



**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

**RECORDS MANAGEMENT**

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:

**16713**

Nov. 21, 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.

11/24/14  
Date

[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.

12-4-14  
Date

[Signature]  
Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

RECORDS MANAGEMENT

16713 TRANSMITTAL AND RECEIPT  
(Transmittal Forms)

Description:

Records used to document the transfer of records from a county office to the county's records storage facility for storage, reference and final disposition. Information includes department name, address, phone number, records approved for microfilming, date filmed, department box number, title of records, inclusive dates, retention schedule number, destruction date, records bin number, department signature, title, date, received by, date, copy returned to department, date, and date information entered into the Simple Records Management System.

Retention:

Until information is entered into Simple Records Management System, then destroy.



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**PART I — Office or Department**

BERKELEY COUNTY  
Local Government Subdivision

RECORDS MANAGEMENT  
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:

**16743**

1/20/2015  
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.

1/22/15  
Date

[Signature]  
Signature of Approving Authority

Superior  
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.

2-3-15  
Date

[Signature]  
Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

RECORDS MANAGEMENT

16743 RECORDS DESTRUCTION REPORTS  
(SCDAH Forms ARM-11 and ARM-13)

Description:

Forms completed by the Records Management staff indicating the boxes or files that are eligible for destruction in accordance with approved Records Retention Schedules issued by the South Carolina Department of Archives and History. Information includes ARM-11: office/agency name, record group number, division/office, signature of records officer or representative, record series title(s), record series number(s), inclusive dates, volume (cubic feet) and date of destruction; ARM-13: agency/government name, division/section/office name, record series title, schedule number, inclusive dates, cubic feet, retention period, vital record, off-site security copy, storage location, name and phone number of person completing the form, information certifying compliance with Public Records Stored as Digital Images Policy Statement, name and signature of authorized representative, date, disposal approved/not approved, reason, signature of Archives representative and date, signature of person disposing of records and date of disposal.

Retention:

PERMANENT.