



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

EMERGENCY PREPAREDNESS
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:

16375 - Revised

8/27/2015 Michelle Cook Records Retention Specialist
Date Signature of Approving Authority 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.

8/31/15 [Signature] Supervisor
Date Signature of Approving Authority 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.

9-15-15 [Signature]
Date Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

EMERGENCY PREPAREDNESS DEPARTMENT

16375 GRANT FILES

Description:

Background application information and action take on federal and state grants awarded to the county. Information includes grant number, date, amount, federal or state grant, filing guidelines, grant application, contracts, correspondence, reimbursement requests, progress reports and final reports.

Retention:

Applications, Grant Contract Agreements, Annual and Final Grant Project Reports for Significant Projects: PERMANENT.

Other Records: 3 years after completion of project, then destroy.

REVISED