



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

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: **16576 - 16579**

8/1/2014

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.

8/4/14

Date

D. L. W. W.

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.

8-12-14

Date

W. L. Emerson

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

ENGINEERING DEPARTMENT

16576 COMMERCIAL PROJECT FILES

Description:

Records pertaining to review by the Engineering Department which may include Stormwater/MS4 review and approval. Information includes correspondence, plans, stormwater calculations, comment letters, non-objection letters, CAA documents and covenants.

Retention:

PERMANENT.

16577 NON-COUNTY PROJECT GRANT DOCUMENTS

Description:

Background application information and action taken on federal and state grants awarded to the county for non-county projects. 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 and Annual and Final Grant Project Reports for Significant Projects: PERMANENT.
Other Records: 3 years after completion of grant project, then destroy.

SCHEDULE APPROVED 8/12/2014



16578 INFRASTRUCTURE PROJECTS
(Roadway Projects)

Description:

Record of the resurfacing or paving of county maintained roadways. Information includes correspondence, construction plans, specifications, as-built drawings, contract documents, stormwater calculations, permitting information and inspection reports.

Retention:

PERMANENT.

16579 SUBDIVISION FILES

Description:

Records documenting the planning and approval stages in the development of a subdivision in the county. Information includes plats, correspondence, materials relating to the warranty and acceptance procedures for the county as well as the CAA/SW, if applicable, and may include inspection reports.

Retention:

PERMANENT.

SCHEDULE APPROVED 8/12/2014