

South Carolina Department of Public Safety



Office of the Director

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POLICY	500.02
EFFECTIVE DATE	MARCH 1, 1995
ISSUE DATE	AUGUST 16, 2004
SUBJECT	RECORDS MANAGEMENT
APPLICABLE STATUTES	Chapter 1, Title 30
APPLICABLE STANDARDS	82.1.3, 82.3.5
DISTRUBTION	TO ALL EMPLOYEES

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I. PURPOSE

The Department of Public Safety is required by law to establish and maintain a records management system for the proper retention and disposition of official department records. See Chapter 1, Title 30, Code of Laws of South Carolina, 1976, as amended. Accordingly, the purpose of this directive is to establish a records management system within the department that meets the requirements of the State Records Act, and to provide guidelines for the orderly maintenance and storage of records within the department, and for their eventual disposition or disposal as required by law. [82.3.5]

II. POLICY

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 department to establish, maintain and administer a records management system within the department. The department's records management system must be designed to preserve, safeguard, and, in cooperation with the Department of Archives and History, eventually dispose of all departmental records in accordance with the requirements of Chapter 1, Title 30, of the code, supra. [82.1.3]

III. LEGAL CUSTODIAL OF DEPARTMENTAL PUBLIC RECORDS

The director is the legal custodian of all public records of the department.

IV. APPOINTMENT AND AUTHORITY OF THE DEPARTMENT RECORDS OFFICER

The director may appoint a records officer to act on his behalf. [82.1.3] Accordingly, the chief financial officer is appointed as records officer for the department and, as such, will report to the director from time to time regarding the department's record management system. The records officer is authorized to appoint an employee within the Office of Financial Services to serve as the department's records management officer, and to specifically task the records management officer with the actual, day to day, administration and functional management of the department's records management system. The records officer and the records management officer are delegated and have the authority to manage and control public records of the department that is necessary and commensurate with their duties and responsibilities under this directive and Chapter 1, Title 30, of the code, supra. [82.1.3]

V. ADMINISTRATION OF RECORDS MANAGEMENT SYSTEM

A. Records Officer

The department's records officer is responsible for ensuring that the department is in compliance with all statutes and regulations relating to the retention of public records.

B. Records Management Officer [82.1.3]

When designated and appointed by the records officer, the duties of the records management officer include, but are not limited to, the following:

1. Review and approve the adoption, modification or revocation of all record retention schedules for the department.
2. Maintain all original record retention schedules for the department.
3. 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 Department of Archives and History, and before the records are actually destroyed.
4. Maintain the department's official record copy of all forms, notices and requests forwarded to or received from the Department of Archives and History including, but not limited to the following:
 - a. report on records destroyed (specific schedules);
 - b. authorization to destroy records under general schedule;
 - c. record series inventory forms;
 - d. public records storage standards compliance checklist;
 - e. microfilm transmittal and receipt forms;

- f. microfilm quality certifications for records disposition; and
 - g. state records center transfer forms.
5. Coordinate the procurement of microfilm, microfiche, optical disk systems or other technology for storage of the department's public records with the Information Technology Office.

C. Liaison Officers

Deputy directors, office heads, supervisors or unit managers shall appoint an individual from their respective division, office or unit to serve as a liaison officer. When appointed, and in cooperation with the records management officer, the liaison officer will handle the day-to-day administration of the records management system for division, office or unit. In addition to maintaining records for their respective division, office or unit, the duties of a liaison officer include, but are not limited to, the following: [82.3.5]

1. With the assistance and supervision of the Records Management Officer, and the Department of Archives and History, create record retention schedules for the liaison officer's respective division, office or unit. This includes advising the records management officer when a new record series is created that necessitates revising existing schedules.
2. Examine all public records maintained by the division, office or unit for which he is responsible and determine which public records, files or documents may be disposed of under current record retention schedules. Thereafter, upon compiling a list of public records, files or documents which may be properly disposed of, the liaison officer must forward a written request to the records management officer to obtain approval to dispose of the listed public records, files or documents as provided in Chapter 1, Title 30, of the code, supra. Additionally, the liaison officer shall purge records reduced to microfilm and optical disks on an annual basis to determine if, under current record retention schedules, any of the microfilm rolls or optical disks may be disposed. [82.3.5]
3. Provide written notice to and receive approval from the records management officer before transferring public records, files or documents to the State Records Center or to the Department of Archives and History pursuant to established transfer procedures.
4. Provide written notice to and receive approval from the Records Management Officer before authorizing the Department of Archives and History to dispose of records stored in the State Records Center once the retention period for the records has been met.
5. Supervise the reformatting of records onto microfilm, microfiche or optical disks, or any other medium created by new technology for the storage of documents, pursuant to those guidelines and standards established by the Department of Archives and History. This includes

ensuring that the Department of Archives and History receives the necessary security copy of the film or disks. [82.3.5]

6. Provide written notice to and receive approval from the record management officer for the disposal of records approved for destruction after reformatting onto microfilm, optical disk, or another medium suitable for the storage and preservation of records.

By Order of the Director Date: August 16, 2004
<i>James K. Schweitzer</i>
Director S C Department of Public Safety
The Original Signed Copy of this Policy is on File in the Office of the General Counsel