

# FOR THE RECORD

## The Records Management Newsletter

November 4<sup>th</sup>, 2024

### THE NEWS

#### EXECUTIVE LEVEL EMAIL ASSESSMENT

The SCDAH is conducting an Executive Level Email Assessment campaign. The purpose of this campaign is for all state agencies to evaluate their former and current executive-level email correspondences, determine if those records have met their internal retention requirements, and prepare them for transfer to the Archives for permanent preservation. Throughout the campaign, the Records Management Division will routinely send out reminders, with the next one scheduled for the first week of November. The campaign will conclude on January 31, 2025. Afterward, the Records Management Division will work with agencies to transition the records to the Archives. For information or questions regarding the form, please contact Matthew Dantzler at 803-896-6119 or [mdantzler@scdah.sc.gov](mailto:mdantzler@scdah.sc.gov).

### TRAINING SPOTLIGHT

#### ELECTRONIC MAIL

An electronic mail message, or “e-mail,” consists of a digitally stored message and any attached documents transferred between computer users. Similar to paper records, the retention of e-mails is based on the content of the message, not the platform or software used to handle the records.

Therefore, it is essential to review either the General Retention Schedule or your Agency’s Specific Retention Schedule to confirm the retention requirement.

For more information regarding e-mail retention or training, please contact the Records Management Division at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov) or 803-896-6128.

### ANNOUNCEMENTS & UPCOMING EVENTS

- The Records Management Department is in the process of reviewing and revising the General Retention Schedules. We have received agency feedback and are reviewing all comments and suggestions. If you did not have a chance to review your agency schedule type, please contact the Records Management Department at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov) to arrange a review.
- Virtual Town Hall for Municipalities and Special Purpose Districts on the ARM-11 Forms – Tuesday, December 10<sup>th</sup> at 10:00 AM
  - Contact Chris Condon at [ccondon@scdah.sc.gov](mailto:ccondon@scdah.sc.gov) for information
- Town Hall for Select State Agencies on the ARM-11 – Thursday, December 5<sup>th</sup> at 10:00 AM
  - Contact Matthew Dantzler at [mdantzler@scdah.sc.gov](mailto:mdantzler@scdah.sc.gov) for information

#### SCDAH Fact

The South Carolina Archives holds a total of 27,174 cubic feet and 1.3 millions megabytes of permanent State and Local Government Records.

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