

## DATA/RECORDS RETENTION

Code **EHB** Issued **1/03**

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Purpose: To establish the basic structure for maintenance and retention of center records.

Center records are open to the public in compliance with the South Carolina Freedom of Information Act. Persons who wish to review those records must forward their requests to the director.

The director or his/her designee will maintain a system for maintenance, retention and periodic destruction of appropriate records. Such system will be in compliance with applicable laws and regulations.

Adopted 1/27/03

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Legal references:

- A. S. C. Code, 1976, as amended:
  - 1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
- B. Department of Archives and History Regulations:
  - 1. 12-900, et seq. - General retention schedules for school districts.