



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

MAINTENANCE GARAGE

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: 10131-10133

11/3/97

Date

Signature of Approving Authority

County Engineer and
Public Works Director

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.

11/14/97

Date

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.

11-21-97

Date

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



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

MAINTENANCE GARAGE

10131 VEHICLE FUEL AND MAINTENANCE REPORT

Description

Report showing fleet management's monthly charges to departmental bank accounts for internal or external offices. Information includes date, department number, department name, labor, parts, tires, gas-oil, sublet total charges, year to date charges.

Retention

2 years, then destroy.

10132 MONTHLY CHARGE PRINT-OUT

Description

Computer printout showing repair costs and the amount of supplies required for each vehicle for the month. Information includes vehicle, gas-oil, repairs, outside work, gas purchases, and purchase orders for work done off-site.

Retention

2 years, then destroy.

10133 WORK ORDER/FILE MAINTENANCE/CHECK LIST/PURCHASE ORDER

Description

Record of repair, maintenance, or purchasing requests on fleet vehicles. Information includes (1) Work Order: vehicle information, date, vehicle number, type of work requested and materials needed; (2) Fleet Maintenance Request: request for maintenance, repairs needed, and cost of repairs; (3) Check List: repairs needed, parts replacement, signature of mechanic and (4) Purchasing Slip/Parts Request: name of supplier, description and cost of parts, and purchase order number.

Retention

5 years, then destroy.

1 Schedule Approved 11-21-97