



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

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I
Agency

OFFICE OF THE LIEUTENANT GOVERNOR
RECORDS DIVISION
RECORD GROUP # 185

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:
11797

2/9/01
Date

John P. Noble
Signature of Agency Representative

Office Manager
Title

PART II
Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

12-8-00
Date

Ray A. Fugan
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR

PART III
State Budget and Control Board

The attached Records Retention Schedule is approved.

2-21-01
Date

Richard W. Kelly
State Budget and Control Board

Exec. Dir.
Title



**OFFICE OF THE LIEUTENANT
GOVERNOR**

Record Group # 185

RECORDS DIVISION

11797 INVITATIONS (ACCEPTED AND DECLINED)

Description

Requests from military organizations, schools, local through national political organizations, health care groups, church and civic organizations for the Lieutenant Governor to attend various public and private events. Also includes invitations to conferences addressing issues aligned with topics of interest to the various committees, councils, and commissions on which the Lieutenant Governor serves. Information includes invitations, copies of the accept/decline card, directions, some personal notes.

Retention

Agency: Until no longer needed for reference.

State Archives: Selection of needed documentation.
Permanent.

Schedule Approved 2-21-01



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

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PART I
Agency

**OFFICE OF THE LIEUTENANT GOVERNOR
ADMINISTRATION
RECORD GROUP # 185**

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

11280

12/1/99

Date

Ellen E. Nobles

Signature of Agency Representative

Office Manager

Title

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

11/19/99

Date

Ray A. Fyson

Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR

PART III

State Budget and Control Board

The attached Records Retention Schedule is approved.

12/6/99

Date

Richard W. Kelly III

State Budget and Control Board

Dee Dee

Title



OFFICE OF THE LIEUTENANT GOVERNOR Record Group #185

ADMINISTRATION

11280 PROGRAMS

Description

Documents programs requested by the Lieutenant Governor, the South Carolina Legislature, or the general public for the citizenry of South Carolina. Information includes request responses, newsletters, minutes from program meetings, memos, and research.

Retention

Agency: 2 years

State Records Center: Until the end of the specific Lieutenant Governor's terms in office.

State Archives: Permanent

Schedule Approved 12-6-99