

SC DEPARTMENT OF ARCHIVES & HISTORY AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES	1. RECORD GROUP NUMBER: 395
	INSTRUCTIONS 1. Complete one form for each record series. 2. Complete all of Part I. 3. Under Part II, check box A or box B, as appropriate, and sign. 4. Send the form to the address at left. 5. Do not destroy the paper records until we return the form to you with Part III completed. 6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.
RETURN TO: SC Department of Archives & History Records Services Branch 8301 Parklane Road Columbia, SC 29223-4905 Telephone: 803-896-6132 FAX: 803-896-6138	

PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	3. Name of the Division, Section, or Office VEHICLE SERVICES / IT / IMAGING SECTION
4. Record Series Title Motor Carrier Services Forms and Support Documents	5. Schedule Number 15739
6. Inclusive dates of paper records to be destroyed 4-1-13 TO 4-27-13	7. Cubic feet of records to be destroyed (estimate) 2
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 55 YEARS	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? STATE OIR / CIO 4430 BROAD RIVER RD. COLUMBIA, SC 29210
12. Name of Person Completing Part I BILL MEARES SCDMV RECORDS OFFICER	13 Telephone number 803-896-2701

PART II - CERTIFICATION

RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS

A. I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.

RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE

B. I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information leaflet no. 13, *Public records stored as digital images: policy statement* (revised 24 June 2005).

14. Name/title of authorized state agency or local government representative: Ray Berovist	15. Signature: 	16 Date 9-27-13
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PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval
19. Signature of State Archives representative 	20. Date 10/11/13

PART IV - DISPOSAL VERIFICATION

I have properly disposed of the paper records identified in Part I	
21. Signature of person disposing of records	22. Disposal date.

SC DEPARTMENT OF ARCHIVES & HISTORY AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES	1. RECORD GROUP NUMBER: <u>395</u>
RETURN TO: SC Department of Archives & History Records Services Branch 8301 Parklane Road Columbia, SC 29223-4905 Telephone: 803-896-6132 FAX: 803-896-6138	INSTRUCTIONS 1. Complete one form for each record series. 2. Complete all of Part I. 3. Under Part II, check box A or box B, as appropriate, and sign. 4. Send the form to the address at left. 5. Do not destroy the paper records until we return the form to you with Part III completed. 6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.

PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	3. Name of the Division, Section, or Office VEHICLE SERVICES / IT / IMAGING SECTION
4. Record Series Title Vehicle Compliance & Oversight Forms and Support Documents	5. Schedule Number 15730
6. Inclusive dates of paper records to be destroyed 4-1-13 TO 4-27-13	7. Cubic feet of records to be destroyed (estimate) 21
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 55 YEARS	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? STATE OIR / CIO 4430 BROAD RIVER RD. COLUMBIA, SC 29210
12. Name of Person Completing Part I BILL MEARES SCDMV RECORDS OFFICER	13. Telephone number 803-896-2701

PART II - CERTIFICATION

RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS		
A. <input type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.		
RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE		
B. <input checked="" type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information leaflet no. 13, <i>Public records stored as digital Images: policy statement</i> (revised 24 June 2005).		
14. Name/title of authorized state agency or local government representative: <i>Ray Beroist</i>	15. Signature: <i>Ry B</i>	16. Date <i>9-27-13</i>

PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval
19. Signature of State Archives representative <i>W. Lee Green</i>	20. Date <i>10/11/13</i>

PART IV - DISPOSAL VERIFICATION

<i>I have properly disposed of the paper records identified in Part I</i>	
21. Signature of person disposing of records	22. Disposal date.

SC DEPARTMENT OF ARCHIVES & HISTORY AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES	1. RECORD GROUP NUMBER: <u>395</u>
RETURN TO: SC Department of Archives & History Records Services Branch 8301 Parklane Road Columbia, SC 29223-4905 Telephone: 803-896-6132 FAX: 803-896-6138	INSTRUCTIONS 1. Complete one form for each record series. 2. Complete all of Part I. 3. Under Part II, check box A or box B, as appropriate, and sign. 4. Send the form to the address at left. 5. Do not destroy the paper records until we return the form to you with Part III completed. 6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.

PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	3. Name of the Division, Section, or Office TITLES & REG. / IT / IMAGING SECTION
4. Record Series Title TITLES & REGISTRATION FORMS & SUPPORT DOCUMENTS	5. Schedule Number 15729
6. Inclusive dates of paper records to be destroyed 4-1-13 TO 4-27-13	7. Cubic feet of records to be destroyed (estimate) 185
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 55 YEARS	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? STATE OIR / CIO 4430 BROAD RIVER RD. COLUMBIA, SC 29210
12. Name of Person Completing Part I BILL MEARES SCDMV RECORDS OFFICER	13 Telephone number 803-896-2701

PART II - CERTIFICATION

RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS

A. I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.

RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE

B. I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information leaflet no. 13, *Public records stored as digital images: policy statement* (revised 24 June 2005).

14. Name/title of authorized state agency or local government representative: <u>Ray Benoist</u>	15. Signature: <u>[Signature]</u>	16 Date <u>9-27-13</u>
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PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval
19. Signature of State Archives representative <u>[Signature]</u>	20. Date <u>10/11/13</u>

PART IV - DISPOSAL VERIFICATION

I have properly disposed of the paper records identified in Part I	
21. Signature of person disposing of records	22. Disposal date.

SC DEPARTMENT OF ARCHIVES & HISTORY AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES	1. RECORD GROUP NUMBER: <u>395</u>
RETURN TO: SC Department of Archives & History Records Services Branch 8301 Parklane Road Columbia, SC 29223-4905 Telephone: 803-896-6132 FAX: 803-896-6138	INSTRUCTIONS 1. Complete one form for each record series. 2. Complete all of Part I. 3. Under Part II, check box A or box B, as appropriate, and sign. 4. Send the form to the address at left. 5. Do not destroy the paper records until we return the form to you with Part III completed. 6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.

PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	3. Name of the Division, Section, or Office DRIVER SERVICES / IT / IMAGING SECTION
4. Record Series Title DRIVER RECORDS FORMS & SUPPORT DOCUMENTS	5. Schedule Number 15695
6. Inclusive dates of paper records to be destroyed 4-1-13 TO 4-27-13	7. Cubic feet of records to be destroyed (estimate) 96
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 55 YEARS	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? STATE OIR / CIO 4430 BROAD RIVER RD. COLUMBIA, SC 29210
12. Name of Person Completing Part I BILL MEARES SCDMV RECORDS OFFICER	13. Telephone number 803-896-2701

PART II - CERTIFICATION

RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS

A. I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.

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14. Name/title of authorized state agency or local government representative: <i>Roy Benoit</i>	15. Signature: <i>Roy Benoit</i>	16. Date <i>9-27-13</i>
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PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval
19. Signature of State Archives representative <i>W. Lee Green</i>	20. Date <i>10/11/13</i>

PART IV - DISPOSAL VERIFICATION

I have properly disposed of the paper records identified in Part I	
21. Signature of person disposing of records	22. Disposal date.

SC DEPARTMENT OF ARCHIVES & HISTORY AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES	1. RECORD GROUP NUMBER: <u>395</u>
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PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	3. Name of the Division, Section, or Office DRIVER SERVICES / IT / IMAGING SECTION
4. Record Series Title Financial Responsibility Forms and Support Documents	5. Schedule Number 15694
6. Inclusive dates of paper records to be destroyed 4-1-13 TO 4-27-13	7. Cubic feet of records to be destroyed (estimate) 23
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 55 YEARS	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? STATE OIR / CIO 4430 BROAD RIVER RD. COLUMBIA, SC 29210
12. Name of Person Completing Part I BILL MEARES SCDMV RECORDS OFFICER	13 Telephone number 803-896-2701

PART II - CERTIFICATION

RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS

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14. Name/title of authorized state agency or local government representative: <i>Ray Beroist</i>	15. Signature: <i>Ry B</i>	16 Date 9-27-13
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PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval
19. Signature of State Archives representative <i>W. Lee Swann</i>	20. Date 10/11/13

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PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	3. Name of the Division, Section, or Office VEHICLE SERVICES / IT / IMAGING SECTION
4. Record Series Title DEALER LICENSING FORMS & SUPPORT DOCUMENTS	5. Schedule Number 15893
6. Inclusive dates of paper records to be destroyed 4-1-13 TO 4-27-13	7. Cubic feet of records to be destroyed (estimate) 2
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 55 YEARS	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? STATE OIR / CIO 4430 BROAD RIVER RD. COLUMBIA, SC 29210
12. Name of Person Completing Part I BILL MEARES SCDMV RECORDS OFFICER	13. Telephone number 803-896-2701

PART II - CERTIFICATION

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14. Name/title of authorized state agency or local government representative: <i>Ray Berorst</i>	15. Signature: <i>Ry Berorst</i>	16. Date <i>9-27-13</i>

PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval
19. Signature of State Archives representative <i>W. Du Liversa</i>	20. Date <i>10/11/13</i>

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<i>I have properly disposed of the paper records identified in Part I</i>	
21. Signature of person disposing of records	22. Disposal date.

SC DEPARTMENT OF ARCHIVES & HISTORY AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES	1. RECORD GROUP NUMBER: <u>395</u>
RETURN TO: SC Department of Archives & History Records Services Branch 8301 Parklane Road Columbia, SC 29223-4905 Telephone: 803-896-6132 FAX: 803-896-6138	INSTRUCTIONS 1. Complete one form for each record series. 2. Complete all of Part I. 3. Under Part II, check box A or box B, as appropriate, and sign. 4. Send the form to the address at left. 5. Do not destroy the paper records until we return the form to you with Part III completed. 6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.

PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	3. Name of the Division, Section, or Office DRIVER RECORDS / IT / IMAGING SECTION
4. Record Series Title DRIVER'S LICENSE CREDENTIALS APPLICATIONS	5. Schedule Number 15010
6. Inclusive dates of paper records to be destroyed 4-1-13 TO 4-27-13	7. Cubic feet of records to be destroyed (estimate) 115
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 55 YEARS	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? STATE OIR / CIO 4430 BROAD RIVER RD. COLUMBIA, SC 29210
12. Name of Person Completing Part I BILL MEARES SCDMV RECORDS OFFICER	13 Telephone number 803-896-2701

PART II - CERTIFICATION

RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS		
A. <input type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.		
RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE		
B. <input checked="" type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information leaflet no. 13, <i>Public records stored as digital images: policy statement</i> (revised 24 June 2005).		
14. Name/title of authorized state agency or local government representative: <i>Ray Bervist</i>	15. Signature: <i>Ray B</i>	16 Date <i>9-27-13</i>

PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval
19. Signature of State Archives representative <i>W. Lee Inerson</i>	20. Date <i>10/11/13</i>

PART IV - DISPOSAL VERIFICATION

<i>I have properly disposed of the paper records identified in Part I</i>	
21. Signature of person disposing of records	22. Disposal date