

From: Ramsey, James <James.Ramsey@admin.sc.gov>
To: Schimsa, Rebecca <RebeccaSchimsa@gov.sc.gov>
CC: Pisarik, Holly <HollyPisarik@gov.sc.gov>
Date: 4/4/2016 11:30:14 AM
Subject: RE: RE:

Rebecca,

Does Doug Mayer's or Cate Simmons old accounts need to be held?

Regards,

Jim

James A. Ramsey
Director, Agency Computing Support Services, Division of Technology Operations
Division of Technology

The South Carolina
Department of Administration
1200 Senate St. Columbia, SC 29201
4430 Broad River Rd, Columbia, SC 29210
(803) 734-4511 | (803) 239-8092 mobile

Need Support?
(803) 896-0001 | (800) 922-1367 toll free | servicedesk@admin.sc.gov

From: Schimsa, Rebecca
Sent: Monday, April 04, 2016 9:39 AM
To: Ramsey, James
Cc: Pisarik, Holly
Subject: RE: RE:

Jim – Attached is the full Records & Retentions Policy for our office, which was set forth in conjunction with the Department of Archives and History in 2012. Because we have had so many staff changes, we may work on updating the policy. For now, you may use the following list:

Selected correspondence of Executive Staff is to be permanently retained:*

1. Chief of Staff – Swati Patel
2. Chief Legal Counsel – Holly Pisarik
3. Deputy Chief of Staff for Cabinet – Austin Smith
4. Deputy Chief of Staff for Budget & Policy – Josh Baker
5. Deputy Chief of Staff for Operations – Katherine Haltiwanger
6. Director of Communications – Rob Godfrey
7. Director of Legislative Affairs – Katherine Veldran

*Selected correspondence includes (1) Documentation related to the administration of the office; (2) Communications concerning coordination of programs, policies, and decisions affecting state agencies or citizens; and (3) Correspondence concerning non-transitory issues that impact the office.

If you have any questions, please let us know.

From: Ramsey, James
Sent: Monday, April 04, 2016 9:09 AM
To: Schimsa, Rebecca

Subject: Fwd: RE:

Rebecca

Do you have a listing of what state house staff have data retention requirements for archives and history.

Jim

James A. Ramsey

*Director, Agency Computing Support Services, Division of Technology Operations
Division of Technology*

The South Carolina

Department of Administration

1200 Senate St. Columbia, SC 29201

4430 Broad River Rd, Columbia, SC 29210

(803) 734-4511 | (803) 239-8092 mobile

Need Support?

(803) 896-0001 | (800) 922-1367 toll free | servicedesk@admin.sc.gov

Begin forwarded message:

From: "Haltiwanger, Katherine" <KatherineHaltiwanger@gov.sc.gov>

Date: March 29, 2016 at 4:01:49 PM EDT

To: "Pisarik, Holly" <HollyPisarik@gov.sc.gov>, "Schimsa, Rebecca" <RebeccaSchimsa@gov.sc.gov>

Cc: "Remsey, James" <James.Remsey@admin.sc.gov>

Subject: Fwd: RE:

Legal shop-can you provide us the list of titles in our retention policy for IT in terms of archiving?

Thanks,
Katherine

Sent from my iPhone

Begin forwarded message:

From: "Remsey, James" <James.Remsey@admin.sc.gov>

Date: March 29, 2016 at 3:53:52 PM EDT

To: "Haltiwanger, Katherine" <KatherineHaltiwanger@gov.sc.gov>

Subject: RE:

Katherine,

Do you have a moment to talk about this request?

Jim

James A. Ramsey

Director, Agency Computing Support Services, Division of Technology Operations

Division of Technology

The South Carolina
Department of Administration
1200 Senate St. Columbia, SC 29201
4430 Broad River Rd, Columbia, SC 29210
(803) 734-4511 | (803) 239-8092 mobile

Need Support?

(803) 896-0001 | (800) 922-1367 toll free | servicedesk@admin.sc.gov

-----Original Message-----

From: Haltiwanger, Katherine
Sent: Tuesday, March 22, 2016 10:26 AM
To: Remsey, James
Subject:

We need to update the directory that is listed for the Gov's Office & Mansion in Outlook. See attached.

I can walk you through which one we need to keep for archives if needed.

-Katherine

Note: Act 121 of 2014 (SC Restructuring Act of 2014) abolished the Budget and Control Board. Effective July 1, 2015, the Department of Administration has been established. Please update your contact information.