



**South Carolina Department of Archives & 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 GOVERNOR
EXECUTIVE DEPARTMENT

RECORD GROUP # 166

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:

15975-15997

March 12, 2012
Date

Swate S. P.
Signature of Agency Representative

Chief Legal Counsel
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.

March 12, 2012
Date

W. L. Emerson
Director, Department of Archives and History



Records Retention Schedule Office of the Governor Executive Department

This records retention schedule is issued by the South Carolina Department of Archives and History under the authority of the South Carolina Public Records Act (*Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended). It establishes minimum retention and disposition instructions for official records regardless of the medium on which those records may be kept. As with records in any other formats, the retention periods for e-mail records are determined by the value of their content and not by format or method of recording. This records retention schedule identifies records having permanent value and authorizes the legal disposal of non-permanent records at the end of specified time periods. Upon approval and signing by the Governor or the Governor's appointed records officer and the Director of the South Carolina Department of Archives and History, this document constitutes the official records schedule for the South Carolina Office of the Governor.

Permanent (archival) records, regardless of format, must be protected and preserved for future access, first in the Office of the Governor and then transferred to the South Carolina Department of Archives and History for permanent retention. Non-permanent records should be held for what is considered their active life and then disposed of after ensuring that the records have met all applicable federal and/or state audit, legal, litigation, fiscal, and other retention requirements. This retention schedule covers the official copy of the record only. If multiple copies exist, the Governor's Office, through policy, should designate the official copy. All other copies can be considered duplicates and may be destroyed when no longer needed.

Certain materials need not be retained as records under the disposition requirements of this retention schedule. Such materials include: (1) convenience or duplicate copies that do not require official action; (2) catalogs, trade journals, and other publications received that do not require official action and do not document department activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, depending on the context, which are temporary records created for short-term internal purposes that may include, but are not limited to: a) routing slips; voice-mail and phone messages; b) miscellaneous notices or memoranda; c) information received as part of a distribution list or e-mail messages



received from list servers and other Internet sources, solely for convenience of reference; d) preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions; e) documents that are superseded or updated, (may not include official records, newsletters, etc); f) unsolicited advertising materials; g) information in a form used for casual communication of a transitory nature; h) general correspondence pertaining to scheduling an event, with no long term value. These kinds of materials may be disposed of when no longer needed for reference and without documentation of destruction.

The Office of the Governor should document and report, on forms supplied by the South Carolina Department of Archives and History, all records disposals that are carried out in accordance with this records schedule. Requests to revise this records retention schedule may be submitted to the Records Management Division of the South Carolina Department of Archives and History.



OFFICE OF THE GOVERNOR

Record Group Number: 166

EXECUTIVE DEPARTMENT

15975 Incoming Logged Correspondence

Description

Correspondence entered into the GovMail log received from state and federal officials as well as constituents. Includes mail, email, and facsimiles addressed to the Governor. Also includes phone calls received by the Constituent Services staff as well as the GovMail log database. Responses to incoming logged correspondence are attached.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15976 Unnumbered Correspondence

Description

Alphabetical files maintained by the Constituent Services staff and entered into the Outgoing Mail Log. Includes letters generated by, or on behalf of, the Governor to constituents, state legislators, Congress, state and federal agencies, and other officials. Also includes Outgoing Mail Log database. This series does not include responses to Incoming Logged Correspondence.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15977 Governor's Personal Correspondence

Description

Correspondence handled personally by the Governor. May include dictated letters and handwritten messages between the Governor and staff, constituents, government and political colleagues. Includes electronic



mail personally received or sent by the Governor. Also includes correspondence log. Files are logged and filed alphabetically and separately from Incoming Logged Correspondence and Unnumbered Correspondence.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15978 Executive Staff Correspondence

Description

Correspondence related to the administration of the Office of the Governor and its divisions, including the positions of Chief of Staff, Chief Legal Counsel, Deputy Chief of Cabinets and Legislation, Deputy Chief of Budget and Policy, Deputy Chief of Operations, and Communications Director as well as any other executive level positions in the Executive Department. Communications concerning coordination of programs, policies and decisions affecting state government agencies and its citizens as well as correspondence of non-transitory issues not included above that impact the office or its divisions.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15979 Executive Staff Administrative Files

Description

Documents actions of executive level staff in the Office of the Governor, including Chief of Staff, Chief Legal Counsel, Deputy Chief of Cabinets and Legislation, Deputy Chief of Budget and Policy, Deputy Chief of Operations, and Communications Director as well as any other executive level positions in the Executive Department. Information includes memoranda, reports, and other related documents concerning policies, organizations, and programs. These records reflect the administration and coordination of state government functions and activities.



Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15980 Non-Executive Staff General Correspondence

Description

Routine correspondence created or retained below Chief of Staff, Chief Legal Counsel, Deputy Chief of Cabinets and Legislation, Deputy Chief of Budget and Policy, Deputy Chief of Operations, and Communications Director level. Includes letters and memoranda reflecting communications regarding program procedures, general work activities, responses to information requests and other related information.

Retention

Agency: Until no longer needed for reference, destroy.

15981 Non-Executive Staff Administrative Reference Files

Description

Routine office management files retained below Chief of Staff, Chief Legal Counsel, Deputy Chief of Cabinets and Legislation, Deputy Chief of Budget and Policy, Deputy Chief of Operations, and Communications Director level. 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

Agency: Until no longer needed for reference, destroy.



15982 Governor's Reference and Briefing Materials

Description

Records intended to provide the Governor with an overview of relevant issues for the purpose of furthering the Governor's understanding of those issues. Information includes the Governor's personal briefing materials in the form of studies, reports, memoranda, intra-office emails, and other documents provided to the Governor.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15983 Governor's Proclamations

Description

Documents proclamations provided by the Office of the Governor as a service to South Carolina residents with the goal of honoring and celebrating events or increasing awareness of noteworthy issues among citizens across the state. These public service documents of statewide significance are strictly honorary and are not legally binding.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15984 Cabinet Meeting Minutes

Description

Record of official proceedings of the Governor's Cabinet. Information includes agenda, date, place, list of attendees, and a summary of discussion and decisions. Official minutes also include all informational attachments, such as reports, surveys, proposals, studies and charts distributed to members for discussion and for use in making decisions on policy, planning, and administrative matters.



Retention

Agency: Until close of last term of Governor.
State Archives: Permanent.

15985 Orders of the Palmetto and Silver Crescent

Description

Documents recipients of the Order of the Palmetto and the Order of the Silver Crescent awards. Both awards are used to recognize outstanding achievements of South Carolina citizens or contributions to South Carolina. Includes applications, supporting materials, and a database of applicants and awards.

Retention

Agency: Until close of last term of Governor.
State Archives: Permanent.

15986 Mailing Lists

Description

Used to record the names and addresses of individuals with whom the office has regular contact. Information includes mailing lists and registers concerning employees, officials, and constituents.

Retention

Agency: Until superseded or no longer needed for reference, destroy.

15987 Calendars

Description

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



Retention

Calendars of the Governor:

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

Calendars of staff members:

Agency: Until no longer needed for reference, destroy.

15988 Scheduling and Invitation Files

Description

Working files used to create the Governor's daily calendar. Includes official invitations, regrets, responses and correspondence which may be in the form of a documented telephone call, e-mail, or letter. Also includes daily schedule of meetings, scheduled telephone calls and other activities in which the Governor participates. Records do not include the Governor's calendar.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15989 Public Relations and Press Files

Description

Records concerning public communications and press relations. Included are press releases, media advisories, public service announcement scripts, facsimiles, biographies, website text, op-ed pieces, and excerpts of the Governor's public schedule.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.



15990 Governor's Talking Points and Speech Files

Description

Drafts and final copies of speeches given by the Governor. Speeches may concern policy issues, strategic planning, legislation, and other related topics. Also includes talking points and briefing materials accompanying the speech.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15991 Policy Area Records

Description

Records of the policy staff, including education, health, economic development, natural resources, and criminal justice. Includes reference information on policy areas on state and national levels as well as policy staff notes and working papers used to create a policy report.

Retention

Agency: Until no longer needed for reference, destroy.

15992 General Litigation Files

Description

Information concerning individual legal cases in which the Office of the Governor has been a party or with which the Office of the Governor 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. Also includes 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.

Retention

Agency: Three years after the case is closed.

State Archives: Selection of needed documentation. Permanent.

15993 Extradition Files

Description

Records related to the extradition and transfer of prisoners to or from South Carolina. Series includes official requests and correspondence with other state Governors or law enforcement officials; correspondence with Department of Corrections or local law enforcement officials; extradition and transportation orders issued by the Governor; travel arrangements and other related correspondence.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15994 Executive Orders

Description

Records related to orders and directives issued by the Governor under the Great Seal of the State. Orders may include the removal of indicted public officials; filling vacant elective offices; creation of commissions, councils, task forces or other administrative organizations; declaration and administration of government functions related to local or statewide emergencies due to civil unrest, natural disasters, and other situations; and to handle other administrative functions as the executive of the state.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.



15995 Freedom of Information Act Requests

Description

Files created in response to requests made under the South Carolina Freedom of Information Act (FOIA). Used to document requests and track responses. Information includes original request, copy of the response, related correspondence, billing information, and may also include supporting documents.

Retention

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15996 Statewide Board and Commission Appointments

Description

Documents decisions regarding appointments and/or removals to state boards and commissions. Information may include letters from citizens, associations, and legislators recommending appointments to boards and commissions, nomination applications, 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

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.

15997 Local Board and Commission Appointments

Description

Documents decisions regarding appointments and/or removals to local boards and commissions. Information may include letters from citizens, associations, and legislators recommending appointments to boards and



commissions, nomination applications, 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

Agency: Until close of last term of Governor.

State Archives: Selection of needed documentation. Permanent.