FOR THE RECORD

THE RECORDS MANAGEMENT NEWSLETTER

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Vol.11

TRAINING SPOTLIGHT

Electronic Records Transfer

Permanent records, regardless of format, will always need to be transferred to the State Archives once their in-agency retention has been met. For electronic records, the Electronic Records Transmittal Form will need to be sent to the Archives to initiate this process.

The **ARM-15** form is used to begin the process of transferring electronic records to the Archives for permanent retention. The form requires the signature of your agency's Record's Officer and detailed information regarding what records are being transferred. You must include the applicable record series number, title, inclusive dates, and the volume of records being transferred. The form also includes a section to indicate any Personally Identifiable Information (PII) that may need to be redacted from the transferred records.

Once the form is completed, submit it to your assigned SCDAH Records Analyst for review. The records should be transferred on a form of removable media, such as a USB.

For more information on the ARM-15 and permanent records transfer, please contact SCDAH Records Management staff at ***rm@scdah.sc.gov.***

ANNOUNCEMENTS & UPCOMING EVENTS

- The Virtual Town Hall for School Districts will take place on **Wednesday, November 18th, 2026**, covering the topic of the ARM-1 form and specific schedule creation.

- The fourth round of Virtual Town Halls for State Agencies on Specific Schedule creation will take place **Wednesday, December 2nd, 2026**.
  - Contact Terri Washington at **twashington@scdah.sc.gov** for further information.

SCDAH FUN FACT!

SCDAH's Records Management recently completed and published their newly revised General Retention Schedules. While the now defunct "12-" schedules created in 2002 were static, the new schedules are living documents! The General Schedule Feedback Form exists so that if any of the schedules are out of date with any laws/statues/codes, or if a commonly used records series needs to be added, RM staff can be made aware and enact any necessary change.
To access the Feedback form, please follow the link below, or find it on our website under Records Management.
https://mlbackmon.wufoo.com/forms/general-schedule-feedback-form/

General Records Retention Schedule for Administrative Records of State Agencies

On the Record:

PROFESSIONAL DEVELOPMENT, TOGETHER!



Left to right: Terri Washington, SCDAH State Records Analyst, and Amber Grandstaff, SCPRA Vice President.
Photo Credit: Sherri Thompson, SCPRA Secretary/Region Affairs Coordinator

The South Carolina Public Records Association (SCPRA) held its annual training conference from October 13-16 in Greenville, South Carolina. Records Officers and other Records and Information Management (RIM) professionals across the state were able to meet and network during the 3-day event. Several presentations regarding current problems in the RIM world led to helpful discussions on topics related to AI usage, maintaining confidentiality, and emergency management. Breakout sessions were held to work through case studies based on real Records Management related crises, which served as a team building exercise with practical application.

SCDAH's Records Management was able to open the conference by providing a brief session on the policies and best practices set by the Archives. Records Management staff also provided support for any RM related questions attendees may have developed throughout event. As the liaison between SCPRA and SCDAH, this conference presented a major opportunity to connect with the many state and local agencies the Archive's works with and to develop new strategies to improve our state's Records Management program based on common questions and concerns.

SCPRA hosts many RIM centered events through out the year, and is a great opportunity to meet with others in similar roles. If you are interested in joining or attending an event, please contact ***Membership Coordinator Tanner Collins at (843) 915-8463 / collins.tanner@horrycountysc.gov.***

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