

FOR THE RECORD

THE RECORDS MANAGEMENT NEWSLETTER

Monday, 10th August 2026

Vol.10

TRAINING SPOTLIGHT

Records Destruction

*A major aspect of proper records management is knowing the correct procedure for destroying non-permanent records at the end of their retention. One step in that process is the completion of the Report on Records Destroyed, or **ARM-11** form.*

The **ARM-11** form is used to report that records have met their full agency retention and are now slated for destruction. Both paper records and electronic records should be listed on this form. Upon completion of the form, a copy should be sent to SCDAH Records Management staff for review.

The ARM-11 should include the name of the agency, division or office responsible for the records; the applicable retention schedule name and number; as well as the volume of records destroyed. The person responsible for the destruction should also sign and date the form to certify that all retention requirements have been met. A copy should be retained by the agency for reference purposes.

For more information on the ARM-11 and records destruction, please contact SCDAH Records Management staff at rm@scdah.sc.gov.



ANNOUNCEMENTS & UPCOMING EVENTS

The Virtual Town Hall for Municipalities will take place on Tuesday August 11th, 2026, covering the topic of the ARM-1 form and specific schedule creation.

- Contact Chris Condon at ccondon@scdah.sc.gov for further information.

The third round of Virtual Town Halls for State Agencies on Specific Schedule creation will take place Wednesday September 16th, 2026.

- Contact Terri Washington at twashington@scdah.sc.gov for further information.



SCDAH FUN FACT!

The South Carolina Department of Archives and History is home to over 35,000 cubic feet of paper records, and over 26,000 microfilm reels. The vast majority of these records are available to the public for review and research purposes. To aid in the use of these records, SCDAH has an online [Summary Guide to Collections](#) that lists the series name and call number of each record type in our holdings. **Below is a list of records from the Archives' Historical Services Division as shown in the updated Summary Guide.**

Historical Services Division

S 108082 Dept. of Archives and History. Historical Services Division. State historical markers file
1950-2025
43.16 cubic ft.

S 108102 Dept. of Archives and History. Historical Services Division. Historical organizations file
1975-2005; (bulk 1975-1987)
1.66 cubic ft.

S 108103 Dept. of Archives and History. Historical Services Division. State history day file
1981-2001
0.16 cubic ft.

S 108197 Dept. of Archives and History. Historical Services Division. Teaching American History files
2001-2012
1.00 cubic ft. and 433.40 MBs
[SC Electronic Records Archive](#)

S 108395 Dept. of Archives and History. Historical Services Division. Websites of the National History Day in South Carolina
2008-2010

On the Record: _____

REVISED GENERAL SCHEDULES NOW POSTED!

General Records Retention Schedule for Administrative Records of State Agencies Revised 2026



South Carolina Department of Archives and History
Archives and Records Management Division
8301 Parklane Road
Columbia, South Carolina 29223

SCDAH's Records Management division is pleased to announce that the newly revised General Schedules are now live! These schedules cover a wide array of records for State Agencies, Colleges and Universities, Local Governments, and School Districts. They are available for review on the SCDAH Records Management webpage under the "Schedules" tab.

ARM forms must use the new alphanumeric General Schedule series numbers in order to be approved. The former "12-" regulation numbers have been repealed and will not be accepted on any submitted forms.

The General Schedule revision program began in 2024 and consisted of several rounds of review and outreach. Records Management staff sent out surveys to the various public entities of South Carolina to determine the most commonly created record types and inquire about any gaps in coverage by the former General Schedules. The revision also included stages of internal and external review to ensure that the schedules were clear, concise, and in line with any existing state or federal laws.

The Records Management Division will take feedback on the revised General Schedules and make necessary updates as needed. To give feedback, please fill out the General Schedule Feedback Form found at <https://scdah.sc.gov/records-management/schedules>, or reach out to RM staff at RM@scdah.sc.gov for any related questions or concerns



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