance is filed, nature of grievance, solution, appeals, committee findings, and decision.

B. Retention: 3 years after file is closed; destroy.

ST-CU-18-16. Students Graded Exams, Papers, and Homework

A. Description: Documents student subject mastery in courses and the grades awarded to students. Information includes student's names and identification numbers, course title, date, and instructor's names. Also included is student work kept by instructors, such as individual student performance on homework, examinations and quizzes and associated answers, term research papers, essays, presentations, projects, or other assignments factoring into a student's final grade for a course.

B. Retention: 1 year after course ends; destroy.

ST-CU-18-17. Title IX Files

A. Description: Records created in response to a report or formal complaint of sexual harassment, including but not limited to, the investigation, along with any determination of responsibility; hearings; disciplinary sanctions imposed and remedies provided to a complainant; any appeal and the result thereof; informal resolutions, if any; supportive measures; and all materials used to train investigators, decision-makers, and coordinators.

B. Retention:

(1) Office: 7 years following final resolution.

(2) College or University Archives: Selection of needed documentation. Permanent.

ST-CU-18-18. Veterans' Files

A. Description: Used to document the academic and enrollment status of students receiving veterans' benefits. Information includes applications for benefits, requests for certification, certificates of release or discharge from active duty, changes of program (study) or location of training, amounts of tuition for students enrolled less than half-time, birth certificates for sons or daughters of deceased veterans, and notices of benefits for guardsmen and reservists.

B. Retention: 3 years after termination of enrollment; destroy.

Subarticle 19. Trustee Board

ST-CU-19-01. Trustee Board Administrative Correspondence

A. Description: Concerns communications received and generated by the state college or university governing bodies. Records include information requests, responses to those inquiries, matters related to the state colleges or universities, administrative and fiscal operations of the institution, consultations with other board of trustees members, information pertaining to professional organizations and educational authorities, and other related topics.

B. Retention:

(1) Office: 3 years.

(2) College or University Archives: Permanent.

ST-CU-19-02. Trustee Board Meeting Minutes

A. Description: Records of official proceedings of state college or university governing bodies. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention:

- (1) Office: 5 years.
- (2) College or University Archives: Permanent.