



Policy Title:	Records Retention
Policy Number:	UNIV-448
Revision Date:	October 2022
Policies Superseded:	PRES-101
Policy Management Area(s):	Institutional Research, Assessment and Analysis

SUMMARY:

This document sets forth Coastal Carolina University's policy for retention and disposition of official University records.

POLICY:

The active management of records management is vested in the Office of Institutional Research, Assessment, and Analysis to ensure the preservation of those University records of permanent value, and to further provide for the proper disposition of all official University records. All official University records are public records as defined by the Public Records Act of 1973 (S.C. Code of Laws, 1976, Title 30, Chapter 1, Section 30-1-10 through 30-1-140, as amended).

I. RECORDS MANAGEMENT FUNCTION

- A. Any actions taken that affect the disposition of official University records must conform to the provisions of the Public Records Act of 1973.
 - 1. The University records manager, or designee, shall have the right of reasonable access to and examination of all current University records. Such access shall be for the application or preparation of retention schedules for each series of records, in accordance with the provisions of the Public Records Act of 1973.
 - 2. Each schedule will stipulate all factors relating to the disposition of that record series, transfer of records to the University Records Center and the timetable for destruction, or transfer to the University Records Center for permanent preservation.
 - 3. In preparing records retention schedules for the various University departments, the University records manager, or designee, will, in each case, consult with the department head and other appropriate University officials.
 - 4. The University records manager has the authority to act for the president of the University to authorize the disposition of records based upon records retention and the disposition schedules approved by the South Carolina Department of Archives and History, and the South Carolina Department of Administration.

5. No records may be destroyed or discarded without approval from the University records manager, or designee, in the Office of Institutional Research, Assessment, and Analysis.
- B. Current Records Administration
1. The University records manager, or designee, may take such action as is necessary to protect current records from misplacement, loss, or destruction.
 2. The University records manager, or designee, shall advise University departments regarding adoption of sound practices relative to the creation and maintenance of current University records.
 3. Department heads and University officials are responsible for maintaining an adequate filing system and for coordinating with the University records manager, or designee, in the Office of Institutional Research, Assessment, and Analysis to ensure the proper disposition of all records.

Detailed information about records management and retention schedules can be found at <https://www.coastal.edu/iraa/recordsmanagement>.