

NUMBER: BTRU 1.09  
SECTION: Board of Trustees  
SUBJECT: Employment of Outside Legal Counsel  
DATE: February 1, 1995  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Thomas Stepp  
Issued by: Board of Trustees

---

## I. Policy

No department, agency, division, bureau, individual or other entity in or of the University may employ an attorney for legal work or legal consultation of any sort without prior review and written approval by the Attorney General of South Carolina. In like manner, final approval for payment of legal fees or fees for legal consultation may not be granted within the University without prior review and approval by the Attorney General of South Carolina.

## II. Procedure

- A. University offices should send requests for employment of outside legal counsel to the System Legal Department.
- B. The General Counsel will handle procedures for obtaining approval of the Attorney General.
- C. Requests for payment of fees should be routed through the System Legal Department.
- D. Before forwarding employment or payment requests to the Attorney General, the General Counsel must determine the following:
  1. outside counsel is indeed required for handling of the problem concerned;
  2. the proposed employment meets University requirements;
  3. the attorney finally recommended to the Attorney General is well and fully qualified to deal with the matter concerned;
  4. any fees processed for approval are based on actual services rendered.