

COUNTY COUNCIL

12-503.2. County Council Minutes

A. Description: Record of proceedings at meetings of the county council which includes written descriptions of the financial and administrative business conducted. Information includes dates of meetings, names of councilmen present, claim approvals, petitions, bids, proposals, and other matters discussed by or brought to the attention of the council.

B. Retention: Permanent. Microfilm for security.

12-503.3. Ordinances

A. Description: Original ordinances passed by the county council representing local laws and regulations which pertain to the county only. Information includes ordinance number, ordinance, date, and signatures of the chairman and council clerk.

B. Retention: Permanent. Microfilm for security.

12-503.4. Resolutions

A. Description: Record of official actions authorized by county council through the passage of resolutions. Information includes resolution number, resolution, date, signature of chairman, and signature of county clerk.

B. Retention: Permanent. Microfilm for security.



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

COUNTY COUNCIL

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: 13318

3/27/02

Date

Sherry J. Williams
Signature of Approving Authority

Records 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.

3/28/02

Date

James A. Boyd
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.

4-16-02

Date

Joy A. Juyon
Director, Department of Archives and History
RECORDS ADMINISTRATOR



BEREKELY COUNTY

RECORD GROUP NUMBER: 8

COUNTY COUNCIL

13318 BIDS

Description:

Record of bids submitted by vendors selling goods and/or services to the county. Information includes request for quotation, bid spreadsheets and bid award letters.

Retention:

3 years, then destroy.

Schedule Approved 4-16-02



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

County Council

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: 11944

4-3-01
Date

Sherry J. Villigonteaux
Signature of Approving Authority

Records 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.

4/3/01
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.

4/6/01
Date

Jay A. Foy
Director, Department of Archives and History

STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



BERKELEY COUNTY

Record Group Number: 8

COUNTY COUNCIL

11944 SHORTHAND BOOKS

Description

Shorthand minutes of county council meetings used to create the meeting minutes.

Retention

2 years, then destroy, provided paper copies have been produced.