

Records Management – State Agencies and Universities

Legal Justification for Records Management

- What is a record? - Section 30-4-20(C)
- SC Public Records Act - Section 30-1-10 to 30-1-140 - <http://www.scstatehouse.gov/code/title30.php>

Retention Schedules

- General Schedules - <http://rm.sc.gov/generalschedules/Pages/default.aspx>
- Specific Schedules – contact your State Records Analyst
- Information Leaflet #18: How to Establish Records Retention Schedules - <http://rm.sc.gov/leaflets/Pages/default.aspx>

"Records are food for thought, not for mice."

-Anonymous

Records Inventory

- Information Leaflet #17: How to Conduct a Records Inventory
- Inventory Form (ARM-01) – <http://rm.sc.gov/forms/Pages/default.aspx>

Records Disposal

- Report on Records Destroyed Form(ARM-11)
- Disposal of Original Paper Records Stored as Digital Images Form (ARM-13)

"Records management is like oxygen - no one ever notices it unless it is missing."

-Sheila Taylor & Gregg Astoorian

Electronic Records

- Electronic Records Management Guidelines - <http://rm.sc.gov/electronicrecords/ERmanagementguidelines/Pages/default.aspx>

Storage Standards

- Minimum Standards for Facilities Which House South Carolina Public Records (Article 10) - <http://www.scstatehouse.gov/coderegs/c012.php>
- Information Leaflet #14: Storing Records at the State Records Center - <http://rm.sc.gov/staterecordscenter/Pages/StoringRecordsSRC.aspx>

"Records management is the only profession that knows in advance what it is going to forget."

-Dick King

Questions?

- Archives Records Management Website - <http://rm.sc.gov/Pages/default.aspx>
- Staff Contact: Erin Lowry; (803) 896-6128 or elowry@scdah.state.sc.us



Off-site storage: Best Practices

The following is an excerpt from a memo sent from the Manager of an off-site storage area in the southwestern United State to employees...

"Building management recognizes recent employee complaints of scorpions in the bank's records management areas. We have attempted to use pesticides but fear that increasing the level of pesticide could pose a health risk for some employees.

"Because scorpions are native to our desert country and appear to be entering the building in the storage boxes delivered from the bank's desert warehouse, we have researched safer natural biological controls such as those which keep scorpions in check in their desert environment. We have found that scorpions have only one natural enemy.

"Should there be any further complaints from the bank or its employees on this matter, building management will be pleased to introduce rattlesnakes into the records management areas."

