



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

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:

16951

7/16/2015

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.

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

16951 WORK ORDERS / INSPECTIONS

Description:

Record of services requested by customers and the subsequent services rendered which includes inspections. Inspection records prior to 2010 are stored digitally by service address. Inspection records dated after December 2010 are included in the work order system. Information includes date, address, owner or requestor, inspector's name and signature, service type, sketch of tap with clean out location, inspection list and work order number.

Retention:

Until service has been disconnected, then destroy.