



**South Carolina Department of Archives & History
Division of Archives and Records Management**

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

BERKELEY COUNTY

Local Government Subdivision

ALL DEPARTMENTS

Office or Department

8

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered:

16749

1/27/2015
Date

Michelle Cook
Signature of Approving Authority

Records Retention Specialist
Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

1-27-15
Date

[Signature]
Signature of Approving Authority

Supervisor
Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

2-3-15
Date

[Signature]
Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

ALL DEPARTMENTS

16749 SAFETY DATA SHEETS
(Material Safety Data Sheets)

Description:

Records providing workers and emergency personnel with the proper procedures for handling or working with a particular substance. Information includes material name, chemical name, physical toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, precautions and warnings, emergency information, treatment, spill/leak procedures, and other related information.

Retention:

30 years, then destroy.

SCHEDULE APPROVED 2/3/2015



South Carolina Department of Archives & History Division of Archives and Records Management

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PART I — Office or Department

BERKELEY COUNTY

Local Government Subdivision

ALL DEPARTMENTS

Office or Department

0008

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered:

15308 (REVISED)

3-14-2011

Date

Sherry J. Walcott

Signature of Approving Authority

Records Mgr.

Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

3/10/11

Date

[Signature]

Signature of Approving Authority

County Supervisor

Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

3/17/11

Date

[Signature]

Director, Department of Archives and History



BERKELEY COUTY

RECORD GROUP NUMBER: 0008

ALL DEPARTMENTS

15308 FREEDOM OF INFORMATION ACT REQUEST FILES

Description

Files created in response to requests made under the SC Freedom of Information Act (FOIA). Information includes original request, copy of the reply thereto as well as any related correspondence and supporting documents regarding the request.

Retention

1 year after final action, then destroy.

Revised

SCHEDULE APPROVED 03/17/2011



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PART I—Office or Department

BERKELEY COUNTY
Local Government Subdivision
ALL DEPARTMENTS
Office or Department
8
Record Group Number

I certify that I am authorized to act for this office or department in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this office or department after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: 08315

8-10-95
Date

Samuel J. Powell
Signature of Approving Authority

Records and Special Projects Manager
Title

PART II—Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

8/10/95
Date

James H. Rojicek
Signature of Approving Authority

County Supervisor
Title

PART III—Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

8-14-95
Date

George A. Vest
Director, Department of Archives and History



BERKELEY COUNTY

Record Group Number: 8

ALL DEPARTMENTS

08315 GENERAL CORRESPONDENCE AND SUBJECT FILES

Description

Copies of incoming and outgoing correspondence to and from the office with businesses and other government offices and citizens, reports, technical papers, studies, reference materials, copies of ordinances, resolutions, and other records created or received in the general administration of a program or in the management of the office. For the purposes of retention scheduling, the files are broken down as follows:

(1) Policy and Program Records: These records document the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as correspondence with citizens and government officials regarding policy or procedures development or program administration; annual or ad hoc narrative or statistical reports on program activities, achievements or plans; organizational charts and mission statements; studies regarding department or office operations; circular letters, directives, or similar papers addressed to subordinate units or staff concerning policies, procedures or programs; and records related to significant events in which the department or office participated. Records may include photographs, published material, audio tapes, or other record forms.

Retention

PERMANENT. Microfilm optional.

(2) General Administrative Records: These records are of a general facilitative nature created or received in the course of administering programs. Included are such records as correspondence of a routine or repetitive type, such as requests for information; reference materials, sometimes of a technical nature, used, but not created by, the office; daily, weekly or monthly office activity reports which are summarized in annual reports or which relate to routine activities; personnel data on office staff which are duplicated in Personnel Office files; purchase orders, travel expense statements or similar financial papers which are duplicated in fiscal office files; daily or weekly work assignments for office staff; suspense or follow-up files which duplicate copies of papers files elsewhere; circular letters, directives or similar papers received from other offices; and rough drafts



or notes created in compiling reports or studies.

Retention

5 years, then destroy.

(3) General Housekeeping Files: These records are of a general "housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office. Included are such records as: charitable fund raising drive materials; custodial services requests; emergency evacuation procedures; notices of holidays; parking space assignment lists; telephone installation requests; and list showing the distribution of keys.

Retention

Until no longer needed for reference, then destroy.