

## **GOVERNOR NIKKI HALEY**

### **EXECUTIVE OFFICE RECORDS AND RETENTION SCHEDULE**

Records created and received by the Governor's Office during the Administration of Governor Nikki Haley.

#### **1. Governor's Correspondence**

##### ***Incoming Logged Correspondence***

Description: Incoming mail, facsimiles and e-mails directed to Governor Haley. Logged with identification number. Filed with copy of response, if any. Filed in Agency's central records in numerical order by log number.

Retention Schedule: Agency during term of Governor Haley. Archives following close of last term of Governor Haley.

State Archives: Selection of needed documentation. Permanent.

##### ***Unnumbered Correspondence***

Description: Mail, facsimiles and e-mails initiated on behalf of Governor Haley other than in response to incoming correspondence as described above. Filed in Agency's central records alphabetically by recipient's last name.

Retention Schedule: Agency during term of Governor Haley. Archives following close of last term of Governor Haley.

State Archives: Selection of needed documentation. Permanent.

##### ***Chronological Correspondence Files***

Description: Archival copy of outgoing correspondence from Governor Haley. Filed chronologically by date of correspondence.

Retention Schedule: Agency during term of Governor Haley. Archives following close of last term of Governor Haley.

State Archives: Selection of needed documentation. Permanent.

#### **2. Governor's Personal and Briefing Materials**

Description: Governor Haley's personal briefing materials on miscellaneous subjects as well as personal correspondence initiated by the Governor. Personal contact databases.

Retention Schedule: Agency during term of Governor Haley. Selected items of historical significance to Archives following close of last term of Governor Haley.

State Archives: Selection of needed documentation. Permanent.

### **3. Governor's Proclamations**

Description: Proclamations of Governor Haley.

Retention Schedule: Agency during term of Governor Haley. Archives following close of last term of Governor Haley. Microfilm optional.

State Archives: Selection of needed documentation. Permanent.

### **4. Meeting Minutes (Boards and Commissions of State Agencies)**

Description: Records of official proceedings of state agency governing bodies. Information includes agenda, date, place, list of attendees and a summary of discussion and decisions. Official minutes also include all information attachments such as reports, surveys, proposals, studies and charts distributed to members for discussion and for use in making decisions on agency policy, planning and administrative matters.

Agency: Five years after fiscal year. Microfilm optional.

State Archives: Permanent.

### **5. Orders of the Palmetto and Silver Crescent**

Description: Applications and relevant information in regard thereto. Copies of final orders. Database of applicants and awards.

Retention Schedule: Agency during term of Governor Haley. Destroy application files following close of last term of Governor Haley. Governor's Awards Database to Archives.

State Archives: Selection of needed documentation. Permanent.

### **6. Administrative Correspondence Files (Executive Levels)**

Description: Correspondence related to the administration of an agency or division. Communications concerning coordination of programs, agency policy and responsibilities of a non-routine nature that impact on the agency or its divisions.

Retention Schedule: Agency during term of Governor Haley. Archives following close of last term of Governor Haley. Microfilm optional.

State Archives: Selection of needed documentation. Permanent.

### **7. Administrative Files (Executive Levels)**

Description: Documents actions of an agency director, deputy director and division directors. Information includes memoranda and reports concerning agency policy, organizational and program development records and non-routine fiscal data and personnel information. These records reflect administration of policy, coordination of agency functions and management of program activity.

Retention Schedule: Agency during term of Governor Haley. Archives following close of last term of Governor Haley.

State Archives: Selection of needed documentation. Permanent.

#### **8. Administrative Reference Files (Non-Executive Levels)**

Description: Routine office management files retained below the agency director, deputy director and division director levels. Included are convenience copies of memoranda, reports, printed matter and other reference materials. Topics include such subjects as job activities, program material, general office information, professional associations, parking for staff, disaster preparedness and other related topics.

Retention Schedule: Until no longer needed for reference. Destroy.

#### **9. Administrative Regulations**

Description: Used for general operation of agency programs. Information includes regulations, instructions or other issuances that establish methods to administer an agency's mission, functions and responsibilities.

Retention Schedule: Until superseded.

State Archives: Selection of needed documentation. Permanent.

#### **10. General Correspondence (Non-Executive Levels)**

Description: Routine correspondence created or retained below the levels of agency director, deputy director and division director. Letters and memoranda reflecting communications regarding program procedures, general work activities and responses to information requests.

Retention Schedule: Agency during term of Governor Haley. Destroy.

#### **11. Mailing Lists**

Description: Address databases and mailing lists III Governor's Correspondence office.

Retention Schedule: Maintain in Agency indefinitely.

#### **12. Calendars**

Description: Used to keep track of work-related events and commitments of agency staff members. Information includes daily appointment books, electronic calendars and other records indicating dates for meetings and work activities.

Retention Schedule: 1) Calendars of staff members -until no longer needed for reference, then destroy. 2) Calendars of Governor Haley -Agency during term of Governor Haley. Archives following close of last term of Governor Haley.

State Archives: Selection of needed documentation from Governor Haley's calendars. Permanent.

### **13. Legal**

#### ***General legal***

Description: Information concerning individual legal cases in which the Governor's office has been a party or with which the Governor's office has been involved including some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notices and general appeals, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions and related information, background investigation materials, copies of indictments, interrogations and other legal documents and related correspondence and copies of Attorney General opinions.

General Correspondence and legal case files involving requests for legal aid, waivers of extradition, safekeeping, renditions, early release, status of aliens, fugitive warrants from magistrates and elections in South Carolina.

Portions of this series are being kept permanently by the Archives through the Attorney General's office. Court records in this series are also available in the court having jurisdiction over the cases.

Agency: Three years after cases are closed. Microfilm optional.

State Archives: Selection of needed documentation. Permanent.

#### ***Executive orders***

Description: Executive Orders issued by Governor Nikki Haley. Archives following close of last term of Governor Haley. Microfilm optional.

State Archives: Selection of needed documentation. Permanent.

#### ***Freedom of Information Act Requests***

Description: Freedom of Information Act Requests and responses thereto.

Retention Schedule: Agency during term of Governor Haley. Archives following close of last term of Governor Haley. Microfilm optional. State Archives: Selection of needed documentation. Permanent.

### **14. Public Relations and Press**

Description: Press releases, media advisories, public service announcement scripts, speeches, talking points, fax lists, biographies, web site text, op-ed pieces, excerpts of Governor's public schedule, Governor's weekly columns and events information.

Retention Schedule: Agency until no longer needed for reference.

State Archives: Selection of needed documentation. Permanent.

## **15. Scheduling**

Description: Governor's daily schedules, invitations, regrets and correspondence in regard thereto.

Retention Schedule: Agency until no longer needed for reference. Destroy.

## **16. Office of Director of Executive Office Programs and Cabinet Affairs**

Description: General information concerning state agencies for reference purposes. General correspondence, copies of studies, magazine and newspaper articles, management letters, Legislative Audit Council reports on agencies and state agency budgets.

Agency: Until no longer needed for reference.

State Archives: Selection of needed documentation. Permanent.

## **17. Office of Director of Boards and Commissions**

Description: Letters from citizens, associations and legislators recommending appointments to boards and commissions, nomination applications, confidential personnel questionnaires, confidential financial statements of net worth, statement of economic interest forms, SLED criminal history reports, credit reports, resumes, letters from the Governor notifying appropriate parties of board membership changes and letters from the Governor nominating, appointing, and removing members of boards and commissions.

Retention Schedule: Agency until no longer needed for reference.

State Archives: Selection of needed documentation. Permanent.

## **18. Policy Area Records**

Description: Correspondence of the Policy Directors, including Education, Health, Economic Development, Natural Resources and Criminal Justice. Information on policy areas on state and national levels. Policy staff notes and working papers.

Agency: Until no longer needed for reference.

State Archives: Selection of needed documentation. Permanent.