

New Procedure for Transmittal of Records

ALL TRANSMITTALS AND RETENTION SCHEDULES ARE FOUND ON BIC AND
AT BERKELEYCOUNTYSC.GOV {GO TO EMPLOYEES AND RECORDSMANAGEMENT}

1. Place a barcode label*on each box* that will be RETAINED in Records Management (this is the only label that is necessary on the box, any other labels or writing should be removed or marked through)
2. Write or type the number from the label in the Dept Box # column on the Transmittal - **
3. Complete the Records Title, Inclusive Dates, and Retention Schedule #*** fields for each box
 - a. You may include the box contents in the Records Title field
 - b. We MUST have Inclusive dates!
 - i. The dates must be relevant: meaning, if the retention is based on date of birth then the inclusive dates should be dates of birth. If the retention is based on case initiation date then the inclusive dates should be case initiation dates.
4. Once you have completed the transmittal for all boxes, please send an email, with the completed transmittal attached, to help@berkeleycountysc.gov
 - a. The subject line needs to be pickup request – (THIS NEEDS TO BE WORD FOR WORD AND LETTER FOR LETTER – ANY VARIATION WILL CAUSE DELAYS)
5. Sign your transmittal and be sure to send the original with the boxes

If you have any questions or concerns, please contact Records Management at x4148 or x4285

*If you need barcode labels or boxes please send an email to help@berkeleycountysc.gov with the subject line **Request storage boxes** (WORD FOR WORD AND LETTER FOR LETTER-ANY VARIATION WILL CAUSE DELAYS) in the body of the email let us know how many labels and/or boxes you require.

**IF YOU CHOOSE TO COMPLETE THIS FORM BY TYPING THE INFORMATION – IN ORDER TO SAVE THE DOCUMENT SO THAT IT CAN BE ATTACHED TO THE HELP DESK – YOU MUST PRINT THE FORM AS A PDF AND NOT JUST SAVE THE FORM

***Retention Schedules are available on BIC (search retention) look for your department in the list

Please send all requests for services
to help@berkeleycountysc.gov

PLEASE NOTE:

IT IS VERY IMPORTANT THAT YOU USE THE PROPER SUBJECT LINE WHEN REQUESTING SERVICES. PLEASE USE THE EXACT SUBJECT LINE LISTED BELOW (WORD FOR WORD AND LETTER FOR LETTER). ANY VARIATIONS WILL CAUSE DELAYS.

**for boxes or other supplies (such as labels):
please use the subject line Request Storage boxes**

**for records request:
please use subject line Records Request**

**for pick up request:
please use subject line pickup request and make sure
you attach a copy of the transmittal**

Let me know if you have any questions. Thanks.