

General Records Retention Schedule for Municipal Records Revised 2026



South Carolina Department of Archives and History

Archives and Records Management Division

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**General Records Retention Schedule
for Municipalities Revised 2026**

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Introduction

The Archives and Records Management Division of the Department of Archives and History has prepared this general retention schedule to give South Carolina’s municipalities the authorization to retain and dispose of common records. The schedule lists the permanently valuable records, which should be properly protected, and provides a timetable that will allow records custodians to regularly dispose of records of non-permanent value. In preparing the schedule, the Division consulted with representatives from various municipal government offices. This general schedule supersedes all general and specific schedules approved previously for the same records series.

Statutory authority

Section 30-1-90(B) of the Code of Laws of South Carolina, 1976, as amended, within the [South Carolina Public Records Act](#), authorizes the Department of Archives and History to issue general schedules for records series common to agencies and subdivisions. Agencies and subdivisions must be allowed to opt out of these general schedules and proceed pursuant to the provisions of subsection (A) in the establishment of specific records schedules.

Definitions

A records retention schedule describes one or several records series, shows the length of time the records should be retained, and indicates their final disposition. Schedules are of two types—specific and general.

- **Specific Records Retention Schedules** — These schedules are prepared and approved by the Department of Archives and History specifically for records that are unique to your municipality; your municipality’s name will appear on these. To review or create specific schedules, contact the Records Management Division at 803-896-6128 or rm@scdah.sc.gov.
- **General Records Retention Schedules** — These schedules are issued by the Department of Archives and History and may be used as needed by any municipality. The titles and descriptions of record series listed in the general schedule may not exactly reflect the titles and descriptions you use. When a general schedule applies to records already covered under a specific schedule, the general schedule will supersede the specific schedule unless you wish to opt out of using the general schedule. Municipalities may also create additional specific schedules to use instead of the general schedules if the existing general schedule description or retention does not meet their records needs or to avoid conflict with other laws and regulations.

General schedule format

Each record retention schedule listed in the general schedule is presented in the following format:

- Part A — Record series number and series title: The first line includes the individual retention schedule number and the title most commonly used by municipalities for each record series. A record series is a group of related records that share a common purpose, subject, or function.
- Part B — Description: A short statement describing the use and informational content of the record series. In many cases, the description also specifies the office that creates the series.
- Part C — Retention: Indicates the minimum length of time that records should be retained by the municipality before their final disposition can take place.

Application of general schedule

- This schedule may be used by the following municipal government departments, offices, and functions: administrative, animal control, building inspections/planning/zoning, business license, council, finance, fire, parks and recreation, payroll, personnel, police, public works, tax, and utilities. Any municipal government office may use the retention schedules in Administrative subarticle 1, as applicable.
- This schedule cannot be used by
 - any counties, school districts, special purpose districts, and any quasi-governmental subdivisions. The Department of Archives and History issues separate general schedules for counties, school districts, and special purpose districts.
 - any department of the state; any state board, commission, agency, and authority; any public or governmental body of the state; any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and any quasi-governmental body of the state. The Department of Archives and History issues separate general schedules for state government records.
 - any state-supported college, university, technical college, and any affiliated institutions. The Department of Archives and History issues separate general schedules for state-supported colleges and universities.
- Before using this general schedule, you should contact your municipal records officer, who should coordinate all activities relating to the retention and disposition of municipal records and function as a liaison with the Department of Archives and History in administering the municipal's records management program.

How to use the general schedule

1. Study the general schedule and compare it with your specific schedules, if you have any, to determine which schedules you will use. If you wish to use your specific schedules instead of the general schedule, follow the established procedure for those specific schedules.
2. Locate and examine all your records.
3. Match each records series with the title and description on the general schedule. The general schedule titles may not reflect exactly the titles you use; however the record content should be the same as the general schedule description.
4. Follow the records disposition process outlined below, which should be carried out periodically - at least once a year- using the forms located at <https://scdah.sc.gov/records-management/forms>:
 - a. Non-permanent records: Complete a [Report on Records Destroyed Form \(ARM-11\)](#) and submit it to the Records Management Division at rm@scdah.sc.gov.
 - b. Permanent (archival) records: After your permanently-valuable records become inactive, you should transfer them to an archival repository. The Department of Archives and History may accept the transfer of municipal records with a permanent retention on a case-by-case basis. Contact the Records Management Division for further instructions.

Explanation of terms used in retention statements

- “Until no longer needed for reference” — Records are to be kept until you decide they have no further reference value.
- “Permanent.” — Records are to be transferred to an archival repository for permanent retention. Permanent paper records that have been microfilmed or digitized must also have a secure back-up copy.
- “‘X’ years, destroy.” — Records may be destroyed x number of years after creation, provided any administrative, legal, and fiscal retention requirements have been met.
- “Record Version” — Records created by one entity and forwarded to another entity for administrative purposes will have different retention requirements based on the use of those records. The record version will be retained permanently by the Department of Archives and History.

Special provisions

- **Opting out** — You may opt out of using general schedules and continue to use already approved specific schedules that cover the same records as the general schedules. You may also opt out of using general schedules if you wish to establish new specific schedules instead for the same records. Submit a [General Schedule Opt-Out Form \(ARM-18\)](#) to the Records Management Division at rm@scdah.sc.gov.
- **Confidential and restricted records** — Records officers and records custodians should ensure that confidential records are securely filed, accessed, and disposed of to prevent unauthorized access.
- **Exceptions to minimum retention periods** — This general schedule establishes minimum retention periods for the official copy of your records. Although most records can be destroyed when their minimum retentions have been met, you may need to keep some records longer to satisfy specific requirements, such as federal or state audits, legal purposes, litigation, fiscal purposes, and any other related retention hold. Be sure those requirements have been met before you dispose of those records.
- **Copies** — This general schedule does not cover copies of records, which you may have made for convenience, information, or duplication. If you have duplicate copies of records in any format, you must deem one version as the official version to be covered by the retention schedule. You should destroy all other copies when they are no longer referenced or used. The destruction of copies does not need to be reported on the Report on Records Destroyed Form (ARM-11).
- **Non-Records** — This general schedule covers the official version of records and certain materials do not need to be retained as records under the disposition requirements of this schedule. Such materials include: (1) catalogs, trade journals, and other publications received that do not require official action and do not document department activities; (2) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (3) transitory records, depending on the context, which are temporary records created for short-term internal purposes that may include, but are not limited to: a) routing slips; voicemail and phone messages; b) miscellaneous notices or memoranda; c) information received as part of a distribution list or e-mail message received from listservs and other Internet sources, solely for reference; d) preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions; e) documents that are superseded or updated (may not include official records, newsletters, etc.); f) unsolicited advertising materials; g) information in a form used for casual communication of a transitory nature; h) general correspondence pertaining to scheduling an event with no long-term value. These kinds of materials may be disposed of when no longer needed for reference and without documentation of destruction.
- **Format** — This general schedule covers records based on their informational content rather than the medium in which they are stored. Born-digital records refer to materials that are created in an electronic format, such as a Word or Excel document. Digitized

records are those created in paper format that are converted into a digital format and stored electronically, such as a PDF document. To convert paper records to digital format, you must complete and submit an [Authorization for Disposal of Original Paper Records Stored as Digital Images Form \(ARM-13\)](#) to the Records Management Division at rm@scdah.sc.gov. This form will designate the electronic copy as the official version of the record. Electronic records with long-term (10 years or more) or permanent retention, must have a secure off-site back-up. Microfilm may be substituted for the original records if the microfilm meets the state standards in regulations as outlined in Chapter 12, Article 200 of the Code of Laws of South Carolina, 1976, as amended. To convert paper records to microfilm, you must complete and submit a [Microfilm Quality Certification for Records Disposition Form \(ARM-12\)](#). Permanent microfilmed records must have a duplicate security copy stored in a separate location. These forms are located at <https://scdah.sc.gov/records-management/forms>.

- Social media and email programs — These are platforms used to convey information. The information produced or shared within the platforms by a public body is considered a record. The retention of the records contained on these platforms is based on the informational content and may be covered under several retention schedules. There is no single retention period for email. The retention of email is based on the informational content and the organizational position of the author. Social media is addressed in the State Administrative General Retention Schedule as well as under the Administrative subarticle for state colleges and universities, school districts, and local governments.
- Ownership of official records — This general schedule covers records created, owned, and in the possession of municipalities. Records stored in non-municipality-administered databases may not be the official version of the record covered by the general schedule. Records stored in other databases not managed by the municipality, such as federal databases where state and/or local entities input data, are not considered the official version of the record. Municipalities should also store these records in a municipality-managed server or database where the accessibility, retention, and destruction of the official version is managed by the municipality.

Contacting the Records Management Division

For any questions regarding the use of these general schedules or to arrange a records management training session, please contact the Records Management Division at 803-896-6128 or rm@scdah.sc.gov.

Subarticle 1. Administrative

MU-1-01. Activity Reports (Daily, Weekly, Monthly)

A. Description: Reports used to document routine activities of municipal departments on a daily, weekly, or monthly basis and may be summarized in annual reports. Information includes date, department name, personnel, name/identification, and description of activities. Reports may also include vehicle information and mileage, call responses, and shift worked or time on duty, if applicable.

B. Retention: 1 year and until no longer needed for reference; destroy.

MU-1-02. Agendas and Agenda Packets

A. Description: Agendas and related packets containing items of business to be discussed in municipal meetings. Information includes date, time, and location of meeting; agenda for meeting; names of person to address members; items submitted for consideration; and order and description of proposed business.

B. Retention: Permanent.

MU-1-03. Annexation Files

A. Description: Files that document the annexation of land by the municipality. Included are maps, ordinances of annexation, petitions for annexations, surveys of the proposed annexation (including population figures, number, and type dwellings of proposed annexation), correspondence, street number lists, street numbering warrants, and violation letters.

B. Retention: Permanent.

MU-1-04. Board and Commission Meeting Minutes

A. Description: Meeting minutes of various municipal boards and commissions. Information consist of written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention: Permanent.

MU-1-05. Board and Commission Meeting Recordings

A. Description: Audio/video/digital recordings of various municipal boards and commissions meetings used to prepare written versions of the minutes. Information includes date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act.

B. Retention: 2 years; destroy, provided written versions of the minutes have been produced.

MU-1-06. Cancelled Bonds and Coupons

A. Description: Various bonds and interest coupons issued by the municipality which have matured and been cancelled. These bonds were issued to finance various municipal projects such as water and sewer construction, street paving, etc. Information includes name of bank, control number, date, addressee, bond issue, year, maturity year, quantity, denomination, amount, and date received.

B. Retention:

- (1) 1 copy of bond and coupon from each series: Permanent.
- (2) All other records: 10 years after cancellation; destroy.

MU-1-07. Cemetery Records

A. Description: Created by the caretakers to document purchase of burial sites and persons interred in municipal cemeteries. Information includes who was buried, on what date, price paid for the plot, date plot was purchased, and veteran status of deceased.

B. Retention: Permanent.

MU-1-08. Complaint Files

A. Description: Records documenting complaints received by the municipality which are forwarded to the appropriate department for recommended action or resolution. Information includes nature of initial complaint and/or problem, complete report of complaint, and other records relevant to the complaint or resolution.

B. Retention: 3 years after final disposition; destroy.

MU-1-09. Contracts

A. Description: Contractual agreements between the municipality and another party. Information includes date, parties, type of contract, explanation of agreement, signatures of parties, and notarization.

B. Retention: 3 years after expiration of contract; destroy.

MU-1-10. Deeds (Conveyances)

A. Description: Deeds for property acquired by and disposed of by the municipality. Information includes date, name, location and description of property, cost, and signatures of buyer, seller, and witnesses. Correspondence, plats, and abstracts of title may also be included in the file.

B. Retention: Permanent.

MU-1-11. Easements

A. Description: Agreements allowing the use of property by another party. Types of easements include encroachments, utility drainage, and sewer and water line installation and maintenance. Information includes description of property, location, description of project, conditions of easement, and signatures. Easements may be to or from the municipality.

B. Retention: Permanent.

MU-1-12. Election Records

A. Description: Record of elections and results of elections. Information includes declaration of results, oath of office, statements of candidacy, registration, newspaper notices, and petitions for nomination of council members and mayor.

B. Retention:

- (1) Results and certifications: Permanent.
- (2) Other records: 22 months, and until all contested elections have been decided and all appeals exhausted; destroy.

MU-1-13. Fixed Assets Inventory File

A. Description: Catalog of all fixed assets owned by the municipality. Information includes municipal-owned assets by department, method of acquisition, purchase authority, fund origination, and physical location.

B. Retention: Until superseded; destroy.

MU-1-14. Freedom of Information Act Files

A. Description: Files created in response to requests made under the South Carolina Freedom of Information Act (FOIA) and used to document requests and track responses. Information includes original request; requestor's address, telephone number, and name; date and copy of the reply as well as any related correspondence; billing information; and supporting documents regarding the request which may include exempt, redacted information.

B. Retention: 1 year and until no longer needed for reference; destroy.

MU-1-15. General Correspondence and Subject Files

A. Description: Incoming and outgoing correspondence to and from the office with businesses, other government offices, and citizens. Also includes reports, technical papers, studies, reference materials, and other records created or received in the general administration of a program or in the management of the office. For the purposes of retention scheduling, the files are broken down as follows:

(1) Policy and program records. These records document the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as correspondence with citizens and government officials regarding policy or procedures development or program administration; annual or ad hoc narrative or statistical reports on program activities, achievements, or plans; organizational charts and mission statements; studies regarding department or office operations; circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures, or programs; and records related to significant events in which the department or office participated. Records may include photographs, published material, audiotapes, or other record forms.

(2) General administrative records. These records are of a general facilitative nature created or received in the course of administering programs. Included are such records as correspondence of a routine or repetitive type, such as requests for information; reference materials, sometimes of a technical nature, used, but not created by, the office; personnel data on office staff which are duplicated in personnel office files; daily or weekly work assignments for office staff; suspense or follow-up files which duplicate copies of papers filed elsewhere; circular letters, directives, or similar papers received from other offices; and rough drafts or notes created in compiling reports or studies.

(3) General housekeeping files. These records are of a general “housekeeping” nature created or maintained by an office which do not relate directly to the primary program responsibility of the office. Included are such records as charitable fundraising materials, custodial services requests, emergency evacuation procedures, notices of holidays, parking space assignment lists, telephone installation requests, and lists showing the distribution of keys.

B. Retention:

- (1) Policy and program records: Permanent.
- (2) General administrative records: 5 years; destroy.
- (3) General housekeeping files: Until no longer needed for reference; destroy.

MU-1-16. Grant Files

A. Description: Background application information and action taken on federal and state grants awarded to the municipality. Information includes filing guidelines, grant applications, contracts, correspondence, reimbursement requests, progress reports, and final reports.

B. Retention:

- (1) Applications, grant contract agreements, annual, and final grant project reports for significant projects: Permanent.
- (2) All other records: 3 years after completion of grant project or close of grant; destroy.

MU-1-17. Historical File

A. Description: Files containing historical information concerning the municipality and important periods of history. Information includes minutes of local organizations, financial documents, maps, newspaper clippings, photographs, compiled histories of the municipality, information on historic homes and properties, information concerning foreign wars and unusual conditions, such as extreme weather damage files, and any other documentation of the history of the municipality.

B. Retention: Permanent.

MU-1-18. Insurance Policies Files

A. Description: Documents municipal insurance policies concerning group hospital insurance, automobile liability, fire and extended coverage, and tort liability. Records include certificates of insurance which list effective policy dates, policy types, policy number, name and contact information of insurance company, names of entity insured, amounts of coverage, rates, and other related information. Contents may also include renewals, changes, copies of policies, correspondence, information from insurance seminars, and a listing of office contents and their values.

B. Retention: Until renewal of policy and no longer needed for reference; destroy.

MU-1-19. Inventory Records

A. Description: Records created by municipalities to manage and track materials kept in stock on a quantity or price basis. Information includes material reservations, requisition information, order information, goods issued and receipts, material transfers, and physical inventory information and adjustments.

B. Retention: 3 years; destroy.

MU-1-20. Legal Files

A. Description: Records documenting legal actions by or against the municipality, including information related to contracts, agreements, and easements. Records include orders, summons, order for dismissal, legal complaint, condemnation, leases, copies of deeds, contracts of sale, title to vehicle, and quitclaim deeds.

B. Retention: Permanent.

MU-1-21. Litigation Files

A. Description: Records documenting lawsuits filed by or against the municipality. Records include, but not limited to, the lawsuit file, summons and complaint, affidavits, answers, all pleadings, discovery, court dates, depositions, research, interrogations, briefs, lis pendens, subpoenas, returns, motions, notices, rule to show cause, correspondence, maps, drawings, and final orders. Court records in this series are also available in the court having jurisdiction over the case.

B. Retention: 6 years after case closed; destroy.

MU-1-22. Maps

A. Description: Maps created by the municipality as well as those received from other sources. Types of maps include zoning, municipal and county, utilities, highway, and land use maps.

B. Retention: Permanent.

MU-1-23. Records Management Files

A. Description: Files related to a municipality's records management program. Included are records retention schedules, guidelines, information concerning records inventory and scheduling, records transfers, microfilm applications, disposal notices, and other related data. The record version of this series is scheduled for permanent retention by the Department of Archives and History.

B. Retention: Until superseded and no longer needed for reference; destroy.

MU-1-24. Right of Way Files

A. Description: Files documenting rights of way obtained by the municipality for projects such as streets, sewer lines, storm drains, and pole lines. Information includes the name of the project, from whom it was purchased, legal documents, and correspondence associated with the property purchase.

B. Retention: Permanent.

MU-1-25. Scrapbooks

A. Description: Scrapbooks of municipal events including newspaper clippings, announcements, photographs, special programs, and other related information.

B. Retention: Permanent.

MU-1-26. Social Media Posts, Photographs, and Events

A. Description: Social media sites (Facebook, Twitter, YouTube, Instagram, etc.) used by municipalities to provide information to the public, including, but not limited to, information about programs, services, activities, events, and exhibits. Materials published on social media may include photographs or other illustrations, videos, municipal publications, social media posts, flyers, announcements, and any other content created by municipal personnel. Additional information may include the date and time a post is made, as well as what platform on which the post is published.

B. Retention: Permanent.

MU-1-27. Social Media Comments and Messages

A. Description: Series consists of comments and messages authored by municipal employees or members of the public. Used by municipalities to respond to public inquiries, complaints, and comments. Materials include, but not limited to, comment threads, direct messages, and replies.

B. Retention: 5 years; destroy.

MU-1-28. Websites

A. Description: Series consists of all web pages produced by and for municipalities for the purpose of disseminating information. Such information includes, but not limited to, municipal publications and information about programs, services, activities, and events.

B. Retention: Permanent

Subarticle 2. Animal Control

MU-2-01. Adoption Agreement

A. Description: Record of animals adopted from municipal shelters. Information includes adopter's information including name, address and phone number of person adopting the animal; animal information including age, description, breed, and sex of animal; adoption rules; date; signature; and fee.

B. Retention: 5 years; destroy.

MU-2-02. Animal Complaint Forms

A. Description: Record of animal complaints and action taken. Information includes request made by (name and address), directions, nature of complaint, actions taken, date, phone number, and complaint number.

B. Retention: 3 years; destroy.

MU-2-03. Animal Control Release Form

A. Description: Records documenting the release of all animals from the owner to the municipality relinquishing all rights of ownership to the animal. This contract specifies that after 24 hours the animal will become the property of the municipality. Information includes name, address, signature, date, type of animal, breed, sex, animal's name (if any), reason for giving up animal, stray or unwanted, and temperament.

B. Retention: 3 years; destroy.

MU-2-04. Animal Violation Ticket

A. Description: Notification of violation of animal control ordinances. Information includes type of violation, violation date, time, location, breed of animal, color of animal, officer's name, owner's name and address, signature of officer, and date.

B. Retention: 3 years, destroy.

MU-2-05. Citation Books

A. Description: Documents the citations issued by animal control officers for violations of municipal ordinances regarding animal control/welfare. Information includes officer's name, ticket number, violator's name, and municipal ordinance.

B. Retention: 5 years; destroy.

MU-2-06. Euthanasia Drug Usage

A. Description: Records used to track the amount of drugs used per animal, as well as number of euthanized animals. Information includes date, amount of substance used, weight of animal, type of animal, control number, initials, and time of day.

B. Retention: 5 years; destroy.

MU-2-07. Pet License and Registration Records

A. Description: Record of animals licensed in the municipality and used to return an animal to the owner if found. Information includes year, rabies tag number, county certificate and/or license number, breed, color, age, sex, name of pet, name and address of owner, and information and signature of issuing official.

B. Retention: 1 year after expiration; destroy.

MU-2-08. Trap Requests

A. Description: Record of citizen's requests for municipal-owned live animal traps to be placed on private property for the purpose of removing animals. Information includes name of citizen making request, address/trap location, and signatures of requester and Animal Control officer.

B. Retention: Until no longer needed for reference; destroy.

Subarticle 3. Building Inspections/Planning/Zoning

MU-3-01. Building Permits

A. Description: Forms documenting permission granted by the municipality to construct buildings that comply with established building codes. Information includes permit number, name and address of real estate owner, location of building, type of work (i.e. new, alteration, repair, etc.), description of building, name of architect and contractor, tax map number, zoning classification, water system, usage of property, and signature of zoning administrator.

B. Retention: Permanent.

MU-3-02. Building Permit Log

A. Description: Finding aid for building permits issued in the municipality. Information includes permit number, applicant's name, location of building, and date issued.

B. Retention: Permanent.

MU-3-03. Certificate of Occupancy

A. Description: Certifications made by the department that a building complies with municipal codes and is safe for occupancy. Information includes type of building, permit number, type of construction, owner of building, address, contractor name, date built, and certified in compliance with code.

B. Retention: Permanent.

MU-3-04. Inspectors' File (Construction)

A. Description: Records documenting examinations made to mechanical, electrical, plumbing, and gas piping construction, reconstruction, alteration, and repair projects within the municipality to ensure compliance with all applicable codes. Information includes copies of any permits, inspection reports, and correspondence.

B. Retention: 2 years after completion of project; destroy.

MU-3-05. Maps, Blueprints, and Drawings

A. Description: Maps, blueprints, and drawings submitted for building projects under construction. Information includes blueprints, maps, and drawings for commercial and residential projects.

B. Retention:

- (1) Maps, Blueprints, and Drawings for governmental and public building projects:
Permanent.
- (2) Other Maps, Blueprints, and Drawings: Until no longer needed for reference; destroy.

MU-3-06. Plans and Specifications

A. Description: Graphic illustrations of designs submitted by contractors for the construction, reconstruction, or alteration of buildings within the municipality. These plans and accompanying specifications are submitted to ensure compliance with building codes. Documents include site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

B. Retention:

- (1) Governmental and public building projects: Permanent.
- (2) Non-Public building projects: 1 year after issuance of certificate of occupancy and no longer needed for reference; destroy.

MU-3-07. Sign Permits

A. Description: Records documenting permission by the municipality to erect a sign. Information includes application form, issued by, permit number, site address, business name, phone number, cost, completion date, and signature of owner.

B. Retention: 3 years; destroy.

MU-3-08. Subdivision Files

A. Description: Records used in the review of subdivision plans to ensure construction is completed according to plan. Records include correspondence, copies of subdivision Declaration of Covenants, Conditions, Easements, and Restrictions; Field Investigation Reports and Final Inspection/Acceptance of Completed Work notifications; Inspection, Investigation Reports and Permits to Operate from the Department of Environmental Services; and cost proposals, plats, drawings, information on contractors, and related notes.

B. Retention: Permanent.

MU-3-09. Subdivision Maps/Plats

A. Description: Plats of subdivision lots in the municipality, submitted by the property owner and recorded in the county register of deeds office. Information includes location, boundaries and divisions, date of survey, certificate of surveyor, scale, property owners, date of recording, and plat.

B. Retention: Permanent.

Subarticle 4. Business License

MU-4-01. Business Licenses

A. Description: Records documenting authorization for businesses to operate within the municipality. Information includes name of business, type of business, date of license, and authorizing signature.

B. Retention:

- (1) Business Licenses for earliest extant year and every other year thereafter: Permanent.
- (2) Other Business Licenses: 3 years; destroy.

MU-4-02. Business License Applications

A. Description: Applications submitted by persons seeking to operate businesses in the municipality. Information includes name of business, location, classification, license number, gross sales for preceding calendar year, type of application, date, fee, and Employer Identification Number (EIN) or Social Security number.

B. Retention: 3 years; destroy.

Subarticle 5. Council

MU-5-01 Council Agendas and Agenda Packets

A. Description: Agendas and related packets containing items of business to be discussed in municipal council meetings. Information includes date, time, and location of meeting; agenda for meeting; names of person to address members; items submitted for consideration; and order and description of proposed business.

B. Retention: Permanent.

MU-5-02. Council Meeting Recordings

A. Description: Audio/video/digital recordings of municipal council meetings used to prepare written versions of the minutes. Information includes date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act.

B. Retention: 2 years; destroy, provided written versions of the minutes have been produced.

MU-5-03. Council Minutes

A. Description: Used to document the municipal council meetings. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

B. Retention: Permanent.

MU-5-04. Ordinances

A. Description: Original ordinances passed by the municipal council representing local laws and regulations which pertain to the municipality's area of responsibility. Information includes ordinance number, ordinance, date, and signatures of the chairman and council clerk.

B. Retention: Permanent.

MU-5-05. Resolutions

A. Description: Record of official actions authorized by the municipal council through the passage of resolutions. Information includes resolution number, resolution, date, signature of chairman, and signature of clerk.

B. Retention: Permanent.

Subarticle 6. Finance

MU-6-01. Accounts Payable Check Registers

A. Description: Documents check payments to vendors/contractors for services/materials sold to the municipality. Information includes date, vendor number, purchase order number and date, account number, amount, date of invoice, transaction date, transaction number, and control number.

B. Retention: 5 years; destroy.

MU-6-02. Accounts Receivable Files

A. Description: Record of all payments received by the municipality for bills, taxes, and invoices/statements. Information includes name of company, name of report, voucher number, date, account number, amount, statements, invoices, correspondence, receipts, check stubs, and check copies.

B. Retention: 3 years; destroy.

MU-6-03. Annual Budgets

A. Description: Documents annual budgets showing projected receipts and expenditures from various offices. Approved budget appropriations are listed for each department.

B. Retention: Permanent.

MU-6-04. Audit Reports

A. Description: Reports documenting the annual audit of municipal funds. These reports, prepared by an outside accounting firm, are categorized by the various municipal offices and further classified by accounts to which they relate. This series also includes semiannual and special audits. Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, and statement of fines and fees.

B. Retention: Permanent.

MU-6-05. Banking Records

A. Description: Cancelled checks and deposit slips written by the municipality along with the statements issued by the bank and other related records used to balance accounts each month. Information includes checks listing date, to whom paid, amount, check number, and authorized signature; bank statements listing checks for one month period, dates, beginning balance, and ending balance; and deposit slips listing date, amounts of deposits, and total deposit.

B. Retention: 3 years; destroy.

MU-6-06. Bankruptcy Records

A. Description: Notices received from the United States Bankruptcy Court for residents and businesses in the municipality. Records include court documents, legal papers, attached signatures, copies of tax assessment on property, and other related documentation.

B. Retention: 10 years; destroy.

MU-6-07. Bids

A. Description: Documents bids submitted by vendors for products or services to be purchased or used by the municipality. Records include correspondence, request for proposal documents, bid notice, sealed bids, specifications, audit requirements, rejected bids, approved bids, contract awards, terms of contract, and related information.

B. Retention:

- (1) Rejected bids: 1 year after bidding process; destroy.
- (2) Winning bids: 3 years after termination of contract; destroy.

MU-6-08. Budget Files

A. Description: Preparation materials used in the formulation of the municipal budget. Records include budget requests and supplemental information justifying budget requests.

B. Retention: 3 years; destroy.

MU-6-09. Claims

A. Description: Documents establishing a claim on the municipality for goods and services and maintained by the office. Information includes control number, date filed, who is making claim, amount, and authorized approval. May also include copies of checks and invoices.

B. Retention: 3 years; destroy.

MU-6-10. Daily Cash Books

A. Description: Daily records of receipts and disbursements of municipal funds. Information includes date, purpose, amount, date paid, date received, and fund for which written.

B. Retention:

- (1) When corresponding general ledgers are missing: Permanent.
- (2) When corresponding general ledgers exist: 3 years; destroy.

MU-6-11. Daily Collections Report

A. Description: List of monies received on a daily basis for payments of municipal services. Information includes account number, name, payment date, amount of payment, and allocation of funds.

B. Retention: 1 year; destroy.

MU-6-12. Fixed Assets Records

A. Description: Records documenting fixed assets and lesser value assets owned by the municipality for annual auditing and insurance purposes. Information includes department name, item description, account number, invoice number, vendor number, check number, completed by, asset description, serial number, class code, asset number, department location, department sub-location, comments, acquisition information (date, cost, code, and condition), vehicle number, employee assigned vehicle, key number, inspection month, fuel code, insurance code, odometer reading, license number, and odometer code.

B. Retention: 3 years after property disposal; destroy.

MU-6-13. General Ledgers

A. Description: One or more series of financial ledgers providing final year-to-date summary accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all municipal funds and accounts, including receipts and expenditures from all revenue sources, both public and private. May also include annual accounting code data and computer system documentation needed to access accounting information.

B. Retention: Permanent.

MU-6-14. Insurance Records

A. Description: Record of insurance claims filed by municipal employees. Information includes name of patient, provider, dates of service and amount of payment request.

B. Retention: 3 years; destroy.

MU-6-15. Invoices

A. Description: Invoices submitted to customers and/or vendors to request payment of services. Information includes copy of invoice, copies of payment received, bill date and due date, vendor name, vendor address, date of item purchased/services rendered, account number, invoice number, bill summary, total charges, and daily sales sheets.

B. Retention: 3 years; destroy.

MU-6-16. Journal Entries

A. Description: Various types of journal entries created by the finance department used to review and adjust various accounts before transferring information to the general ledger. Information includes name of department, account number, description, voucher number, date, reference number, debit, credit, and date.

B. Retention: 3 years; destroy.

MU-6-17. Paid Invoices

A. Description: Invoices submitted by various vendors supplying goods and services to the municipality that are maintained by the office and filed together with copies of checks and/or claim forms containing descriptions of the items purchased. Records include invoice listing vendor name, address, date of purchase, purchase order (if any), invoice number, item(s) or service(s) purchased, amounts, and total; check copy listing vendor name, address, date of check, amount, and check number; and claim form listing date, account number(s), description of item(s), amount(s), approval, and signature(s).

B. Retention: 3 years; destroy.

MU-6-18. Purchase Orders

A. Description: Records documenting orders for goods and services paid for by the municipality, or for goods and services yet to be delivered to the municipality. Information includes date of purchase order, date received, department name, vendor number, vendor name and address, quantity, commodity, service unit, unit, extended, total price, item number, delivery location, description of goods/services ordered, shipping instructions, notations regarding any shortages in shipment, project number, general ledger account number, and signatures of purchasing agent and individual who signs for receipt of goods/services.

B. Retention: 3 years; destroy.

MU-6-19. Quarterly Withholding Tax Returns

A. Description: Quarterly report of the state tax withholdings for the municipality. Information includes state withholding number, Federal Employer Identification Number (FEIN), period covered, due date, tax withheld from wages, tax withheld for non-resident contractors, tax from rentals, tax from prizes or winnings, total, less deposits or payments, adjustments, net tax due, net credit/refund, penalty, and interest.

B. Retention: 5 years; destroy.

MU-6-20. Receipts

A. Description: Record of receipts issued by municipal offices to persons turning over funds of payment for billable services, fines, and fees maintained by the office to document payment. Information includes receipt date, number, from whom and amount received, purpose of payment, related account number, if applicable, and authorized signatures.

B. Retention: 3 years; destroy.

MU-6-21. Requisitions

A. Description: Request forms from the various municipal offices and departments which describe goods or services to be ordered by the municipality. Information includes number, department, delivery location, date, date required, item number, quantity, description, known suppliers, and authorizing signature.

B. Retention: 3 years; destroy.

MU-6-22. Set-Off Debt Records

A. Description: Documents taxpayers and amounts set off for debts owed to the municipality which are transmitted to the South Carolina Department of Revenue for collection through tax refunds. Information includes customer/claimant/taxpayer name, last known address, account number/identifying number, Social Security number, delinquent bill amount and date, returned letters, and any related information. If debt is set off, includes the amount of set-off and total fees charged.

B. Retention: 3 years; destroy.

MU-6-23. Trial Balances

A. Description: Summary information of receipts and expenditures from various municipal accounts used in balancing the general ledger. Information includes account number, account name, beginning balance, total assets, total liabilities, adjustments, expected revenue, month-to-date receipts, month-to-date percent, year-to-date percent, uncollected balance, and a breakdown of each department's expenses. May also include annual accounting code data and computer system documentation needed to access accounting information.

B. Retention:

- (1) Year-to-date trial balances: Permanent.
- (2) Other trial balances: 3 years; destroy.

Subarticle 7. Fire

MU-7-01. Annual Report to State Fire Marshal

A. Description: Annual report sent to the State Fire Marshal of status of fire department employees, equipment, and finances. Information includes number of officers, number of men, number paid, names of trustees of Firemen's Insurance and Inspection Funds, name of building inspector, name of buildings and inspection code adopted by the municipality, total Firemen's Fund on hand, apparatus and value of fire department equipment and vehicles in serviceable condition, system of water supply, and type of alarm system.

B. Retention: Permanent.

MU-7-02. Arson Files

A. Description: Record of fires caused by arson that occurred in the municipality. Information includes name, statements, investigative notes, date of occurrence, State Law Enforcement Division (SLED) laboratory reports, and address of fire.

B. Retention: 10 years; destroy.

MU-7-03. Burn Permits

A. Description: Records granting permission for citizens to burn materials within the municipal limits. Information includes name, date issued, address, phone number, date for the burn, reason, type of items being burned, customer signature, date, and signature of person authorizing the permit.

B. Retention: 1 year; destroy.

MU-7-04. Equipment Files

A. Description: Record of the equipment of the fire department. Information includes type of equipment, cost, location, instructions for use, and related correspondence and documentation.

B. Retention: Until the equipment is sold or disposed of; destroy.

MU-7-05. Fire Hose Testing Record

A. Description: Record of tests performed on fire hoses in the fire department to assure that the equipment is in good operating condition. Information includes manufacturer, guarantee test (pounds), new or used, survey date, date of test, fire station number, name of person conducting the test, semi-annual test (pressure, approval or failure), location (truck number, stored), action remarks, initial, hose number, size, and date received.

B. Retention: 3 years; destroy.

MU-7-06. Fire Hydrant Testing Report

A. Description: Maintenance records of operating tests conducted on municipal fire hydrants. Information includes location, water available, hydrant number, SPM at 20 PSI, main size, type (2 way, 3 way), lateral size, lateral gated, height from ground, inspected (date, time, by whom), condition, out of service, in service, pressures (static, residual, flow), and remarks.

B. Retention: 3 years; destroy.

MU-7-07. Fire Inspection Reports

A. Description: Documents safety inspections made by the fire department of businesses within the municipality. Information includes date, location of inspection, building function, occupancy, capacity, last inspection date, personnel conducting inspection, business phone, tenant's name and phone number, description of structure, comments, violations, and mandated corrections.

B. Retention: 3 years; destroy.

MU-7-08. Firemen's 1% Fund

A. Description: Documents information relating to deposits and disbursements from the Firemen's 1% Fund. Information includes cancelled checks, bank statements, requests for disbursement of funds, copies of meeting minutes whereby request for disbursement of funds was discussed by the fire department, invoices with attached purchase orders, and related notes.

B. Retention: 3 years; destroy.

MU-7-09. Incident Report

A. Description: Record of fire department-related incidents (including fire, chemical spills, animal rescue, and bomb scares) that have occurred within the municipality. These forms are completed each time a fire truck is used in answering a call. Information includes incident number, date, time, situation found, action taken, fixed property, occupant name, owner name, method of alarm, number of fire personnel responding, information on the origins of and type of fire encountered, method of extinguishment, information on the structure involved in incident, and signature of personnel making report.

B. Retention: 3 years; destroy.

MU-7-10. Volunteer Personnel Files

A. Description: Record of volunteers working for the fire department. Information includes applications, physicals, service awards, and related correspondence and documentation.

B. Retention: 5 years after termination of service; destroy.

Subarticle 8. Parks and Recreation

MU-8-01. Background Checks

A. Description: Record of criminal background checks conducted on all contractors, officials, coaches, and other persons volunteering to work in various programs in the recreation department. Information includes Social Security number, date of birth, address, sex, driver's permit or license number, state, race, printed name of person authorizing the release of information, types of verification/checks included, signature, date, and signature of parent or guardian if subject is under 18 years of age.

B. Retention: 3 years; destroy.

MU-8-02. Building Safety Inspections

A. Description: Records used to periodically inspect buildings or components of buildings to document problems and repairs. Records include Safety Checklist Form listing name of recreation center building, date, inspected by, if checked, if passed, description of problems found, corrective action taken, and comments.

B. Retention: 3 years; destroy.

MU-8-03. Facility Rental Agreements

A. Description: Agreement forms completed by persons requesting to rent recreation centers owned or operated by the municipality. Information includes name and address of facility; customer/organization name and contact information; event name, date, and location; start and end times; estimated number of guests; rental and security fees; amount of security deposit; conditions of agreement; name, signature, and date of agreement acceptance; and name and address for return of security deposit.

B. Retention: 3 years after agreement expires; destroy.

MU-8-04. Program Registration Forms

A. Description: Forms completed by the public to register for programs. Information includes participant name, age, address, email, driver's license number, physician, health information, liability waivers, and parent/legal guardian permissions for individuals under the age of 18.

B. Retention:

(1) Records of adult participants: 3 years; destroy.

(2) Records of minor participants: 3 years after participant reaches age 18; destroy.

MU-8-05. Volunteer Applications

A. Description: Applications submitted by persons volunteering for recreation programs. Information includes biographical and contact information; previous coaching experience; dates available to coach or assist; employment and reference information; and a signed authorization and release for background check.

B. Retention: 5 years; destroy.

Subarticle 9. Payroll

MU-9-01. 1099 Form Non-Employee Compensation

A. Description: Records of compensation paid to contract or non-employees that does not come from wages, salaries, or tips. Information on the form as required by the Internal Revenue Service (IRS) includes payer's name, address, and Federal Employer Identification Number (FEIN); recipient's identification number, name, and address; and compensation paid and taxes withheld.

B. Retention: 4 years; destroy.

MU-9-02. 941 Form Employer's Quarterly Federal Tax Return

A. Description: Report of the employee's total earnings and withholdings for the quarter reported to the Internal Revenue Service (IRS) and maintained by the employer. Information includes employer's name and address, employee's Social Security number, federal income tax withheld, total Federal Insurance Contributions Act (FICA) wages, and state income tax withheld.

B. Retention: 5 years; destroy.

MU-9-03. Deduction Registers

A. Description: Summaries of information on deductions from payroll checks. Used for balancing accounts, internal fiscal control, and external audits. Information includes employee name, Social Security number, state and federal income tax deductions, and year to-date deductions per pay period.

B. Retention: 3 years; destroy.

MU-9-04. Payroll Register

A. Description: Documents employment and wages paid to municipal employees for services rendered. Information includes name of employee, Social Security number, date of check, hourly or salaried amount, overtime, number of hours worked, volunteered, and other deductions.

B. Retention:

- (1) Year-end Payroll Registers: 60 years; destroy.
- (2) Other Payroll Registers: 1 year; destroy.

MU-9-05. Payroll Check Registers

A. Description: Records summarizing the information on payroll checks issued. Used for balancing accounts, internal fiscal control, and external audits. Information includes employee name, Social Security number, amount of check, state and federal income tax deductions, other deductions, and year-to-date totals per pay period.

B. Retention: 3 years; destroy.

MU-9-06. South Carolina Deferred Compensation Files

A. Description: Documents the deductions of municipal employees for contribution to the South Carolina Deferred Compensation Plan. Information includes receipt, deferred compensation deposit report, pay center name, pay center code, employee name, number, Social Security number, pay period ending, total number of deductions, total number of deferrals, and authorized signatures.

B. Retention: 3 years; destroy.

MU-9-07. South Carolina Police Officer's Quarterly Retirement Reports

A. Description: Quarterly records of contributions made by municipal law enforcement officers to the South Carolina Police Officer's Retirement System. Information includes employer's name, address, active register numbers, Social Security number, employee's name, gross salary and contribution for class I, gross salary contribution for class II, retirement and pre-death contributions, and total salary.

B. Retention: 60 years; destroy.

MU-9-08. South Carolina Retirement System Quarterly Report

A. Description: Quarterly report of contributions made by municipal employees to the South Carolina Retirement System. Information includes employer's name, address, date of quarter, employee's name, active member register number, non-member notations, retirement contributions, and Social Security numbers.

B. Retention: 60 years; destroy.

MU-9-09. W-2 Form Wage and Tax Statement

A. Description: Used to record employee's total earnings and withholdings for the calendar year reported to the Internal Revenue Service (IRS). Information includes employer's identification number, employer's name and address, employee's Social Security number, employee's name and address, amount of taxes withheld, and total wages paid.

B. Retention: 5 years; destroy.

MU-9-10. W-9 Form Request for Taxpayer Identification Number and Certification

A. Description: Records required by the Internal Revenue Service (IRS) to document taxpayer identification number of vendors conducting business and/or individual contractors seeking employment with the municipality. Information includes legal name of vendor/entity, address, Social Security or taxpayer identification number, type of entity (individual/sole proprietor, partnership, corporation, other), back-up withholding status, signature, and date.

B. Retention: Until superseded or no longer needed for reference; destroy.

Subarticle 10. Personnel

MU-10-01. Application File (Not Hired)

A. Description: Application forms submitted by persons applying for jobs with the municipality who were not hired. Information includes name, address, education, and work experience.

B. Retention: 2 years after rejection of application; destroy.

MU-10-02. Employee Insurance Files

A. Description: Record of insurance coverage selected by employees of the municipality. Information includes Certificate of Election, Notice of Election, Rejection Notice, and Coverage Termination forms.

B. Retention: 3 years after inactive; destroy.

MU-10-03. Employee Medical Records

A. Description: Records used to document the results of employee medical tests and to determine physical ability to perform job duties. Information includes name of employee, Social Security number, test results of random alcohol and drug tests, and other routine medical records. Routing records include results of physicals and/or other related medical program records, such as physician's notes, laboratory reports, physical exam reports, and polygraph reports. May contain employee exposure records for hepatitis, tuberculosis, and bloodborne pathogens. May also include medical monitoring for respiratory protection and respirator fit test performed.

B. Retention:

- (1) Records of exposures to hazardous materials/bloodborne pathogens, hepatitis, and tuberculosis: 30 years after end of employment; destroy.
- (2) All other medical records: 5 years; destroy.

MU-10-04. Employee and Volunteer Training Records

A. Description: Records used to verify training completed by employees and volunteers, not including training required by the Occupational Safety and Health Administration (OSHA). Records include class title, date, time, and location; class outlines and materials needed for class, if any; instructor name; names of employees/attendees; test results; course evaluation; number of approved continuing education hours or other certificate earned, if applicable; completion status; and any other related information.

B. Retention:

- (1) Certification records: Until re-certification or until no longer needed for reference; destroy.
- (2) All other records: 3 years after completion of training, destroy.

MU-10-05. Family Medical Leave Act (FMLA) Files

A. Description: Records created per Family Medical Leave Act (FMLA) guidelines and in accordance with the Fair Labor Standards Act (FLSA) to track and coordinate leave associated with federal requirements. Records include basic payroll and identifying employee data, including name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; total compensation paid; dates or hours of the leave if in increments of less than one full day; copies of employee notices of leave furnished to the employer under FMLA, if in writing, and copies of all written notices given to employees as required under FMLA and these regulations; any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves; premium payments of employee benefits; records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the employer or employee of the reasons for the designation and for the disagreement; and any other related leave records.

B. Retention: 3 years; destroy.

MU-10-06. Grievance Hearing Files

A. Description: Materials relating to the reviewing, hearing, and disposing of employee initiated grievances and appeals of adverse personnel actions and disciplinary measures. Records include initial grievance filing, letters of appeal, investigations, decision rendered at each level of the grievance procedure, hearing transcripts or summaries, related correspondence, and grievance and appeal procedures for the municipality.

B. Retention: 5 years after settlement of issue; destroy.

MU-10-07. I-9 Form Employment Eligibility Verification

A. Description: Used to verify legal employment eligibility, per federal law, for the purpose of hiring new employees and to re-verify employment eligibility status. Records contain completed and signed I-9 forms and supporting documentation, including, but not limited to, copies of driver's licenses, Social Security cards, and/or passports.

B. Retention: 3 years after date hired or 1 year after end of employment, whichever is later; destroy.

MU-10-08. Job Interview Files

A. Description: Records documenting interviews with candidates applying for available positions who were not hired. Information includes notes taken during job interviews. May also include applications, resumes, recommendations, and related correspondence.

B. Retention: 2 years; destroy.

MU-10-09. Leave Records

A. Description: Record of leave balances for each employee. Information includes employee name, Social Security number, type of leave accrued and used, service date, and leave balances.

B. Retention: 3 years; destroy.

MU-10-10. Leave Requests

A. Description: Records documenting an employee's request to use accumulated leave. Information includes employee's name, section or organization unit, employee number, pay period, total time worked, and supervisor approval.

B. Retention: 3 years; destroy.

MU-10-11. Log and Summary of Occupational Injuries and Illnesses

A. Description: Record required by the Occupational Safety and Health Act of 1970, used to record pertinent information concerning work-related deaths, injuries, and illness. Information includes annual average employment and total hours worked; nature of business; month of Occupational Health and Safety Administration (OSHA) inspection; recordable injuries and illnesses; occupational illness and injury; and title, signature, phone number, date, and comments of person preparing report. Report information is also sent to the South Carolina Department of Labor, Licensing, and Regulation.

B. Retention: 5 years following the end of the calendar year to which they relate; destroy.

MU-10-12. Personnel Files (Active and Inactive)

A. Description: Forms and materials relating to current and former employees. Records include position description, employment applications, resumes, letters of recommendation, performance evaluations, salary information, insurance information, leave records, workers' compensation reports, resignation and termination records, and any related employment history.

B. Retention: 5 years after end of employment; destroy.

MU-10-13. Safety and Hazardous Materials Training and Certification

A. Description: Records documenting compliance with mandatory training and safety operations required or recommended by Occupational Safety and Health Administration (OSHA). Documents the training taken by municipal employees and volunteers for various types of safety courses as well as training and certification for handling hazardous materials. May include training for bloodborne pathogen, confined space entry, fork truck certification, general workplace safety, lock/tagout, fire extinguisher, hazardous material safety, first aid, cardiopulmonary resuscitation (CPR), Oxygen and Automated External Defibrillator (AED), and other related safety training. Information includes personnel/volunteer name and signature, date of training, type of training, and name and signature of instructor.

B. Retention:

- (1) Training records: 3 years, or 1 year after end of employment, whichever is sooner; destroy.
- (2) Exposure records: 30 years after end of employment or end of volunteer service; destroy.

MU-10-14. State and Local Government Information Reports (EEO-4)

A. Description: Annual report monitoring internal programs for ensuring equal employment opportunities. Information includes number of employees by job categories, by race, by sex, by salary, and number of part-time and newly-hired employees during the fiscal year. These reports are forwarded to the Equal Employment Opportunity Commission in compliance with federal civil rights statute.

B. Retention: Permanent.

MU-10-15. Temporary Employee Files

A. Description: Records and documentation relating to employment of temporary employees. Records contain Notice of Temporary Employment, withholding tax forms, job applications, and any other related records.

B. Retention: 2 years after end of employment; destroy.

MU-10-16. Time and Attendance Records

A. Description: Records concerning time worked by employees during a pay period. Information includes employee's name, section or organization unit, employee number, pay period, total time worked, and supervisor approval.

B. Retention: 3 years; destroy.

MU-10-17. Workers' Compensation Records and Claim Documentation

A. Description: Records and reports generated as the result of employment-related illnesses and injuries that may be used to document claims for the purpose of requesting payment and/or reimbursement for expenses incurred or payment for lost wages. Information includes, but not limited to, employee name, salary information, incident/accident reports, Employer's First Report of Injury, physician's report and itemized statement, conditional waiver of hearing, status reports, medical bills, compensation receipts, correspondence related to the case, claims forms, final determination, and any other related documentation.

B. Retention: 2 years after case settlement and until no longer needed for reference; destroy.

Subarticle 11. Police

MU-11-01. Abandoned Vehicles Files

A. Description: Record of all abandoned vehicles within the municipality limits. Information includes property owner, location of vehicle, make of vehicle, license number, private property, public property, removal date, and final disposition.

B. Retention: 2 years after disposition of vehicle; destroy.

MU-11-02. Arrest/Bench Warrants

A. Description: Warrants which authorize the arrest of individuals for various offenses committed. Information includes warrant number, name of person to be arrested, charge, date of offense, description of offense, name of affiant, date sworn, signature of issuing official, and sentencing and trial date.

B. Retention: Until copy of the warrant is served, then forward original to issuing official.

MU-11-03. Arrest Dockets

A. Description: A chronological listing of all arrests made and traffic citations issued by the police department. Information includes name, address, description, Social Security number, charge, court date, date and time of arrest, date and time of release, arresting officer's name, and releasing officer's name.

B. Retention: 5 years; destroy.

MU-11-04. Background Check Requests

A. Description: Reports created by the department for persons requesting background checks to be conducted. Information includes date, name, address, Social Security number, date of birth, sex, and race.

B. Retention: 1 year; destroy.

MU-11-05. Breathalyzer Operator Test Report (BA Form)

A. Description: Record of breathalyzer tests performed on defendants. Information includes defendant's name, address, driver's license number, date of arrest, name of arresting officer, name of BA operator, BA reading or refusal, and signatures.

B. Retention: 10 years after trial date; destroy.

MU-11-06. Booking Reports

A. Description: Record of all persons arrested and booked by the police department. Information includes agency identification, case number, name, race, sex, date of birth, docket number, age, height, weight, hair, eyes, Social Security number, visible scars and marks, National Crime Information Center (NCIC) identification number, address, phone number, alias, driver's license number, occupation, next of kin and address, booking officer's name, current date, charge data, medical data, release date, time, and arresting officer.

B. Retention: 10 years; destroy.

MU-11-07. Case Files

A. Description: Compilation of all relevant data necessary for the creation of a case against a defendant(s) on a particular crime. Information includes detailed investigative data on the offense and the defendant(s) compiled on several standard forms such as Incident Report and Booking/Arrest Report.

B. Retention: 30 years; destroy.

MU-11-08. Confidential Informant Files

A. Description: Records documenting the cooperation and assistance of persons with obtaining information that assists in various departmental investigations. Information includes personal identifying information, pictures, criminal histories, fingerprint cards, copies of statements received, and a detailed transaction history for the informant.

B. Retention: 1 year after informant becomes inactive or is deemed unreliable; destroy.

MU-11-09. Criminal Histories and Card Files

A. Description: Cumulative history on any subject arrested by the police department. Information may include subject's name, alias, date and place of birth, physical description, Federal Bureau of Investigation (FBI) number, Social Security number, address, employment, marital status, next of kin, education, date of arrests and releases, identification information (mugshots, fingerprints), docket numbers, charges, facts surrounding investigation, and final disposition. Card Files include quick reference to information in criminal history records.

B. Retention: Until death of subject or 75 years, whichever comes first; destroy.

MU-11-10. Evidence Case Files

A. Description: Property invoice and receipt showing evidence taken from crime scene and suspects. Information includes case number, crime type, victim name and address, suspect name and address, location, examination requested, lab case number, item number, quantity, description of property, chain of custody, and final release.

B. Retention:

- (1) Death Penalty Cases: Until death of defendant or state Supreme Court rules on the case, whichever comes first; destroy.
- (2) Other cases: 3 years after property is disposed of; destroy.

MU-11-11. Expungement Records

A. Description: Records of persons processed, detained, or incarcerated ordered expunged due to being dismissed, discharged, or found not guilty of criminal charges. Includes booking and arrest records, identifying documentation and materials, and other institutional reports and files.

B. Retention: 3 years and 120 days from the date of expungement order; destroy.

MU-11-12. Field Contact Cards

A. Description: Cards filled out by police officers after interviewing suspicious persons during their shift. These persons may be known criminal suspects or other persons interrogated by the department. These persons have been questioned by the police, but may not have committed any crime. Information includes name, address, nickname, phone number, age, race, sex, height, weight, build, complexion, date of birth, scars, dress, description of car, location of stop, reason for stop, and disposition.

B. Retention:

- (1) Cards concerning criminal suspect: 1 year, then transfer to case files.
- (2) Other cards: 1 year; destroy.

MU-11-13. Fingerprint Files

A. Description: Records of fingerprints of persons arrested by the police department. These files are utilized for investigative and identification purposes. Information includes date, name and address of defendant, date of birth, Social Security number, race, sex, height, weight, eyes, hair, date arrested, charge/offense, signature of defendant, signature of officer, fingerprint impressions, and information for the Federal Bureau of Investigation (FBI) on reverse side.

B. Retention: Until death of subject or 75 years, whichever comes first; destroy.

MU-11-14. House Watch Patrol Check

A. Description: Record of special and vacation watches to municipal property performed by the department at the request of residents. Information includes zone, departure date, return date, dispatcher initials, name and address of requestor, whether vacation watch or special watch, supervisor authorization, officer's number, date and time location was checked, date check ended, and remarks section.

B. Retention: 1 year; destroy.

MU-11-15. In-Car and Body Camera Recordings

A. Description: Recordings created from an in-car or body-worn camera that is activated to capture citizen contact. May also be used for administrative investigations, reviews, or training. Information includes date and time of recording, name of officer, and records of event details. If a recorded event results in a court case or investigation, the video and audio is duplicated and retained as evidence.

B. Retention: 60 days; destroy.

MU-11-16. Incident Reports

A. Description: Records the original report of a felony or incident and pertinent facts surrounding the offense. Information includes incident type, case number, National Crime Information Center (NCIC) entry, incident code, premise type, incident location, incident date, time, date reporting area, complainant, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, and Uniform Crime Reporting (UCR) data administrative section.

B. Retention: 5 years or until of no further legal or administrative value, whichever comes later; destroy.

MU-11-17. Internal Affairs Records

A. Description: Records documenting investigations into personnel-related issues or suspected criminal activity within the department. These records may be turned over to outside law enforcement agencies for investigations. Information includes complaints, allegations of misconduct, violations of policy or procedures, criminal activity, dates, and signatures.

B. Retention: 5 years or until of no further administrative or legal value; destroy.

MU-11-18. Juvenile Files

A. Description: Record of juveniles arrested in the municipality. Information includes an index on each individual which includes name, date of birth, race, sex, vital statistics, date crime committed, photographs, warrants, copy of the Arrest/Booking Report, and the Certified Driving Records for Driving Under the Influence (DUI).

B. Retention: 3 years after subject reaches majority and no longer needed for legal reasons; destroy.

MU-11-19. Mug Shots

A. Description: Photographs of individuals who have been arrested and charged with various criminal offenses. These photographs are used by law enforcement personnel, victims, and witnesses to aid in identifying suspects. Information includes person's name, address, description, date, and photograph.

B. Retention: Until superseded or until no longer needed for reference; destroy.

MU-11-20. Parking Tickets

A. Description: Parking tickets issued to meter violators and maintained by the office. Information includes date, time, tag number of vehicle, make of car, officer's name, place of violation, type of violation, and ticket number.

B. Retention: 3 years; destroy.

MU-11-21. Pawn Shop Records

Description: Local pawn shop reports to the police department of merchandise received to aid in the identification and recovery of stolen items. Records include name of seller/pledger, address, driver's license, personal identification, description of item purchased or sold, and authorized signature.

B. Retention: 3 years; destroy.

MU-11-22. Radio/Telephone Logs

A. Description: All incoming and outgoing radio and telephone communications. Information includes: officer(s) absent, assignment, officer's name, unit, radio test, complaint, phone number, location, nature, officer assigned, time recorded, time dispatched, time arrested, time served, status remarks, case number, and dispatcher and supervisor signatures.

B. Retention: 3 years; destroy.

MU-11-23. Receipts

A. Description: Receipts issued and maintained by the police department for money received. These receipts record money taken in for such things as payment of fines, fees collected for reports, checks issued, and bond payments.

B. Retention: 3 years; destroy.

MU-11-24. Requests for Services (Complaints)

A. Description: Records the receipt of complaints/requests to the police department and the subsequent dispatch of the police officer to the incident location. Information includes complaint number, signal code or police code, location, received by (radio, phone, other), action taken, operator, zone, complaint officer, shift call taken, and time.

B. Retention: 2 years; destroy.

MU-11-25. Traffic Tickets

A. Description: Records include standard state forms on which traffic citations are issued to motorists. Information includes driver's name, address, occupation, state licensed, license number, vehicle license number, state, make of vehicle, year, name of trial officer, street number, municipality, date of trial, time of trial, violation, section number, nature of offense, owner of vehicle, address of owner, date of arrest, date of violation, case, disposition, description of accused, sentence of court, committed to, arrest as a result of accident, certified correct, date, offense code, test refused, blood alcohol level, amount of fine, and amount of suspense.

B. Retention: 3 years; destroy.

MU-11-26. Uniform Traffic Collision Reports (Accident Reports)

A. Description: Standard state form containing the following information: date, county, day of week, time, type road, street address, city or town, driver name, address, date of birth, sex, race, license number, state, license restrictions, member of armed forces, wearing seatbelts, violations indicated, speed limit, estimated speed, year and make of vehicle, license plate number, state, year, validation number, total occupants this unit, owner's name, street or rural route, city and state, and vehicle towed. There is a schematic drawing whereby action of vehicles and points of impact can be illustrated in addition to a narrative section. The investigating officer signs the form at bottom where he also completes information on charge(s), if any, and victim, injured or dead, if applicable. Report information is also sent to the South Carolina Department of Motor Vehicles and the appropriate court.

B. Retention: 3 years; destroy.

MU-11-27. Use of Force Report

A. Description: Records documenting use of force incidents, including when an officer discharges a firearm, uses a lethal or non-lethal weapon, or applies physical force resulting in the injury or death of a person. Records are used to monitor the incidents and ensure training and policies are current and appropriate force is used. Information includes incident data, officer data, subject data, and detailed information concerning the incident.

B. Retention: 5 years and until of no further administrative or legal value; destroy.

MU-11-28. Victim Advocate Files

A. Description: Records documenting victim notifications of court cases and to track follow-ups and disposition of the case. Files contain incidents involving both juveniles and adults.

Information includes charges and date of occurrence, victim information, subject information, injuries sustained, notes, referrals, follow-up information, copy of incident report, and pictures.

B. Retention: 3 years after case is closed; destroy.

MU-11-29. Warning Tickets/Citations

A. Description: Records used to document officer generated traffic stops where no citation is issued or arrest made. Information includes name, driver's license number, date of birth, date and time of stop, officer's name, reason for stop, and vehicle make, model, year, and registration information.

B. Retention: 3 years; destroy.

Subarticle 12. Public Works

MU-12-01. Encroachment Permits

A. Description: Permits from the South Carolina Department of Transportation giving the municipality permission to install water and sewer lines that encroach on state-owned roads and highways. Information includes applicant's name and address, county, road/route, road name permit application submitted for, type of public service line, description of location with reference to highway, applicant's name, date requested, special provisions, and sketch plan.

B. Retention: Permanent.

MU-12-02. Maintenance Request Forms

A. Description: Record of requested maintenance repairs on departmental equipment. Information includes date, item number, type of work requested, materials needed, and date work completed.

B. Retention: 3 years; destroy.

MU-12-03. Maps and Blueprints

A. Description: Maps and blueprints of major structures, additions, and renovations to buildings in the municipality. Information includes road names, lot numbers, water system infrastructure locations, interiors, and any related records.

B. Retention: Permanent.

MU-12-04. Valve Records

A. Description: Record of all valves in the municipality. Information includes drawings, location, and description of the valve. Also includes related valve maintenance records.

B. Retention: Until superseded; destroy.

MU-12-05. Vehicle Maintenance Report

A. Description: Documents scheduled maintenance on municipal-owned vehicles maintained by the Public Works Department. Information includes date, vehicle number, make, last service date, last service odometer reading, service schedule by days or miles, and current odometer reading.

B. Retention: Until disposal of vehicle; destroy.

MU-12-06. Vehicle Service File

A. Description: Documents service history of all vehicles owned by the municipality. Information includes vehicle number, vehicle identification, make of vehicle, date of purchase, purchase cost, maintenance date, odometer/hours, expected life, group code, maintenance days, vehicle type, department number, fuel code, engine, transmission, brake system, rear end, clutch, fuel capacity, oil capacity, rating, description, purchase, current, previous, and when last serviced.

B. Retention: Until disposal of vehicle; destroy.

MU-12-07. Work Orders

A. Description: Work orders maintained by the office for services requested by customers and subsequent services rendered by the municipality and maintained by the Public Works Department. Information includes account number, name and address of customer, service requested, service rendered (or explanation), date, and signature of service person.

B. Retention: 3 years; destroy.

Subarticle 13. Tax

MU-13-01. Homestead Exemption Records

A. Description: Records documenting homestead exemptions in the municipality. Records include lists of people who have applied for the exemption, reports of homestead tax exemptions and property values, records pertaining to state reimbursement for homestead exemptions, supplemental homestead exemption lists, homestead corrections lists, and uncompleted homestead exemptions.

B. Retention: 3 years; destroy.

MU-13-02. Hospitality/Accommodations Tax Filing Forms

A. Description: Forms completed by businesses operating in the municipality that provide a detailed computation of the amount of hospitality and accommodations taxes due to the municipality. Information includes business name, account number, mailing address, month remittance is for, monthly gross proceeds, computation and penalty (if any), and total due.

B. Retention: 3 years; destroy.

MU-13-03. Tax Digests (Tax Duplicates)

A. Description: Records documenting real property taxes collected by the municipality from residents and businesses in the municipality. Information includes name and address, code number, location, district, tax levy, receipt number, number of acres, number of lots, number of buildings, receipt number, value, percent exemption type property, total real tax, date of payment, and remarks.

B. Retention: Permanent.

MU-13-04. Tax Receipts

A. Description: Receipts maintained by the office and issued to taxpayers upon payment of taxes. Information includes receipt number, valuation of real property, total real, total personal, total property tax, total taxes, penalty, total costs, name, address, location, district, and number and value of acres, lots, and buildings.

B. Retention: 3 years; destroy.

Subarticle 14. Utilities**MU-14-01. Backflow Prevention Files**

A. Description: Files documenting the installation, maintenance, and testing of the backflow prevention device. Information includes backflow prevention device test listing name, address, location of device, valve test, signed, date and backflow prevention device certification listing name, address, service address, file number, type of device, make, size, model number, serial number, tested by, approved by.

B. Retention: 3 years; destroy.

MU-14-02. Bacteriological Files

A. Description: Report sent to the Department of Environmental Services (DES) documenting amounts of bacteria in the drinking water. Information includes system number, name of water system, analytical method, contaminant identification, sample type, compliance period begin, compliance period end, number of samples required, number of samples taken, number of samples total coliform-positive, number of samples fecal coliform-positive, number of repeat samples required, number of repeat samples taken, number of repeat samples total coliform-positive, number of repeat samples fecal coliform-positive, number of days turbidity exceeded 1 NTU, number of samples collected due to elevated turbidity, laboratory identification, laboratory name, comments, signature, date, and system number.

B. Retention: 5 years; destroy.

MU-14-03. Daily Operations Forms/Reports

A. Description: Documents all daily testing done by the lab technician as required by South Carolina Department of Environmental Services (DES). Reports include daily chemical report, distilled water standard plate count, Biochemical Oxygen Demand (BOD) testing and seed criteria, and chlorine, caustic, fluoride, and alum levels.

B. Retention:

- (1) Chemical reports: 10 years; destroy.
- (2) Bacteriological reports: 5 years; destroy

MU-14-04. Delinquent Customer Files

A. Description: Record of customers' accounts that are referred to a collection agency for collection of a delinquent utility bill. Information includes customer name and address, current reading, date, consumption of water, sewer, total, balance, late charges, payments, cut-on date, and cut-off date.

B. Retention: 3 years; destroy.

MU-14-05. Discharge Monitoring Reports

A. Description: Documents discharge of wastewater for the municipality to ensure that permitted amounts are not exceeded. Information includes permit number, discharge number, monitoring period, parameter, average, maximum units, minimum, average, frequency of analysis, sample type, name of principal executive officer, signature, telephone, date, comments, and explanations of violations.

B. Retention: 10 years; destroy.

MU-14-06. Meter Readings

A. Description: Documents readings from customer meters which may be used for customer billing. Information includes name, address, meter number, date set, date of meter reading, reading number, and total consumption.

B. Retention: 3 years; destroy.

MU-14-07. Reconnection List

A. Description: Record of customer accounts eligible for utility reconnection. Information includes date, name, account number, customer address, meter number, and comments.

B. Retention: 2 years; destroy.

MU-14-08. Utility Billing Register

A. Description: Documents the payment/non-payment of utility services provided by the municipality. Information includes billing date, name, address, meter reading (previous and current), cost, tax, total charge, balance, number of bills printed, active meters, and consumption totals.

B. Retention: 5 years; destroy.

MU-14-09. Utility Payment Stubs

A. Description: Stubs from utility bills that have been returned with payment. Information includes account number, address, and amount due.

B. Retention: 1 year; destroy

MU-14-10. Utility Service Applications – Business and Residence

A. Description: Record of municipal residences and businesses applying for utility services. Information includes name of applicant, mailing address, Social Security number or federal identification number, home office or business, owner's name, home address, telephone numbers (business and home), renting/leasing, buying, property owner's/rental agency's name, business/home address, telephone number, applicant's signature and title, and any other related information.

B. Retention: 2 years after cancellation of service; destroy.

MU-14-11. Work Orders

A. Description: Work orders for utility service requested by customers and subsequently rendered by the municipality and maintained by the utilities department. Information includes account number, name and address of customer, service requested, service rendered (or explanation), date, and signature of service person.

B. Retention: 3 years, destroy.