

University Policy 300.02 RECORDS RETENTION

Responsible Administrator: Provost – the Chief Academic Officer

Responsible Office: The Campus Library/ Archivist

Originally Issued: September 2010

Revision Date:

Authority: Office of the President

Policy Statement

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

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

Statement of Purpose

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

- Accreditation Reports

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

Applicability

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

RETENTION SCHEDULE

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



Human Resources

<u>Type of Record</u>	<u>Retention Date</u>
Personnel Files	Permanent/ the Director of Human Resources/ 803-535-5268
Benefits Files	Permanent/ the Director of Human Resources
I-9	One year after termination/ the Director of Human Resources
Tuition Remission	One year after termination/ the Director of Human Resources
Recordkeeping Forms - Binder	Five years/ the Director of Human Resources
Monthly Invoices/E-Requisitions	Five years/ HR Assistant/Human Resources Information Specialist/ 803-535-5517
Temporary Employment Applications (TEAs)	Five years, the Director of Human Resources
Leave Forms	Three years after termination/ the Director of Human Resources
Employee Relations Files	Until final disposition of the charge or action or until lawsuit is over plus one year/ the Director of Human Resources
Worker's Compensation Files	Duration of employment plus 30 years/ the Human Resources Generalist / 803-535-5420

Fiscal Affairs

<u>Type of Record</u>	<u>Retention</u>	<u>Contact</u>
Financial Records	Seven years	The Vice President of Fiscal Affairs/803-535-5197
Grants and Contracts Grants Accounting Records	Three years	The Vice President of Fiscal Affairs The Office of Sponsored Programs/803-535-5540 Grants Accountants/803-535-5373
Payroll Records	Seven years	Payroll Accountant/803-535-5354
Litigation or Audit Records	Not destroyed	The Vice President of Fiscal Affairs
Legal Retention/Litigation		Initial inquiry to the Vice President of Fiscal Affairs The University Counsel
Records Storage		Tingley Memorial Hall (Senior Administrative Assistant of Fiscal Affairs)/803-535-5492 Electronic imaging and offsite storage (The Associate Vice President of Information Technology)/803-535-5326) Physical offsite storage (The Director of Auxiliary Services)/803-535-5470

Student Services

<u>Type of Record</u>	<u>Retention Date</u>	<u>Contact Person</u>
Office of Admissions	Students who enroll records are transferred to the Enrollment Office. Students who do not enroll or are denied admissions records are kept for one year and then destroyed by shredding.	The Director of Admissions/ 803-535-5340
Office of Student Financial Aid	Three years	The Director of Financial Aid/ (803)535-5720
Enrollment Office	Indefinitely	Registrar (Enrollment Management)/ 803-535-5471
Student Health Services	Records must be maintained for at least six years after the last clinical contact, and must be maintained for an additional two years in the event of a death. All records must be released to the client upon request. Reference: HIPAA Regulation dated Feb 3, 2010 and American Health Information Association. Records must be shredded or burned by university records management office.	The Campus Nurse/ 803-535-5328
Counseling Services	Records are retained for seven years, and then destroyed by shredding.	The Director of Counseling/ 803-535-5285
Judicial Records	Records are retained for five years, and then destroyed by shredding.	The Vice President of Student Development and Services/ 803-535-5341

Note: If a University official has any doubt if a record should be retained, that official should consult with the University Archivist or another appropriate authority of the H.V. Manning Library before destroying any records.