

General Records Retention Schedule for Special Purpose Districts 2025



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General Records Retention Schedule

for Special Purpose Districts 2025

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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 special purpose districts 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 special purpose district offices. This general schedule supersedes all 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, 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 special purpose district; your special purpose districts' name will appear on these. To review or create special purpose districts 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 special purpose district. 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. Special purpose districts 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 in order to avoid conflict with other laws and regulations.

General schedule format

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

- Series number and series title — The first line includes the individual schedule number and the title most commonly used by special purpose districts.
- Part A — 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 B — Retention: The time period indicating the minimum length of time that records should be retained by the special purpose district before their final disposition can take place.

Application of general schedule

- This schedule may be used by any special purpose district departments, offices, and functions.
- Special purpose district, as defined by SC Code 6-11-1610, means any district created by an act of the General Assembly or pursuant to general law and which provides any local governmental power or function, including, but not limited to, fire protection, sewerage treatment, water or natural gas distribution, recreation, and any rural community water district authorized or created under the provision of Chapter 13 of Title 6 of the South Carolina Code of Laws, 1976. Special purpose districts do not include any state agency, department, commission, or school district.
- This schedule cannot be used by any municipalities, counties, or school districts. The Department of Archives and History issues separate general schedules for these entities.
- This schedule cannot be used by any department of the state; any state board, commission, agency, and authority; any public or governmental body of the state; and 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.
- This schedule cannot be used by 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 special purpose district records officer, who should coordinate all activities relating to the retention and disposition of special purpose district records and function as a liaison with the Department of Archives and History in administering the special purpose district'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 or 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 special purpose district records with a permanent retention on a case by case basis.

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 backup 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** — If you already have approved specific schedules that cover some of the same records as the general schedules, you may continue using these specific 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.
- **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 convenience of 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, newsletter, 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. 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. 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 12-200 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 considered 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 records – This general schedule covers records created, owned, and in the possession of special purpose districts. Records stored in non-special purpose district-owned databases may not be the official version of the record covered by the general schedule. Records stored in other databases not owned by the special purpose district, such as federal databases where state and/or local entities input data, are not considered the official version of the record. Special purpose districts should also store these records in a special purpose district-controlled server or database where the accessibility, retention, and destruction of the official version is controlled by the special purpose district.

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

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

A. Description: Reports used to document various activities of departments on a daily, weekly, or monthly basis and may also be summarized in annual reports. Information includes date, department name, personnel, name/identification, and description of activities. May 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.

SP-1-02. Agendas and Agenda Packets of Various Boards and Committees

A. Description: Record of items submitted for consideration at meetings of various boards and/or committees. Information includes date, time, and location of meeting; agenda for meeting; names of persons to address members; items submitted for consideration; and order and description of proposed business.

B. Retention: Permanent.

SP-1-03. Annual Fit Testing

A. Description: Record of Self-Contained Breathing Apparatus (SCBA) Fit Tests conducted annually for each employee as required by the Occupational Safety and Health Administration (OSHA). Information includes name of person tested; type of test performed; make, model, and size of respirator fitted; date of fit test; pass/fail results; fit factor; and strip chart recording or other record of test results if quantitative fit testing was performed.

B. Retention: 5 years; destroy.

SP-1-04. Contracts

A. Description: Contracts made between the special purpose district and another party. Information includes date, type of contract, explanation of agreement, signature of parties, and notarization.

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

SP-1-05. Deeds

A. Description: Deeds for the property acquired by and disposed of by the special purpose district. Information includes date, name, property location, and description; cost and signatures of buyer, seller, and witnesses; and correspondence. Plats and abstracts of title may also be included.

B. Retention: Permanent.

SP-1-06. Disaster/Emergency Preparedness and Recovery Plans

A. Description: Records documenting the plans for protection and re-establishment of special purpose district services and equipment in case of disaster. Information includes plan, procedures, checklists, and emergency phone numbers and addresses.

B. Retention: Until superseded by revised plan; destroy.

SP-1-07. 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 issued to or from the office.

B. Retention: Permanent.

SP-1-08. Equipment Maintenance Records

A. Description: Records created to document proof of monitoring and repairs to equipment for safety. Information includes inspections, checklists, and related notes on maintenance performed on equipment.

B. Retention: 3 years after disposal of equipment; destroy.

SP-1-09. Facility Inspections and Maintenance Records

A. Description: Records created to document proof of facilities' safety. Information includes checklists, inspections, and related maintenance performed. Also includes work order requests and completion.

B. Retention: 3 years and until no longer needed for reference; destroy.

SP-1-10. Federal Emergency Management Agency (FEMA) Records

A. Description: Records information relating to federal emergency assistance provided to the special purpose district through the Federal Emergency Management Agency (FEMA). Information includes project application summaries, pay requests, project application supplements, copies of checks, damage survey reports, daily activity reports, equipment activity reports, summary of daily activity reports, cost codes, copies of requests for bids, bid documents, contracts, correspondence, and miscellaneous notes.

B. Retention: 3 years after final settlement of claim; destroy.

SP-1-11. Freedom of Information Act (FOIA) Requests

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 of reply, 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.

SP-1-12. 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 purpose 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 and procedures development or program administration; annual, ad hoc narratives, 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 is 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; purchase orders, travel expense statements, or similar financial papers which are duplicated in fiscal office files; daily or weekly work assignments for office staff; 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 drive materials, custodial requests, emergency evacuation procedures, notices of holidays, and parking space assignment lists.

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.

SP-1-13. Historical File

A. Description: Files containing historical information concerning the special purpose district 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, and any other documentation of the history of the special purpose district.

B. Retention: Permanent.

SP-1-14. Insurance Policies Files

A. Description: Document special purpose district 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.

SP-1-15. Litigation Files

A. Description: Records documenting lawsuits filed by or against the special purpose district. Information includes, 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.

SP-1-16. Maps

A. Description: Maps created by the special purpose district as well as those received from other sources. Types of maps include zoning maps, municipal and county maps, utility company maps, highway maps, and land use maps.

B. Retention: Permanent.

SP-1-17. 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 Public Building Projects: Permanent.
- (2) Other Maps, Blueprints, and Drawings: Until no longer needed for reference; destroy.

SP-1-18. Meeting Recordings of Various Board and Committee Meetings

A. Description: Audio/video/digital recordings of 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.

SP-1-19. Memorandums of Understanding

A. Description: Informational agreements used to outline the working relationships between special purpose districts and other public or private-sector organizations.

B. Retention: Permanent.

SP-1-20. Meeting Minutes of Various Boards and Committees

A. Description: Meeting minutes of various special purpose district boards and committees. 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.

SP-1-21. Plans and Specifications

A. Description: Graphic illustrations of designs submitted by contractors for the construction, reconstruction, or alteration of buildings within the special purpose district. 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) Public Building Projects: Permanent.
- (2) Non-Public Building Projects: 1 year after issuance of certificate of occupancy and no longer needed for reference; destroy.

SP-1-22. Property Damage Claims

A. Description: Records to document personal and property damage claims filed against the special purpose district and used to receive payments from insurance companies. Information includes completed property claim forms; injury and damage claims processed; photographs and correspondence related to claims; and release of claims documents.

B. Retention: 3 years after settlement of claim; destroy.

SP-1-23. Publications

A. Description: Publications created by the special purpose district, including annual reports, newsletters, board brochures, pamphlets, and calendars.

B. Retention: Permanent.

SP-1-24. Records Management Files

A. Description: Files related to a special purpose district's records management program. Included are 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.

SP-1-25. Rights of Way

A. Description: Files documenting rights of way obtained by the special purpose district for projects such as streets, sewer lines, storm drains, and pole lines. Information includes the name of the project, from whom purchased, legal documents, and correspondence related to the purchase of property.

B. Retention: Permanent.

SP-1-26. Safety Data Sheets (SDS)

A. Description: Records outlining procedures and instructions for the safe handling of equipment and chemicals, herbicides, and hazardous materials used by employees and emergency personnel. Information includes material name, chemical name, physical toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, precautions and warnings, emergency information, treatment, spill/leak procedures, and other relevant information.

B. Retention: 30 years after last date of use; destroy.

SP-1-27. Social Media Posts, Photographs, and Events

A. Description: Social media sites (Facebook, Twitter, YouTube, Instagram, etc.) used by special purpose districts 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, special purpose district publications, social media posts, flyers, announcements, and any other content created by 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.

SP-1-28. Social Media Comments and Messages

A. Description: Series consists of comments and messages authored by special purpose district employees or members of the public. Used by special purpose districts to respond to public inquiries, complaints, and comments. Material includes, but not limited to, comment threads, direct messages, and replies.

B. Retention: 5 years; destroy.

SP-1-29. Telephone Logs

A. Description: Listing of telephone calls made by special purpose district personnel for a particular time period. Logs reflect date, time, caller, recipient of call, and nature of business discussed.

B. Retention: 3 years and until reconciliation of telephone billing; destroy.

SP-1-30. Vehicle Files

A. Description: Files of motor vehicle operations and maintenance. Included are requests for vehicles, vehicles inspection/use reports, copies of accident reports involving vehicles, motor vehicle inventories, vehicle trip logs, driver name, beginning and ending odometer readings, comments concerning problems with the vehicle, and other related information.

B. Retention: 3 years after disposal of vehicle; destroy.

SP-1-31. Visitor Sign In/Out Logs

A. Description: Records used to record visitors to an office. Includes date of visit, visitor's name, name of the person or department being visited, reason for the visit, and time in and out.

B. Retention: 1 year; destroy.

SP-1-32. Websites

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

B. Retention Permanent.

SP-1-33. Work Orders

A. Description: Documents services requested and the subsequent services rendered. Information includes date, service requested, name of department requesting service, service rendered, date, and signature of person completing the request.

B. Retention: 3 years; destroy.

Subarticle 2. Aviation Authority

SP-2-01. Arrest Logs

A. Description: Log of persons arrested by airport police officers. Information includes date of arrest, name of person arrested, race, height, sex, age, date of birth, case number, charge, and disposition.

B. Retention: 10 years; destroy.

SP-2-02. 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 forms.

B. Retention: 30 years; destroy.

SP-2-03. Complaints on Police Officers

A. Description: Forms used to register complaints filed by citizens against the airport police department. Information includes name of complainant, date of statement, address, phone number(s), date of incident, time of incident, location of incident, name of witness, address, phone number, name of officer, summary of incident, signature, date, witness signature, employee receiving form, and date received.

B. Retention: 3 years; destroy.

SP-2-04. Daily Airfield Inspections

A. Description: Record of airfield inspections conducted each day to document the conditions found and the corrective actions taken if necessary.

B. Retention: 3 years; destroy.

SP-2-05. Employee Security Identification

A. Description: Records of all airport employees' vital information and access levels within the airport. Information includes name, address, Social Security number, date of birth, vital statistics, race, photograph, fingerprints, criminal history, cards issued, training provided, activation date, termination date, and reason for termination.

B. Retention: 180 days after end of employment; destroy.

SP-2-06. Fuel Inspections Reports/Fuel Farm Inspections

A. Description: Reports of inspections made to fueling operations, fuel farms, or storage areas for maintaining standards for the protection against fire and explosions in storing, dispensing, and handling fuel.

B. Retention: 3 years; destroy.

SP-2-07. 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.

SP-2-08. Juvenile Records

A. Description: Record of juvenile arrests within the special purpose district. Information includes name, date of birth, vital statistics, race, sex, date of crime, type of crime, photographs, copy of warrant, and final disposition.

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

SP-2-09. Lost and Found Records

A. Description: Records documenting items lost and/or found in the special purpose district. Information includes date, description of item, name of who lost/found item, claimant name, and/or method of disposal for unclaimed items.

B. Retention: 3 years; destroy.

SP-2-10. Police Incident Reports

A. Description: Records documenting the original report of a felony or incident occurring on special purpose district property 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 date (if applicable), vehicle data (if applicable), witness data (if applicable), 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.

SP-2-11. Permits for Temporary Activities

A. Description: Records documenting permission granted for companies or citizens to conduct aeronautical activities and various other types of temporary use and/or occupancy at the airport. Information includes permit applications listing permittee contact information; terms and conditions of the permit; description of activity to be performed; impact on airport operations; insurance information; indemnification agreement; authorized signatures and date; and related correspondence.

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

SP-2-12. Radio/Telephone Logs

A. Description: Logs documenting all incoming and outgoing radio and telephone communications. Information includes officer(s) on duty, assignments, radio tests, alarm tests, complaints, emergency telephone calls, nature of complaints, units dispatched, units available, dispatcher on duty, and supervisor on duty.

B. Retention: 3 years; destroy.

SP-2-13. Uniform Parking Citations

A. Description: Forms recording parking violations within the special purpose district. Information includes ticket number, date, time, license plate number, vehicle type, officer's badge number, location of violation, type of violation, and fine amount.

B. Retention: 3 years; destroy.

SP-2-14. Uniform Traffic Citations

A. Description: Forms recording traffic and minor criminal offenses issued to individuals. Information includes subject's name, address, state licensed, license number, vehicle license (if applicable), vehicle make (if applicable), name of trial officer, location, date and time of trial, violation, state statute, date of arrest and violation, description of accused, findings of the court, judge's signature, location of incident, blood alcohol reading, and fine amount.

B. Retention: 3 years; destroy.

SP-2-15. Uniform Traffic Collision Reports

A. Description: Standard state forms recording vehicle collisions within the special purpose district. Report information is also sent to the South Carolina Department of Motor Vehicles and the appropriate court. Information includes date, county, day of week, road type, 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, total occupants in vehicle, owner's name, address, license number, vehicle towed, road conditions, driver conditions, and accident causes.

B. Retention: 3 years; destroy.

SP-2-16. Vehicle Tow Logs

A. Description: Record of all vehicles towed within the airport jurisdiction due to abandonment, impoundment, or related to an accident. Information includes vehicle owner, driver, location of vehicle, condition of vehicle, tow company's name and address, license plate number, vehicle identification number, removal date, and inventory of vehicle, if necessary.

B. Retention: 3 years; destroy.

SP-2-17. Warrants

A. Description: Warrants authorizing 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, and signature of issuing official.

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

Subarticle 3. Finance

SP-3-01. Accounts Payable Check Registers

A. Description: Records documenting check payments to vendors/contractors for services/materials sold to the special purpose district. 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.

SP-3-02. Accounts Receivable

A. Description: Record of all payments received by the special purpose district. Examples include, but not limited to, bills, taxes, invoices, fines, refund requests, vouchers, and fees for services. Information may include name, unique number identifier, date, account number, amount, statements, invoices, correspondence, receipts, check stubs, copies of checks, and other related materials.

B. Retention: 3 years; destroy.

SP-3-03. Annual Budgets

A. Description: Records showing the projected receipts and expenditures within the special purpose district. Information includes department requests and approved appropriations for each department.

B. Retention: Permanent.

SP-3-04. Audit Reports

A. Description: Reports documenting the annual audit of special purpose district funds. These reports, prepared by an outside accounting firm, are categorized by the various departments and further classified by the 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.

SP-3-05. Balance Sheets

A. Description: Monthly summary of accounting data, assets, liabilities, and net worth. Information includes account number, assets, reserve and fund balances, liabilities, totals, and net worth.

B. Retention: 1 year; destroy.

SP-3-06. Banking Records

A. Description: Cancelled checks and deposit slips along with the statements issued by the bank. Records consist of checks, including date, to whom paid, amount, check number, and authorized signature; bank statements, including list of checks for one month period, dates, beginning balance, and ending balance; and deposit slips, including date, amounts of deposits, and total deposit.

B. Retention: 3 years; destroy.

SP-3-07. Bids

A. Description: Documents bids submitted by vendors for products or services to be purchased or used by the special purpose district. 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.

SP-3-08. Budget Working Papers

A. Description: Preparation materials used in the formulation of the annual budget. Information includes departmental requests, price comparisons, and descriptive information used in justifying budget requests.

B. Retention: 3 years; destroy.

SP-3-09. Chart of Accounts

A. Description: Used to provide a cost accounting system to satisfy legal and stewardship requirements connected with handling public funds. Information includes balance sheet accounts, revenue accounts, and expenditure accounts.

B. Retention: 5 years, then destroy.

SP-3-10. Claims

A. Description: Cancelled claims which were issued as payment for goods and services. Information includes date, person presenting, check number, claim number, amount, and approval signatures.

B. Retention: 3 years; destroy.

SP-3-11. Fixed Assets

A. Description: Record of fixed assets, such as, office equipment, furniture, motor vehicles, weapons, radios, computers, etc. for each department. 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, including 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.

SP-3-12. General Ledgers

A. Description: 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 funds and accounts. Included are receipts and expenditures from all revenue sources, both public and private. For computer generated ledgers, must include annual accounting code data and computer system documentation needed to access accounting information.

B. Retention: Permanent.

SP-3-13. Grant Files

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

B. Retention:

- (1) Applications, Grant Contract Agreements, and Annual and Final Grant Project Reports for Significant Projects: Permanent.
- (2) Other Records: 3 years after completion of grant project; destroy.

SP-3-14. 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.

SP-3-15. Paid Invoices

A. Description: Invoices submitted by various vendors supplying goods and services and maintained by the special purpose district. These invoices are filed together with copies of the checks and/or claim forms containing descriptions of the items purchased. Records consist of invoice, including vendor name, address, date of purchase, purchase order, invoice number, item or service purchased, amounts, and total; check copy, including vendor name, address, date of check, amount, and check number; and claim form, including date, account number, description of item, amount, approval, and signature.

B. Retention: 3 years; destroy.

SP-3-16. Purchase Orders

A. Description: Records maintained by the special purpose district for goods and services paid for by the office, or for goods and services yet to be delivered. Information includes vendor number, project number, date of purchase order, department, vendor name and address, shipping instructions, quantity ordered, general ledger account number, unit price, extended price, purchasing agent signature, individual who signs for receipt of goods/services, date received, and notations regarding any shortages in shipment.

B. Retention: 3 years; destroy.

SP-3-17. Receipts

A. Description: Receipts maintained by the special purpose district and issued to persons turning over money. Information includes receipt number, date, from whom received, amount, purpose, and signature of clerk.

B. Retention: 3 years; destroy.

SP-3-18. Requisitions

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

B. Retention: 3 years; destroy.

SP-3-19. Revenue Sharing Claims

A. Description: Claims presented to the finance office and paid from federal and state revenue sharing funds. Information includes claim number, date filed, name, address, amount, account charged, and date approved.

B. Retention: 3 years; destroy.

SP-3-20. Set-Off Debt Records

A. Description: Records notifying citizens of debt owed to the special purpose district which are then transmitted to the South Carolina Department of Revenue for set-off against tax refunds. Information includes letters notifying debtor of intent to set off debt, debtor, address, description of debt owed and amount due, special purpose district contact information, returned letters, and information regarding payments made after notification or collected through debt set-off.

B. Retention: 3 years; destroy.

SP-3-21. Trial Balances

A. Description: Summary information of receipts and expenditures from various accounts used in balancing the general ledger. Information includes date, account number, name, month to date balance, and year to date balance. For computer-generated ledgers, this annual accounting code data and computer system documentation is needed to access accounting information.

B. Retention: 3 years; destroy.

SP-3-22. Vendor Files

A. Description: Listing of vendors with whom the special purpose district currently conducts business. Information includes vendor's name, number, address, and federal identification number.

B. Retention: Until superseded; destroy.

Subarticle 4. Fire Departments

SP-4-01. Air Quality Testing

A. Description: Records documenting the air quality tests conducted by the fire department. Information includes copy of the air quality tests showing compliance with Occupational Safety and Health Administration (OSHA) and National Fire Association standards.

B. Retention: Until equipment is disposed of; destroy.

SP-4-02. Annual Report to State Fire Marshal

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

B. Retention: Permanent.

SP-4-03. Apparatus Inventory

A. Description: Records used to document the status of each truck and the firefighting equipment assigned to each truck. Information includes date, truck number, name of items or equipment, and quantity.

B. Retention: Until superseded; destroy.

SP-4-04. Apparatus Check Sheets (Daily/Weekly)

A. Description: Check sheets providing information on the daily/weekly inspections of fire department apparatus. Information includes truck number, date, name of person checking equipment, power equipment, brakes, lights, driver compartment, hand tools, spare bottles, road test, and remarks.

B. Retention: 3 years; destroy.

SP-4-05. Arson Files

A. Description: Record of fires caused by arson that occurred in the special purpose district. 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.

SP-4-06. Building Inspections

A. Description: Records documenting building inspections made by fire department personnel. Information includes date, location of inspection, building function, occupancy, capacity, last inspection date, name of inspector, phone number, description of structure, comments, violation, and mandated corrections.

B. Retention: 3 years; destroy.

SP-4-07. Chimney Inspections

A. Description: Record of chimney inspections performed by fire department personnel. Information includes name and address of owner, date of inspection, name of inspector, check-off list, and recommended actions.

B. Retention: 3 years; destroy.

SP-4-08. Controlled Burn List

A. Description: Record of controlled burns scheduled through the fire department. Information includes date of burn, location, and phone number of contact person for the burning incident.

B. Retention: 2 years; destroy.

SP-4-09. Daily Reports

A. Description: Roster of all activities conducted on the shift. Information includes fire calls, activities, time and date, employees worked, and employees off.

B. Retention: 3 years; destroy.

SP-4-10. Dispatch Call Sheets

A. Description: Records completed each time the fire department is dispatched to a call. Information includes name of person placing the call, date, location, time, reason for call, and the apparatus used to respond to the incident.

B. Retention: 3 years; destroy.

SP-4-11. Dispatch Recordings

A. Description: Recordings of all radio and emergency telephone communications. Information includes voice recordings of dispatchers, firemen, and the public.

B. Retention: 2 years; destroy.

SP-4-12. Fire Hose Testing Records

A. Description: Record of the tests performed on hoses in the department. Information includes hose identification number, date checked, name of person conducting the test, any maintenance done, vendor name, and price paid.

B. Retention: 3 years; destroy.

SP-4-13. Fire Hydrant Testing and Maintenance Records

A. Description: Record of monthly hydrant testing and inspections, as well as the annual flow test for fire hydrants in the special purpose district. Information includes location, hydrant number, any maintenance performed, flushings, and dates of maintenance.

B. Retention: 3 years; destroy.

SP-4-14. Fire Prevention and Public Relation Events

A. Description: Records related to all public relation events and fire prevention activities of the fire department. Information includes date of event, name of program/event, and other related records.

B. Retention: 2 years; destroy.

SP-4-15. Fuel Logs

Description: Logs used to record the amount of fuel used by the fire department. Information includes vehicle, beginning and ending mileage, and gallons received at each fueling.

Retention: 2 years; destroy.

SP-4-16. Incident Reports

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

B. Retention: 10 years; destroy.

SP-4-17. Ladder Test

A. Description: Records documenting the fire department annual ladder testing to insure that the equipment is in good operating condition. Information includes date of test, truck number, name of person conducting test, status/condition of equipment, and remarks and/or corrective actions recommended.

B. Retention: Until equipment is disposed of; destroy.

SP-4-18. Performance Testing Records

A. Description: Records documenting the annual self-contained breathing apparatus tests that comply with Occupational Safety and Health Administration (OSHA) requirements and National Fire Protection Association (NFPA) standards. Information may include copies of the positive pressure and full readiness test checks completed and other data for each self-contained breathing apparatus.

B. Retention: 3 years; destroy.

SP-4-19. Personal Protection Equipment (PPE) Inspections

A. Description: Records documenting the inspections of personal protection equipment (PPE) conducted each month. Information includes name, equipment inspected, condition, and remarks.

B. Retention: Until equipment is disposed of; destroy.

SP-4-20. Pre-Plan Drawings and Inspections

A. Description: Records documenting the drawings and inspections used to ensure proper fire protection is available for a particular building before it is built or remodeled.

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

SP-4-21. Station Inventory

A. Description: Inventory records used for tracking equipment and supplies used by the fire department. Information includes item name and description, identification numbers, and names of supplies and the quantity on hand.

B. Retention: Until superseded; destroy.

SP-4-22. Turnout Gear and Accessories Issued - Personal Protection Equipment (PPE)

A. Description: Record of the personal protection equipment (PPE) such as turnout gear and accessories issued to employees. Information includes date, type of gear, date of issue, and condition.

B. Retention: Until superseded; destroy.

SP-4-23. Uniform Files

A. Description: Record of the clothing and boots issued to employees of the fire department. Information includes date, to whom issued, type of issue, quantity of issue, purchase information, and other related records.

B. Retention: 3 years; destroy.

Subarticle 5. Governing Body

SP-5-01. Governing Board/Council Meeting Agendas and Agenda Packets

A. Description: Agendas and related packets containing items of business to be discussed in meetings of the special purpose district governing body. Information includes date, time, and location of meeting; agenda for meeting; names of persons to address members; items submitted for consideration; and order and description of proposed business.

B. Retention: Permanent.

SP-5-02. Governing Board/Council Meeting Minutes

A. Description: Record of proceedings at meetings of the governing board/council which includes written descriptions of financial and administrative business conducted. Information includes dates of meetings, names of board members present, claim approvals, petitions, bids, proposals, and other matters discussed by or brought to the attention of the board. Records 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.

SP-5-03. Governing Board/Council Meeting Recordings

A. Description: Audio/video/digital recordings of meetings of the governing board/council 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.

Subarticle 6. Parks and Recreation

SP-6-01. Americans with Disabilities Act (ADA) Grievances

A. Description: Records used to capture an individual's grievances relating to denied access to a facility, program, or service due to a disability. Information includes contact information, accessibility issue, description of the situation, and signature from the individual involved.

B. Retention: 3 years; destroy.

SP-6-02. Alcohol Applications

A. Description: Applications completed by persons requesting to provide alcoholic beverages during an event on special purpose district property. Information includes contract number; name, address and phone number of person submitting the application; purpose of facility use; number of guests expected; date and times of use; facility/equipment use; costs and related fees; rules, regulations, and conditions to adhere to; group representative signature/date; and authorized signature/date.

B. Retention: 3 years; destroy.

SP-6-03. Consent for Photographs

A. Description: Forms authorizing the use of photographic media for marketing purposes. These consent forms outline the terms and conditions for exhibiting, displaying, publishing, or advertising pictures or filmed images of program enrollees. Information includes signature, date, printed name, address, phone number, email, and signature of parent or guardian for minors.

B. Retention: 3 years after image is no longer used; destroy.

SP-6-04. Facility Applications

A. Description: Records used to evaluate requests from groups to use facilities for special events. Information includes requests with group name, address, and facility requested; activity; date and time of activity; reason for activity; signature of requestor; approval signatures of various departments; fees assessed; event questionnaire specifying needs for the event; proof of insurance; checklist; event layout; and cleanup refund.

B. Retention: 3 years; destroy.

SP-6-05. Pesticide Applications

A. Description: Records documenting when pesticides are applied to the parks. Information includes park name and number, date and time, name of applicator(s), area sprayed, total treated area, pesticide, targeted pests(s), total amount of pesticide used, total amount of water used, rate of application, additives used and rate, equipment used, gear range, gear used, nozzles used, spray pressure (PSI), speed (MPH), motor speed (RPM), gallons per acre (GPA), air temperature, wind speed, and weather conditions.

B. Retention: 3 years; destroy.

SP-6-06. Summer Food Service Program

A. Description: Records documenting the summer food service program in the special purpose district. Information includes site information, training certificates of temporary employees, inspection reports, delivery tickets, monitor site review, inventory and cost report, and payroll records. These records are maintained in accordance with the regulations issued by the United States Department of Agriculture as specified in the Sponsor's Handbook of the Summer Food Service Program.

B. Retention: 4 years; destroy.

SP-6-07. Youth Athletics Registration Forms

A. Description: Forms used to register children to participate in the athletics programs offered by the special purpose district. Records consist of the Youth Sports Registration Form and includes the participant name, gender, address, sport, school, and grade; parent/guardian name, signature, and date form completed; and other related information. Documents also include release of liability for minor participants and image release agreement.

B. Retention: 3 years after youth reaches age 18; destroy.

Subarticle 7. Payroll

SP-7-01. 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 Identification Number (FIN); recipient's identification number, name, and address; compensation paid; and taxes withheld.

B. Retention: 4 years; destroy.

SP-7-02. 941 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.

SP-7-03. 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.

SP-7-04. Payroll Check Registers

A. Description: Check registers 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.

SP-7-05. Payroll Registers

A. Description: Records documenting wages paid to 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.

SP-7-06. South Carolina Retirement System Quarterly Report

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

B. Retention: 60 years; destroy.

SP-7-07. 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.

SP-7-08. W-9 Form Request for Taxpayer Identification Number and Certification

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

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

Subarticle 8. Personnel

SP-8-01. Application File (Not Hired)

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

B. Retention: 2 years from the date of rejection; destroy.

SP-8-02. Deferred Compensation Files

A. Description: Records documenting deductions of deferred compensation plan by employees. Information includes Social Security number, department number, employee number, employee name, process date, pay period ending date, and reduction amount.

B. Retention: 3 years; destroy.

SP-8-03. Earnings Record

A. Description: Summarized list of earnings for each employee. Information includes Social Security number, name, gross pay, net pay, federal taxes, state taxes, local taxes, Federal Insurance Contribution Act (FICA), and retirement deductions.

B. Retention: 3 years, then destroy.

SP-8-04. Employee Insurance Files

A. Description: Record of insurance coverage selected by special purpose district employees. Information includes Certificate of Election, Notice of Election Form, Rejection Notice, and Coverage Termination form.

B. Retention: 3 years after inactive; destroy.

SP-8-05. 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, such as results of physicals and/or other related medical program records, including 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.

SP-8-06. 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.

SP-8-07. 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; and 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.

SP-8-08. Grievance Files

A. Description: Materials relating to the reviewing, hearing and disposing of employee initiated grievances and appeals of adverse personnel actions and disciplinary measures. Information includes 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 special purpose district.

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

SP-8-09. 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.

SP-8-10. 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.

SP-8-11. 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.

SP-8-12. 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.

SP-8-13. Log and Summary of Occupational Illnesses and Injuries

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; 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.

SP-8-14. Personnel Files (Active and Inactive)

A. Description: Forms and materials relating to current and former employees. Information includes 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.

SP-8-15. Safety and Hazardous Materials Records 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 special purpose district 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.

SP-8-16. State and Local Government Information Reports (EEO-4)

A. Description: Annual report monitoring internal programs for insuring 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.

B. Retention: Permanent.

SP-8-17. 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.

SP-8-18. 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.

SP-8-19. Volunteer Files

A. Description: Records used to maintain demographic and emergency information on volunteers. Information includes applications; volunteer dates; description of volunteer services; volunteer name and address, telephone number, Social Security number, and date of birth; emergency contact name and phone number; release of liability; and any related information.

B. Retention: 3 years after rejection or termination of volunteer service; destroy.

SP-8-20. 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 9. Public Works

SP-9-01. Confined Space Permits and Checklists

A. Description: Records used to permit access to enter confined or enclosed spaces. Information includes date, time, location, person or persons performing entry, atmosphere measurement, measured levels, combustible gases, carbon monoxide, oxygen level, hydrogen sulfide, person performing test, safety equipment required for entry, minimum persons needed for entry, initials, and type of work performed. Also includes repair, inspection, adjustment, signature of entrant or supervisor, and signature of tester.

B. Retention: 1 year; destroy.

SP-9-02. Encroachment Permits

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

B. Retention: Permanent.

SP-9-03. Valve Records

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

B. Retention: Until superseded; destroy.

SP-9-04. Water and Sewer Projects

A. Description: Project files containing information related to special purpose district water and sewer system development. Information includes information on drainage basins, land base information, and sewer system.

B. Retention: Permanent.

Subarticle 10. Utilities

SP-10-01. Backflow Prevention Files

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

B. Retention: 3 years; destroy.

SP-10-02. Bacteriological Files

A. Description: Forms maintained by the special purpose district and sent to the Department of Environmental Services reporting 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 days turbidity exceeded 1 NTU, number samples collected due to elevated turbidity, laboratory identification, laboratory name, comments, signature, date, and system number.

B. Retention: 5 years; destroy.

SP-10-03. Daily Operations Reports

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

B. Retention:

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

SP-10-04. 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.

SP-10-05. Discharge Monitoring Reports

A. Description: Records documenting discharge of wastewater for the special purpose district 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.

SP-10-06. Flow and Water Quality Data Plant Reports

A. Description: Record of daily and monthly activities of water treatment plants. Information includes daily water flow, chemical inventories, expense reports, and various other job-related information.

B. Retention: 3 years; destroy.

SP-10-07. Meter Audit Reports

A. Description: Record of meter readings used to monitor problem readings. Information includes customer name, address, account number, and meter readings.

B. Retention: 1 year; destroy.

SP-10-08. Meter Readings

A. Description: Documents readings from customer meters. Information includes name, address, meter number, date set, date of meter reading, reading number, and total consumption.

B. Retention: 3 years; destroy.

SP-10-09. Meter Test Reports

A. Description: Record of tests performed on meters and used to make any adjustments or repairs on meters. Records consist of meter size, number, make, date purchased, date set, location, address, reading, removal date and reading; reason removed; before adjustment information including date, size stream, cubic feet, weight, test-percent fast, percent slow; after adjustment information including weight, test percent fast, test percent slow; repair information including how repaired, cost of materials, and labor; and initials of tester.

B. Retention: 3 years; destroy.

SP-10-10. Treatment Facility Rehabilitation / Replacement / Abandonment

A. Description: Treatment facility site inspections for assessing the rehabilitation, replacement of, or abandonment of the facility. These inspections are conducted by the South Carolina Department of Environmental Services at the request of the special purpose district and includes recommendations for monitoring to prevent water quality violations and/or authorization to proceed with closeout.

B. Retention: 5 years; destroy.

SP-10-11. Utility Billing Register

A. Description: Documents the payment/non-payment of utility services provided by the special purpose district. 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.

SP-10-12. 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: 2 years; destroy.

SP-10-13. Utility Service Applications (Business and Residence)

A. Description: Record of applications for utility services. Information includes name of application, business name and address, mailing address, Social Security number or federal identification number, home office or business, owners' name, home addresses, 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.

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