

**ADMINISTRATIVE DIVISION** BTRU Board of Trustees  
**POLICY NUMBER** BTRU 1.09  
**POLICY TITLE** Employment of Outside Legal Counsel  
**SCOPE OF POLICY** USC System  
**DATE OF REVISION** September 27, 2024  
**RESPONSIBLE OFFICER** Secretary of the Board of Trustees  
**ADMINISTRATIVE OFFICE** Board of Trustees

**PURPOSE**

The purpose of this policy is to ensure that the University of South Carolina consistently adheres to legal standards and best practices in working with outside legal counsel.

**POLICY STATEMENT**

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.

**PROCEDURES**

- A. University offices should send requests for employment of outside legal counsel to the Office of the General Counsel.
- B. The University’s General Counsel will handle procedures for obtaining approval of the Attorney General.
- C. Requests for payment of fees should be routed through the Office of the General Counsel.
- D. Before forwarding employment or payment requests to the Attorney General, the University’s 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.

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
February 1, 1995	New policy

March 24, 2016	Policy organization, content, and accuracy reviewed in March 2016. The name of the current Secretary of the Board of Trustees was added as the authorizing agent and a department name updated.
September 27, 2024	Policy content reviewed with update to Responsible Officer.