



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

PUBLIC DEFENDER

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:

16404

9/26/2013

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.

9/30/13

Date

Will W. [Signature]

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.

10-8-13

Date

William [Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

PUBLIC DEFENDER

16404 CASE FILES

Description:

Records created in preparation of the defense of persons charged with crimes in Berkeley County. Information includes copy of warrant, indictments, incident reports, sentencing sheets, evaluations and attorney notes.

Retention:

Cases Nolle Prossed/Dismissed: 60 days, then destroy.

Cases with Less than 2-Year Sentence: 1 year, then destroy.

Cases with More than 2-Year Sentence but less than 15-Year Sentence: 20 years, then destroy.

Cases with More than 15 year Sentence: 51 years, then destroy.

Cases with Death and Life Without Parole Sentence: 75 years, then destroy.

Mental or Psychiatric Cases: 51 years, then destroy.

SCHEDULE APPROVED 10/8/13