



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

ROADS AND BRIDGES

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:

16927 - 16929

6/29/2015

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.

6/30/15

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.

7-7-15

Date

[Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

ROADS AND BRIDGES

16927 ENCROACHMENT PERMITS

Description:

Applications for permit for encroachment on the county right-of-way or easement. Information includes applicant name, address, telephone number, email address, site address, tax map number, subdivision, type of encroachment, description and details of proposed installation, approval signature and date approved.

Retention:

PERMANENT.

16928 MONTHLY REPORTS

Description:

Inspection reports created by department employees to document regular inspection of vehicles and/or equipment to insure proper maintenance. Information includes truck or equipment number, beginning and ending hours, various aspects and status (engine level, transmission oil level, cooling system, etc.), maintenance request date, signature of employee. Records may also include graded road reports, road inspections, bushhog reports, vehicle inspections, equipment inspections, field reports, and unpaved road reports.

Retention:

2 years, then destroy.



16929 WORK ORDERS

Description:

Record of service(s) requested by county departments, other government offices and/or the public. Information includes work order number, type of request, date, location, contact person, work order description, date of inspection, completion description, date completed, assigned employee's name and supervisor's name.

Retention:

3 years, then destroy.