

OP-21.10, "Agency Records Management," November 1, 2003

SCDC POLICY/PROCEDURE

NUMBER: OP-21.10

TITLE: AGENCY RECORDS MANAGEMENT

ISSUE DATE: NOVEMBER 1, 2003

RESPONSIBLE AUTHORITY: DIVISION OF CLASSIFICATION AND INMATE RECORDS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-21.10 (March 15, 2000)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS:NONE

STATE/FEDERAL STATUTES:Public Records Act, S.C. Code Annotated 30-1-10, et seq.

PURPOSE: To provide guidelines for the management and proper retention of SCDC public records in compliance with S.C. Code Annotated 30-1-10, et seq.

POLICY STATEMENT: In compliance with related state statutes and regulations, the Agency will adopt and follow a Records Management Program designed to facilitate the orderly management, retention, administration, and disposal of Agency records.

SPECIFIC PROCEDURES:

1. RECORDS MANAGEMENT OFFICER: The Agency Director will be responsible for designating an individual to serve as the Agency Records Management Officer who will be responsible for the Agency's Public Records Management System. The responsibilities of the Agency Records Management Officer will include, but will not be limited to, the following:

1.1 Review and approve the adoption, revocation, or modification of all records retention schedules;

1.2 Maintain all original records retention schedules for the Agency;

1.3 Review and approve all requests for the destruction of records in accordance with state regulations before any records are destroyed, and prior to such requests or notices being forwarded to the South Carolina Department of Archives and History;

1.4 Maintain the Agency's official record copy of all forms, notices, and requests forwarded to or received from the South Carolina Department of Archives and History, such as:

- Report on Records Destroyed (specific schedules) - ARM 11(94),
- Authorization to Destroy Records Under General Schedule - ARM 9 (94),
- Record Series Inventory Form - RS-1-1 (90),
- Microfilm Transmittal and Receipt Form - ARM-8A (94),
- Microfilm Quality Certification for Records Disposition - TEMP-61,
- State Records Transmittal and Receipt - ARM-7A (94), ARM-7B (94), and
- Authorization for Disposal of Original Paper Records Stored in Optional Disk System - TEMP-80.

(NOTE: Forms and specific instructions on filling out forms can be obtained from the Agency Records Officer.)

1.5 Assist the Division of Resource and Information Management with the procurement of microfilm, microfiche, optical disk systems, or other technology for storage of Agency records.

2. AGENCY RECORDS LIAISON OFFICERS:

2.1 Each member of the Director's Staff, Division Director, and Warden will be responsible for designating an individual to serve as an Agency Records Liaison Officer. Each Agency Records Liaison Officer will be responsible for handling the day-to-day administration of the Records Management System for his/her respective office, division, or institution. In addition to maintaining records for his/her respective office, division, or institution, the duties of the Agency Records Liaison Officer will include, but not be limited to, the following:

2.1.1 With the assistance and supervision of the Agency Records Management Officer and the South Carolina Department of Archives and History, create records retention schedules for his/her respective office, division, or institution; (This includes advising the Agency Records Management Officer when new records series are created which will necessitate revising existing schedules.)

2.1.2 At the beginning of each fiscal year, review all files in the Liaison Officer's respective office, division, or institution to determine which documents may be disposed of under the current records retention schedules; (After compiling a list of those documents that may be properly disposed of, the Liaison Officer must forward a written request through the appropriate supervisor and member of the Director's Staff, or Division Director to the Agency Records Management Officer for approval to dispose of the document under the terms of the Public Records Act. Additionally, on an annual basis, the Liaison Officer will purge records reduced to microfilm and optical disks to determine if, under current record retention schedules, any of the microfilm rolls or optical disks may be disposed.)

2.2 Provide written notice to and receive approval from the Agency Records Management Officer before transferring records to the State Records Center or to the South Carolina Department of Archives and

History pursuant to state transfer procedures;

2.3 Provide written notice to and receive approval from the Agency Records Management Officer before authorizing the South Carolina Department of Archives and History to dispose of South Carolina Department of Corrections records stored in the State Records Center once the retention period for such records has been met;

2.4 Supervise the reformatting of records onto microfilm, microfiche, optical disks, or any other medium created by new technology for the storage of documents pursuant to the guidelines and standards created by the South Carolina Department of Archives and History; (This will include ensuring that the South Carolina Department of Archives and History receives the necessary security copy of such film or disks.) and

2.5 Provide written notice to and receive approval from the Agency Records Management Officer for the disposal of records approved for destruction after reformatting onto microfilm, optical disk, or any other medium created by new technology for the storage of records.

3. DEFINITIONS:

Agency Records Management Officer refers to an employee designated by the Agency Director who is responsible for the Agency's Records Management Program.

Agency Records Management Program refers to the system which the Agency utilizes for the management, retention, maintenance, and disposal of Agency Records.

Records refers to all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials retained by a public body. For the purpose of this procedure, inmate records are not included.

Records Retention Schedule refers to a set timeframe whereby records are kept and destroyed in accordance with state regulations.

SIGNATURE ON FILE

—
Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN POLICY DEVELOPMENT.