

General Records Retention Schedules for Municipal 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 municipal records

2003

Introduction	4
Purpose	4
Statutory authority	4
Definitions of schedules	4
Special provisions	4
Opting out.....	4
Unique records.....	4
Confidential and restricted records.....	5
Exceptions to minimum retention periods.....	5
Copies	5
To what type of records do these schedules apply?	5
To whom do these schedules not apply?	5
General schedule format	5
Explanation of micrographics terms used in retention statements	6
Using this schedule effectively	6
How to use the general schedules	6
Records disposition process	6
Contacting the State Archives – When and Whom?	7
“Report on Records Destroyed” – form and instructions	8, 9
Table of volumes	10
Flowchart of records disposal process	11
General retention schedule for municipal records	12
12-601 Introduction and general matters; application of schedule.....	12
Subarticle 1. Administrative	
12-601.1 Deeds (Conveyances).....	12
12-601.2 Right of Ways	12
12-601.3 Easements	12
12-601.4 Annexation Files	12
12-601.5 Cancelled Bonds and Coupons	12
12-601.6 Grant Files.....	13
12-601.7 Contracts	13
12-601.8 Cemetery Records.....	13
12-601.9 Fixed Assets Inventory File.....	13
12-601.10 Maps and Blueprints.....	13
12-601.11 Scrapbooks.....	13
12-601.12 Historical File	13
12-601.13 General Correspondence and Subject Files	14
12-601.14 Election Records	14
12-601.15 Monthly Reports	14
Subarticle 2. Building Inspections/Planning/Zoning	
12-602.1 Zoning Commission Minutes.....	15
12-602.2 Planning Commission Minutes and Attachments.....	15
12-602.3 Building Permits	15
12-602.4 Building Permit Log	15
12-602.5 Plans and Specifications.....	15
12-602.6 Inspectors’ File – Mechanical (Construction).....	15
12-602.7 Inspectors’ File – Electrical (Construction)	15
12-602.8 Inspectors’ File – Gas Piping (Construction).....	16

12-602.9	Inspectors' File – Plumbing (Construction).....	16
12-602.10	Certificate of Occupancy.....	16
12-602.11	Subdivision Files.....	16
12-602.12	Subdivision Maps/Plats.....	16
Subarticle 3. Business License		
12-603.1	Business License Applications.....	16
12-603.2	Business Licenses.....	16
Subarticle 4. Council		
12-604.1	Council Meeting Recordings.....	17
12-604.2	Council Minutes.....	17
12-604.3	Agenda Packets.....	17
12-604.4	Ordinances.....	17
12-604.5	Resolutions.....	17
Subarticle 5. Finance		
12-605.1	Annual Budgets.....	17
12-605.2	Budget Files.....	17
12-605.3	Audits Reports.....	17
12-605.4	General Ledgers.....	18
12-605.5	Trial Balances.....	18
12-605.6	Bids.....	18
12-605.7	Requisitions.....	18
12-605.8	Purchase Orders.....	18
12-605.9	Accounts Payable Check Registers.....	18
12-605.10	Paid Invoices.....	18
12-605.11	Claims.....	19
12-605.12	Banking Records.....	19
12-605.13	Receipts (Receipt Carbons).....	19
12-605.14	Daily Cash Books.....	19
12-605.15	Daily Collections Report.....	19
Subarticle 6. Fire		
12-606.1	Annual Report to State Fire Marshal.....	19
12-606.2	Incident Report.....	19
12-606.3	Fire Hose Record.....	20
12-606.4	Fire Hydrant Testing Report.....	20
12-606.5	Equipment Files.....	20
12-606.6	Employee/Volunteer Training Records.....	20
12-606.7	Arson Files.....	20
12-606.8	Fire Inspection Reports.....	20
12-606.9	Daily Logs.....	20
12-606.10	Volunteer Personnel Files.....	21
Subarticle 7. Personnel		
12-607.1	State and Local Government Information Reports (EEO-4).....	21
12-607.2	Personnel Files (Active and Inactive).....	21
12-607.3	Application File (Not Hired).....	21
12-607.4	Log and Summary of Occupational Injuries and Illnesses.....	21
12-607.5	Workers Compensation Records.....	21
12-607.6	Grievance Hearing Files.....	22
12-607.7	Payroll Register.....	22
12-607.8	Payroll Check Registers.....	22
12-607.9	South Carolina Retirement System Quarterly Report.....	22

12-607.10	South Carolina Police Officers' Quarterly Retirement Reports	22
12-607.11	Deduction Registers	22
12-607.12	Individual Taxpayer Report of Withholdings (W-2 Forms)	22
12-607.13	Time Cards	23
12-607.14	Time Sheets	23
12-607.15	Insurance Records.....	23
12-607.16	Sick and Annual Leave Records.....	23
Subarticle 8. Police		
12-608.1	Criminal History Cards	23
12-608.2	Criminal Histories	23
12-608.3	Case Files	23
12-608.4	Juvenile Files.....	23
12-608.5	Radio/Telephone Logs	24
12-608.6	Field Contact Cards	24
12-608.7	Incident Reports	24
12-608.8	Arrest Warrants	24
12-608.9	Arrest Dockets	24
12-608.10	Booking Reports.....	24
12-608.11	Uniform Traffic Collision Reports (Accident Reports)	24
12-608.12	Traffic Tickets	25
12-608.13	Parking Tickets	25
12-608.14	Officer's Daily Activity Report	25
12-608.15	Breathalyzer Operator Test Report (BA Form)	25
12-608.16	Receipts.....	25
12-608.17	Abandoned Vehicle Files.....	25
12-608.18	House Watch Patrol Check	25
12-608.19	Personnel Training Files.....	26
12-608.20	Requests for Services (Complaints)	26
Subarticle 9. Public Works		
12-609.1	Maps and Blueprints	26
12-609.2	Encroachment Permits.....	26
12-609.3	Maintenance Request Forms.....	26
12-609.4	Work Orders.....	26
12-609.5	Valve Records.....	26
12-609.6	Vehicle Maintenance Report.....	27
12-609.7	Vehicle Service File	27
Subarticle 10. Tax		
12-610.1	Tax Digests (Tax Duplicates).....	27
12-610.2	Tax Receipts.....	27
Subarticle 11. Utilities		
12-611.1	Utility Service Applications—Residence.....	27
12-611.2	Utility Service Applications—Business.....	27
12-611.3	Meter Books.....	28
12-611.4	Utility Payment Stubs	28
12-611.5	Utility Billing Register.....	28
12-611.6	Delinquent Customer Files.....	28
12-611.7	Work Orders	28
12-611.8	Backflow Prevention Files	28
12-611.9	Bacteriological Files	28
12-611.10	Daily Operations Forms/Reports	29
12-611.11	Discharge Monitoring Reports.....	29

Introduction

The Archives and Records Management Division of the State Archives has prepared these general retention and disposition schedules to give South Carolina's municipalities the legal authorization to retain and dispose of records common to eleven departments, 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 municipal governments uniform guidelines for the retention and disposition of common records;
- make sure municipalities retain for as long as necessary the records they will need for administrative, legal, fiscal, and other uses;
- make sure municipalities retain records for as long as state and federal laws, regulations, policies, and procedures require;
- promote the cost-effective management of records;
- give municipalities 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 25 June 1993, the General Assembly approved the municipal general schedules as Regulation 12-601 through 12-611.7. Additions/revisions to the municipal general schedules were approved by the General Assembly as Regulations 12-601 through 12-611.11 and became effective on 23 May 2003.

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 municipality; your municipality'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 municipality. 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 Local Records Services at 803-896-6122.

Confidential and restricted records – Municipal 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 municipality’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 that you may have made for convenience, information, or duplication. You may destroy copies when you no longer need them.

To what type of records do these schedules apply?

The following municipal government departments, offices, and functions: administrative, building inspections/planning/zoning, business license, council, finance, fire, personnel, police, public works, tax, and utilities.

To whom do these schedules not apply?

Counties, school districts, special purpose districts, and any quasi-governmental subdivisions. The State Archives has developed a separate general schedule for counties and school districts.

General schedule format

Each record series listed in the general schedule is presented in the following format:

Format for Council Minutes

Subarticle 4. Council
12-604.2 Council Minutes

A. Description: Record of proceedings at meetings of the municipal 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, and attachments.

B. Retention: Permanent. Microfilm for security.

Subarticle number – This publication contains schedules for eleven departments/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 municipalities.

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 copy of the 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 municipal 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 municipality’s records management program. If you have no municipal records officer, each records custodian has these responsibilities.
- Municipal records officers should work with other municipal 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 12-601). 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 Local Records Services 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 11.

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 Local Records Services for advice on how to care for and protect your archival records.

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

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

Non-permanent records:

To destroy records according to general schedules, you must complete and forward to Local Records Services a “Report on Records Destroyed” form. A sample form is included on page 8 and blank forms are available from Local Records Services. 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 10.

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
8301 Parklane Road
Columbia, SC 29223-4905
Phone 803-896-6122; Fax 803-896-6138

When?

1. You want to substitute microfilm (Microfilm Quality Certification For Records Disposition Form) 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
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 Any City	2. RECORD GROUP NUMBER (For Archives Use)
3. DIVISION OR OFFICE Finance	4. DATE July 2, 2003

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: *Jane Smith*

6. RECORD SERIES TITLES	7. RECORD SERIES NUMBER	8. INCLUSIVE DATES	9. VOLUME (Cu. Ft.)	10. DATE OF DESTRUCTION	11. TOTAL CU. FT. DESTROYED
Requisitions	12-605.7	1993-June 2000	8.00	July 2, 2003	
Purchase Orders	12-605.8	1993-June 2000	8.00	July 2, 2003	
Paid Invoices	12-605.10	1990-June 2000	16.50	July 2, 2003	
Banking Records	12-605.12	1996-June 2000	7.50	July 2, 2003	
Daily Collections Report	12-605.15	1998-June 2002	5.00	July 2, 2003	
					45.00

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 only be used to report the destruction of records covered under a specific Record Retention/Disposition 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/schedule 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.

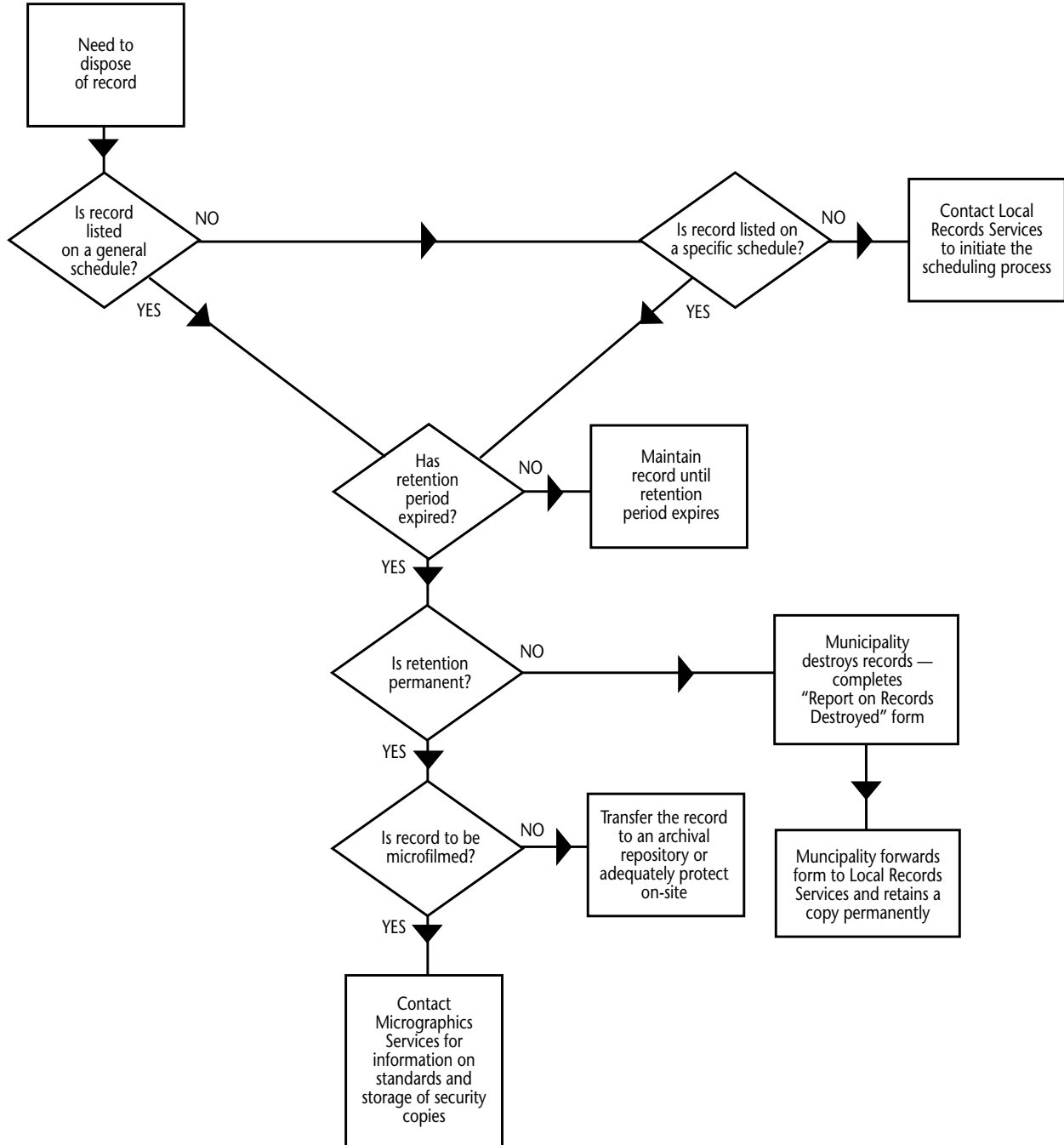
TABLE OF VOLUMES

	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 Municipal Records

12-601. Introduction and general matters; application of schedules.

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, municipal governments must complete and submit a Report on 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, municipal 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, municipal 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. Administrative

12-601.1. Deeds (Conveyances)

A. Description: Deeds for property acquired by and disposed of by the municipality. Information includes date, name, location and description of property, cost, and signatures of buyer, seller and witnesses. Correspondence, plats and abstracts of title may also be included in the file.

B. Retention: Permanent. Microfilm for security.

12-601.2. Right of Ways

A. Description: Files documenting right of ways obtained by the municipality for projects such as streets, sewer lines, storm drains, and pole lines. Information includes the name of the project, from whom purchased, and legal documents and correspondence associated with the purchase of the property.

B. Retention: Permanent. Microfilm for security.

12-601.3. Easements

A. Description: Agreements allowing the use of property by another party. Types of easements include encroachments, utility drainage, and sewer and water line installation and maintenance. Information includes description of property, location, description of project, conditions of easement, and signatures. Easements may be to or from the municipality.

B. Retention: Permanent. Microfilm for security.

12-601.4. Annexation Files

A. Description: Files that document the annexation of land by the municipality. Included are maps, ordinances of annexation, petitions for annexations, surveys of the proposed annexation (including population figures, number and type dwellings of proposed annexation), correspondence, street number lists, street numbering warrants, and violation letters.

B. Retention: Permanent. Microfilm optional.

12-601.5. Cancelled Bonds and Coupons

A. Description: Various bonds and interest coupons issued by the municipality which have matured and been cancelled. These bonds were issued to finance various municipal projects such as water and sewer construction, street paving, etc. Information includes name of bank, control number, date, addressee, bond issue, year, maturity year, quantity, denomination, amount, and date received.

B. Retention:

- (1) 1 copy of bond and coupon from each series: Permanent.
- (2) Other records: 10 years after cancellation, then destroy.

12-601.6. Grant Files

A. Description: Background application information and action taken on federal and state grants awarded to the municipality. Information includes filing guidelines, grant applications, 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.

12-601.7. Contracts

A. Description: Contractual agreements between the municipality and another party. Information includes date, parties, type of contract, explanation of agreement, signatures of parties, notarization.

B. Retention: 3 years after expiration of contract, then destroy.

12-601.8. Cemetery Records

A. Description: Created by the caretakers to document purchase of burial sites and persons interred in municipal cemeteries. Information includes who was buried, on what date, price paid for the plot, date plot was purchased, and veteran status of deceased.

B. Retention: Permanent. Microfilm optional.

12-601.9. Fixed Assets Inventory File

A. Description: Catalog of all fixed assets owned by the municipality. Information includes municipal owned assets by department, method of acquisition, purchase authority, fund origination, physical location.

B. Retention: Until superseded, then destroy.

12-601.10. Maps and Blueprints

A. Description: Maps created by the municipality as well as those received from other sources. Types of maps include zoning maps, municipal and county maps, maps from utility companies, highway maps, and land use maps.

B. Retention:

- (1) Blueprints, sepia, and/or electrostatic copies on mylar: Permanent. Microfilm.
- (2) Other Records: Permanent. Microfilm optional.

12-601.11. Scrapbooks

A. Description: Scrapbooks of municipal events including newspaper clippings, announcements, photographs, special programs, and other related information.

B. Retention: Permanent. Microfilm optional.

12-601.12. Historical File

A. Description: Files containing historical information concerning the municipality and important periods of history. Information includes minutes of local organizations, financial documents, maps, newspaper clippings, photographs, compiled histories of the municipality, information on historic homes and properties, information concerning foreign wars and unusual conditions (Hugo files), and any other documentation of the history of the municipality.

B. Retention: Permanent. Microfilm optional.

12-601.13. 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, reports, technical papers, studies, reference materials, copies of ordinances, resolutions, and other records created or received in the general administration of a program or in the management of the office. For the purposes 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 or 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 tapes, 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 requests 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; 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 requests; 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.

12-601.14. Election Records

A. Description: Record of elections and results of elections. Information includes declaration of results, oath of office, statements of candidacy, registration, newspaper notices, petitions for nomination of council members and mayor.

B. Retention:

- (1) Results and Certifications: Permanent. Microfilm optional.
- (2) Other Records: 2 years, and until all contested elections have been decided and all appeals exhausted, then destroy.

12-601.15. Monthly Reports

A. Description: Reports of office activities performed during the month. Information includes department name, month and list of activities for each month.

B. Retention: 2 years, then destroy.

Subarticle 2. Building Inspections/Planning/Zoning

12-602.1. Zoning Commission Minutes

A. Description: Record of proceedings at meetings of the Zoning Commission. Information includes meeting dates, members of board present, variance requests, old business, new business, and adjournment.

B. Retention: Permanent. Microfilm optional.

12-602.2. Planning Commission Minutes and Attachments

A. Description: Record of proceedings at meetings of the Planning Commission. Information includes dates and time of meeting, members present, agendas, minutes, action taken on development permit applications, any matters relating to planning and development issues, and attachments including petitions, maps, studies, and planning reports forwarded to the Commission for discussion.

B. Retention: Permanent. Microfilm optional.

12-602.3. Building Permits

A. Description: Forms documenting permission granted by the municipality 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.

12-602.4. Building Permit Log

A. Description: Finding aid for building permits issued in the municipality. Information includes permit number, applicant's name, location of building, date issued.

B. Retention: Permanent. Microfilm optional.

12-602.5. Plans and Specifications

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

B. Retention:

- (1) Blueprints of Public Building Projects: Permanent. Microfilm.
- (2) Other Records of Public Building Projects: Permanent. Microfilm optional.
- (3) Non Public Building Projects: 1 year after issuance of certificates of occupancy, then destroy, unless needed for future reference.

12-602.6. Inspectors' File – Mechanical (Construction)

A. Description: Records documenting examinations made to mechanical construction, reconstruction, alteration, and repair projects within the municipality to insure compliance with Southern Standard Mechanical Code and all applicable codes. Information includes copy of Mechanical Permit, Inspection Reports, and correspondence.

B. Retention: 2 years after completion of project, then destroy.

12-602.7. Inspectors' File – Electrical (Construction)

A. Description: Records documenting examinations made to electrical construction, reconstruction, alteration, and repair projects within the municipality to insure compliance with the National Electrical Code and all other applicable codes. Information includes copy of the Electrical Permits, Inspection Reports, and correspondence.

B. Retention: 2 years after completion of project, then destroy.

12-602.8. Inspectors' File – Gas Piping (Construction)

A. Description: Records documenting examinations made to gas piping, construction, reconstruction, alteration, and repair projects made within the municipality insuring compliance with the Southern Standard Gas Code and all other applicable codes. Includes Inspection Reports, Gas Piping Permit, and correspondence.

B. Retention: 2 years after completion of project, then destroy.

12-602.9. Inspectors' File – Plumbing (Construction)

A. Description: Records documenting examinations made to plumbing construction, reconstruction, alteration and repair projects within the municipality to insure compliance with the Southern Standard Plumbing Code and all other applicable codes. Information includes Plumbing Permit, Inspection Reports, and correspondence.

B. Retention: 2 years after completion of project, then destroy.

12-602.10. Certificate of Occupancy

A. Description: Certifications made by the department that a building complies with municipal codes and is safe for occupancy. Information includes type of building, permit number, type of construction, owner of building, address, contractor name, date built and certified in compliance with code.

B. Retention: Permanent. Microfilm optional.

12-602.11. Subdivision Files

A. Description: Records used in the review of subdivision plans to insure construction is according to plan. Information includes correspondence, copies of subdivision Declaration of Covenants, Conditions, Easements, and Restrictions, Field Investigation Reports and Final Inspection/Acceptance of Completed Work notifications, Inspection, Investigation Reports and Permits to Operate from the Department of Health and Environmental Control, cost proposals, plats, drawings, information on contractors, and related notes.

B. Retention: Permanent. Microfilm optional.

12-602.12. Subdivision Maps/Plats

A. Description: Plats of subdivision lots in the municipality, submitted by the property owner and recorded in the county register of deeds office. Information includes location, boundaries and divisions, date of survey, certificate of surveyor, scale, property owners, date of recording and plat.

B. Retention: Permanent. Microfilm optional.

Subarticle 3. Business License

12-603.1. Business License Applications

A. Description: Applications submitted by persons seeking to operate businesses in the municipality. Information includes name of business, location, classification, license number, gross sales for preceding calendar year, type of application, date, fee, Federal ID number or social security number.

B. Retention: 3 years, then destroy.

12-603.2. Business Licenses

A. Description: Records documenting authorization for businesses to operate within the municipality. Information includes name of business, type of business, date of license and authorizing signature.

B. Retention:

- (1) Business Licenses for Earliest Extant Year and Every Other Year Thereafter: Permanent. Microfilm optional.
- (2) Other Business Licenses: 3 years, then destroy.

Subarticle 4. Council

12-604.1. Council Meeting Recordings

A. Description: Voice recordings of municipal council meetings used in preparing the Council Meeting 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 minutes have been produced.

12-604.2. Council Minutes

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

B. Retention: Permanent. Microfilm for security.

12-604.3. Agenda Packets

A. Description: Record of items submitted for municipal council's consideration. Information includes meeting number, date, locale and time; order and description of proposed business.

B. Retention: Permanent. Microfilm optional.

12-604.4. Ordinances

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

B. Retention: Permanent. Microfilm for security.

12-604.5. Resolutions

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

B. Retention: Permanent. Microfilm for security.

Subarticle 5. Finance

12-605.1. 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.

12-605.2. Budget Files

A. Description: Preparation materials used in the formulation of the municipal budget.

Information includes budget requests and supplemental information justifying budget requests.

B. Retention: 3 years, then destroy.

12-605.3. Audits Reports

A. Description: Printed reports documenting the annual audit of municipal funds. These reports, prepared by an outside accounting firm, are categorized by the various municipal 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.

12-605.4. General Ledgers

A. Description: One or more series of computer and non-computer-generated 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 municipal funds and accounts, including receipts and expenditures from all revenue sources, both public and private. For computer generated ledgers, this series includes 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

12-605.5. Trial Balances

A. Description: Summary information of receipts and expenditures from various municipal accounts used in balancing the General Ledger. Information includes account number, account name, beginning balance, total assets, total liabilities, adjustments, expected revenue, month-to-date receipts, month-to-date percent, year-to-date percent, uncollected balance, and a breakdown of each department's expenses. For computer generated ledgers this annual accounting code data and computer system documentation needed to access accounting information.

B. Retention:

- (1) Computer Generated Year-to-Date Trial Balance: Permanent. Microfilm.
- (2) Non-Computer Generated Year-to-Date Trial Balance: Permanent. Microfilm optional.
- (3) Other Trial Balances: 3 years, then destroy.

12-605.6. Bids

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

B. Retention: 3 years, then destroy.

12-605.7. Requisitions

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

B. Retention: 3 years, then destroy.

12-605.8. Purchase Orders

A. Description: Purchase orders for goods and services paid for by the municipality, or for goods and services yet to be delivered to the municipality. Information includes quantity, commodity, service unit, price, total price, number, page number, name of company or business, address, date, item number, delivery location, total items, and signature of purchasing agent.

B. Retention: 3 years, then destroy.

12-605.9. Accounts Payable Check Registers

A. Description: Record of check payments to vendors/contractors for services/materials sold to the municipality. 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.

12-605.10. Paid Invoices

A. Description: Filed copies of invoices submitted by various vendors supplying goods and services to the municipality. These invoices may be filed together with copies of checks and/or

claim forms. 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.

12-605.11. Claims

A. Description: Office's copies of documents establishing a claim on the municipality for goods and services. Information includes control number, date filed, who is making claim, amount, and authorized approval.

B. Retention: 3 years, then destroy.

12-605.12. Banking Records

A. Description: Cancelled checks and deposit slips written by the municipality along with the statements issued by the bank. Information includes (1) checks: date, to whom paid, amount, check number, authorized signature; (2) bank statements: list of checks for one month period, dates, beginning balance, ending balance; and (3) deposit slips: date, amounts of deposits, and total deposit.

B. Retention: 3 years, then destroy.

12-605.13. Receipts (Receipt Carbons)

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

B. Retention: 3 years, then destroy.

12-605.14. Daily Cash Books

A. Description: Daily records of receipts and disbursements of municipal funds. Information includes date, purpose, amount, date paid, date received, fund for which written.

B. Retention:

- (1) When Corresponding General Ledgers are Missing: Permanent. Microfilm optional.
- (2) When Corresponding General Ledgers Exist: 3 years, then destroy.

12-605.15. Daily Collections Report

A. Description: List of monies received on a daily basis for payments of municipal services. Information includes account number, name, payment date, amount of payment, allocation of funds.

B. Retention: 1 year, then destroy.

Subarticle 6. Fire

12-606.1. Annual Report to State Fire Marshal

A. Description: Annual report sent to State Fire Marshal of status of Fire Department employees, equipment and finances. Information includes number of officers, number of men, number paid, names of trustees of Firemen's Insurance and Inspection Funds, name of Building Inspector, name of buildings and inspection code adopted by the municipality, total Firemen's Fund on hand, apparatus and value of Fire Department equipment and vehicles in serviceable condition, system of water supply and type of alarm system.

B. Retention: Permanent. Microfilm optional.

12-606.2. Incident Report

A. Description: Record of fire department related incidents (including fire, chemical spills, animal rescue and bomb scares) that have occurred in the municipality. These forms are completed each

time a fire truck is used in answering a call. Information includes incident number, date, and time; situation found, action taken, fixed property, occupant name, owner name, method of alarm, number of fire personnel responding, information on the origins of and type of fire encountered, method of extinguishment, information on the structure involved in incident, and signature of member making report.

B. Retention: 10 years, then destroy.

12-606.3. Fire Hose Record

A. Description: Record of tests performed on hoses in the department to assure that the equipment is in good operating condition. Information includes manufacturer, guarantee test (pounds), new or used, survey date, date of test, fire station number, semi-annual test (pressure, OK or failure), location (truck number, stored), action-remarks, initial, hose number, size, and date received.

B. Retention: 3 years, then destroy.

12-606.4. Fire Hydrant Testing Report

A. Description: Maintenance records of operating tests conducted on municipal fire hydrants. Information includes location, water available, hydrant number, SPM at 20 PSI, main size, type (2 way, 3 way), lateral size, lateral gated, height from ground, inspected (date, time, by whom), condition, out of service, in service, pressures (static, resi., flow), and remarks.

B. Retention: 3 years, then destroy.

12-606.5. Equipment Files

A. Description: Record of the equipment of the Fire Department. Information includes type of equipment, cost, location, instructions for use, and related correspondence and documentation.

B. Retention: Until the equipment is sold or disposed of, then destroy.

12-606.6. Employee/Volunteer Training Records

A. Description: Record of all training classes taken by fire department employees and volunteers. Information includes employee name; date; type of training such as typing, hazardous material, pump operations, basic fire fighting, and truck operations.

B. Retention: 3 years from the date on which training occurred, then destroy.

12-606.7. Arson Files

A. Description: Record of fires caused by arson that occurred in the municipality. Information includes name, statements, investigative notes, date of occurrence, State Law Enforcement Division Lab Reports, and address of fire.

B. Retention: 10 years, then destroy.

12-606.8. Fire Inspection Reports

A. Description: Documents safety inspections made by the fire department of businesses within the municipality. Information includes date, location of inspection, building function, occupancy, capacity, last inspection date, personnel conducting inspection, business phone, tenants name and phone number, description of structure, comments, violations and mandated corrections.

B. Retention: 3 years, then destroy.

12-606.9. Daily Logs

A. Description: Summarizes daily activities of the fire department. Information includes fire calls, activities, time and date, employees worked, and employees off.

B. Retention: 3 years, then destroy.

12-606.10. Volunteer Personnel Files

A. Description: Record of volunteers working for the fire department. Information includes applications, physicals, service awards, and related correspondence and documentation.

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

Subarticle 7. Personnel

12-607.1. State and Local Government Information Reports (EEO-4)

A. Description: Annual report monitoring internal programs for insuring equal employment opportunities. Information includes name of municipality, address, type of government, identification, function, employment data, list of agencies in this function, name of person to contact regarding this form, title, address, area code and telephone number, date, type name/ title of authorized official, and signature. These reports are forwarded to the Equal Employment Opportunity Commission in compliance with federal civil rights statute.

B. Retention: Permanent. Microfilm optional.

12-607.2. Personnel Files (Active and Inactive)

A. Description: Forms and materials relating to municipal employees. Files include applications, 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.

12-607.3. Application File (Not Hired)

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

B. Retention: 2 years after rejection of application, then destroy.

12-607.4. Log and Summary of Occupational Injuries and Illnesses

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 following the end of the calendar year to which they relate, then destroy.

12-607.5. Workers Compensation Records

A. Description: Consists of case files containing records and reports generated as the result of employment-related accidents involving municipal employees. Information includes Reports of Accidents Involving Only Medical Attention, Physician's Report and Itemized Statement, Employer's First Report of Injury and Illness, Agreement as to Compensation, Conditional Waiver of Hearing, 60-Day Report, Status Report and Compensation Receipt, Supplemental Memorandum of Agreement As to Payment of Compensation, correspondence with South Carolina Workers Compensation Commission, physicians, attorneys, and employees, statements from physicians, copies of internal invoices, copies of receipts and statements for the purchase of medications, copies of purchase requisitions, copies of health insurance claim forms, copies of patient return reports and disposition forms from physicians, and handwritten notes.

B. Retention:

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

12-607.6. Grievance Hearing Files

A. Description: Material 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, investigation reports, hearing transcripts or summaries and related correspondence.

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

12-607.7. Payroll Register

A. Description: Documents employment and wages paid to municipal 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

12-607.8. Payroll Check Registers

A. Description: Record of 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.

12-607.9. South Carolina Retirement System Quarterly Report

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

B. Retention: 60 years, then destroy.

12-607.10. South Carolina Police Officer's Quarterly Retirement Reports

A. Description: Quarterly records of contributions made by municipal law enforcement officers to the South Carolina Police Officer's Retirement System. Information includes employer's name, address, active register numbers, social security number, employee's names, gross salary and contribution for class I, and gross salary contribution for class II, retirement and pre-death contributions, and total salary.

B. Retention: 60 years, then destroy.

12-607.11. 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.

12-607.12. Individual Taxpayer Report of Withholdings (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.

12-607.13. Time Cards

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

B. Retention: 3 years, then destroy.

12-607.14. 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.

12-607.15. Insurance Records

A. Description: Record of insurance claims filed by municipal employees. Information includes name of patient, provider, dates of service and amount of payment request.

B. Retention: 3 years, then destroy.

12-607.16. Sick and Annual Leave Records

A. Description: Record of leave taken by municipal employees. Information includes name of employee, social security number, date, leave date, number of days/hours, reason for leave and signature of employee.

B. Retention: 3 years, then destroy.

Subarticle 8. Police

12-608.1. Criminal History Cards

A. Description: Card file maintained for a quick reference to information in criminal histories. Information includes name, date of birth, social security number, date of crimes/arrests, court decisions, address, race, sex, and height.

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

12-608.2. Criminal Histories

A. Description: Cumulative history on any subject arrested by the police department. Information includes last name, first name, middle name, alias, FBI number, social security number, race, sex, age, height, weight, eyes, hair, complexion, occupation, next of kin, date/place of birth, scars and marks, arrest dates, docket numbers, charges, and dispositions.

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

12-608.3. 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.

12-608.4. Juvenile Files

A. Description: Record of juveniles arrested in the municipality. Information includes an index on each individual which includes name, date of birth, race, sex, vital statistics, and date crime committed, photographs, warrants, a copy of the Arrest/Booking Report, and the Certified Driving Records for DUI.

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

12-608.5. Radio/Telephone Logs

A. Description: All incoming and outgoing radio and telephone communications. Information includes: officer(s) absent, assignment, officer's name, unit, radio test, complaint, phone number, location, nature, officer assigned, time recorded, time dispatched, time arrested, time served, status remarks, case number, dispatcher and supervisor signatures.

B. Retention: 3 years, then destroy.

12-608.6. Field Contact Cards

A. Description: Cards filled out by police officers after interviewing suspicious persons during their shift. These persons may be known criminal suspects or other persons interrogated by the department. These persons have been questioned by the police, but may not have committed any crime. Information includes name, address, nickname, phone number, age, race, sex, height, weight, build, complexion, date of birth, scars, dress, description of car, location of stop, reason for stop, disposition.

B. Retention:

- (1) Cards Concerning Criminal Suspect: 1 year, then transfer to case files.
- (2) Other Cards: 1 year, then destroy.

12-608.7. 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, complainant, victim information, subject (suspect) data, arrest data (if applicable), vehicle data (if applicable), witness data (if applicable), narrative, and UCR data administrative section.

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

12-608.8. Arrest Warrants

A. Description: Warrants which authorize the arrest of individuals for various offenses committed. Information includes warrant number, name of person to be arrested, charge, date of offense, description of offense, name of affiant, date sworn, signature of issuing official.

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

12-608.9. Arrest Dockets

A. Description: A chronological listing of all arrests made and traffic citations issued by the police department. Information includes name, address, description, social security number, charge, court date, date and time of arrest, date and time of release, arresting officer's name, and releasing officer's name.

B. Retention: 5 years, then destroy.

12-608.10. Booking Reports

A. Description: Record of all persons arrested and booked by the police department. Information includes agency identification, case number, name, race, 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 officers name, current date, charge data, medical data, release date, time, and arresting officer.

B. Retention: 10 years, then destroy.

12-608.11. Uniform Traffic Collision Reports (Accident Reports)

A. Description: Standard state form containing the following information: date, county, day of week, time, type road, street address, city or town, driver name, address, date of birth, sex, race,

license number, state, license restrictions, member of armed forces, wearing seatbelts, violations indicated, speed limit, estimated speed, year and make of vehicle, license plate number, state, year, validation number, total occupants this unit, owner's name, street or RFD, city and state, vehicle towed. There is a schematic drawing whereby action of vehicles and points of impact can be illustrated in addition to a narrative section. The investigating officer signs the form at bottom where he also completes information on charge(s), if any, and victim, injured or dead, if applicable. A copy of this report is sent to the South Carolina Department of Public Safety.

B. Retention: 3 years, then destroy.

12-608.12. Traffic Tickets

A. Description: A standard state form recording traffic citations issued to motorists. Information includes: driver's name, address, occupation, state licensed, license number, vehicle license 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: 3 years, then destroy.

12-608.13. Parking Tickets

A. Description: Copies of parking tickets issued to meter violators. Information includes date, time, tag number of vehicle, make of car, officer's name, place of violation, type of violation, ticket number.

B. Retention: 3 years, then destroy.

12-608.14. Officer's Daily Activity Report

A. Description: Record of daily activities of officers used to record the officer's time on duty. Information includes name, badge number, vehicle information, mileage, and activities of officer during each hour on duty.

B. Retention: 2 years, then destroy.

12-608.15. Breathalyzer Operator Test Report (BA Form)

A. Description: Record of breathalyzer tests performed on defendants. Information includes defendant's name, address, driver's license number, date of arrest, name of arresting officer, name of BA operator, BA reading or refusal, and signatures.

B. Retention: 10 years after trial date, then destroy.

12-608.16. Receipts

A. Description: This series is composed of carbon copies of receipts issued by the police department for money received. These receipts record money taken in for such things as payment of fines, fees collected for reports and records checks issued, and bond payments.

B. Retention: 3 years, then destroy.

12-608.17. Abandoned Vehicles Files

A. Description: Record of all abandoned vehicles within the city limits. Information includes property owner, location of vehicle, make of vehicle, license number, private property, public property, removal date, and final disposition.

B. Retention: 2 years after disposition of vehicle, then destroy.

12-608.18. House Watch Patrol Check

A. Description: Record of special and vacation watches to municipal property performed by the department at the request of residents. Information includes zone, departure date, return date, dispatcher initials, name and address of requestor, whether vacation watch or special watch,

supervisor authorization, officer's number, date and time location was checked, date check ended, and remarks section.

B. Retention: 1 year, then destroy.

12-608.19. Personnel Training Files

A. Description: Summary information on training courses attended by police department personnel. Information includes name of officer, social security number, date attended, course title/agency, hours and grade.

B. Retention: 3 years from the date on which training occurred, then destroy.

12-608.20. Requests For Services (Complaints)

A. Description: Records the receipt of complaints/requests to the police department and the subsequent dispatch of the police officer to the incident location. Information includes complaint number, signal code or police code, location, received by (radio, phone, other), action taken, operator, zone, complaint officer, shift call taken and time.

B. Retention: 2 years, then destroy.

Subarticle 9. Public Works

12-609.1. Maps and Blueprints

A. Description: Maps and blueprints of major structures, additions, and renovations to buildings in the municipality. Information includes road names, lot numbers, sewer tap locations, interior, blueprints of buildings, etc.

B. Retention:

- (1) Blueprints, sepia, and/or electrostatic copies on mylar: Permanent. Microfilm.
- (2) Other Records: Permanent. Microfilm optional.

12-609.2. Encroachment Permits

A. Description: Permits from the South Carolina Department of Highways and Public Transportation, giving the municipality permission to install water and sewer lines that encroach on state owned roads and highways. Information includes applicant's name and address, county, road/route, and road name permit application submitted for, type of public service line, description of location with reference to highway, applicant's name, date requested, special provisions and sketch plan.

B. Retention: Permanent. Microfilm optional.

12-609.3. Maintenance Request Forms

A. Description: Record of requested maintenance repairs on departmental equipment. Information includes date, item number, type of work requested, materials needed, date work completed.

B. Retention: 3 years, then destroy.

12-609.4. Work Orders

A. Description: Copies of work orders for services requested by customers and subsequent services rendered by the municipality. Information includes account number, name and address of customer, service requested, service rendered (or explanation), date and signature of service person.

B. Retention: 3 years, then destroy.

12-609.5. Valve Records

A. Description: Record of all valves in the municipality. Information includes drawings, location, and description of the valve.

B. Retention: Until superseded, then destroy.

12-609.6. Vehicle Maintenance Report

A. Description: Maintenance schedule on municipal owned vehicles maintained by the Public Works Department. Information includes date, vehicle number, make, last service date, last service odometer reading, service schedule by days or miles, and current odometer reading.

B. Retention: Until disposal of vehicle, then destroy.

12-609.7. Vehicle Service File

A. Description: Documents service history of all vehicles owned by the municipality. Information includes vehicle number, vehicle identification, make of vehicle, date of purchase, purchase cost, maintenance date, odometer/hours, expected life, group code, maintenance days, vehicle type, department number, fuel code, engine, transmission, brake system, rear end, clutch, fuel capacity, oil capacity, rating, description, purchase, current, previous, and when last serviced

B. Retention: Until disposal of vehicle, then destroy.

Subarticle 10. Tax

12-610.1. Tax Digests (Tax Duplicates)

A. Description: Computer and non-computer generated digests which document real property taxes collected by the municipality from residents and businesses in the municipality. Information includes name and address, code number, location, district, tax levy, receipt number, number of acres, number of lots, number of buildings, receipt number, value, percent exemption type property, total real tax, date of payment, and remarks.

B. Retention:

- (1) Computer generated digests: Permanent. Microfilm.
- (2) Non-computer generated digests: Permanent. Microfilm optional.

12-610.2. Tax Receipts

A. Description: Copies of the receipts issued to taxpayers upon payment of property taxes. Information includes receipt number, valuation of real property, total real, total personal, total property tax, total taxes, penalty, total costs, name, address, location, district, and number and value of acres, lots and buildings.

B. Retention: 3 years, then destroy.

Subarticle 11. Utilities

12-611.1. Utility Service Applications – Residence

A. Description: Record of municipal residents' applications for municipal utility services. Information includes name, service address, mailing address, social security number, driver's license number, place and years of employment, work phone, home phone, spouses name and social security number, driver's license number, spouse's place and years of employment, spouse work phone, number of persons residing at service address, previous address, renting or buying, owner or rental address, phone number, name of nearest relative, and address.

B. Retention: 2 years after cancellation of service, then destroy.

12-611.2. Utility Service Applications – Business

A. Description: Record of businesses applying for municipal utility services. Information includes name of application, business name and address, mailing address, social security number or federal identification number, home office or business, owners name, home addresses, telephone numbers – business and home, renting/leasing, buying, property owner's/rental agency name, business/home address, telephone number, applicant's signature and title.

B. Retention: 2 years after cancellation of service, then destroy.

12-611.3. Meter Books

A. Description: Books used to record readings from customer meters. Information includes name, address, meter number, date set, date of meter reading, reading number and total consumption.

B. Retention: 3 years, then destroy.

12-611.4. Utility Payment Stubs

A. Description: Stubs from utility bills that have been returned with payment. Information includes account number, address, and amount due.

B. Retention: 2 years, then destroy.

12.611.5. Utility Billing Register

A. Description: Documents the payment/non-payment of utility services provided by the municipality. Information includes billing date, name, address, meter reading (previous and current), cost, tax, total charge, balance, number of bills printed, active meters, consumption totals.

B. Retention: 5 years, then destroy.

12-611.6. Delinquent Customer Files

A. Description: Record of customers' accounts that are referred to a collection agency for collection of a delinquent utility bill. Information includes customer name and address, current reading, date, consumption of water, sewer, total, balance, late charges, payments, cut-on date, and cut-off date.

B. Retention: 3 years, then destroy.

12-611.7. Work Orders

A. Description: Copies of work orders for utility service requested by customers and subsequently rendered by the municipality. Information includes account number, name and address of customer, service requested, service rendered (or explanation), date and signature of service person.

B. Retention: 3 years, then destroy.

12-611.8. Backflow Prevention Files

A. Description: Files documenting the installation, maintenance and testing of the backflow prevention device. Information includes backflow prevention device test: name, address, location of device, valve test, signed, date; backflow prevention device certification: name, address, service address, file number, type of device, make, size, model number, serial number, tested by and approved by.

B. Retention: 3 years, then destroy.

12-611.9. Bacteriological Files

A. Description: Copy of form sent to the Department of Health and Environmental Control reporting amounts of bacteria in the drinking water. Information includes system number, name of water system, analytical method, contaminant identification, sample type, compliance period begin, compliance period end, number of samples required, number of samples taken, number of samples total coliform-positive, number of samples fecal coliform-positive, number of repeat samples required, number of repeat samples taken, number of repeat samples total coliform-positive, number of repeat samples fecal coliform-positive, number days turbidity exceeded 1 NTU, number samples collected due to elevated turbidity, laboratory identification, laboratory name, comments, signature, date and system number.

B. Retention: 5 years, then destroy.

12-611.10. Daily Operations Forms/Reports

A. Description: Documents all daily testing done by the lab technician as required by South Carolina Department of Health and Environmental Control. Reports include daily chemical report, bacteriological sampling, distilled water standard plate count, BOD and seed criteria, chlorine, caustic, fluoride, and alum levels.

B. Retention:

- (1) Chemical Reports: 10 years, then destroy.
- (2) Bacteriological Reports: 5 years, then destroy.

12-611.11. Discharge Monitoring Reports

A. Description: Documents discharge of wastewater for the municipality to insure that permitted amounts are not exceeded. Information includes permit number, discharge number, monitoring period, parameter, average, maximum units, minimum, average, frequency of analysis, sample type, name of principal executive officer, signature, telephone, date, comments and explanations of violations.

B. Retention: 10 years, then destroy.

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