

FOR THE RECORD

The Records Management Newsletter

August 1st, 2024

RECORDS MANAGEMENT NEWS

Beginning in May 2024, the Records Management Department sent an Assessment Survey to the forty-six Probate Courts in South Carolina with the intent of gauging the status of their public records and determining how the Archives can assist with their records management program.

While participation has been encouraging, we are still seeking responses from most Probate Courts. Answering the survey is voluntary, however the more participants we have, the better we can assist Probate Courts, as well as other agencies, in managing their records.

RECORDS REMINDER

Retention Schedules apply to all public records, regardless of format. If the official version of the record is kept digitally, the retention schedule for that record still applies.

Retention Schedules apply to content, not format.

TRAINING SPOTLIGHT

The ARM-13 is a form agencies must submit to request the destruction of records that have not met their retention after they have been digitized. The form must be approved by the Director of the Archives prior to destruction.

Also, records with a retention of 10 years or more **MUST** have a second digital copy, designated as the security copy, stored off-site. This is to ensure that if anything were to happen to the primary record and the facility it was housed, there is a back-up copy available.

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.

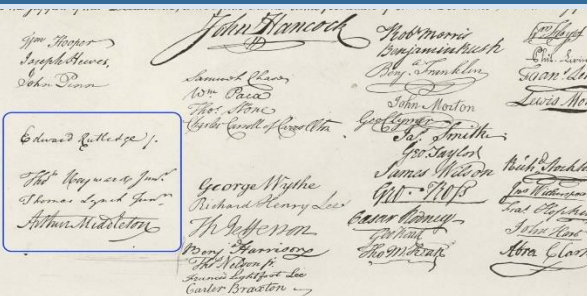
ANNOUNCEMENTS & UPCOMING EVENTS

- The Records Management Department is in the process of reviewing and revising the General Retention Schedules. We have received agency feedback and are reviewing all comments and suggestions. If you did not have a chance to review your agency schedule type, please contact the Records Management Department at rm@scdah.sc.gov to arrange a review.
- Town Hall for School Districts on the ARM-11 Forms – Tuesday, September 17th at 10:00 AM
 - Contact Chris Condon at ccondon@scdah.sc.gov for information
- Town Hall for Select State Agencies on the ARM-11 – Tuesday, September 24th at 10:00 AM
 - Contact Matthew Dantzler at mdantzler@scdah.sc.gov for information



Did You Know?

There were four signers of the Declaration of Independence from South Carolina: Thomas Heyward, Thomas Lynch, Arthur Middleton, and Edward Rutledge, who would become the 39th Governor of SC.



SC Department of Archives and History
8301 Parklane Road
Columbia, SC 29223
803-896-6196 |
rm@scdah.sc.gov

