

APPROVAL OF LOCAL RECORDS SERIES RETENTION/DISPOSITION SCHEDULES

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, sections 30-1-10 through 30-1-140, the attached Local Records Series Retention/Disposition Schedules are submitted for approval.

PART I - COUNTY DEPARTMENT(S) OR OFFICES

Berkeley

County

Water and Sewer Authority/Finance

Department(s)/Office(s)

I certify that I am authorized to act for this (these) department(s) in approving the destruction of non-permanent records and the retention of records of permanent value. The non-permanent records indicated in the attached Records Series Retention/Disposition Schedules have no further administrative, fiscal or legal value to this (these) department(s) and may be destroyed after the expiration of the retention period approved for each record series. The records determined to be of permanent value indicated in the retention schedules attached to this approval form will be retained as specified in those schedules.

The attached Records Series Retention/Disposition Schedules are approved.

Schedules attached to this approval are numbered as indicated on the reverse side of this form.

2/26/86

Date

Robin C. Clayton

Signature of Approving Authority

Finance Manager

Title

PART II - COUNTY GOVERNING BODY

I am authorized to act for the governing body of this county and certify that the governing body has approved the Record Series Retention/Disposition Schedules as described in Part I, above.

3/25/86

Date

[Signature]

Signature of Chairman or Presiding Officer of Governing Body

County Administrator

Title

PART III - ARCHIVES

The records named on the attached Record Series Retention/Disposition Schedules have been examined for their research and permanent value by this department and are approved to be disposed of as described on the individual schedules unless excepted below.

Exceptions, if any: NONE

4/25/86

Date

Charles B. Rep

Director, S. C. Department of Archives and History

A8-WS-01

1. COUNTY/MUNICIPALITY/SCHOOL DISTRICT

2. OFFICE OR DEPARTMENT

Berkeley County Water & Sewer Authority

Finance

3. TITLE OF RECORDS SERIES

General Ledgers

4. DESCRIPTION OF RECORDS

These volumes serve as the primary record of the Water and Sewer Authority's assets, liabilities, revenues, expenses, and budget for all accounting periods throughout the fiscal year. Information includes title; period ending date; page number; general ledger account which consists of fund type, department, budget account, element and object; journal date and number; appropriation/budget; encumbrances; current month expenditures; and year-to-date expenditures. Summary totals are provided for each fund type, total assets, liabilities, revenues and expenditures.

5. A. RETENTION SCHEDULE

Microfilm for security as soon as audit is completed and all audit questions are resolved. The film must meet the general and specific requirements for microfilmed records of permanent retention value as defined in the "Standards for the Microfilming of Public Records" or the latest revision issued by the South Carolina Department of Archives and History when the records are filmed and before the paper printouts or electronic data may be destroyed. The master negative film will be stored in the State Records Center vault as the security copy for emergency reproduction purposes and eventual reproduction for research.

B. RESTRICTIONS

None

6. JUSTIFICATION

These records should be permanently preserved on microfilm since the General Ledgers provide summary documentation of water and sewer authority finances. The original hardcopy is in the form of computer printouts which have a short life span; microfilming is therefore essential for the preservation of the vital information they contain. The magnetic medium which stores the electronic data is also non-permanent.

A8-WS-02

1. COUNTY/MUNICIPALITY/SCHOOL DISTRICT

2. OFFICE OR DEPARTMENT

Berkeley County Water & Sewer Authority

Finance

3. TITLE OF RECORDS SERIES

Cancelled Checks

4. DESCRIPTION OF RECORDS

This series consists of cancelled checks written by the Water and Sewer Authority. Information includes check number and date, payee, name of bank, account number, and signatures of check approving officials.

5. A. RETENTION SCHEDULE

Retain five years, then destroy, unless audit questions are pending, in which case retain until audit is resolved, then destroy.

B. RESTRICTIONS

None

6. JUSTIFICATION

This series is of short-term administrative value to the office and should be destroyed after five years provided all audit questions are settled. Summary information will be available in the general ledgers which will be retained permanently.

1. COUNTY/MUNICIPALITY/SCHOOL DISTRICT
Berkeley County Water & Sewer Authority

2. OFFICE OR DEPARTMENT
Finance

3. TITLE OF RECORDS SERIES
Paid Invoices

4. DESCRIPTION OF RECORDS

This series consists of filed copies of invoices submitted by vendors supplying goods and services to the Authority. The invoices are filed in alphabetical order with purchase orders and requisitions. The invoices are also filed according to Fiscal Year. Information includes Invoice: vendor name, address, date of purchase, invoice number, items or services purchased, amounts, totals.

5. A. RETENTION SCHEDULE

Retain in the county five years, then destroy, unless audit questions are pending, in which case retain until audit is resolved, then destroy.

B. RESTRICTIONS

None

6. JUSTIFICATION

These records are of short term administrative and fiscal value. The information they contain is summarized and permanently retained by the General Ledger. They can therefore be destroyed after five years and the resolution of all audit questions.

A8-WS-04

1. COUNTY/MUNICIPALITY/SCHOOL DISTRICT

Berkeley County Water & Sewer Authority

2. OFFICE OR DEPARTMENT

Billing

3. TITLE OF RECORDS SERIES

Billing Registers

4. DESCRIPTION OF RECORDS

This series provides a record of all water/sewer bills sent out. It is used to satisfy customer inquiries as well as answer audit questions. Information includes alphabetical listing of customers, account number, date, balance, charge, and amount of last payment.

5. A. RETENTION SCHEDULE

Retain in the county five years, then destroy, unless audit questions are pending, in which case retain until audit is resolved, then destroy.

B. RESTRICTIONS

None

6. JUSTIFICATION

These records are of short-term administrative value, useful in answering customer inquiries. After five years no further customer requests can be anticipated and these records can therefore be destroyed. This information is permanently preserved in the General Ledgers.

A8-WS-05

1. COUNTY/~~MUNICIPALITY~~/~~SCHOOL DISTRICT~~

2. OFFICE OR DEPARTMENT

Berkeley County Water & Sewer Authority

Billing

3. TITLE OF RECORDS SERIES

Receipts

4. DESCRIPTION OF RECORDS

This series consists of the office copies of customer receipts for the payment of monthly water and sewer bills. Information includes account number, name and address of customer, and amount paid.

5. A. RETENTION SCHEDULE

Retain in the county five years; then destroy, unless audit questions are pending, in which case retain until audit is resolved, then destroy.

B. RESTRICTIONS

None

6. JUSTIFICATION

These records are of short term administrative and fiscal value. After five years they will have outlived their usefulness and can be destroyed. This information is summarized in the Billing Registers; the information contained in the Billing Registers is permanently preserved in the General Ledgers.

A8-WS-06

1. COUNTY/MUNICIPALITY/SCHOOL DISTRICT

Berkeley County Water & Sewer Authority

2. OFFICE OR DEPARTMENT

Billing

3. TITLE OF RECORDS SERIES

Meter Reading Sheets

4. DESCRIPTION OF RECORDS

These meter reading sheets provide information on a customer's monthly usage of water and sewer services. This information is then used to compute the customers bill. Information includes account number, name and address of customer, water and sewer readings for the month.

5. A. RETENTION SCHEDULE

Retain in the county five years, then destroy, unless audit questions are pending, in which case retain until audit is resolved, then destroy.

B. RESTRICTIONS

None

6. JUSTIFICATION

These records are of short term administrative and fiscal value. After five years they will have outlived their usefulness and can be destroyed.