

TREASURER

12-508.1. Treasurer's Tax Duplicates

A. Description: Schedule of all taxable real and personal property in the county with collections included. Information in the record is similar to that contained in the auditor's tax duplicate books with the exception of the payment date, which is found in the treasurer's tax duplicate books only.

Information includes name of taxpayer; township or school district; address; date of payment; number and value of acres, lots, and building; value of all taxable real estate; value of all taxable personal property; total value of all taxable property; total tax levies; tax map number; and total for collection.

B. Retention

(1) Pre-1921 Tax Duplicates:

(a) When Corresponding Auditor's Tax Duplicates Exist: Destroy.

(b) When Corresponding Auditor's Tax Duplicates are Missing: Permanent.

Microfilm optional.

(2) Post-1920 Tax Duplicates: Permanent. Microfilm optional.

12-508.3. Tax Receipts

A. Description: Treasurer's copies of the receipts issued to taxpayers upon payment of county property taxes. Information includes receipt number, valuation of real property, total real, total personal, total tax levy, property tax, poll tax, road tax, dog tax, total taxes, penalty, total costs, total, name, address, location, district, and number and value of acres, lots and buildings.

B. Retention: 3 years, then destroy.

12-508.13. Banking Records

A. Description: Cancelled checks and deposit slips written by the county along with the statements issued by the bank. Information includes checks: date, to whom paid, amount, check number, signature of county treasurer; bank statements: list of checks for one month period, dates, beginning balance, ending balance; deposit slips: date, amounts of deposits, and total deposit.

B. Retention: 3 years, then destroy.

12-508.14. Receipt Books

A. Description: Copies of receipts issued by the treasurer to persons turning over funds to him.

Information includes date, number, from whom received, amount, purpose, and signature of treasurer.

B. Retention: 3 years, then destroy.



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

TREASURER

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: **14120**

5/26/05
Date

Sherry J. Vallegrana
Signature of Approving Authority

Records Manager
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.

5-25-05
Date

James H. Long
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.

6/2/05
Date

Jay A. Fujan
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



BERKELEY COUNTY

RECORDS GROUP NUMBER: 8

TREASURER

14120 DMV FEE TRANSMITTALS

Description:

Report of Department of Motor Vehicle renewal fees collected by the Treasurer's office. A check and a copy of the report is submitted to the Department of Revenue. Information includes number of fees collected, dates, total for week, and total amount collected.

Retention:

3 years, then destroy.

Schedule Approved 6/2/05



**South Carolina Department of Archives & History
Division of Archives and Records Management**

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PART I — Office or Department

BERKELEY COUNTY

Local Government Subdivision

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8

Record Group Number

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Records series included in this approval are numbered:

16715

Dec. 1, 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.

12/2/14
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.

1-6-15
Date

[Signature]
Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

TREASURER

16715 TRANSMITTAL ADVICE SHEETS

Description:

Records used to document each time a county office deposits funds with the county Treasurer's Office. Information includes department name, date, amount, account number(s), payor and description.

Retention:

3 years, then destroy.