

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



South Carolina Department of Archives and History

Archives and Records Management Division

8301 Parklane Road

Columbia, South Carolina 29223

General Records Retention Schedule

for Administrative Records of State Agencies 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 state government agencies the authorization to retain and dispose of common administrative records. The schedule lists the permanently valuable records, which should be properly protected, and transferred to the Department of Archives and History and provides a timetable that will allow agencies to regularly dispose of records of non-permanent value. In preparing the schedule, the Division consulted with representatives from various state agencies. 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 agency; your agency'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 state agency. 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. Agencies 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 agencies 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 agency before their final disposition can take place.

Application of general schedule

- This schedule may be used by 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. Whenever the term “agency” is used in this publication, it refers to all of the above.
- This schedule cannot be used by:
 - any higher education institutions and their affiliations (associations, foundations, trusts, clubs, etc.). The Department of Archives and History issues separate general schedules for these institutions.
 - any political subdivision of the state, including counties, municipalities, townships, school districts, special purpose districts, and any quasi-governmental subdivisions. The Department of Archives and History issues separate general schedules for local government records.
- Before using this general schedule, you should contact your agency records officer, who should coordinate all activities relating to the retention and disposition of agency records and function as a liaison with the Department of Archives and History in administering the agency’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 to the Records Management Division at rm@scdah.sc.gov.
 - b. Paper permanent (archival) records: Complete a [Records Transmittal Form \(ARM-14\)](#) and contact the State Records Center at 803-898-9980 or src@scdah.sc.gov.
 - c. Electronic permanent (archival) records: Complete an [Electronic Records Transmittal Form \(ARM-15\)](#) and contact the Records Management Division at 803-896-6128 or rm@scdah.sc.gov.

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.
- “State Archives: Selection of needed documentation. Permanent.” — Records are to be transferred to the Department of Archives and History for permanent retention. Archives staff may choose to retain all or some of the transferred records.
- “State Archives: Permanent.” — Records are to be transferred to the Department of Archives and History for permanent retention. All records will become part of the archival collection.
- “‘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 refers to the retention of the records by the entity that owns or possesses the records as established by an agency-specific retention schedule,

and in some cases, 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.
- **Use of the State Records Center** — The general schedules do not provide for records storage at the State Records Center. To transfer non-permanent records to the State Records Center for temporary storage under a specific schedule, contact the State Records Center at 803-898-9980 or src@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. If you transfer a restricted record to the Department of Archives and History for permanent retention, you must state clearly that it is restricted, give the reason for the restriction, and how long the restriction applies.
- **Exceptions to minimum retention periods** — This general schedule establishes minimum retention periods for the official version of your agency's 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 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 state agencies. Records stored in non-agency-administered databases may not be the official version of the record covered by the general schedule. Records uploaded and stored in the South Carolina Enterprise Information System (SCEIS) are considered the official copy of a record by the Records Management Division. However, while SCEIS is the holder of the record, the agency is the owner of the record. Any duplicate copies of the records not stored within SCEIS may be

destroyed when they are no longer referenced or used. SCEIS will contact the owners of the records (agencies) when records have met their full retention periods for permission to destroy the records housed in the SCEIS database. Records stored in other databases not managed by the state, such as federal databases where state and/or local entities input data, are not considered the official version of the record. Agencies should also store these records in an agency-managed server or database where the accessibility, retention, and destruction of the official version is managed by the agency.

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.

ST-AD-01. Accreditation File

A. Description: Used to document requirements for standards of accreditation and to maintain quality control of programs. Records include application, evaluation, decision for initial or reaffirmation of accreditation, certifications, reports, associated working papers, compliance documents, and related correspondence.

B. Retention:

- (1) All records with the exception of final decision of accrediting body:
Agency: Until completion of next full accreditation cycle and no longer needed for reference; destroy.
- (2) Final decision of accrediting body:
 - (a) Agency: Until no longer needed for reference.
 - (b) State Archives: Permanent.

ST-AD-02. Administrative Correspondence Files (Executive Levels)

A. Description: Correspondence is related to the administration of an agency or division. Communications concern coordination of programs, agency policy, and responsibilities of a non-routine nature that impact on the agency or its divisions. These letters are usually found at the agency director, deputy director, and division director levels.

B. Retention:

- (1) Agency: 3 years after fiscal year.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-03. Administrative Reference Files (Executive Levels)

A. Description: Document actions of an agency director, deputy director, and division directors. Records include memoranda and reports concerning agency policy, organizational and program development records, non-routine fiscal data, personnel information, and related notes. These records reflect administration of policy, coordination of agency functions, and management of program activity.

B. Retention:

- (1) Agency: 3 years after fiscal year.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-04. Administrative Reference Files (Non-Executive Levels)

A. Description: Routine office management files retained below the agency director, deputy director, and division director levels. Included are memoranda, reports, progress trackers, logs, printed matter, and other reference materials. Topics include, but not limited to, job activities, program material, general office information, professional associations, charitable affairs, parking for staff, and other related topics.

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

ST-AD-05. Administrative Regulation Background Files

A. Description: Used for the general operation of agency programs. Information includes regulations and instructions; other issuances that establish methods to administer an agency's mission, functions, and responsibilities; and other related information.

B. Retention:

- (1) Agency: Until superseded.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-06. Agency Annual Reports

A. Description: Published report of agency activities made annually to the General Assembly. Information includes financial summaries, objectives, goals, and other data concerning the agency during the fiscal year. Most annual reports contain an organizational chart, along with brief narratives and statistical information concerning each major section and division of the agency.

B. Retention:

- (1) Agency's version: Until no longer needed for reference.
- (2) State Archives: 2 copies. Permanent.
- (3) State Library:
 - (a) Physical media: 15 copies.
 - (b) Digital-only media: 1 copy.

ST-AD-07. Agency Publications

A. Description: Printed material published by state agencies for internal and external distribution. This series includes directories, manuals, research reports, surveys, and other agency publications (except annual report).

B. Retention:

- (1) Agency's version: Until no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.
- (3) State Library:
 - (a) Physical media: 15 copies.
 - (b) Digital-only media: 1 copy.

ST-AD-08. Agency Organizational Charts

A. Description: Reflect the organizational structure of the agency and its divisions. Information includes a diagram which shows a systematic and symbolic arrangement of an agency's divisions and program areas by name and function.

B. Retention:

- (1) Agency's version: Until no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-09. Annual Accountability Reports

A. Description: Used to determine whether an agency is effectively achieving its legislative mission and program objectives. This record series is prepared by all state agencies and submitted to the Department of Administration for distribution to the General Assembly and the Governor's Office. Information includes an agency's mission statement, program objectives, work performance measurement data, analysis of program cost allocations, and other related information. The record version of this series is scheduled to be retained permanently by the Department of Archives and History through the Department of Administration.

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

ST-AD-10. Attorney General Opinions

A. Description: Official opinions issued by the Attorney General or his assistants. These are legal interpretations written upon request of an agency to guide in enforcing and obeying the law. Also included is related correspondence. The record version of this series is scheduled to be retained permanently by the Department of Archives and History through the Attorney General's office.

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

ST-AD-11. Board Member/Commissioner Biographical Files

A. Description: Contains the biographical information on present and past board members or commissioners. Information consists of newspaper clippings, pictures, appointment information, name, address, district, date seated, date commissioned, and other personal data.

B. Retention:

- (1) Agency: 3 years after term of office of commissioner expires.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-12. Calendars

A. Description: Used to keep track of work-related events and commitments of agency staff members. Records include daily appointment books, calendars, and other records indicating dates for meetings and work activities.

B. Retention:

- (1) Executive-level staff:
 - (a) Until no longer needed for reference.
 - (b) State Archives: Selection of needed documentation. Permanent.
- (2) All other staff: Until no longer needed for reference; destroy.

ST-AD-13. Complaint Files

A. Description: Used to document complaints received from the public. Information consists of details of the complaint, including what occurred, when it occurred, and who was involved; complainant's name and contact information; name of staff person receiving the complaint; how the complaint was handled; and any related correspondence.

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

ST-AD-14. Conferences, Workshops, and Seminars (Agency Sponsored)

A. Description: Files concerning each conference, workshop, or seminar sponsored by the agency. Records include registration material, letters, brochures, lists of restaurants, hotel listings, and other related information.

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

ST-AD-15. Constituent Inquiries

A. Description: Created by internal staff and based on incoming correspondence in the form of phone calls, emails, and mailed letters or online forms from the public. Information includes constituent name, contact information, and agency response.

B. Retention: 1 year after inquiry closure; destroy.

ST-AD-16. Contracts

A. Description: Used to document the contractual relationship between agencies and service providers. Information includes the contract with description of the services to be provided, dates of the contract, signatures, and correspondence.

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

ST-AD-17. Deeds and Leases to State Property Files

A. Description: Document deeds and leases to real property owned or used by the state. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, lease agreements, and related correspondence. The record versions of deeds and leases are scheduled to be retained permanently by the Department of Archives and History through the State Fiscal Accountability's Office of Procurement Services.

B. Retention: Until property is sold, disposed of, or relinquished, and is no longer needed for reference; destroy.

ST-AD-18. Disaster/Emergency Preparedness and Recovery Plans

A. Description: Document the plans for protection and re-establishment of agency services and equipment in case of disaster. Information includes plans, procedures, checklists, and emergency phone numbers and addresses.

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

ST-AD-19. 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 of reply, copy of the reply, and 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.

ST-AD-20. General Correspondence (Non-Executive Levels)

A. Description: Routine correspondence created or retained below the levels of agency director, deputy director, and division director. Includes correspondence and memoranda in various formats that reflect communications regarding program procedures, general work activities, and responses to information requests.

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

ST-AD-21. Incident Reports

A. Description: Record of incidents involving the public or employees' injuries received while not in the course of employment. Information includes type of incident; reported by; date and time reported; location, date, and time incident occurred; names of individuals involved; type of injury or property damage; and details of incident. Criminal cases may also be handled by local police department, and these records may also include police reports, petitions, warrants, witness lists, statements, and photos.

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

ST-AD-22. Information Technology Plans

A. Description: Prepared by state agencies outlining their anticipated needs for information technology. Plans include executive summary, application, technical (equipment) needs and descriptions, training requirements, service specifications, budget summary, technology purchase requests, and other related information. The plans are submitted on an annual basis and when approved, provide agencies and institutions with authority to request the procurement of information technology systems. The record version of this series is scheduled to be retained permanently by the Department of Archives and History through the Department of Administration's Program Management Office.

B. Retention: 3 years; destroy.

ST-AD-23. Insurance Policies Files

A. Description: Document agency 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 endorsements from the Insurance Reserve Fund, 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.

ST-AD-24. Internal Management Policy and Procedure Files

A. Description: Policies, procedural directives, and manuals developed by the agency to govern its internal management functions such as payroll, procurement, personnel administration, equipment inventory, and other internal management matters.

B. Retention:

- (1) Agency: Until superseded, updated, or no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-25. Inventory Records

A. Description: Records created to manage materials kept in stock and that are tracked 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.

ST-AD-26. Legislative Reference File

A. Description: Records pertaining to bills, prospective legislation, and laws. Information includes bill and supporting material concerning proposed legislation, such as newspaper clippings, reports, and correspondence. The series also includes copies of approved legislation.

B. Retention:

- (1) Agency: Until no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-27. Litigation Case Files

A. Description: Document judicial proceedings which involve the agency. Files include some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions, and related information. Portions of this series are scheduled to be retained permanently by the Department of Archives and History through the Attorney General's office. Court records in this series are also available in the court having jurisdiction over these cases.

B. Retention:

- (1) Agency: 6 years after the case is closed.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-28. Mailing Lists

A. Description: Used to record the names and addresses of clients and other persons with whom the agency has regular contact. Records include mailing lists and registers concerning employees, officials, and constituents with whom agency staff communicate regularly.

B. Retention: Until superseded; destroy.

ST-AD-29. Meeting Minutes (Boards and Commissions of State Agencies)

A. Description: Records of official proceedings of state agency governing bodies. Information consists 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:

- (1) Agency: 3 years.
- (2) State Archives: Permanent.

ST-AD-30. Meeting Minutes (Executive Levels)

A. Description: Used to document the meetings of an agency's executive staff which includes the director, the deputy director, and the division directors. 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:

- (1) Agency: 3 years.
- (2) State Archives: Permanent.

ST-AD-31. Meeting Minutes (Non-Executive Levels)

A. Description: Used to document the meetings of agency staff below the agency director, deputy director, and division director levels. Meetings may also include non-agency attendees. 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 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: 2 years; destroy.

ST-AD-32. Meeting Recordings

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

ST-AD-33. Motor Vehicle Accident Reports

A. Description: Created to document accidents involving a state-owned vehicle or on state property involving personal automobiles. Information includes date and location of accident, driver's name, address, driver's license number, injuries (if any), vehicle information, name of insurance company, property damage, road surface, weather conditions, light conditions, a narrative of what happened, police activity, repair estimates, repair invoices, insurance claims, and other related correspondence.

B. Retention: 3 years; destroy.

ST-AD-34. Motor Vehicle Operations and Maintenance Files

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

B. Retention: 3 years; destroy.

ST-AD-35. Permanent Improvement Files

A. Description: Files concerning construction of and permanent improvements to the agency's facilities. Information includes project proposal, capital improvement requests, authorizations to execute construction contracts, cost estimates, construction contracts, related memoranda, correspondence, blueprints, and specifications. The record version of this series for 1980 and after is scheduled to be retained permanently by the Department of Archives and History through the State Fiscal Accountability Authority's Office of State Engineer.

B. Retention:

(1) Records created before 1980:

- (a) Agency: Until completion of construction project and no longer needed for reference.
- (b) State Archives: Selection of needed documentation. Permanent.

(2) Records created during and after 1980: Until completion of construction project and no longer needed for reference; destroy.

ST-AD-36. Photographs

A. Description: Photographic proofs and negatives of agency activities. Photographs may include identification according to time, place, and agency activity.

B. Retention:

- (1) Agency: Until no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-37. Property Inventories

A. Description: Itemized lists of fixed assets (except land and buildings) completed by state agencies. Information includes inventories of equipment, furniture, and other similar property.

B. Retention: 3 years; destroy.

ST-AD-38. Public Relations File

A. Description: Information concerning agency publicity. Included are press releases, biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items.

B. Retention:

- (1) Agency: Until no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-39. Records Management Files

A. Description: Files related to an agency'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 to be retained permanently by the Department of Archives and History.

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

ST-AD-40. Research Files

A. Description: Records created to verify and clarify data pertaining to facts gathered by the agency to assess state needs or respond to external sources. Records include survey questionnaires, on-site visit reports, study selection methods, reference and resource material used, compilation of all relevant data, researcher notes, drafts of published results, final results reports, and other related material.

B. Retention:

- (1) All Records with the exception of final reports:
 - Agency: Until completion of research project and no longer needed for reference; destroy.
- (2) Final reports:
 - (a) Agency: Until completion of research project and no longer needed for reference.
 - (b) State Archives: Selection of needed documentation. Permanent.

ST-AD-41. Security Surveillance Information

A. Description: Used for security purposes and to document any incidents on state property. Recording medium may be rotated out as necessary for legal proceedings or when clarity is in question. Information includes the capture of ongoing activities in specific areas in a pictorial format with time and date captured.

B. Retention:

- (1) Non-incident recordings: 30 days; destroy or reuse.
- (2) Incident recordings: Until turned over to law enforcement or until no longer needed for litigation and appeals process; destroy.

ST-AD-42. Social Media Comments and Messages

A. Description: Series consists of comments and messages authored by state agency employees or members of the public. Used by state agencies 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.

ST-AD-43. Social Media Posts, Photographs, and Events

A. Description: Social media sites (Facebook, Twitter, YouTube, Instagram, etc.) used by agencies 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, agency 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

- (1) Agency: 3 years.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-44. Speeches (Executive Levels)

A. Description: Drafts and final copies of speeches given by an agency director, deputy director, and division directors. Speeches may concern policy issues, strategic planning, legislation regarding the agency, and other related topics.

B. Retention:

- (1) Agency: Until no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-45. Speeches (Non-Executive Levels)

A. Description: Drafts and final copies of speeches given by employees below the agency director, deputy director, and division directors' level. Speeches concern program procedures, work activities, and related topics.

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

ST-AD-46. Subpoenas and Affidavits

A. Description: Records concerning information provided by the agency in response to subpoena requests or other legal actions for cases in which the agency or employee is not a party. Subpoenas either command an individual's appearance in court on a certain day to testify or to produce documents for a pending lawsuit. Information includes name of plaintiff, name of defendant, date of subpoena, deadline for response, request for copies of records, agency response, and fees for copies of information. May also contain copies of the requested information to include maps, plans, drawings, and other related documents.

B. Retention: 3 years after individual appearance in court or document production is complete; destroy.

ST-AD-47. Surveys/Maps

A. Description: Records created and developed by an agency and used for planning and studies needed to meet agency mission and function. Information concerns roads, boundaries, property lines, corners, monuments, road marker placements, structures, sites, and other related data.

B. Retention:

- (1) Agency: Until no longer needed for reference.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-48. Telephone Logs

A. Description: Listing of telephone calls made by agency 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.

ST-AD-49. Visitor's Sign-In/Out Logs

A. Description: Used to record visitors to an agency or 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.

ST-AD-50. Websites

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

B. Retention

- (1) Agency: Until superseded or replaced.
- (2) State Archives: Selection of needed documentation. Permanent.

ST-AD-51. Work Reports

A. Description: Reports of work activities performed by personnel carrying out regular or special duties. Series does not include published project reports or reports to the Governor or General Assembly. These documents reflect dates, person responsible for report, and a running account of activities performed.

B. Retention: 2 years or until summarized or superseded; destroy.