



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 - ENGINEERING
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:

16947 - 16949

7/16/2015

Date

Mentelle 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.

7-20-15

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.

7-29-15

Date

[Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

WATER AND SANITATION

ENGINEERING

16947 BCWS ASBUILT DRAWINGS

Description:

Drawings used to document the water/sewer lines and service connections within the county.

Retention:

PERMANENT.

16948 BCWS CAPITAL PROJECTS

Description:

Records documenting the various stages of development for repairs and/or expansion of existing water and sewer lines. Information includes legal documents, contracts, permits, correspondence, status sheet, invoice, payment applications, and bonds.

Retention:

PERMANENT.

16949 BCWS PRIVATE DEVELOPMENT PROJECTS

Description:

Record of private development projects with water and sewer lines to be maintained by Berkeley County Water and Sanitation Department. Information includes legal documents, contracts, permits, correspondence, status sheets, invoices and bonds.

Retention:

PERMANENT.