

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

SCHEDULE NUMBER

COA-AS-3

1. AGENCY

South Carolina Commission on Aging

2 A. DIVISION

Administrative Services

B. SUBDIVISION

3. TITLE OF RECORD SERIES

Five Year Plan

4. DESCRIPTION OF RECORDS

This series is used to record information concerning the agency's Five Year Plan. Included in the Five Year Plan are the preamble; agency mission statement; progress plans; projected program growth; definitions; budget materials, such as Proposed Budget for Addressing Program Deficiencies and Agency Budget Summary; and appendix. Also included in the series are Five Year Plan Interim Report and a memorandum from the State Planning Division containing guidelines for developing a five year plan.

5. RETENTION SCHEDULE

Break file at the end of each fiscal year. Retain in the agency for five additional years, then destroy.

8. RESTRICTIONS

None

6. JUSTIFICATION

After five years these records will be of no further administrative or reference value and should be destroyed. Information concerning these records is documented in the Five Year Plan of the State Auditor's Office, State Planning Division, which is being permanently retained by the Department of Archives and History.

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

SCHEDULE NUMBER

COA-AS-5

1. AGENCY

South Carolina Commission on Aging

2 A. DIVISION

Administrative Services

B. SUBDIVISION

3. TITLE OF RECORD SERIES

Governor, Lieutenant Governor and other State Agency Requests for Information

4. DESCRIPTION OF RECORDS

This series is used to maintain miscellaneous requests for services or information from the Governor, Lieutenant Governor, and other state agencies. These requests concern projects that have not been established or are requested to be established by the above. The South Carolina Commission on Aging reviews these requests and acts accordingly.

A. RETENTION SCHEDULE

Break file at the end of each fiscal year. Retain in the agency for three additional years, then transfer to the Department of Archives and History for screening for disposal or permanent retention.

B. RESTRICTIONS

None

6. JUSTIFICATION

After three years, this series will no longer be of fiscal or legal value. Portions of this series may document the policies and procedures of the agency and should be retained permanently by the Department of Archives and History.

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

SCHEDULE NUMBER

COA-AS-6

1. AGENCY

South Carolina Commission on Aging

2 A. DIVISION

Administrative Services

B. SUBDIVISION

3. TITLE OF RECORD SERIES

County and Out-of-State Miscellaneous Requests for Information

4. DESCRIPTION OF RECORDS

This series is used to maintain miscellaneous requests for services from counties, individuals, and other states concerning information on projects that have not been established. Included in this series are requests such as one from staff members of Allen University requesting a regular professional supervised health, physical education, and research program for all senior citizens' housing buildings and other similar requests.

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A. RETENTION SCHEDULE

Break file at the end of each fiscal year. Retain in the agency for three additional years, then destroy.

B. RESTRICTIONS

None

B. JUSTIFICATION

After the retention period in 5(a) above, this series will no longer have administrative reference value to the agency and should be destroyed.