

**From:** Schimsa, Rebecca <RebeccaSchimsa@gov.sc.gov>  
**To:** Ramsey, JamesJames.Ramsey@admin.sc.gov  
**CC:** Pisarik, HollyHollyPisarik@gov.sc.gov  
**Date:** 4/4/2016 11:51:26 AM  
**Subject:** Re: RE: RE:

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Doug's account needs to be reviewed for appropriate selection and then permanently archived as he was the Communications Director.

Cate was a law clerk, so her account can be permanently deleted.

Sent from my iPhone

On Apr 4, 2016, at 11:30 AM, Ramsey, James <James.Ramsey@admin.sc.gov> wrote:

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?**  
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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.

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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**  
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Begin forwarded message:

**From:** "Haltiwanger, Katherine" <[KatherineHaltiwanger@gov.sc.gov](mailto:KatherineHaltiwanger@gov.sc.gov)>  
**Date:** March 29, 2016 at 4:01:49 PM EDT  
**To:** "Pisarik, Holly" <[HollyPisarik@gov.sc.gov](mailto:HollyPisarik@gov.sc.gov)>, "Schimsa, Rebecca" <[RebeccaSchimsa@gov.sc.gov](mailto:RebeccaSchimsa@gov.sc.gov)>  
**Cc:** "Ramsey, James" <[James.Ramsey@admin.sc.gov](mailto:James.Ramsey@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:** "Ramsey, James" <[James.Ramsey@admin.sc.gov](mailto:James.Ramsey@admin.sc.gov)>  
**Date:** March 29, 2016 at 3:53:52 PM EDT

**To:** "Haltiwanger, Katherine" <[KatherineHaltiwanger@gov.sc.gov](mailto:KatherineHaltiwanger@gov.sc.gov)>

**Subject: RE:**

Katherine,

Do you have a moment to talk about this request?

Jim

James A. Remsey  
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  
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-----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

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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.