

FOR THE RECORD

THE RECORDS MANAGEMENT NEWSLETTER

Monday, 4th May 2026

Vol.9

TRAINING SPOTLIGHT

Agency Specific Schedules

Public entities of South Carolina create public records every day. Many of these records are unique to their agency's practices or circumstances. As such, these records require retention schedules that are tailored directly to the entities' needs. The South Carolina Department of Archives and History creates **Specific Schedules** in conjunction with SC public entities to ensure records of all kinds are properly scheduled.

Agency Specific Schedules are unique to each individual record and each individual agency. State agencies, local government, school districts, special purpose districts, and Colleges and Universities are all able to request that a Specific Schedule be created for their use via the ARM-1 form. The Records Analysts at SCDAH will work with agencies to build these schedules based on any legal retention requirements and internal needs.

Once the schedule is approved for implementation, a copy is retained at SCDAH for future reference. SCDAH has been creating Specific Schedules since the early 1970s. As a result of that longevity, Specific Schedules can also be revised based on an agency's current needs and processes. Specific Schedules are unique, living documents that are integral to a healthy Records Management Program!

For more information on Specific Schedules or to inquire about any your entity may have, please contact SCDAH Records Management staff at rm@scdah.sc.gov.



ANNOUNCEMENTS & UPCOMING EVENTS

The second round of Virtual Town Halls for State Agencies will take place on Tuesday June 9th, 2026, covering the topic of the ARM-1 form and specific schedule creation.

- Invites will be sent to agencies included in the second round.
- Contact Chris Condon at ccondon@scdah.sc.gov for further information.

Virtual Town Hall for Special Purpose Districts on specific schedule creation will take place Thursday June 18th, 2026.

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



SCDAH FUN FACT!

The South Carolina Department of Archives and History is a great repository for discovering more about the history of the military and those who served in our state. Our online catalogue features images of requests for veteran Confederate soldiers to be admitted into the Confederate Soldiers Home. **Below is an admission request from 1909 sent to the Pension Board of Spartanburg County.**

Form of Application for Admission to the Infirmary for Confederate Veterans at Columbia, S. C.

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CAPT. W. D. STARLING, *Commandant.*
 B. F. DAY, *Adjutant.*
 Dr. WILLIAM WESTON, *Surgeon.*

To the Pension Board of *Spartanburg* County.

1. The application of *R. Mian Davis* of the County of *Spartanburg* shows:

Who and When Enlisted
aug. 1864 of Co. 4 Regt. 15th S.C. Inf.

On the Record: _____

COLLECTING COLLABORATIONS!



south carolina
STATE LIBRARY

On Wednesday, April 15th, 2026, The SCDAH Records Management Division hosted a spring training event in conjunction with the South Carolina State Library. This event focused on State Agency Permanent Records, and the process of transferring those records to both the State Archives and the State Library.

The event was attended by 39 representatives across multiple state agencies. Attendees were given a presentation on the Archives' perspective on permanent records, including an explanation on what permanent records were, how they were designated, and a full explanation of the transfer process for both physical and electronic records. Attendees were also given a tour of the Archives' facilities to get a first-hand view of how their records are used and housed after transfer is complete.

The SCDAH Records Management Division extends their gratitude to our partners at the State Library for organizing this training event! For any inquiries regarding possible future events or collaborations between SCDAH and any other entity of South Carolina, please reach out to RM@scdah.sc.gov!

DISASTER MANAGEMENT

A new form is now available on the SCDAH Records Management Webpage! As we head into hurricane season, it is imperative to prepare for any disaster that may affect your agency's records. The ARM-20, or **Report on Records Damaged by Disaster**, should be used if any records are damaged or destroyed outside of their retention as a direct result of a natural or incidental disaster. The Archives must be notified if use of this form is necessary, and a Report on Records Destroyed (ARM-11) must accompany submission of the ARM-20.

To view the ARM-20 and other RM forms, please visit <https://scdah.sc.gov/records-management/forms>



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