

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
To: 'darryl.broome@aging.sc.gov' <darryl.broome@aging.sc.gov>
CC: Danny Varat <DannyVarat@scstatehouse.gov>
Date: 9/1/2017 10:33:02 AM
Subject: FW: Specific schedule examples
Attachments: VULNERABLE ADULT.docx

Good Morning,

As you know I have been working with VAGAL to get a specific schedule in place for their files. Erin (from Dept of Archives) has noticed that Leigh Bogdany (who no longer works for the agency) is listed as the records officer for the agency. I've told her that she can temporarily list me as the records officer while I check with you to determine if you would like me to be the records officer or if there is someone else in the agency that you would like to have as the records officer. Either way is fine with me.

Best Regards,
Catherine McNicoll
Director of Legal & Legislative Affairs
Lieutenant Governor's Office
CatherineMcNicoll@SCStatehouse.gov
803-734-5292 (phone)

From: Lowry, Erin [mailto:ELowry@scdah.sc.gov]
Sent: Friday, September 01, 2017 10:18 AM
To: Catherine McNicoll
Subject: RE: Specific schedule examples

Hello Catherine,

Please see the attached draft for this schedule.

I have a few clarification questions (that I have marked as red in the draft):

- 1) Are the files created by both volunteers and staff of the guardian ad litem program?
- 2) To whom do the volunteers/staff report? Would this be the courts?
- 3) Does the retention need to be changed to 5 years after closed, destroy? Or will a flat 5 year period cover all reference time for the records?

Also, we have Leigh Bogdany as the records officer for the Office of Aging. Is she still the correct contact or should this be updated to reflect you?

Let me know if you have any other questions or concerns.

Thanks, Erin

(803)896-6128

From: Catherine McNicoll [mailto:CatherineMcNicoll@scstatehouse.gov]
Sent: Friday, September 01, 2017 9:13 AM
To: Lowry, Erin <ELowry@scdah.sc.gov>
Subject: RE: Specific schedule examples

Good Morning Erin,

Attached is the completed form for the documents that we are trying to establish a specific schedule for. There is also a second page of notes. For these particular files our thought is they would be maintained and considered vital until they are closed. Once they are closed the ticking clock, so to speak, would start and they are no longer vital.

I am leaving on vacation but I will have access to my email. If you have any questions please email them. I will be back in the office on Sept. 11th. Thank you for your help.

Best Regards,
Catherine McNicoll
Director of Legal & Legislative Affairs
Lieutenant Governor's Office
CatherineMcNicoll@SCStatehouse.gov
803-734-5292 (phone)

From: Lowry, Erin [<mailto:ELowry@scdah.sc.gov>]
Sent: Thursday, August 24, 2017 3:48 PM
To: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
Subject: Specific schedule examples

Hi Catherine,

Attached are examples of a few specific schedules that you may be able to base the creation of the Vulnerable Adult Guardian Ad Litem schedule on for the Lt. Governor's Office.

First, are two from the Department of Corrections. 16628 Inmate's Institutional Record – could correspond to the active vulnerable adult files, while 16712 Inmate Files (Active and Inactive) could correspond to the vulnerable adult closed files.

The other examples are from the Department of Mental Health (16338 and 16516). These schedules use one description for all files, but then breaks out the retention for certain record types in the retention section. This may be an option if you want to do one schedule for all Vulnerable Adult files, but some need to be retained for longer periods of time.

Let me know if you have any other questions or concerns.

Thanks,

Erin L. Lowry
Records Analyst

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