

Subject: S.C. State Documents Depository Program  
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The State Documents Depository Act, Act 348 of 1982, was signed into law by Governor Riley on May 6, 1982, and became effective July 1, 1982. The Act designates the S.C. State Library as the major depository for state publications and empowers the Library to establish a system of sub-depositories in existing libraries in South Carolina.

All state agencies, departments and colleges and universities are required to deposit fifteen (15) copies of each of their publications in the State Library within fifteen (15) days after printing. A state publication, as defined by the Act, is any publication printed at state expense or under the supervision of or contract with a state agency, excepting inter-office and intra-office communications.

The Act ensures the preservation of state documents, which contain economic, demographic, social and political information vital to researchers. The establishment of sub-depository collections in a library in each of the ten planning districts permits convenient access to state publications for all South Carolinians. Agencies may refer individuals requesting documents to the nearest depository library.

The S.C. State Library designates the Chancellor's office as the contact point to ensure receipt of fifteen (15) copies of required USCB publications.

The following offices are responsible for ensuring that the Chancellor's Office is provided with fifteen (15) copies of listed publications within ten (10) days after printing:

#### ACADEMIC AFFAIRS

Research papers Issued in the name of USCB  
Faculty Manual  
Department Handbooks  
Library Annual Report

The above listing is predicated on USCB publications in existence at this time. All proposals for future USCB publications will be routed through the Chancellor's office to ascertain whether they should be added to the depository list.

#### Student Services

USCB Student Handbook  
Institutional Effectiveness  
USCB Profile  
USCB Fact Book  
Registrar  
USCB Bulletin.