



SC Department of Archives & History

General Schedule Opt-Out Form

(ARM-18)

<p>Return to SCDAH via:</p> <p>Mail: South Carolina Department of Archives Records Management Division 8301 Parklane Road Columbia, SC 29223-4905</p> <p>Fax: 803-896-6138</p> <p>Email: Assigned Records Analyst OR rm@scdah.sc.gov</p> <p>Phone: 803-896-6128</p>	<p>THIS FORM IS USED TO OPT-OUT OF THE ARCHIVES- ISSUED GENERAL SCHEDULES TO ESTABLISH NEW AND CONTINUE USE OF EXISTING AGENCY-SPECIFIC RETENTION SCHEDULES.</p> <p>Record Group Number:</p>
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Part I: Agency Information

1. Name of Agency or Local Government:		2. Name of Division, Section, or Office:	
3. Name of Requestor:	4. Telephone Number:	5. Email Address:	

Part II: Certification

The agency specific schedules listed below will supersede any General Schedules produced by the Department of Archives and History in accordance with provisions of the PUBLIC RECORDS ACT, CODE OF LAWS OF SOUTH CAROLINA, 1976, Section 30-1-90 as amended.	
6. Signature of Requestor:	7. Date:

Part III: State Archives Acknowledgment

The South Carolina State Archives Records Management Division confirms that the specific schedule(s) listed below will be used in place of the established general schedules.		
8. Name of Records Management Division Representative:	9. Signature:	10. Date:

