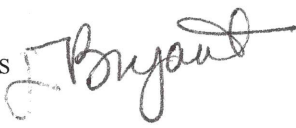




South Carolina Criminal Justice Academy

MEMORANDUM

TO: Lewis J. Swindler, Director

FROM: Debbie Bryant, Human Resources 

DATE: September 18, 2017

SUBJECT: Academy Record Retention Status

The Academy adheres to the requirements of the Public Records Act and regulations and procedures established by the South Carolina Department of Archives and History (SCDAH). Please see attached Records Retention Table for your convenience. The Academy Records Officer, Michelle Miller works closely with staff to ensure record retention needs are satisfied.

Ms. Miller has established a system where information regarding the records is logged in a database and flagged for future action. She reviews the database monthly to determine which records have met their retention period. The last set of files sent to SCDAH was Litigation Case Files on May 22, 2017. The last files to be destroyed were Training records on September 15, 2017. Ms. Miller will continue to monitor her log to remain up to date on record retention.

attachment

S.C. Criminal Justice Academy Records Retention Table

Series #	Record Title	Academy Retention	Final Disposition
<i>Specific Schedules:</i>			
09762	*Certification Files (3/4/97)	Reference	Destroy
10365	**Non-Compliance Notices (2/24/98)	2 mo.	Destroy
13120	Pre-Offer Assessment Reports (9/18/01)	6 yrs.	Destroy
13121	Post-Offer Psychological Reports (9/18/01)	10 yrs.	Destroy
15380	Mandated, Advanced, and Teleclass Testing Records (r. 7/21/16)	3 yrs.	Destroy
15381	Constable and Advanced Constable Test Results (10/10/09)	3 mo.	Destroy
15415	External Lesson Plans (r. 6/10/14)	2 yrs.	Destroy
15416	**Training Manuals (1/7/10)	3 yrs.	Destroy
15417	**Training Videos: Policeline, CJA Extra, Legal Update & Line Up (1/7/10)	5 yrs.	Destroy
15438	**Internal Lesson Plans (r. 6/10/14)	2 yrs.	Destroy
17251	Basic Training Files (previously #11790) (r. 7/21/16)	3 yrs.	Destroy
17437	Inventory Records (7/26/17)	3 yrs.	Destroy
<i>General Schedules (frequently used):</i>			
12-302	Meeting Minutes (Executive level)	3 yrs.	SCDAH
12-303	Meeting Minutes (Non-Executive level)	2 yrs.	Destroy
12-305	Administrative Correspondence (Executive level)	3 yrs.	SCDAH
12-306	Administrative Files (Executive level)	3 yrs.	SCDAH
12-307	*Administrative Reference Files (Non-Executive Level)	Reference	Destroy
12-308	Administrative Regulations	Reference	SCDAH
12-312	Litigation Case Files	6 yrs.	SCDAH
12-313	Calendars	1 yr.	Destroy
12-317	*General Correspondence (Non-Executive Level)	Reference	Destroy
12-322	Mailing Lists	1 yr.	Destroy
12-407	Job Applications	2 yrs.	Destroy
12-412	Job Announcements	2 yrs.	Destroy
12-707	Bank Deposits	3 yrs.	Destroy
12-710	Cash Receipts Files & Journal	3 yrs.	Destroy
12-715	Disbursement Vouchers	3 yrs.	Destroy
12-727	Receipt Books	3 yrs.	Destroy
12-734	Travel Vouchers	3 yrs.	Destroy

*Retention: Until no longer needed for reference, destroy. Provided you are no longer required to hold the records for federal or state audits, for legal purposes, for litigation, for fiscal information and or for any other action.

**Retention: See copy of schedule attached for further retention information.



**South Carolina
Criminal Justice Academy
POLICY AND PROCEDURE**



<p align="center">Subject:</p> <p align="center">Records Management: Records Officer Responsibilities</p>	<p align="center">Policy Number:</p> <p align="center">2.19</p> <p align="center">Number of Pages:</p> <p align="center">3</p>
<p align="center">Date of Original Issue:</p> <p align="center">May 16, 2011</p>	<p align="center">Date of Revision:</p> <p align="center">March 10, 2017</p>
<p align="center">In compliance with CALEA Standards:</p> <p align="center">7.2.1, 7.2.4</p>	
<p align="center">By The Authority Of:</p> <p align="center"><i>Lewis J. Swindler, Jr.</i></p> <p align="center">Lewis J. Swindler, Jr., Director</p>	

I. PURPOSE

The purpose of this directive is to establish a records management program within the Academy that meets the requirements of the State Records Act, and to provide guidelines for the orderly maintenance and storage of records within the Academy, and for their eventual disposition or disposal as required by law.

II. POLICY

The South Carolina Criminal Justice Academy (Academy) is required by law to establish and maintain a records management system for the proper retention and disposition of official Academy records. See Chapter 1, Title 30, Code of Laws of South Carolina,

<p>South Carolina Criminal Justice Academy</p> <p>POLICY AND PROCEDURE</p> <p>Policy Number:</p> <p>2.19</p>	<p>Subject:</p> <p>Records Management: Records Management Officer Responsibilities</p>	<p>Page:</p> <p>2</p>
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1976, as amended. For purposes of this directive, “record” or “records” means a “public record” as defined by § 30-4-20(c), Code of Laws of South Carolina, 1976, as amended. It is the policy of the Academy to establish, maintain and administer a records management program within the Academy.

- A. The Academy’s records management program must be designed to preserve, safeguard, and, in cooperation with the South Carolina Department of Archives and History, eventually dispose of all departmental records, according to approved record retention schedules in accordance with the requirements of Chapter 1, Title 30, of the code, supra.
- B. The Academy Director is the legal custodian of all public records of the Academy.

III. PROCEDURE

- A. Appointment and Authority of the Records Officer
 - 1. The Director may appoint a Records Officer to act on his behalf. Accordingly, the Records Officer is located in the Office of Human Resources.
 - 2. The Records Officer is tasked with the daily administration and functional management of the Academy’s records management program.
 - 3. The Records Officer manages and controls public records of the Academy.
- B. Administration of the Records Management System
 - 1. The Academy Records Officer is responsible for ensuring that the Academy is in compliance with all statutes and regulations relating to the Academy utilization, maintenance, retention, preservation, and disposal of public records.
 - 2. The duties of the Records Officer include but are not limited to, the following:
 - a. Review and approve the adoption, modification or revocation of all record retention schedules for the Academy;

<p style="text-align: center;">South Carolina Criminal Justice Academy</p> <p style="text-align: center;">POLICY AND PROCEDURE</p> <p style="text-align: center;">Policy Number:</p> <p style="text-align: center;">2.19</p>	<p style="text-align: center;">Subject:</p> <p style="text-align: center;">Records Management: Records Management Officer Responsibilities</p>	<p style="text-align: center;">Page:</p> <p style="text-align: center;">3</p>
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- b. Maintain all original record retention schedules for the Academy;
- c. Review and approve all requests for the disposition or destruction of records in accordance with state regulations before a request or notice for the disposition or destruction of records is forwarded to the South Carolina Department of Archives and History, and before the records are actually destroyed;
- d. Maintain the Academy's official record copy of all forms, notices and requests forwarded to or received from the South Carolina Department of Archives and History including, but not limited to the following:
 - 1. Report on Records Destroyed;
 - 2. Record Series Inventory Forms;
 - 3. Public Records Storage Standards Compliance Checklist;
 - 4. Microfilm Transmittal and Receipt Forms;
 - 5. Microfilm Quality Certifications for Records Disposition;
 - 6. State Records Center Transfer Forms;
 - 7. Coordinate the procurement of microfilm, microfiche, optical disk system or other technology for storage of the Academy's public records with the information Technology Office.