

General Records Retention Schedules for County Records



South Carolina Department of Archives and History
Archives and Records Management Division
8301 Parklane Road
Columbia, South Carolina 29223-4905

General records retention schedules
for county records _____ 2002

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Introduction

The Archives and Records Management Division of the State Archives has prepared these general retention and disposition schedules to give South Carolina's counties the legal authorization to retain and dispose of records common to eighteen offices and functions. The schedules list permanently valuable records, which should be properly protected for future use, and they also supply a timetable that will allow records custodians to regularly and legally dispose of records of non-permanent value. In preparing the schedules, the Division consulted with various local and state government officials.

Purpose

The schedules are designed to:

- give county governments uniform guidelines for the retention and disposition of common records;
- make sure counties retain for as long as necessary the records they will need for administrative, legal, fiscal, and other uses;
- make sure counties retain records for as long as state and federal laws, regulations, policies, and procedures require;
- promote the cost-effective management of records;
- give counties the legal authorization they need to dispose regularly of their obsolete records.

Statutory authority

Section 30-1-90(B) of the *Code of Laws of South Carolina, 1976*, as amended, authorizes the State Archives to promulgate as state regulations, general schedules for records common to local governments. On 26 June 1992, the General Assembly approved the county general schedules as Regulation 12-500 through 12-512.2. On 26 April 2002, the General Assembly approved additions/revisions to the county general schedules as Regulation 12-500 through 12-518.3

Definitions of schedules

A records retention schedule describes one or several records series, shows the length of time the records should be retained, and indicates their final disposition. Schedules are of two types – specific and general.

Specific Records Retention Schedules – these schedules are prepared and approved specifically for your county; your county's name will appear on these.

General Records Retention Schedules – these schedules are state regulations issued by the State Archives and are published in the *Code of Laws of South Carolina 1976*, as amended. When a general schedule applies to records already covered under a specific schedule, the general schedule will supersede the specific schedule unless you wish to opt out of using the general schedule.

Special provisions

Opting out – You may already have approved specific schedules that cover some of the same records as the general schedules. If you prefer to continue using these specific schedules, the regulations allow you to opt out of using the general schedules. The regulations will also let you opt out of using general schedules if you wish to establish new specific schedules instead.

Unique records – These general schedules do not list records that are unique to your county. To control the retention and disposition of these, you should refer to your specific schedules. If you have no specific schedules, contact your records officer. If you do not know who your records officer is, contact our Local Records Services Unit at 803-896-6122.

Confidential and restricted records – County records officers and records custodians should ensure that confidential records are filed, accessed, and disposed of according to federal, state, and local legal requirements.

Exceptions to minimum retention periods – These general schedules establish minimum retention periods for the official copy of your county’s records. Although most records can be destroyed when their minimum retentions have been met, you may need to keep some records longer to satisfy specific requirements. Be sure those requirements have been met before you dispose of those records.

Copies – These general schedules do not cover copies of records, which you may have made for convenience, information, or duplication. You may destroy copies when you no longer need them.

To whom do these schedules apply?

The following county government offices and functions: register of deeds, sheriff/detention, county council/administration, finance, purchasing, personnel, auditor, treasurer, tax collector, tax assessor, building/planning and development, veterans affairs, maintenance garage/fleet maintenance, library, emergency services, animal control, voter registration and elections, and coroner.

To whom do these schedules not apply?

- Municipalities, townships, school districts, special purpose districts, and any quasi-governmental subdivisions. The State Archives has developed separate general schedules for municipalities and school districts.
- Circuit courts of common pleas and general sessions, family courts, magistrate courts and probate courts. Separate general schedules for court records have been issued through South Carolina Court Administration.

General schedule format

<p>Format for County Council Minutes</p> <p>Subarticle 3. County Council/Administration</p> <p>12-503.2 County Council Minutes</p> <p>A. Description: Record of the proceedings at meetings of the county council, which includes written descriptions of the financial and administrative business conducted. Information includes date of meeting, names of councilmen present, claim approvals, petitions, bids, proposals, and other matters discussed by or brought to the attention of the council.</p> <p>B. Retention: Permanent. Microfilm for security.</p>
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Each record series listed in the general schedule is presented in the following format:

Subarticle number – This publication contains schedules for eighteen offices/functions, each with a separate subarticle number.

Regulation number and series title – The first line includes the regulation number, which is used for control, and the title most commonly used by counties.

Part A –Description: A short statement describing the use and informational content of the record series. It helps to identify the record.

Part B –Retention: The time period indicating the minimum length of time that records should be retained by the office before their disposition can take place. Some records are scheduled for permanent retention because of their value; others have retention periods that vary from “until no longer needed for reference” to seventy-five years.

Explanation of micrographics terms used in retention schedules

“Microfilm Optional” – Microfilm may be substituted for the original records IF the microfilm meets state standards (see R-12-200 of the *Code of Laws of South Carolina, 1976*, as amended). Before you destroy the originals, you must submit to the State Archives and have approved a Microfilm Quality Certification for Records Disposition form.

“Permanent. Microfilm for security” – You cannot destroy the original records after microfilming.

“Permanent. Microfilm” – You must microfilm records of permanent value that are on non-permanent media like computer tape and computer printouts to preserve the information they hold. And you must submit a Microfilm Quality Certification for Records Disposition form to the State Archives for approval before you destroy the non-permanent media those records are on.

Using this schedule effectively

- Your county records officer should coordinate all activities relating to the retention and disposition of your records and function as a liaison with the State Archives in administering the county’s records management program. If you have no county records officer, each records custodian has these responsibilities.
- County records officers should work with other county staff to coordinate the regular disposition of obsolete records. Disposition should be carried out periodically—at least once a year. To streamline disposition, your staff should review filing arrangements, cut off files periodically, and develop procedures to segregate inactive and obsolete files.
- Generally, non-archival records should be destroyed when the minimum retention periods have been met, unless they are needed to meet specific requirements (see Section 12-500). Although you are not required to destroy records at the end of their minimum retention periods, obsolete records should not occupy expensive office and storage space.
- The titles and descriptions of record series listed in the general schedule may not reflect exactly the titles and descriptions you use. If you are not certain whether the schedule applies to a specific record in your office, please contact the Local Records Services Unit at 803-896-6122.

How to use the general schedules

1. Study the general schedules and compare them with your specific schedules, if you have any, to determine which schedules you will use.
2. Locate and examine all your records.
3. Match each records series with the title and description on the general schedule.
4. Follow the records disposition process outlined below. The process is illustrated by the flow chart on page 8.

Records disposition process

Permanent (archival) records:

Paper Records – After your permanently-valuable paper records become inactive, you should transfer them to an archival repository. Contact the Local Records Services Unit for advice on caring for and protecting your archival records.

Micrographics – If you microfilm permanent records, contact the Micrographics Services Branch at 803-896-6208 for help and information about microfilm standards.

Digital Images – If you are maintaining permanent records as digital images, special requirements apply. Contact the Local Records Services Unit at 803-896-6122 for more information.

Non-permanent records:

To destroy records according to general schedules, you must complete and forward to the Local Records Services Unit a “Report on Records Destroyed” form. A sample form is included on page 5 and blank forms are available from the Local Records Services Unit. Follow the step-by-step instructions on the back of the form. Please note that both the form and the process are the same as those you use to document records disposal under your specific schedules. To help you estimate cubic footage for column 9 on the form, we have included a table of volumes on page 7.

Contacting the State Archives — When and whom?

When?

1. You submit a “Report on Records Destroyed” form when destroying records covered by general and/or specific schedules.
2. You need to prepare or revise specific schedules.
3. You need help with your records management duties.

Whom?

Local Records Services Unit
8301 Parklane Road
Columbia, SC 29223-4905
Phone 803-896-6122 Fax 803-896-6138

When?

1. You want to substitute microfilm (Form ARM-12 Microfilm Quality Certification For Records Disposition) for the original records. (Note: You must have a records schedule to do this.)
2. You need to store security microfilm of permanently valuable records.
3. You want information about the filming, processing, quality control, and duplicating services the State Archives provides.

Whom?

Micrographics Services Branch
8301 Parklane Road
Columbia, SC 29223-4905
Phone 803-896-6208 Fax 803-896-6138



SC DEPARTMENT OF ARCHIVES & HISTORY DIVISION OF ARCHIVES & RECORDS MANAGEMENT REPORT ON RECORDS DESTROYED	
Return the original copy of this form to: SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY RECORDS SERVICES BRANCH 8301 PARKLANE ROAD COLUMBIA, SC 29223-4905 FAX: 803-896-6138	
1. STATE OR LOCAL AGENCY Butler County	2. RECORD GROUP NUMBER 47
3. DIVISION OR OFFICE Treasurer	4. DATE January 7, 2002

5. The records listed below have been disposed of in accordance with provisions of the PUBLIC RECORDS ACT, CODE OF LAWS OF SOUTH CAROLINA, 1976, Sections 30-1-10 through 30-1-140, as amended, and approved Records Retention Schedules.

SIGNATURE OF RECORDS OFFICER OR REPRESENTATIVE: <i>JoAnne Hayes</i>				
6. RECORD SERIES TITLES	7. RECORD SERIES NUMBER	8. INCLUSIVE DATES	9. VOLUME (Cu. Ft.)	10. DATE OF DESTRUCTION
Tax Receipts	12-508.3	1992-1998	18.0	1-7-02
Banking Records	12-508.13	1995-1998	7.50	1-7-02
Bankruptcy Files	12-508.20	1980-1991	4.0	1-7-02
Nulla Bona Lists	12-508.22	1990-1998	5.0	1-7-02
Claims	12-508.23	1994-1998	6.0	1-7-02
			40.50	11. TOTAL CU. FT. DESTROYED

INSTRUCTIONS FOR COMPLETING THE FORM REPORT ON RECORDS DESTROYED

Please read the instructions carefully before completing this form.

After completion, your agency must return this form to the State Archives, Records Services Branch, and retain a copy for reference to document the legal disposition of your records.

AGENCY means any state or local government entity.

This form should be used to report the destruction of records covered under a specific and/or general record retention schedule. Generally, this form should be completed by the agency records officer or authorized representative.

1. Enter your agency's name (Department of Health and Environmental Control) or the name of your political subdivision (Lexington County Sheriff's Office).
2. Leave block 2 blank. This block will be completed by SC Department of Archives and History Record Analysts upon receipt of this form by the Records Services Branch.
3. Enter any division or office identification which will clarify the records destroyed (Retirement System, State Law Enforcement Division).
4. Enter the date your agency prepares this form.
5. The official making the report should sign here. The approving authority must be the agency's chief administrative officer or authorized representative. In most state agencies, this authorized representative may be the agency records officer. In local agencies this authorized representative may be the manager, administrator, elected department head or other designated official.
6. Enter the exact record series title. Each series title should correspond to the one cited in the record retention schedule.
7. Enter the appropriate record series number for each record series destroyed.
8. Enter the earliest and latest dates covered by the records destroyed (2/1992-5/1993; or 1987-1990).
9. Enter the volume (in cubic feet) of records destroyed. *See 11 below.*
10. Enter the date (month and year) of destruction (3/1993; 1/1987; 12/1980).
11. Enter the total volume of records destroyed. Add figures entered in column 9.

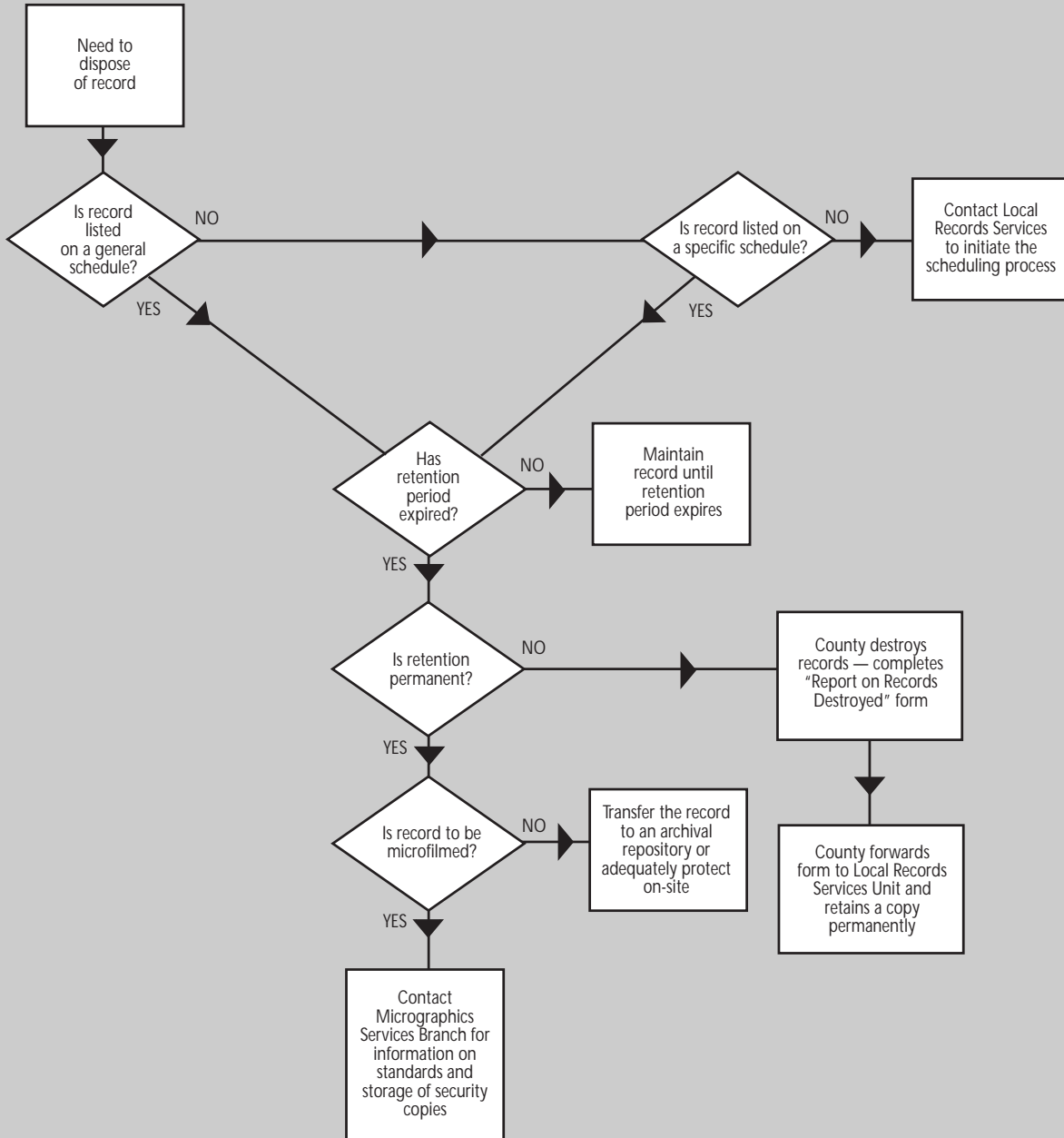
TABLE OF VOLUMES

	QTY.	ITEM/SIZE	CAPACITY
C A B I N E T S	1	vertical letter-size file drawer	1.5 cubic feet
	1	vertical legal-size file drawer	2.0 cubic feet
	1	lateral legal-size file drawer	2.5 cubic feet
B O X E S	1	standard Records Center box	1.0 cubic foot
S H E L V E S	1	letter-size open shelf—36" long	2.0 cubic feet
	1	legal-size open shelf—36" long	2.5 cubic feet
C A R D F I L E S	10	12" rows of 3" x 5" cards	1.0 cubic foot
	6	12" rows of 4" X 6" cards	1.0 cubic foot
	4	12" rows of 5" x 8" cards	1.0 cubic foot
	5	14" boxes of tab cards	1.0 cubic foot

CUBIC FOOT EQUIVALENCY FORMULA

$$\frac{L \times W \times H \text{ (in inches)}}{1728 \text{ inches}} = \text{cubic feet/unit}$$

Records disposal process



General Retention Schedule for County Records

12-500. Introduction and general matters; application of schedule.

The following general schedules contain minimum records retention periods for the official copy of the records. These retentions and dispositions apply regardless of physical format, i.e., paper, microfilm, electronic storage, digital imaging, etc. Convenience, informational or duplicate copies are not governed by this regulation and may be destroyed when no longer needed for reference. To destroy records in accordance with this regulation, county governments must complete and submit a report of records destroyed form to the Department of Archives and History after eligible records have been destroyed. These forms are available from the Department's Division of Archives and Records Management. Before disposing of public records under these general schedules, county governments should insure that the records have no further audit, legal, or fiscal value. These general schedules supersede all schedules approved previously for the same records series. However, county governments may opt out of these general schedules and request the continuing use of existing schedules or the establishment of specific retention schedules for their records when appropriate, necessary, or in order to avoid conflict with other laws or regulations.

Subarticle 1. Register of Deeds

12-501.1. Grantor and Grantee Index to Conveyances

A. Description: A finding aid to instruments in the conveyance book series. Information includes name of grantee and grantor, book and page number where document is recorded, day and year of execution, month, day and year of recordation, number of acres or lots and a description of the land.

B. Retention: Permanent. Microfilm for security.

12-501.2. Conveyances (Deeds, Titles to Real Estate)

A. Description: Documents real property transactions plus infrequent entries involving personal property. Information includes grantor, grantee, location and description of land, monetary consideration, encumbrances (if any), signature of grantor, notary, and witnesses (or facsimiles thereof), date recorded, and plats (where applicable).

B. Retention: Permanent. Microfilm for security.

12-501.3. Mortgagor and Mortgagee Index to Real Estate Mortgages

A. Description: A finding aid to instruments in the real estate mortgage book series. Information includes name of mortgagee and mortgagor, book and page number where document is recorded, and the date.

B. Retention: Permanent. Microfilm optional.

12-501.4. Real Estate Mortgages and Satisfactions

A. Description: Records the transfer of property, serving as a security for a debt which becomes void when the debt is paid according to the terms of the mortgage. Information includes name of mortgagor and mortgagee, description of the property, date of instrument, date of recording and satisfaction of mortgage (where applicable).

B. Retention: Permanent. Microfilm optional.

12-501.5. Index to Plats

A. Description: A finding aid to plats. Information includes name of owner and surveyor, date filed, date surveyed, volume and page number, property location, description, map number.

B. Retention: Permanent. Microfilm for security.

12-501.6. Plats

A. Description: Documents the legal survey and mapping of lands for grants and conveyances. Information includes location, boundaries and divisions, date of survey, certificate of surveyor, scale, property owners, date of recording, and plat.

B. Retention: Permanent. Microfilm for security.

12-501.7. Index to Miscellaneous Records

A. Description: A finding aid to instruments in the miscellaneous record series. Information includes name of party, book and page number.

B. Retention: Permanent. Microfilm optional.

12-501.8. Miscellaneous Records

A. Description: Various instruments filed with the office, including charters, contracts, options, agreements, powers of attorney, covenants, articles of association, articles of mergers between corporations, notices of forthcoming mergers, assignments of contract to mortgages, limited partnership agreements, and notices of intent to petition.

B. Retention: Permanent. Microfilm optional.

12-501.9. Index to Uniform Commercial Code Financing Statements.

A. Description: A finding aid for liens on personal property under the Uniform Commercial Code adopted for South Carolina as of January 1968. Information includes name of debtor, date of personal debt, date of maturity, character of debt, and description of personal property pledged.

B. Retention: 1 year after all entries have been terminated or lapsed, then destroy.

12-501.10. Uniform Commercial Code Financing Statements

A. Description: Original papers recording liens on personal property under the Uniform Commercial Code adopted for South Carolina as of January 1968. These replace chattel mortgages. Information includes file number, debtor's name and address, secured party, filing date, time, number, and officer, types of property covered, signature of party and signature of clerk.

B. Retention:

(1) Financing statements where transmitting utility is the debtor: 1 year after termination statement has been filed, then destroy. If a microfilm or other photographic record of the financing statement and any related statements (continuation, assignment, release) exist, originals may be destroyed immediately after receipt of termination statement. Microfilm or other photographic records may then be destroyed one year after termination statement has been filed.

(2) Other financing statements: 1 year after statement has lapsed or termination statement has been filed, then destroy. If a microfilm or other photographic record of the financing statement and any related statements (continuation, assignment, release) exist, originals may be destroyed immediately after statement has lapsed or after receipt of termination statement. Microfilm or other photographic records may then be destroyed one year after statement has lapsed or termination statement has been filed.

12-501.11. Charters

A. Description: Consists of information on charters which have been recorded in the office of the Secretary of State. Information includes name of organization, incorporators, date, place of activities, capital, stock, increases in capital stock and cancellations.

B. Retention: Permanent. Microfilm optional.

12-501.12. Chattel Mortgages and Indexes

A. Description: Defunct series containing original papers recording liens on personal property by chattel mortgages. Information includes debtor's name and address, secured party, filing date, time, number, officer, types of property covered, signature of party, signature of notary. These have been replaced by Uniform Commercial Code Financing Statements.

B. Retention:

- (1) Records concerning chattel mortgages for rural electric cooperatives and Public Service Commission regulated utilities: Until termination statement is filed, then destroy.
- (2) Other records: Destroy.

12-501.13. Index to Federal Tax Liens

A. Description: Finding aid to federal tax liens. Information includes name of taxpayer, address of taxpayer, date of filing, hour of filing, and amount of tax with interest.

B. Retention: Permanent. Microfilm optional.

12-501.14. Federal Tax Liens

A. Description: Standard forms filed in the office against personal property as a means of collecting delinquent federal taxes. Information includes period ending, type and amount of taxes owed, amount of penalty, amount of interest, total taxes, name/address of taxpayer, warrant number, date of notice and demand, date signed, and signature of tax official.

B. Retention: 10 years and 30 days after date of assessment or last extension, whichever is longer, then destroy.

12-501.15. Index to State Tax Liens

A. Description: Finding aid to state tax liens. Information includes name of taxpayer, address of taxpayer, date of filing, hour of filing, and amount of tax with interest.

B. Retention: 10 years, then destroy.

12-501.16. State Tax Liens

A. Description: Standard forms filed in the office against personal property as a means of collecting delinquent state taxes. Information includes period ended, type and amount of taxes owed, amount of penalty, interest, total tax, name/address of taxpayer, warrant number, date of notice and demand, date assigned, and signature of tax official.

B. Retention: 10 years, then destroy.

12-501.17. Index to Mechanics Liens

A. Description: Serves as the principal finding aid for locating mechanics liens. Information includes name of plaintiff, name of defendant, and file number.

B. Retention: 10 years after final entry has been executed, discharged, released, or dissolved, then destroy.

12-501.18. Mechanics Liens

A. Description: Records transcripts of mechanics' and contractor's claims filed as statutory liens on property to secure payment of debt for materials or labor used thereon. Information includes name of defendant, name of plaintiff, description of lien, recording date and time, book numbers and page number.

B. Retention: 10 years after final judgement to execute the lien, discharge, release or dissolution has been entered upon the registry, then destroy.

Subarticle 2. Sheriff/Detention

12-502.1. Incident Reports

A. Description: Records the original report of a felony or incident and pertinent facts surrounding the offense. Information includes incident type, case number, NCIC entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, and UCR data administrative section.

B. Retention: 5 years, or until of no further legal or administrative value whichever comes later, then destroy.

12-502.2. Criminal History Records

A. Description: Records complete cumulative original history on any subject arrested for a crime by the Sheriff's department. Information may include any/all of the following: name, date of birth, physical description, FBI number, address, employment, marital status, education, date of arrests and releases, identification information (mugshots, fingerprints), facts surrounding investigation, final disposition.

B. Retention: Until death of the subject or 75 years, whichever comes first, then destroy.

12-502.3. Writ Book (Receipt Book for Civil Papers Served)

A. Description: Record of initial and intermediate civil processes served including writs, citations, subpoenas, notices, injunction, or warrants (19th century volumes may include criminal processes). Information includes parties names, attorneys, kind of writ, date of entry, by whom served, date of service, kind of service, sheriff's costs, general remarks.

B. Retention:

- (1) Pre-1921 volumes: Permanent. Microfilm optional.
- (2) Post-1920 volumes: 10 years, then destroy.

12-502.4. Execution Books

A. Description: Record of all final civil processes received by the sheriff for executions against property to satisfy judgements issued from the court. Information includes kind of process, when lodged, name of parties, debt and interest, attorneys' names, sheriff's receipts, date of levy, plaintiff's attorneys (Pre-1900 volumes may contain tax executions).

B. Retention:

- (1) Pre-1921 volumes: Permanent. Microfilm optional.
- (2) Post-1920 volumes: 10 years, then destroy.

12-502.5. Tax Execution Books

A. Description: Record of delinquent taxes turned over for execution. Information includes number of tax execution, name of defaulter, date of entry, amount of taxes and penalties collected (later volumes may contain property valuations).

B. Retention:

- (1) Pre-1901 Tax Execution Books: Permanent. Microfilm optional.
- (2) Post-1900 Tax Execution Books:
 - (a) When Corresponding Auditor's and Treasurer's Tax Duplicates are Both Missing: Permanent. Microfilm optional.
 - (b) When Corresponding Auditor's or Treasurer's Tax Duplicates Exist: 10 years, then destroy.

12-502.6. Sale Book

A. Description: Record of all relevant information pertaining to property sold by the sheriff for satisfaction of judgement or liquidation of confiscated and stolen goods. Information includes parties, date of advertisement, when sold, description of property, amount, and by whom sold.

B. Retention: Permanent. Microfilm optional.

12-502.7. Jail Book

A. Description: Record of persons incarcerated in the county jail. Information includes name of prisoner, offense, date of commitment, by whom committed, bond, releasing officer, date released, how released, and remarks.

B. Retention: Permanent. Microfilm optional.

12-502.8. Juvenile Booking Records

A. Description: Documents juveniles arrested and booked by county law enforcement. Information includes date, name, alias, address, nearest relative, relative's address, charge, arresting officer.

B. Retention: 3 years after subject reaches majority, then destroy.

12-502.9. Juvenile Case Files

A. Description: Documents juveniles taken into custody. Information includes evidence from SLED, fingerprint reports, exhibits, and statements.

B. Retention: 3 years after subject reaches majority, then destroy, unless there is legal reason to retain further.

12-502.10. Case Files

A. Description: Compilation of all relevant data necessary for the creation of a case against a defendant(s) on a particular crime. Information includes detailed investigative data on the offense and the defendant(s) compiled on several standard forms such as Incident Report and Booking Report.

B. Retention: 30 years, then destroy.

12-502.11. Evidence Case Files

A. Description: Property invoice and receipt showing evidence taken from crime scene and suspects. Information includes case number, crime type, victim name and address, suspect name and address, location, examination requested, lab case number, item number, quantity, description of property, chain of custody, and final release.

B. Retention:

(1) Death Penalty Cases: Until death of defendant or state Supreme Court rules on the case, whichever comes first, then destroy.

(2) Other cases: 1 year after the final action in the case, then destroy.

12-502.12. Booking Reports

A. Description: Record of all persons arrested and booked by the Sheriff's office. Information includes agency identification, case number, name, sex, date of birth, docket number, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, alias, drivers license number, occupation, next of kin and address, booking officer's name, current date, charge data, medical data, release date, time, and arresting officer.

B. Retention: 10 years, then destroy.

12-502.13. Arrest Cards

A. Description: Card system which serves as a record of arrests in the sheriff's department. Information includes race, height, sex, date of birth, social security number, age, date and place of birth along with case number, date arrested, charge, and disposition.

B. Retention: 5 years, then destroy.

12-502.14. Fingerprint Files

A. Description: Records fingerprints of persons arrested by the sheriff's department. These files are utilized for investigative and identification purposes. Information includes date, name and address of defendant, date of birth, social security number, race, sex, height, weight, eyes, hair, date arrested, charge/offense, signature of defendant, signature of officer, fingerprint impressions, information for FBI on reverse side.

B. Retention: Until notification of death of subject or 75 years, whichever comes first, then destroy.

12-502.15. Mug Shots

A. Description: Photographs of individuals who have been arrested and charged with various criminal offenses. These photographs are used by law enforcement personnel, victims, and witnesses to aid in identification of suspects. Information includes person's name, address, description, date, and photograph.

B. Retention: Until superseded or of no further value, then destroy.

12-502.16. Inmate Medical Forms

A. Description: Medical screening record created upon the incarceration of an inmate and compiled throughout the incarceration of the inmate. Information includes Receiving Screening Form, Display Medical Screening, nurse's and physician's notes, records from Emergency Room or other treatment facility, log of prescribed medication, distribution of medication, and log of taking the medication.

B. Retention:

(1) Adult Medical Records: 10 years after medical incident, then destroy.

(2) Juvenile Medical Records: 13 years after medical incident, then destroy.

12-502.17. Inmate Request Forms

A. Description: Record of inmate requests. Information includes date of request, inmate's name, cell location, date of birth, type of request.

B. Retention: 3 years, then destroy.

12-502.18. Inmate Visitor Log

A. Description: Record of each inmate's visitors. Information includes date, inmate's name, time in/out, visitor's name, relation to inmate.

B. Retention: 3 years, then destroy.

12-502.19. Inmate Accounting Records

A. Description: Listing of the inmates assigned to each cell. Information includes shift number, shift time, date, time of report, cell identification, max, act, booking number, name of inmate and comments.

B. Retention: 5 years, then destroy.

12-502.20. Arrest Warrants

A. Description: Sheriff's office copies of orders issued by judges or magistrates to arrest a subject for suspicion of a crime. Information includes name of county, name and address of defendant, date, description, description of offense, location of judge, date warrant issued, warrant number, witnesses, sex, race, social security number, height, weight, date of birth, defendant, preliminary hearing date, bail amount, disposition, and judge's signature. This series is summarized in the Index to Arrest/Booking Reports.

B. Retention: Until copy of the warrant is served, then forward the original to the issuing official.

12-502.21. Daily Shift Report

A. Description: Record of daily activities during each shift. Information includes employees working, shift, census report, custodial report, shift supervisor's signature.

B. Retention: 3 years, then destroy.

12-502.22. Training Files

A. Description: Summary training information of all commissioned personnel. Information includes appointment/commission; copies of application for Police Academy, including photo copies of High School Diplomas, GED or official transcript, certified copy of driver history, NCIC I and II, pre-placement medical history, and birth certificate; certification letter from Police Academy; list of training completed, including firearms, emergency vehicle operations, blood borne pathogens, cores, legal, baton certification, cap-stun certification, crime to courts (including written and practical exercises); any other outside agency training received while employed by the Sheriff's office; hepatitis B testing and results; equipment issue; equipment order; and disciplinary actions which relate to training.

B. Retention: 5 years after termination of employment, then destroy.

12-502.23. Dispatch Records

A. Description: Records each time an officer is dispatched in response to a citizen's call. Information includes complainant's name, complainant's address, and complainant's phone number.

B. Retention: 3 years, then destroy.

12-502.24. Complaint Cards

A. Description: Documents the complaints received by the Sheriff's Department. Information includes complaint number, nature/code complaint, date received, name of complainant, home address and telephone number, time received, action taken, time dispatched, and officer assigned.

B. Retention: 5 years, then destroy.

12-502.25. Polygraph Records

A. Description: Sheriff's Department copies of the South Carolina Law Enforcement Division's record of the testing of subjects who submit to a polygraph test in an effort to determine truthfulness regarding facts in an investigation of a criminal act. Information includes date of examination, name of subject, graphic responses to questions, and signature of examiner/operator.

B. Retention: 5 years after case is closed, then destroy.

12-502.26. SLED Lab Reports

A. Description: Report from SLED explaining preliminary examination of evidence submitted from the sheriff's department regarding crimes that have been committed. Information includes date, reference (case number, victim's name, subject, offense, local case number), content, signature of analyst, date, and location. The original is retained by SLED permanently.

B. Retention: 3 years, then destroy.

12-502.27. Property Receipts

A. Description: Records collection of personal property taken from abandoned vehicles, recovered stolen vehicles, and other stolen property. Information includes date, time, case number, description of property, name and address of owner (if available).

B. Retention: 3 years, then destroy.

12-502.28. Radio Logs

A. Description: Document all incoming and outgoing radio communications. Information includes date, time, broadcast from, broadcast to, signal number, message, dispatcher name, on duty time, and off duty time.

B. Retention: 2 years, then destroy.

12-502.29. Summons and Arrest

A. Description: Standard state form including the following information: driver's name, address, occupation, state licensed, license number, vehicle number, state, make of vehicle, year, name of trial officer, street and number, city, date of trial, time of trial, violation, section number, nature of offense, owner of vehicle, address of owner, date of arrest, date of violation, case, disposition, description of accused, sentence of court, committed to, arrest as a result of accident, certified correct, date, offense code, test refused, blood alcohol level, amount of fine, and amount of suspense.

B. Retention:

- (1) DUI Offenses: 10 years after trial date, then destroy.
- (2) Non - DUI Offenses: 5 years, then destroy.

12-502.30. Uniform Crime Reports

A. Description: Copy of the monthly statistics sent to South Carolina Law Enforcement Division outlining criminal activity within the county. Information includes date, case number, description of crime, subject name, victim name, officer number, received by, received from, receipt number, and released to date.

B. Retention: 3 years, then destroy.

Subarticle 3. County Council/Administration

12-503.1. County Council Meeting Tapes

A. Description: Cassette tape recordings of county council meetings used in preparing county council minutes. Information includes date of meeting, meeting time, meeting place, council members present, order of business, business discussed and decisions made.

B. Retention: 2 years, then destroy/re-use, provided paper copies of the minutes have been produced.

12-503.2. County Council Minutes

A. Description: Record of proceedings at meetings of the county council which includes written descriptions of the financial and administrative business conducted. Information includes dates of meetings, names of councilmen present, claim approvals, petitions, bids, proposals, and other matters discussed by or brought to the attention of the council.

B. Retention: Permanent. Microfilm for security.

12-503.3. Ordinances

A. Description: Original ordinances passed by the county council representing local laws and regulations which pertain to the county only. Information includes ordinance number, ordinance, date, and signatures of the chairman and council clerk.

B. Retention: Permanent. Microfilm for security.

12-503.4. Resolutions

A. Description: Record of official actions authorized by county council through the passage of resolutions. Information includes resolution number, resolution, date, signature of chairman, and signature of county clerk.

B. Retention: Permanent. Microfilm for security.

12-503.5. Annual Budgets

A. Description: Printed copies of annual budgets showing projected receipts and expenditures from various offices. Approved budget appropriations are listed for each department.

B. Retention: Permanent. Microfilm optional.

12-503.6. Audit Reports

A. Description: Printed reports documenting the annual audit of county funds. These reports, prepared by an outside accounting firm, are categorized by the various county offices and further classified by accounts to which they relate. This series also includes semiannual and special audits. Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.

B. Retention: Permanent. Microfilm optional.

12-503.7. General Ledgers

A. Description: One or more series of financial ledgers providing final year-to-date summary accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all county funds and accounts, including receipts and expenditures from all revenue sources, both public and private. For computer generated ledgers, must include annual accounting code data and computer system documentation needed to access accounting information.

B. Retention:

- (1) Computer Generated Ledgers: Permanent. Microfilm.
- (2) Non-Computer Generated Ledgers: Permanent. Microfilm optional.

12-503.8. Claims

A. Description: Cancelled claims which were issued as payment for goods and services required by the county. Information includes date, person presenting, check number, claim number, amount, and approval signatures.

B. Retention: 3 years, then destroy.

12-503.9. Paid Invoices

A. Description: Filed copies of invoices submitted by various vendors supplying goods and services to the county. These invoices are filed together with copies of the county checks and/or claim forms containing descriptions of the items purchased. Information includes Invoice: vendor name, address, date of purchase, purchase order (if any), invoice number, item(s) or service(s) purchased, amounts, total. Check Copy: vendor name, address, date of check, amount, check number. Claim Form: date, account number(s), description of item(s), amount(s), approval, and signature(s).

B. Retention: 3 years, then destroy.

12-503.10. Purchase Orders

A. Description: Office copies of purchase orders for goods and services paid for by the county, or for goods and services yet to be delivered to the county. Information includes vendor number, project number, date of purchase order, department, vendor name and address, shipping instructions, quantity ordered, general ledger account number, unit price, extended price, purchasing agent signature, individual who signs for receipt of goods/services and date received, and notations regarding any shortages in shipment.

B. Retention: 3 years, then destroy.

12-503.11. Receipts

A. Description: Copies of receipts issued to persons turning over money. Information includes receipt number, date, from whom received, amount, purpose, and signature of clerk.

B. Retention: 3 years, then destroy.

12-503.12. 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, authorized signature; 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.

12-503.13. Agenda Packets (Council, Boards, and Commissions)

A. Description: Record of items submitted for consideration to the county council and other boards and commissions. Information includes meeting number, date, locale and time; order and description of proposed business.

B. Retention: Permanent. Microfilm optional.

12-503.14. Various Board and Commission Minutes

A. Description: Meeting minutes of various boards and commissions, including records of proceedings and written descriptions of business conducted. Information includes dates of meetings, names of members present, and other matters discussed.

B. Retention: Permanent. Microfilm optional.

12-503.15. General Correspondence and Subject Files

A. Description: Copies of incoming and outgoing correspondence to and from the office with businesses and other government offices and citizens, studies, reports, memorandums, statistics, policies, and manuals. For the purpose of retention scheduling, the files are broken down as follows:

(1) *Policy and Program Records.* These records document the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as correspondence with citizens and government officials regarding policy and procedures development or program administration; annual or ad hoc narrative or statistical reports on program activities, achievements or plans; organizational charts and mission statements; studies regarding department or office operations; circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures, or programs; and records related to significant events in which the department or office participated. Records may include photographs, published material, audio tape, or other record forms.

(2) *General Administrative Records.* These records are of a general facilitative nature created or received in the course of administering programs. Included are such records as correspondence of a routine or repetitive type, such as request for information; reference materials, sometimes of a

technical nature, used, but not created by, the office; daily, weekly, or monthly office activity reports which are summarized in annual reports or which relate to routine activities; personnel data on office staff which are duplicated in personnel office files; purchase orders, travel expense statements or similar financial papers which are duplicated in fiscal office files; daily or weekly work assignments for office staff; suspense or follow up files which duplicate copies of papers filed elsewhere; circular letters, directives or similar papers received from other offices; and rough drafts or notes created in compiling reports or studies.

(3) *General Housekeeping Files*. These records are of a general “housekeeping” nature created or maintained by an office which do not relate directly to the primary program responsibility of the office. Included are such records as charitable fund raising drive materials; custodial services request; emergency evacuation procedures; notices of holidays; parking space assignment lists; telephone installation requests; and lists showing the distribution of keys.

B. Retention:

- (1) Policy and Program Records: Permanent. Microfilm optional.
- (2) General Administrative Records: 5 years, then destroy.
- (3) General Housekeeping Files: Until no longer needed for reference, then destroy.

Subarticle 4. Finance

12-504.1. Audit Reports

A. Description: Printed reports documenting the annual audit of county funds. These reports, prepared by an outside accounting firm, are categorized by the various county offices and further classified by accounts to which they relate. This series also includes semiannual and special audits. Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.

B. Retention: Permanent. Microfilm optional.

12-504.2. General Ledgers

A. Description: One or more series of financial ledgers providing final year-to-date summary accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all county funds and accounts, including receipts and expenditures from all revenue sources, both public and private. For computer generated ledgers, must include annual accounting code data and computer system documentation needed to access accounting information.

B. Retention:

- (1) Computer Generated Ledgers: Permanent. Microfilm.
- (2) Non-Computer Generated Ledgers: Permanent. Microfilm optional.

12-504.3. Annual Budgets

A. Description: Printed copies of annual budgets showing projected receipts and expenditures from various offices. Approved budget appropriations are listed for each department.

B. Retention: Permanent. Microfilm optional.

12-504.4. Payroll Register

A. Description: Documents wages paid to county employees for services rendered. Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, volunteered and other deductions.

B. Retention:

- (1) Year End Payroll Registers: 60 years, then destroy.
- (2) Other Payroll Registers: 1 year, then destroy

12-504.5. Payroll Check Registers

A. Description: Check registers summarizing the information on payroll checks issued. Used for balancing accounts, internal fiscal control, and external audits. Information includes employee name, social security number, amount of check, state and federal income tax deductions, other deductions, and year-to-date totals per pay period.

B. Retention: 3 years, then destroy.

12-504.6. South Carolina Retirement System Quarterly Report

A. Description: Quarterly report of contributions made by county employees to the South Carolina Retirement System. Information includes employer's name, address, date of quarter, employee's name, active member register numbers, non-member notations, retirement contributions and social security numbers.

B. Retention: 60 years, then destroy.

12-504.7. Deduction Registers

A. Description: Summarizations of information on deductions from payroll checks. Used for balancing accounts, internal fiscal control, and external audits. Information includes employee name, social security number, state and federal income tax deductions, and year-to-date deductions per pay period.

B. Retention: 3 years, then destroy.

12-504.8. Account Payable Check Registers

A. Description: Documents check payments to vendors/contractors for services/materials sold to the county. Information includes date, vendor number, purchase order number and date, account number, amount, date of invoice, transaction date, transaction number, and control number.

B. Retention: 5 years, then destroy.

12-504.9. 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 finance officer; 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.

12-504.10. Claims

A. Description: Office copies of documents establishing a claim on the county for goods and services. It may also include copies of checks and invoices.

B. Retention: 3 years, then destroy.

12-504.11. Revenue Sharing Claims

A. Description: Claims presented to the finance office and paid from Federal and State Revenue sharing funds. Information includes claim number, date filed, name, address, amount, charge to, and date approved.

B. Retention: 3 years, then destroy.

12-504.12. Receipts (Receipt Carbons)

A. Description: Copies of receipts issued by the office to persons turning over funds. Information includes date, number, from whom received, amount, purpose, and authorizing signatures.

B. Retention: 3 years, then destroy.

12-504.13. W-2 Forms

A. Description: Employer's copy of employee's total earnings and withholdings for the calendar year reported to the Internal Revenue Service. Information includes employer's identification number, employer's name and address, employee's social security number, federal income tax withheld, FICA taxes withheld, total FICA wages and state income tax withheld.

B. Retention: 5 years, then destroy.

12-504.14. Budget Files

A. Description: Preparation materials used in the formulation of the county budget. Information includes budget requests and supplemental information justifying budget requests.

B. Retention: 3 years, then destroy.

12-504.15. Chart of Accounts

A. Description: Used to provide a cost accounting system to satisfy legal and stewardship requirements connected with handling public funds. Information includes balance sheet accounts, revenue accounts, and expenditure accounts.

B. Retention: 5 years, then destroy.

12-504.16. Fixed Assets

A. Description: Provides an inventory of fixed assets (office equipment, furniture, motor vehicles, weapons, radios, computers, etc.) for each department. Information includes department name, item description, account number, invoice number, vendor number, check number; completed by, asset description, serial number, class code, asset number, department location, department sub-location, comments, acquisition information: date, cost, code, and condition; vehicle number, employee assigned vehicle, key number, inspection month, fuel code, insurance code, odometer reading, license number, and odometer code.

B. Retention: 3 years after property disposal, then destroy.

12-504.17. Grant Files

A. Description: Background application information and action taken on federal and state grants awarded to the County. Information includes grant number, date, amount, Federal or State grant, filing guidelines, grant application, contracts, correspondence, reimbursement requests, progress reports, and final reports.

B. Retention:

(1) Applications, Grant Contract Agreements, and Annual and Final Grant Project Reports for Significant Projects: Permanent. Microfilm optional.

(2) Other Records: 3 years after completion of grant project, then destroy.

12-504.18. Journal Entries

A. Description: Various types of journal entries created by the finance department, used to review and adjust various accounts before transferring information to the General Ledger. Information includes name of department, account number, description, voucher number, date, reference number, debit, credit, and date.

B. Retention: 3 years, then destroy.

12-504.19. Balance Sheets

A. Description: Monthly summary of accounting data, assets, liabilities, and net worth. Information includes account number, assets, reserve and fund balances, liabilities, totals, and net worth.

B. Retention: 1 year, then destroy.

12-504.20. Trial Balances

A. Description: Summary information of receipts and expenditures from various accounts used in balancing the General Ledger. Information includes date, account number, name, month to date balance, and year to date balance. For computer generated ledgers this annual accounting code data and computer system documentation is needed to access accounting information.

B. Retention: 3 years, then destroy.

12-504.21. Landfill Billing Invoices and Weight Tickets

A. Description: Used to bill for services at the county landfill. Information includes invoice number, date, description, weight, and total amount due.

B. Retention: 3 years, then destroy.

Subarticle 5. Purchasing

12-505.1. Requisitions

A. Description: Request forms from the various county offices and departments which describe goods or services to be ordered by the purchasing department. Information includes number, department, delivery location, date, date required, item number, quantity, description, known suppliers, and authorizing signature.

B. Retention: 3 years, then destroy.

12-505.2. Purchase Orders

A. Description: Office copies of purchase orders for goods and services paid for by the county, or for goods and services yet to be delivered to the county. Information includes vendor number, project number, date of purchase order, department, vendor name and address, shipping instructions, quantity ordered, unit of issue, description of good/services ordered, general ledger account number, unit price, extended price, purchasing agent signature, individual who signs for receipt of goods/services and date received, and notations regarding any shortages in shipment.

B. Retention: 3 years, then destroy.

12-505.3. Paid Invoices

A. Description: Filed copies of invoices submitted by various vendors supplying goods and services to the county. These invoices are filed together with copies of the county checks and/or claim forms containing descriptions of the items purchased. Information includes invoice: vendor name, address, date of purchase, purchase order (if any), invoice number, item(s) or service(s) purchased, amounts, total; check copy: vendor name, address, date of check, amount, check number; and claim form: date, account number(s), description of item(s), amount(s), approval signature(s).

B. Retention: 3 years, then destroy.

12-505.4. Bids

A. Description: Record of each bid submitted by vendors selling goods and/or services to the county. Information includes request for quotation, bid spread sheet and bid award letter.

B. Retention: 3 years, then destroy.

12-505.5. Vendor Files

A. Description: Listing of vendors with whom the county currently conducts business. Information includes vendor's name, number, address and federal identification number.

B. Retention: Until superseded, then destroy.

12-505.6. Contracts

A. Description: Contracts made between the county and another party. Information includes date, type of contract, explanation of agreement, signature of parties, and notarization.

B. Retention: 3 years after contract expires, then destroy.

Subarticle 6. Personnel

12-506.1. Application File (Not Hired)

A. Description: Application forms submitted by persons applying for jobs with the county who were not hired. Information includes name, address, education and work experience.

B. Retention: 2 years from the date of rejection, then destroy.

12-506.2. Employment Files

A. Description: Forms and materials relating to individuals employed with the county. Files include salary information, attendance and leave records, workmen's compensation reports, performance evaluations, and complete employment history.

B. Retention: 5 years after termination of employment, then destroy.

12-506.3. Time Cards

A. Description: Record of hours worked by county employees. Information includes employee name, date, and hours worked.

B. Retention: 2 years, then destroy.

12-506.4. Time Sheets

A. Description: Verification of the number of hours worked by each employee. Information includes employee's name, employee number, hourly wage, days and hours worked and department head approval.

B. Retention: 3 years, then destroy.

12-506.5. State and Local Government Information Reports (EEO-4)

A. Description: Annual report monitoring internal programs for insuring equal employment opportunities. Information includes number of employees by job categories, by race, by sex, by salary and number of part-time and newly-hired employees during the fiscal year.

B. Retention: Permanent. Microfilm optional.

12-506.6. Earnings Record

A. Description: Summarized list of earnings for each county employee. Information includes social security number, name, gross pay, net pay, federal taxes, state taxes, local taxes, FICA, and retirement deductions.

B. Retention: 3 years, then destroy.

12-506.7. Deduction Registers

A. Description: Summarizations of information on deductions from payroll checks. Used for balancing accounts, internal fiscal control, and external audits. Information includes employee name, social security number, year to date tax deductions.

B. Retention: 3 years, then destroy.

12-506.8. Leave Records

A. Description: Record of leave balances for each employee. Information includes name, social security number, leave accrued, leave used, and balances.

B. Retention: 3 years, then destroy.

12-506.9. Employee Insurance Files

A. Description: Record of insurance coverage selected by employees of the county. Information includes Certificate of Election, Notice of Election Form, Rejection Notice, and coverage termination form.

B. Retention: 3 years after inactive, then destroy.

12-506.10. Log and Summary of Occupational Illnesses and Injuries

A. Description: Record required by the Occupational Safety and Health Act of 1970, used to record pertinent information concerning work-related deaths, injuries, and illness. Information includes annual average employment, total hours worked, nature of business, month of OSHA inspection, recordable injuries and illness, occupational illness and injury, and title, signature, phone number, date, and comments of person preparing report. These reports are forwarded to the South Carolina Department of Labor.

B. Retention: 5 years, then destroy, unless needed for further reference.

12-506.11. Workman's Compensation Records

A. Description: Case files containing records and reports generated as a result of employment related accidents involving county employees. Information includes date, employee name, address, claim number, description of injury and accident, date of accident, insurance company.

B. Retention:

- (1) Employer's First Report of Injury: 3 years after settlement, then transfer to employee files.
- (2) Other Records: 3 years after settlement, then destroy.

12-506.12. Grievance Hearing Files

A. Description: Materials relating to the reviewing, hearing and disposing of employee grievances and appeals of adverse personnel actions and disciplinary measures. Information includes letters of appeal, documentation from department heads, copies of complaints, investigations reports, hearing transcripts or summaries and related correspondence.

B. Retention: 5 years after settlement of issue, then destroy.

Subarticle 7. Auditor

12-507.1. Auditor's Tax Duplicates

A. Description: Detailed schedule and assessment of all taxable property in the county. Information includes name and address of taxpayer, number and value of all types of taxable personal property, number and value of acres and buildings in the country, number and value of lots and buildings in cities, total personal property, total real property, total tax levy, tax map number, total taxes, and remarks.

B. Retention:

- (1) Pre-1921 Tax Duplicates: Permanent. Microfilm optional.
- (2) Post-1920 Tax Duplicates:
 - (a) When Corresponding Treasurer's Tax Duplicates are Missing: Permanent. Microfilm optional.
 - (b) When Corresponding Treasurer's Tax Duplicates Exist: 10 years, then destroy.

12-507.2. Auditor's Tax Duplicates (Motor Vehicles)

A. Description: Record of personal property tax assessments for motor vehicles in the county. Information includes name and address of registered owner, make of vehicle, vehicle identification number, tag number, district, receipt number, assessed value, and total taxes.

B. Retention: 10 years, then destroy.

12-507.3. Tax Returns

A. Description: Individual returns of all taxable real and personal property in the county. These returns are used by the county auditor to compile the tax duplicate books each year. Information includes name and address of taxpayer, school or tax district, city property, country property, personal property, South Carolina Tax Commission assessments, total, real estate acquired since last return, real estate transferred or sold since last return, signature of taxpayer, and signature of county auditor.

B. Retention: 5 years, then destroy.

12-507.4. Auditor's Conveyance Books

A. Description: Auditor's record of county land conveyances which is used for tax assessment and assessment change purposes. Information includes township, date of sale, date of entry, name of seller, name of purchaser, number of acres, number of lots, number of buildings, price paid, assessed value, percentage of valuation, and remarks.

B. Retention: Permanent. Microfilm optional.

12-507.5. Vehicle Registration

A. Description: Auditor's copies of vehicle registrations which are used for tax assessment purposes. Information includes date, license number, serial number, weight, body, model, year make, title number, county, school district, class, annual fee, name, address, and total.

B. Retention: 3 years, then destroy.

12-507.6. List of Boat Owners

A. Description: Lists printed and distributed by the South Carolina Wildlife and Marine Resources Department's Division of Boating which include the names and addresses of all boat owners in the county along with a description of the boats owned by them. Information includes owner's name, street address, city, state, zip code, number, make, year, length, hull, and type.

B. Retention: 2 years, then destroy.

12-507.7. Abstracts of Duplicates

A. Description: Auditor's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of the information contained in the auditor's tax duplicate books.

B. Retention: 3 years, then destroy.

12-507.8. Abstracts of Real Property

A. Description: Auditor's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of real estate returned for taxation in the county.

B. Retention: 3 years, then destroy.

12-507.9. Abstracts of Personal Property

A. Description: Auditor's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of personal property returned for taxation in the county.

B. Retention: 3 years, then destroy.

12-507.10. Abstract of Additional

A. Description: Auditor's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of additional taxes assessed and paid in the county.

B. Retention: 3 years, then destroy.

12-507.11. Abstracts of Abatements

A. Description: Auditor's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of abatements granted to taxpayers in the county.

B. Retention: 3 years, then destroy.

12-507.12. Abstracts of Penalties

A. Description: Auditor's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of penalties imposed upon delinquent taxpayers in the county.

B. Retention: 3 years, then destroy.

12-507.13. Homestead Exemption Applications

A. Description: Copies of applications filed by persons who have been residents of the state for at least one year, are sixty-five years of age and over, or are totally and permanently disabled, or are legally blind who are seeking homestead tax exemptions. Information includes control number, TMS number, date of application, applicant's name and address, birth date, social security number, if property is jointly owned name of joint owner, whether spouse, telephone number of applicant, location of dwelling, whether permanent home, whether any commercial property or multi-family dwelling on property, whether mobile home, whether property has been leased or rented in past year or will be leased or rented during the year for which the homestead is claimed, number of persons who share ownership if jointly owned, whether located within a municipality, name of municipality, source of proof of age, type of disability, signature of applicant, signature of county auditor, date, and homestead exemption application number.

B. Retention: 3 years after inactive, then destroy.

12-507.14. Abatements

A. Description: Record of abatements granted to taxpayers in the county. Information includes a detailed assessment of taxes on an individual's property, both real and personal.

B. Retention:

- (1) Abatements for Manufacturing Plants: Permanent. Microfilm optional.
- (2) Abatements for other Taxpayers: 10 years, then destroy.

12-507.15. Abstracts of Annual Settlements

A. Description: Auditor's copies of the abstracts which are forwarded to the Comptroller General each year. The abstracts summarize the annual settlements of the Auditor's and Treasurer's records.

B. Retention: 3 years, then destroy.

12-507.16. Affidavit and Notification of Sales of Motor Vehicles

A. Description: Auditor's copy of the form supplied by automobile dealerships documenting sale of motor vehicles. Information includes date, amount of purchase, name of dealership, make of car, and name of buyer.

B. Retention: 1 year, then destroy.

12-507.17. Affidavit of Motor Vehicle High Mileage

A. Description: Claim for high mileage discounts on personal property taxes for qualifying vehicles. Information includes total miles, vehicle make, model, year, identification number, signature of owner, date filed, and notary statement.

B. Retention: 3 years, then destroy.

12-507.18. Auditor's Monthly Reports

A. Description: Copies of the Auditor's monthly reports submitted to the treasurer showing record of fees collected. Information includes amounts, types of fees collected, and signature of auditor.

B. Retention: 3 years, then destroy.

12-507.19. Business Personal Property Returns

A. Description: Record of personal property tax returns for businesses in the county. These are used by the county auditor to compile the tax duplicate books. Information includes name of owner, property location, tax district, type of business, cost of furniture, fixtures, and equipment, accumulated depreciation for income tax purposes, net book value, 10% cost of all items which have depreciated more than 90%, signature of owner, phone number, and date.

B. Retention: 5 years, then destroy.

12-507.20. Business Personal Property Assessment Records

A. Description: Auditor's copies of personal property assessments made by the South Carolina Tax Commission for businesses in the county. Information includes file number, document location, address, business location, school location, furniture and fixture assessments, penalty, grand total, and date.

B. Retention: 5 years, then destroy.

12-507.21. Supplemental Tax Returns

A. Description: Tax returns that list property tax assessments which were not included on the original return. The information is the same as the regular tax returns and is contained in the auditor's tax duplicates.

B. Retention: 3 years, then destroy.

12-507.22. Rollbacks

A. Description: Rollback of tax assessments due to changes in the use of the property to a lower assessment usage. Information includes parcel number, legal owner, owner's name, address, soil types, market value, remarks, date and initials, district tax year, assessment, and previous owner.

B. Retention: 5 years, then destroy.

12-507.23. Homestead Exemption Records

A. Description: Records documenting homestead exemptions in the county. Information includes lists of persons who have applied for the exemption, reports of homestead tax exemptions and property values, records pertaining to state reimbursement for homestead exemptions, supplemental homestead exemption lists, homestead corrections lists, and uncompleted homestead exemptions.

B. Retention: 3 years, or until superseded, then destroy.

12-507.24. Military Personnel Automobile Tax Exemptions

A. Description: Tax exemption forms showing vehicles owned by military personnel who are stationed in the county, but are legal residents of other states and are subject to taxes in the state of legal residence. Information includes owners name, address, vehicle year, make, model, VIN number, date, social security number, signature of owner, signature of commanding officer.

B. Retention: 3 years, then destroy.

12-507.25. Mobile Home Records

A. Description: Records created by the Auditor pertaining to mobile homes in the county. Types of records may include mobile home moving permits, mobile home permits, and mobile home titles.

B. Retention: 3 years, then destroy.

12-507.26. Refunds

A. Description: Record of refunds extended for real and personal property tax overpayments. Information includes receipt number, license plate number, vehicle information, name, address, assessment, refund due amount, check number, dates, and signatures.

B. Retention: 3 years, then destroy.

12-507.27. Property Tax Returns on Aircraft

A. Description: Record of property tax returns on aircraft owners in the county. Information includes name of registrant, address, owner's name, purchase date, registration date, aircraft home and base address, make of aircraft, serial number, model of aircraft, year of aircraft, estimated market value and signature of person giving information.

B. Retention: 5 years, then destroy.

12-507.28. List of Deceased County Residents

A. Description: Record of deceased county residents over age 17 sent to the Auditor. Lists originate from the County Probate Judge's Office, Health Department, and Comptroller General. Information includes name of deceased, social security number, date of death, and address.

B. Retention: 2 years, then destroy.

12-507.29. Address Changes

A. Description: Record of address changes sent by county residents or returned mail by the post office. Information includes name, old address, and new address.

B. Retention: 2 years, then destroy.

12-507.30. Vehicle Listing

A. Description: Computer printout list of all automobiles in the county. Information includes name, street, city, state, zip, license number, year, make, body, issue date, type, vehicle ID number, value plus ten percent, and signatures.

B. Retention: Until superseded, then destroy.

Subarticle 8. 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.

12-508.2. Treasurer's Tax Duplicates (Motor Vehicles)

A. Description: Record of personal property tax assessments and collections for motor vehicles in the county. Information includes name and address of registered owner, make of vehicle, vehicle identification number, tag number, district, receipt number, assessed value, total taxes, and date of payment.

B. Retention: 10 years, then destroy.

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.

12-508.4. Abstract of Annual Settlements

A. Description: Treasurer's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts summarize the annual settlements of the auditor's and treasurer's records.

B. Retention: 3 years, then destroy.

12-508.5. Abstract of Personal Property

A. Description: Treasurer's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of personal property returned for taxation in the county.

B. Retention: 3 years, then destroy.

12-508.6. Abstract of Additional

A. Description: Treasurer's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of additional taxes assessed and paid in the county.

B. Retention: 3 years, then destroy.

12-508.7. Abstract of Executions

A. Description: Treasurer's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of delinquent taxes that went into execution for collection by the delinquent tax collector.

B. Retention: 3 years, then destroy.

12-508.8. Abstract of Nulla Bonas

A. Description: Treasurer's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of property in the county for which no taxes could be collected.

B. Retention: 3 years, then destroy.

12-508.9. Annual Budgets

A. Description: Printed copies of annual budgets showing projected receipts and expenditures from various offices. Approved budget appropriations are listed for each department.

B. Retention: Permanent. Microfilm optional.

12-508.10. Audit Reports

A. Description: Printed reports documenting the annual audit of county funds. These reports, prepared by an outside accounting firm, are categorized by the various county offices and are further classified by the funds or accounts to which they relate. This series also includes semiannual and special audits. Information includes balance sheet, summary of revenues and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.

B. Retention: Permanent. Microfilm optional.

12-508.11. General Ledgers

A. Description: One or more series of financial ledgers providing final year-to-date summary accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all county funds and accounts, including receipts and expenditures from all revenue sources, both public and private. For computer generated ledgers, must include annual accounting code data and computer system documentation needed to access accounting information.

B. Retention:

- (1) Computer Generated Ledgers: Permanent. Microfilm.
- (2) Non-Computer Generated Ledgers: Permanent. Microfilm optional.

12-508.12. General Cash Books

A. Description: Monthly records of receipts and disbursements of state, county, and school taxes. Information includes debit (receipts): month, year, date, name, receipt numbers, explanation, state, county, schools, total; and credit (disbursements): date, name, claim numbers, explanation, state, county, schools, and total.

B. Retention:

- (1) When Corresponding General Ledgers Are Missing: Permanent. Microfilm optional.
- (2) When Corresponding General Ledgers Exist: 10 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.

12-508.15. Cancelled Bonds and Coupons

A. Description: Bonds and interest coupons issued by the county which have matured and been cancelled. Information includes county, title, amount, interest percentage, date issued, principal due date, interest payment dates, description, bond number, and authorizing signature.

B. Retention: One bond and one coupon from each series Permanent. Destroy remainder 10 years after cancellation.

12-508.16. Homestead Exemption Applications

A. Description: Copies of applications filed by persons who have been residents of the state for at least one year, are sixty-five years of age and over, or are totally and permanently disabled, or are legally blind who are seeking homestead tax exemption. Information includes control number, TMS number, date of application, applicant's name and address, birth date, social security number, if property is jointly owned name of joint owner, whether spouse, telephone number of applicant, location of dwelling, whether permanent home, whether any commercial property or multi-family dwelling on property, whether mobile home, whether property has been leased or rented in past year or will be leased or rented during the year for which the homestead is claimed, number of persons who share ownership if jointly owned, whether located within a municipality, name of municipality, source of proof of age, type of disability, signature of applicant, signature of county auditor, date, and homestead exemption application number.

B. Retention: 3 years after inactive, then destroy.

12-508.17. Abatements

A. Description: Record of tax assessment reductions for real estate taxes and personal property which were incorrect or no longer owed. Information includes year, date, receipt number, name, address account number, district, tax assessment, amount of tax abated, reason for abatement and authorizing signature.

B. Retention: 5 years then destroy.

12-508.18. Abstract of Delinquent Taxes

A. Description: Treasurer's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of delinquent taxes assessed and paid for one fiscal year.

B. Retention: 3 years, then destroy.

12-508.19. Abstract of Personal Property

A. Description: Treasurer's copies of the abstracts which are forwarded to the Comptroller General each year. These abstracts contain summary totals of personal property returned for taxation in the county.

B. Retention: 3 years, then destroy.

12-508.20. Bankruptcy Files

A. Description: Files of bankruptcy cases involving property located in the county. Information includes legal court documents, legal papers, attached signatures, copies of tax assessment on property and other legal papers. This information is filed with the United States Bankruptcy Court.

B. Retention: 10 years, then destroy.

12-508.21. Delinquent Tax Receipts

A. Description: Receipts for taxes not yet paid by property owners in the county. Information includes lot number, property number, year delinquent, delinquent amount, tax due, location of property, and name and address of property owner.

B. Retention: 3 years, then destroy.

12-508.22. Nulla Bonas List

A. Description: Lists of persons owing taxes that could not be collected. Information includes year, district, number, name, amount, and total.

B. Retention: 3 years, then destroy.

12-508.23. Claims

A. Description: Claims submitted to the Treasurer's Office requesting refunds of personal or vehicle taxes. Information includes receipt number, owner name, tax year, millage, property description, amount of taxes paid, date paid, reason for refund, owners' signature, mailing address, telephone number, social security number, refund information and signature of approving authority.

B. Retention: 3 years, then destroy.

12-508.24. Daily Abstract of Property and Poll Tax Collected

A. Description: Daily record of property and poll taxes collected within each school district. Information includes date, school district number, name of person, amounts paid, bank deposit amount and name of bank.

B. Retention: 3 years, then destroy.

12-508.25. Investment Records

A. Description: Reports all investments made by the county. Information includes type of investment, fund number, account number, document number, purchase date, and remarks. This information is summarized in the General Ledger.

B. Retention: Permanent. Microfilm optional.

12-508.26. Magistrate Reports of Fines and Fees

A. Description: Magistrates' monthly report to the county treasurer of fines and fees collected by their offices. Information includes record of fees, names, dates, criminal and traffic dockets with amounts, offenses, officers, dispositions, and receipt numbers.

B. Retention: 3 years, then destroy.

12-508.27. Rollbacks

A. Description: Rollback tax differences computed when use of property changes upon conveyance of property to a new owner. Information includes name/address, tax map number, tax district, date, class, percent, acres/lots, number of improvements, assessed value, years, market value, use value, value tax, rollback tax, year.

B. Retention: 5 years, then destroy.

12-508.28. Refund for Overpayment of Taxes

A. Description: Record of refunds granted for overpayment of taxes. Information includes date, receipt number, refund amount, name and address of taxpayer, and description/purpose of refund.

B. Retention: 3 years, then destroy.

12-508.29. Vehicle Tax Collection Register

A. Description: Record of taxes collected on vehicles owned by county residents. Information includes date, receipt number, name, district, levy, date, make, body, identification number, taxes and total taxes.

B. Retention: 3 years, then destroy.

Subarticle 9. Tax Collector

12-509.1. Tax Execution Books

A. Description: Record of delinquent taxes turned over for execution. Information includes number of tax execution, name of defaulter, date of entry, amount of taxes, and penalties collected. Later volumes may contain property valuations.

B. Retention:

- (1) Pre-1901 Tax Execution Books: Permanent. Microfilm optional.
- (2) Post-1900 Tax Execution Books:
 - (a) When Corresponding Auditor's and Treasurer's Tax Duplicates Are Both Missing: Permanent. Microfilm optional.
 - (b) When Corresponding Auditor's and Treasurer's Tax Duplicates Exist: 10 years, then destroy.

12-509.2. Delinquent Tax Sales Book

A. Description: Documents the seizure, levy, and sale of property for the non-payment of taxes. Information includes name of delinquent taxpayer, address, description of property seized, record of taxes due on described property, district, acres or lots, buildings, value, and amount due, total, date of auction, date made out, signature of tax collector, dates advertised, total taxes, purchaser, advertising costs, bid price, amount overbid, mileage costs, redeemed by, date, auctioneer, deed made, total tax, and costs.

B. Retention: Permanent. Microfilm optional.

12-509.3. Abatement Lists

A. Description: List maintained by the tax collector of those county taxpayers receiving abatements on their taxes. Information includes record type, date, receipt number, abatement reason, name, and amount.

B. Retention: 3 years, then destroy.

12-509.4. Delinquent Tax Digest

A. Description: Schedule of all taxable real estate and personal property in the county which has not been collected and is now considered delinquent. Information includes name and address of property owner, description of property, tax year, receipt number, map and parcel number, number of acres, number of lots, number of buildings, assessment value, and total tax amount.

B. Retention: 10 years, then destroy.

12-509.5. Nulla Bonas

A. Description: Record documenting a request for change, addition, or deletion of taxes. Information includes date, taxpayer's name and address, year, receipt number, new receipt number, reason for change, old/new receipt number, original/new assessment, initials of staff person working with original receipts, date and owners signature.

B. Retention: 3 years, then destroy.

12-509.6. Delinquent Tax Settlement Records

A. Description: Copies of paid tax executions issued to taxpayers upon payment of taxes and penalties. Information includes tax execution receipt, name and address of owner, description of property, tax receipt number, taxes and penalties due, total amount due.

B. Retention: 3 years, then destroy.

Subarticle 10. Tax Assessor

12-510.1. Property Record Cards

A. Description: Cards arranged by tax map sheet, block, and lot numbers which record past and present ownership, appraisal information, as well as current assessments for each parcel of property in the county. Information includes property use, record number, tax district, tax map sheet number, block number, lot number, location, subdivision or parcel number, lot size, ownership, address, deed references, sales price, aerial photo number, sheet, parcel, acreage, plat reference, assessment, acreage per planimeter.

B. Retention: Permanent. Microfilm optional.

12-510.2. Aerial Photographs

A. Description: Aerial photographs of all real estate in the county. These photographs are used by the assessor's office for composing the tax maps.

B. Retention: Permanent.

12-510.3. Tax Maps

A. Description: Originals and copies of maps graphically representing each parcel of property in the county. Information includes location, boundaries of individual parcels, tax map sheet numbers, block numbers, lot numbers, revisions, and scale.

B. Retention: Permanent.

12-510.4. Soil Maps

A. Description: Maps used by assessors to help determine assessment values for agricultural real property to be valued based on use. Information includes soil map numbers and contour lines with code numbers that are used to identify soil types.

B. Retention: Until superseded or no longer used, then destroy.

12-510.5. Applications for Special Assessment on Agricultural Real Property

A. Description: This series contains applications from those granted special tax assessments on real property used for agricultural purposes. Information includes name shown on property tax record, social security number, tax map sheet reference, location of tract of land, number of acres, tax district, purpose of use, portion used for non-agricultural purposes, signature of owner or agent, date, and information on soil class of timber and crop land.

B. Retention: Until superseded or no longer valid, then destroy.

12-510.6. Appraisal Records

A. Description: Used to determine appraisal values of all parcels of land in the county. Information includes parcel number, building, heat area, heat pump, electric, baseboard, add-ons, fireplace, garage, carport, basement finished/unfinished, yard improvements, concrete paving, asphalt paving, parcel identification number, class, type, date of appraisal, lump sum adjustment.

B. Retention:

- (1) Non-Computer Generated Appraisal Records: Permanent. Microfilm optional.
- (2) Computer Generated Appraisal Records: Permanent. Microfilm.

12-510.7. Property Transfer Records

A. Description: A record of property conveyances in the county, used to update tax records. Information includes name, address of seller and buyer, map number, deed reference, plat book reference number, sales price, amount sold (acreage, lots, buildings) and school district.

B. Retention: 3 years, then destroy.

12-510.8. Appeals of Assessment

A. Description: Record of appeals and proceedings created as the result of an appeal from a property owner concerning the amount of taxes assessed. Information includes name, tax map number, address, and reason for appeal.

B. Retention: 3 years, then destroy.

12-510.9. Assessment Change

A. Description: Record of corrections made on assessment tax errors. Information includes tax map number, name/address of property owner, location of property, mobile home class/appraisal/assessment, class, acres/lots, appraisal acres or lots, improvements.

B. Retention: 3 years, then destroy.

12-510.10. Notice of Classification, Appraisal, and Assessment

A. Description: Records notifying taxpayers of property assessments. Information includes market value, ratio, assessment, tax map number, prior market value, percent of increase, property location, subdivision, legal description, mailing address, reason for change, tax district, and date of notice.

B. Retention: 1 year, then destroy.

12-510.11. Rollbacks

A. Description: Used in creating the rollback tax bill which records a reduction in property taxes due to changes in the use of the property to a lower assessment usage. Information includes names, dates, map numbers, acreage, market value, use value, assessments, roll back amounts, and applicable year.

B. Retention: 5 years, then destroy.

12-510.12. Multiple Lot Discount Applications

A. Description: Applications submitted for a multiple lot discount. Information includes tax year, name of subdivision, total number of lots, total number of lots unsold, plat reference, deed book, deed book page, location, tax maps, tax district, improvements, mills per lot, and financing.

B. Retention: 3 years, then destroy.

12-510.13. Mobile Home Records

A. Description: Records created by the Assessor pertaining to mobile homes in the county. Type of records may include mobile home license applications, mobile home moving permits, mobile home record cards, mobile home decal applications, mobile home transfers, mobile home listings, mobile home values lists, and mobile home assessment forms.

B. Retention: 3 years, then destroy.

Subarticle 11. Building/Planning and Development

12-511.1. Plans and Specifications

A. Description: Consists of blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction or alteration of buildings within the county. These plans and accompanying specifications are submitted to ensure compliance with the county's building codes. Documents include site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

B. Retention:

- (1) Public Building Projects: Permanent. Microfilm optional.
- (2) Other Building Projects: 1 year after issuance of certificate of occupancy, then destroy, unless needed for further reference.

12-511.2. Building Permits

A. Description: Documents permission granted by the county to construct buildings that comply with established building codes. Information includes permit number, name and address of real estate owner, location of building, type of work (i.e. new, alteration, repair, etc.) description of building, name of architect and of contractor, tax map number, zoning classification, water system, usage of property and signature of zoning administrator.

B. Retention: Permanent. Microfilm optional.

12-511.3. Planning and Zoning Commission Minutes

A. Description: Minutes of Planning and Zoning Commission meetings which include written descriptions of the administrative business conducted. Information includes dates of meetings, names of members present, matters discussed, and agenda packets.

B. Retention: Permanent. Microfilm optional.

12-511.4. Maps, Blueprints, and Drawings

A. Description: Maps, blueprints, and drawings submitted for building projects under construction. Information includes blueprints, maps, and drawings for commercial and residential projects.

B. Retention:

- (1) Blueprints and/or Sepia for Public Building Projects: Permanent. Microfilm.
- (2) Other Maps and Drawings for Public Building Projects: Permanent. Microfilm optional.
- (3) Other Maps, Blueprints, and Drawings: Until no longer needed for reference, then destroy.

12-511.5. Permits – Gas, Electrical, Mechanical, Plumbing

A. Description: Records documenting permission granted by the county to perform electrical, mechanical, plumbing and gas work that complies with codes. Information includes application form, date, issued by, permit number, TMS number, decal number, fees, land owner, acreage, tax district, address of applicant, phone number, site address, directions, subdivision, business name, lot, block, type of work, heating/cooling, type of fuel, contractor, state license number, phone number, cost, completion date, signature of owner, contract or agent.

B. Retention: 3 years after completion of project, then destroy.

12-511.6. Sign Permits

A. Description: Records documenting permission granted by the county to erect a sign. Information includes application form, date, issued by, permit number, site address, business name, phone number, cost, completion date and signature of owner.

B. Retention: 3 years, then destroy.

12-511.7. Septic Tank Permits

A. Description: Documents permission granted by the county to builders or developers for installing septic tank systems that meet the county's building codes. Information includes tank size, size of drainfills, and property location.

B. Retention: 3 years, then destroy.

12-511.8. Inspection Records

A. Description: Documents inspections conducted to buildings under construction within the county to insure compliance with county building codes. Information includes builder's representative requesting each inspection, date performed, outcome of inspection, date completed, date utilities released, and notes from office staff to inspector.

B. Retention: 3 years, then destroy.

12-511.9. Subdivision Files

A. Description: Records documenting the planning and approval stages in the development of a subdivision in the county. Information includes subdivision plats, correspondence and approvals from the Planning Commission.

B. Retention: Permanent. Microfilm optional.

12-511.10. Zoning and Variance Materials

A. Description: Materials relating to zoning and variance requests within the county. Information includes copy of request, notes, resolutions passed, maps, charts, and opposition.

B. Retention: Permanent. Microfilm optional.

Subarticle 12. Veterans Affairs

12-512.1. Index to Veterans Files

A. Description: Serves as a finding aid to the Veterans Files. The index is arranged alphabetically by name of veteran and contains the following information: name, address, service number, date of entry into service, discharge date, and numerical references for veterans files.

B. Retention: Permanent. Microfilm optional.

12-512.2. Veterans Files

A. Description: Records used to assist ex-servicemen in securing the benefits to which they are entitled under the provisions of federal legislation and under the terms of insurance policies issued by the federal government for their benefit. Various types of forms account for most of the documents contained in these files although some correspondence is included.

B. Retention: Permanent. Microfilm optional.

Subarticle 13. Maintenance Garage/Fleet Maintenance

12-513.1. Maintenance and Repair Records

A. Description: Record of maintenance and repairs performed on county owned vehicles. Information includes department, FRS class code, vehicle type/number, date in, time in, odometer reading, date completed, time completed, down time, hours, activity type, year, make, engine size, vehicle identification number, model, license number, transmission type, repair order instruction, mechanic number, hours, labor charge, labor total, driver comments, driver employee number, parts issued record, petroleum products issued, parts total, labor total, grand total, approved by, part number and description, price, accessories, total accessories, outside repairs, total outside repairs, vendor costs, name, address, city, customer order number, date, phone, order written by, terms, description of work, amount, gallons of gas, quarts of oil, pounds of grease, total labor, total parts, accessories, tax, total.

B. Retention: Until vehicle is disposed of or no longer in use, then destroy.

12-513.2. Fuel System Reports

A. Description: Report of the regular and diesel fuel dispensed at the county fuel depot. Information includes equipment number, date, time, employee number, card number, mileage, product code, quantity, expense charged and totals for equipment numbers.

B. Retention: 2 years, then destroy.

12-513.3. Work Orders

A. Description: Work orders for the repair and maintenance of vehicles and equipment. Information includes type of service requested, parts and labor required.

B. Retention: 3 years, then destroy.

12-513.4. County Vehicle Accident Files

A. Description: Documents accidents involving county vehicles. Information includes dates of accident, department involved, parties involved, vehicle county number, damage estimates, and settlements.

B. Retention: 3 years, then destroy.

Subarticle 14. Library

12-514.1. Library Board Meeting Minutes and Agendas

A. Description: Record of proceedings at meetings of the Library Board. Information includes dates and times of meetings, members present, informational items, Director's Report Summary, Public Service Report Summary, financial information, policy approvals and motions made by the Board.

B. Retention: Permanent. Microfilm optional.

12-514.2. Patron List

A. Description: List of all library card holders. Information includes name and address, telephone number, place of employment (if applicable), school (if applicable), and signature of cardholder or parent.

B. Retention: Until superseded, then destroy.

12-514.3. Shelf List

A. Description: Record of each volume in the library. Information includes call number, author, title, publication date, acquisition date, description of book, and type book.

B. Retention: Until superseded, then destroy.

Subarticle 15. Emergency Services**12-515.1. Patient Care Form**

A. Description: Records consist of DHEC forms completed by the attending paramedic listing the drug usage and other relevant data on the emergency call. Also includes payment authorization/billing forms. Records may be used by attorneys in litigation. Information includes patient identification, address, sex, race, date of birth, hospital transported to, disposition, safety equipment, patient status, incident location, preliminary impression, treatment procedure, drug used, site of trauma, advanced procedures, vital signs, comments, chief complaint, observation at scene, time record, DHEC permit number, auto plate number, attendants signature and billing information.

B. Retention: 10 years, then destroy.

12-515.2. Dispatch Cards for 911 Emergency Calls

A. Description: Forms documenting emergency calls dispatched to the Fire Department, the Sheriff's Department, the Police Department or to Emergency Medical Services. Information includes dispatch number, location, incident type, caller name, call back number, unit and dispatch information or unit and response information.

B. Retention: 3 years, then destroy.

12-515.3. 911 Phone Logs

A. Description: Record of incoming calls to 911. Information includes name, address, phone number, time and date of call.

B. Retention: 3 years, then destroy.

12-515.4. Radio Logs

A. Description: Log of the calls received, calls dispatched, and other radio traffic. Information includes date; time; verbal communications; complainant's name, address and phone number; and responding officer's unit number.

B. Retention: 3 years, then destroy.

12-515.5. EMS Accounts Receivable

A. Description: Record of billing to health insurance companies and uninsured patients for emergency medical service. Information includes date, account number, charges, amount paid, balances, type of service, description of illness, ordered by, total miles driven, insurance company information, medicare information, medicaid information, transported from, transported to, paramedic, EMT, driver, and service/supplies.

B. Retention: 3 years, then destroy.

Subarticle 16. Animal Control

12-516.1. Animal Complaint Forms

A. Description: Record of animal complaints and action taken. Information includes request made by (name, address, city), directions, nature of complaint, actions taken, date, phone number, and complaint number.

B. Retention: 3 years, then destroy.

12-516.2. Animal Control Release Form

A. Description: Records documenting the release of all animals from the owner to the Animal Control Office relinquishing all rights of ownership to the animal. This contract specifies that after 24 hours the animal will become the property of the county. Information includes name, address, signature, date, type of animal, breed, sex, animal's name (if any), reason for giving up animal, stray or unwanted and temperament.

B. Retention: 5 years, then destroy.

12-516.3. Adoption Agreement

A. Description: Record of animals adopted from Animal Control. Information includes adopter's information: name, address and phone number of person adopting the animal; Animal information: age, description, breed and sex of animal; adoption rules; date; signature; and fee.

B. Retention: 5 years, then destroy.

12-516.4. Euthanasia Drug Usage

A. Description: Records used to track the amount of drugs used per animal, as well as number of euthanized animals. Information includes date, number of cc's used, weight of animal, type of animal, control number, initials and time of day.

B. Retention: 5 years, then destroy.

12-516.5. Animal Violation Ticket

A. Description: Notification of violation of the Animal Control Ordinance. Information includes type of violation, violation date, time, location, breed of animal, color of animal, officer's name, owner's name and address, signature of officer and date.

B. Retention: 3 years, then destroy.

Subarticle 17. Voter Registration and Elections

12-517.1. Ballots

A. Description: Consists of printed ballots from general elections. Information includes name of candidate, office running for, and space for write-in candidate.

B. Retention:

- (1) Marked Ballots for Uncontested Elections: 2 years after certification of election, then destroy.
- (2) Marked Ballots for Contested Elections: 2 years after decision on contested results is made, then destroy.
- (3) Unmarked Ballots: 30 days after election, then destroy.

12-517.2. Poll Managers Applications and Tests

A. Description: Record of individuals seeking position of certified poll manager, as well as poll manager test and test score. Information includes name, birth date, mailing address, telephone number, occupation, precinct, voter registration number, social security number, political party, applicant signature, test score, and date of application.

B. Retention: 5 years after date of test, then destroy.

12-517.3. Petitions and Petition Summary Sheets

A. Description: Used to nominate candidates for office, to certify political parties, to propose an ordinance, to call for referenda on ordinances, to call for a referendum, or to change the existing form of government. Information includes petition: county, purpose of petition, signature and address of voters, registration certificate of voter, and precinct of voter; and petition receipt: name of candidate, name of office, date of election, number pages, total number signatures, date submitted, time submitted, signature of election commission member or clerk, number of signatures needed for petition approval, number of signatures found to be valid, number of signatures submitted on petition, signature of member of registration board or clerk, and date.

B. Retention: Permanent. Microfilm optional.

12-517.4. Absentee Ballot Requests (Applications for Absentee Ballots)

A. Description: Documents official requests for sending out absentee ballot applications. Information includes request number, date, party, name of voter, voter's address, home address, precinct number, registration number, name of requester and address, name/address of voter's relative, phone number, comments, application number and date mailed.

B. Retention: 2 years after date of election, then destroy.

12-517.5. Election Material (Used)

A. Description: Materials used by the election commission during an election to document the collection of ballot box keys and to verify the election was run correctly. Information includes plastic key to ballot boxes, spoiled ballots, ballot box verification form name/address of verifier, red seal number (plastic key), type of election, name of witness, date, and computer diskettes used to tabulate election results.

B. Retention: 2 years after date of election, then destroy.

12-517.6. South Carolina Election Commission Voter List

A. Description: Listing of all registered voters in the county. Information includes election number, election date, county code, precinct code, names, certificate numbers, addresses, social security numbers, date of birth and descriptions.

B. Retention: 4 years after date of election, then destroy.

12-517.7. Inactive Voter List (Outdated Voter List)

A. Description: Listing of outdated registrations. Information includes names, certificate number, address, social security number, date of birth, occupation, registration, date, sex, race, height, weight and color of hair and eyes.

B. Retention: 2 years after date of election, then destroy

12-517.8. Election Results

A. Description: Computer printout listing the precinct totals for candidates for political office. Information includes number of votes for each candidate and the total votes cast for election.

B. Retention: Permanent. Microfilm.

12-517.9. Federal Post Card Application and Registration

A. Description: Post cards printed by the federal government used to mail information in to Voter Registration. Information includes name, social security number, home address, mailing address, date of birth and signature.

B. Retention: Permanent. Microfilm optional.

12-517.10. Political Maps

A. Description: Maps created by the Research and Statistical Services Office showing political boundaries and political numbers of political subdivisions.

B. Retention: Until superseded, then destroy.

12-517.11. Computer Printout Tallies

A. Description: Computer printouts generated by the State Election Commission showing a breakdown by race of the statistical data on various subdivisions. Information includes Decode, School Tally, City Council Tally, County Council Tally, Congressional District Tally, Senate District Tally, House District Tally, and Race Breakdown.

B. Retention: 10 years, then destroy.

12-517.12. Application to Register to Vote

A. Description: Documents persons registering to vote in county elections. Records are active and inactive; inactive-deceased; inactive-convicted; inactive-moved; and inactive-over 5 years. Information includes name, sex, race, social security number, address, date of birth, certificate number, and precinct assigned to.

B. Retention: Permanent. Microfilm optional.

Subarticle 18. Coroner

12-518.1. Index to Inquisitions

A. Description: Serves as a finding aid to the Coroner's inquisition records. Information includes name of deceased, date of death, date of inquisition, and reference number of inquisition.

B. Retention: Permanent. Microfilm optional.

12-518.2. Inquisitions Records

A. Description: Records Coroner's inquests into sudden, violent, or unusual deaths. Information includes date of inquest, name of deceased, ages, cause, and manner of death.

B. Retention: Permanent. Microfilm optional.

12-518.3. Case Files

A. Description: Contains some or all of the following documents relating to deaths reported to the Coroner: coroner's report, law enforcement report, autopsy report, evidence report, burial permits, death certificate, forensic request and report, investigative notes, photographs, medical and dental records, subpoenas, and newspaper clippings. Information includes names and addresses, times, dates, places, signatures, and titles.

B. Retention: Permanent. Microfilm optional.