



South Carolina Department of Archives & History Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I Agency

COMMISSION ON INDIGENT DEFENSE
OFFICE OF APPELLATE DEFENSE

RECORD GROUP # 238

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

8115 SECOND REVISION AND 13988 REVISED

6-10-2016

Date

Angela S. Johnson

Signature of Agency Representative

Admin. Specialist

Title

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

6-20-16

Date

W. L. L. L. L.

Director, Department of Archives and History



South Carolina Department of Archives and History
Records Management Division

RECORDS
RETENTION
SCHEDULE

COMMISSION ON INDIGENT DEFENSE

Record Group Number: 238

OFFICE OF APPELLATE DEFENSE

8115 CASE FILES (NON-DEATH PENALTY)

Description

Legal case files used by the agency's attorneys in pursuing appeals for indigents in all non-death penalty cases. Included in each case file are documents such as: Notice of Intention to Appeal, Indictment, Transcript of Trial, Application for Post Conviction Relief, Return and Notice to Dismiss, Motion to Amend, Pleadings, Final Per Curiam Opinion of Supreme Court, Appellants' Briefs, attorney's notes, and related correspondence.

Retention

Case Files Closed Prior to July 1, 2016:

Agency: 2 months after case is closed,
State Records Center: 15 years, destroy.

Case Files Closed After June 30, 2016:

Agency: 15 years after case is closed, destroy.

SECOND REVISION

13988 DEATH PENALTY CASE FILES

Description

Legal case files used by the agency's attorneys in pursuing appeals for indigents sentenced to death. Included in each case file are documents such as: Notice of Intention to Appeal, Indictment, Transcript of Trial, Application for Post Conviction Relief, Return and Motion to Dismiss, Motion to Amend Pleadings, Final *Per Curiam* Opinion of Supreme Court, Appellants' Briefs, attorneys' notes, and related correspondence.

Retention

Case Files Closed Prior to July 1, 2016:

Agency: 2 months after case is closed,
State Records Center: 15 years,
State Archives: Selection of Needed Documentation. PERMANENT.

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Case Files Closed After June 30, 2016:

Agency: 15 years after case is closed,
State Archives: Selection of Needed Documentation. PERMANENT.

REVISED

SCHEDULE APPROVED 6/20/16