



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

MASTER-IN-EQUITY

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:

17031 – 17032

11/6/2015

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.

11/16/2015

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.

11-23-15

Date

[Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

MASTER-IN-EQUITY

17031 CASE FILES

Description:

Master-In-Equity's copies of the Court of Common Pleas referrals of any non-jury civil matter involving mortgage foreclosures, zoning matters, breach of contract and sales of real estate.

Retention:

5 years, then destroy.

17032 DOCKETS

Description:

Electronic record data on all of the cases scheduled to be tried before the Master-In-Equity. Information includes name of parties, and hearing dates.

Retention:

PERMANENT.

SCHEDULE APPROVED 11/23/2015