



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

WATER & SANITATION - BILLING

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:

16963 - 16972

8/18/2015

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.

8/20/15

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.

8-27-15

Date

[Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

WATER AND SANITATION - BILLING

16963 BANK DRAFT AUTHORIZATION

Description:

Records authorizing Berkeley County Water and Sanitation and the bank to draft payments for utility bills from customer bank accounts. Information includes BCWS account number, name, service address, mailing address, phone number, social security number, bank name, bank account number, bank routing number, signature, date and a copy of customers voided check.

Retention:

Until information is superseded or service cancelled, then destroy.

16964 CUSTOMER ACCOUNT RECORDS

Description:

Data retained on customer accounts used to prepare invoices and to track payments or monitor other actions taken on special occurrences involving the customer's account. Information includes location/account number, address, location class, zone, amount past due, current, unposted, account balance, customer name, mailing address, phone number, credit rating, collection agency balance, last payment, deposits, transaction history, consumption analysis, statements, services and other relevant information.

Retention:

3 years after account is closed, then destroy.

16965 CUT OFF REPORT

Description:

Report of the water and sanitation services that have been disconnected. Information includes service address, route, account number, meter number, meter read, name, date and technician's employee number.

SEE REVISION



Retention:
6 months, then destroy.

SEE REVISION

16966 NEW CUSTOMER / ACCOUNT REPORT

Description:

Reports listing the new customers/accounts to be added to the BCWS billing system. These records are used to verify meter readings and includes reports from the City of Goose Creek, Charleston Water and within BCWS. Information may include cycle, account number, social security number, name, phone number, service address, mailing address, other utility's account number, previous meter readings, current meter readings, total consumption, comments and status.

Retention:

Until information is entered into the BCWS Billing System, then destroy.

16967 ON / OFF REPORT

Description:

Report of the services in need of activation or deactivation. Information includes date, location, billing customer, service address, equipment, request identification, meter reading and time.

Retention:

6 months, then destroy.

16968 PROCESSING LOG

Description:

Logs generated by the company contracted to print and distribute billing statements. These reports are received 4 times a month and are used to identify trends and for other statistical purposes. Information includes number of bills printed, number of bills mailed, file name and job name.

Retention:

3 years, then destroy.

SCHEDULE APPROVED 8/27/2015



16969 TAP APPLICATIONS – COMMERCIAL

Description:

Water tap applications submitted by businesses located in Berkeley County. Information includes name of application, business name and address, mailing address, federal identification number and owner's name.

Retention:

PERMANENT.

16970 TAP APPLICATIONS – RESIDENTIAL

Description:

Applications for water taps submitted by county residents. Information includes name, service address, mailing address, social security number and home phone number.

Retention:

With Loan: 2 years following receipt of recorded Release of Lien.
Without Loan: 2 years following payment of tap fees.

16971 TRANSFER LETTERS

Description:

Letters advising customers that delinquent balances from the old service address has been transferred to a new service address. Information includes date of move, old and new service address, delinquent balance amount, account number and mailing address.

Retention:

1 year, then destroy.



16972 UTILITY PAYMENT STUBS

Description:

Stubs from utility bills that have been returned with payment and the check issued for payment. Information includes account number, address and amount due.

Retention:

3 months, then destroy.

SCHEDULE APPROVED 8/27/2015



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

WATER AND SANITATION

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:

**16964-16965 (REVISED) &
16967-16968 (REVISED)**

9/9/2016

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.

9-13-16

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.

9-19-16

Date

[Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

WATER AND SANITATION

BILLING

16964 CUSTOMER ACCOUNT RECORDS

Description:

Data retained on customer accounts used to prepare invoices and to track payments and/or monitor other actions taken on special occurrences involving the account. Information includes location/account number, address, location class, zone, amount past due, current, un-posted, account balance, customer name, mailing address, phone number, credit rating, collection agency balance, last payment, deposits, transaction history, consumption analysis, statements, services and other relevant information.

Retention:

1 year after account is closed, then destroy.

REVISED

16965 CUT OFF REPORT

Description:

Report of services that have been disconnected. Information includes service address, route, account number, meter number, meter read, name, date and technician's employee number.

Retention:

Until information is entered into the BCWS Billing System, then destroy.

REVISED

SCHEDULE APPROVED 9/19/2016



16967 ON / OFF REPORT

Description:

Report of all services in need of activation or deactivation. Information includes date, location, service address, equipment, request identification, meter reading and time.

Retention:

Until information is entered into the BCWS Billing System, then destroy.

REVISED

16968 PROCESSING LOG

Description:

Log generated by contracted company responsible for printing and distributing billing statements. This report is received 4 times per month (once for each billing cycle) and the information is used to identify trends and for other statistical purposes. Information includes number of bills printed, number of bills emailed, file name and job name.

Retention:

1 year, then destroy.

REVISED