

FOR THE RECORD

The Records Management Newsletter

May 1st, 2024

Issue: 1

RECORDS MANAGEMENT NEWS

The Records Management Division is launching a series of Virtual Town Halls for all South Carolina government agencies. This includes all state agencies, as well as governments at the local level.

Town Halls will be held once a quarter and will cover items such as new developments from the Archives, records management policies and procedures, a brief 15 minute training, and a question and answer session

The first Town Hall was held on March 5th with County Governments. Chris Condon, the Local Records Analyst, gave a presentation on the ARM-11 form and fielded several questions about destruction procedures and retention requirements.

The second Town Hall was held March 26th with South Carolina Colleges and Universities. Matthew Dantzler, the Electronic Records Analyst, gave a presentation on the ARM-11 form and the SC Public Records Act, as well as fielded questions from attendees.

TRAINING SPOTLIGHT

The Records Management Division would like to highlight “Records Management in South Carolina” as their training spotlight this quarter. This training includes information on the life cycle of a record, the administrative value of records, and legal mandates and records retention requirements that may affect your agency.

For more information or to schedule a training for your agency, please contact our Records Management Division at rm@scdah.sc.gov or (803) 896-6128.

ANNOUNCEMENTS & UPCOMING EVENTS

- The Records Management Division is in the process of reviewing and revising the General Retention Schedules. Currently we are in the agency review phase and welcome any and all feedback. To be a part of this review, email the Records Management Division at rm@scdah.sc.gov
- Town Hall for Municipalities on the ARM-11 Forms – Tuesday, June 18th
 - Contact Chris Condon at ccondon@scdah.sc.gov for information
- Town Hall for Select State Agencies on the ARM-11 – Tuesday, June 25th
 - Contact Matthew Dantzler at mdantzler@scdah.sc.gov for information
- The South Carolina Public Records Association is looking to add additional members to the Midstate Region. For more information, please visit <https://scpra.org/join>

SCDAH FUN FACT

The SCDAH has historical documents going back to the Colonial Period, including the Articles of Agreement between the Lords Proprietors, signed in 1674!



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