



South Carolina Archives & History Center

HISTORY & HERITAGE For All Generations

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

INFORMATION TECHNOLOGY

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:

17616 - 17622

Feb. 1, 2018
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.

2-5-18
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.

2-9-18
Date

[Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

INFORMATION TECHNOLOGY

17616 ACCEPTABLE USE FORMS FOR GUEST WORKERS

Description:

Agreement forms signed by guest workers to acknowledge their understanding of the County's Acceptable Use Policy for computer and internet use. Information includes the provisions for using the county network with no expectation of privacy, name, signature and date.

Retention:

1 year after departure of guest worker, then destroy.

17617 COMPUTER ACCOUNT REQUESTS

Description:

Records documenting department requests to allow employees access to IT systems. Information includes employee name, department, requestor's name and name of system access is granted to.

Retention:

Until termination of employment, then destroy.

17618 CONTRACTS

Description:

Agreements made between the Information Technology Department and other parties. Information includes date, type of contract or agreement, terms and conditions of the contract/agreement and signatures of parties.

Retention:

3 years after expiration of contract, then destroy.



17619 LEAVE REQUESTS

Description:

Records documenting an employee's request to use accumulated leave. Information includes employee name, type of leave and amount of time off requested.

Retention:

3 years, then destroy.

17620 RESPONSIBILITY AND ASSIGNMENT OF COUNTY EQUIPMENT

Description:

Records used by Information Technology to monitor or track mobile equipment assignments. Information includes name of asset and user assigned.

Retention:

Until disposal of asset or departure of staff, then destroy.

17621 TIME SHEETS

Description:

Verification of the number of hours worked by employees of the Information Technology Office. Information includes employee name, employee number, hourly wage, days and hours worked and signature of employee.

Retention:

3 years, then destroy.



17622 IT WORK ORDERS

Description:

Work orders submitted to the Information Technology Office by various county departments for IT services and the subsequent action(s) taken on outages and/or other services requested. Information includes system outages, project requests or type of IT service requested.

Retention:

1 year after completion, then destroy.