



# 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  
CYPRESS GARDENS

Office or Department  
0008

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.

13503 - 13505

Records series included in this approval are numbered:

10-21-02  
Date

Sherry J. Villapartea  
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.

10/22/02  
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.

10/28/02  
Date

[Signature]  
Director, Department of Archives and History  
STATE ARCHIVIST AND  
RECORDS ADMINISTRATOR



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

CYPRESS GARDENS

13503 DAILY DEPOSITS

Description:

Created to balance cash each day. Information includes detailed income from admissions tickets, gift shop, educational programs, facility rental and donations.

Retention:

3 years, then destroy.

13504 ADMISSION TICKETS

Description:

Created when patrons come through the gate and pay admission. Information includes price of admission.

Retention:

3 years, then destroy

13505 CONTRACT FOR FACILITY RENTAL

Description:

Created when facility is requested for rental. Information includes event date, name and address of requester, fees, deposit amount, rental agreement conditions and signatures.

Retention:

3 years, then destroy

Schedule Approved 10/28/02



**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

CYPRESS GARDENS

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:

**16563**

05/30/2014  
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.

6/4/14  
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.

6-17-14  
Date

[Signature]  
Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

CYPRESS GARDENS

16563 CYPRESS GARDENS FILM MATERIALS

Description:

Promotional records created by Trident Technical College Film Department. Information includes interviews, photographs, and re-enactments of the Garden's history.

Retention:

PERMANENT.

SCHEDULE APPROVED 6/17/2014