

CITY OF TEGA CAY  
ORDINANCE NUMBER 107

RECORDS MANAGEMENT PROGRAM

A records management program is to provide for the storage of inactive records, the destruction of obsolete records, the protection of essential records, and offer immediate savings and improved efficiency for the City. Properly implemented, any needed records can be quickly found in the office, inactive but important records will be available on short notice from low-cost storage areas, and extra copies of essential records will be protected by off-site storage. Additionally, office space used to file obsolete or inactive records will be freed for better use and time, misfiles, and lost records will be reduced. Filing cabinets will be emptied and reused thereby eliminating, or greatly reducing, the need to purchase additional storage equipment. Also, administration and supervisors will know where and what information resources are available in each office file. Thus, significant monetary savings can be realized through the proper management of records.

Improved efficiency, management, and cost avoidance savings are but the first benefits to be realized from managing and controlling records. A complete records management program includes the identification and archival preservation of those records having historical value after they are no longer needed for administrative or official use.

## THE RECORDS RETENTION AND DISPOSITION SCHEDULE

WHAT THE SCHEDULE IS. This records retention and disposition schedule contains a listing of records series generally maintained in municipal offices. The schedule identifies the minimum period of time each records series shall be retained and conveys legal authorization for the disposal of these records series. It is a general schedule and does not identify every record created or maintained. Likewise, all records listed are not necessarily kept by the City of Tega Cay at the present but included in order to cover future records, Thus, the listing of a particular record does not imply that is to be kept by the City of Tega Cay.

All provisions of this schedule remain in effect until the schedule is officially amended. Errors or omissions do not invalidate the schedule or render it obsolete. So long as the schedule remains in effect, destruction or disposal of records in accordance with its provisions shall be deemed to meet the provisions of this ordinance. However, in the event that a legal requirement, statute, state or federal program requires that a record be kept longer than specified in this schedule, the longer retention period shall be applied. All questions concerning the legal requirement for retaining a record should be referred to the City Attorney and or the City Auditors.

## THE MUNICIPAL RECORDS MANAGEMENT PROGRAM

1. **PROGRAM DESCRIPTION.** This Municipal Records Management Program is a program to control the creation, maintenance, protection, preservation, and disposal of the official public records in the custody of the officials of the City of Tega Cay.
  
2. **PROGRAM AUTHORITY AND RESPONSIBILITIES.** State law requires that a municipality have in place a program prior to the removal or destruction of any records, correspondence, materials of the City. The chief administrative officer of the City, or he may appoint a records officer to act on his behalf is the "legal custodian of all public records of the City". This program is written under the authority of the South Carolina Code of Laws, Public Records Act and any Amendments, Chapter 1, Title 30.
  
3. **PURPOSES.** The purpose of this program is to protect and preserve the permanently valuable municipal records of the City and to provide advice and assistance to Municipal officials in establishing and maintaining an active, continuing program for the economical and efficient management of the public records in their custody.

4. PUBLIC RECORDS DEFINED. "Public record or public records shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by this municipality". Hand written notes of meetings, comments, notations, and opinions not approved by the appropriate board, committee, commission are not to be perceived as "public record" and should not be considered a part of the City filing system. However, hand written financial reports are considered official records.

5. NOT ALL PUBLIC RECORDS ARE PUBLIC. Public records belong to the people. However, not all official public records are open to the public or subject to the provision of certain laws. Many records are protected from general access or casual reference by a need to know, by federal or state laws, or by legal precedent, and can only be seen by court order. It is the responsibility of custodians to know which records in their custody are designated or treated as confidential and excluded from the Public Records Act. Reference should be made to the State Freedom of Information Act as to payroll or other information.

## DESTRUCTION OF PUBLIC RECORDS

1. AUTHORIZATION PROCEDURES. One of the following procedures shall be followed when it is desired to destroy public records:
  - a. Records listed in this schedule, or added later by amendment, may be destroyed after the specified retention periods without further approval of the governing body providing:

The Mayor has indicated the governing body's approval by signing the agreement sheet of this schedule.
  - b. Records listed in this schedule, or added later by amendment, may be destroyed after the specified retention periods without further reference.
  
2. DESTRUCTION OF ORIGINAL RECORDS THAT HAVE BEEN DUPLICATED. Original paper records that have been duplicated on microfilm, microfiche, data processing, or word processing equipment may be destroyed prior to the retention period specified in the records schedule without further approval if the below conditions are met:
  - a. The duplicate copy of the information contained in the original record is maintained for the specified time.
  - b. The original paper record has not been scheduled for permanent preservation.

c. The governing body has agreed to the destruction of the original paper record and the destruction is recorded in a permanent record, such as the minutes of the governing body.

3. DESTRUCTION OF DATA PROCESSING RECORDS. Computer printouts and other data processing input/output may be destroyed without specific authorization and recording, provided the following conditions apply:

a. The information is retained on magnetic media (e.g., magnetic tape, diskettes, etc., hard disk) and the media is scheduled in a records retention and disposition schedule.

b. The output copy is not specifically listed and scheduled in this records retention and disposition schedule.

4. METHODS OF DESTRUCTION. Public records scheduled to be destroyed must not be permitted to fall into unauthorized hands. Where authorized, records scheduled for destruction shall be burned, shredded, pulped, or buried.

5. DISPOSITION OF RECORDS NOT AUTHORIZED FOR DESTRUCTION BY THIS SCHEDULE. Custodians' with records not authorized for destruction or other disposition by this schedule may dispose of records series in the category by written permission of the Mayor or his designee.

AGREEMENT

MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. It is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated, however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect until amended or revoked by the Tega Cay City Council.

Done and approved by City Council.

First Reading December 16, 1991

Second Reading January 20, 1992

Attest:

Jean C. Lerner

Edgar S. Weaver, Mayor

St. M. Hunt

John E. Vergelato

John W. White

Sept 2000

CITY OF TEGA CAY

ADMINISTRATIVE, MANAGEMENT, AND LEGAL RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Annexation records (petitions, reports, correspondence, affidavits of publication, maps, ordinances, and	Destruction not authorized by this schedule
Assessment records (petitions, actions of Council, affidavits of publication, names of lot owners and assessments for each, notices to property owners, etc.)	15 years
Bonds (contractors' license, fidelity, indemnity insurance, performance, etc.)	Expiration or final settlement of any litigation in which bond is involved plus 5 years
Bonds, municipal	
a. Applications for insurance approval and replies thereto	Bond issued plus 2 years
b. Bond Ordinance	Destruction not authorized
c. Bonds and coupons, surrendered	As required by law
d. Bond register	Destruction not authorized
Claims, closed	3 years
Code, Municipal	Destruction not authorized
Complaints, citizen	Action completed plus 1 year
Conference or workshop records	1 year
Contracts/Agreements/supporting documents	Expiration plus 5 years
Correspondence (includes routine transmittals, acknowledgments, publications, confirmations, invitations announcement of meetings, etc.)	1 year
Correspondence, legal	3 years

Correspondence with boards, commissions, cities, councils, counties, states, federal or local departments, foundations, institutions, organizations, regions, task forces, and citizens, etc. concerning municipal authority, operating philosophy, purposes, methods, and any other functions	3 years
Deeds to municipal property	Destruction not authorized
Deeds of easement	Destruction not authorized
Directives, policies, procedures, regulations, rules	Superseded plus 1 year
Disaster preparedness records	Superseded plus 1 year
Equipment and supply records	3 years
Fund drive records	1 year
Information concerning other municipalities	1 year
Insurance policies and related records	Expiration or cancellation plus 5 years
Leases	Expiration or cancellation plus 5 years
Litigation (records pertaining to condemnation proceedings, tax suits tort claims, etc.)	Resolution plus 3 years
Long range planning and development records	Abandonment or disapproval
Minutes, agenda, supporting documents of any official meeting	Destruction not authorized
Ordinances	Destruction not authorized
Organization charts	Superseded
Petitions filed with governing body	3 years

Proclamations by Council	Destruction not authorized
Publications received	1 year
Records concerning naming of buildings, districts, parks, places, and streets	Recording in minutes
Records of public hearings	Recording in minutes
Reports	
a. Annual	10 years
b. Quarterly	1 year
c. Monthly	1 year
d. Periodic	1 year
e. Routine	1 year
Resolutions	Destruction not authorized
Special research and internal management studies	3 years
Street files (correspondence, closings, encroachments, improvements, damage, and Council action)	Legal value ends or 20 years
Transcribed audio tapes	Approval as transcribed
Warranties	Disposal of equipment

CITY OF TEGA CAY  
BUILDING, HORTICULTURE & CODE ENFORCEMENT

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Applications and approvals for certificates of occupancy and supporting data	Completion, final inspection plus 20 years
Applications for certificates or permits for any building, land disturbing activity, sign permits	Completion, final inspection plus 20 years
Complaints, notices, and orders and proceedings concerning violations of codes	Final action plus 10 years
Inspection records	Completion plus 10 years
Register of Permits Issued	Destruction not authorized

CITY OF TEGA CAY  
MUNICIPAL ELECTION RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Campaign reports	
a. Campaign contributions and reports	5 years
b. Statements of economic interest by candidates	5 years
Candidacy, papers relating to (notices of candidacy, notices of withdrawal, etc.)	Certification plus 2 years
City election agreements and resolutions (agreements concerning conduct of city elections and financial arrangements, resolutions permitting use of absentee ballots, etc.)	Termination or rescission plus 1 year
Municipal election officials, appointment of (recommendations of chairman, oaths, and letters appointing board members, etc.)	Term expires plus 2 years
Election day records (papers, forms books, etc. used on election day or directly related to those election day records)	
a. Absentee Ballots	
(1) Absentee register	5 years
(2) Applications for absentee ballots	1 year
(3) Ballots voted by one-stop method	Election day
(4) Lists of executed absentee ballots	4 years
(5) Register of absentee ballot applications and ballots issued	5 years
(6) Returned container-return envelopes and absentee ballots	Certification plus 4 months
Ballots	Certification plus 2 months
Certifications of blind voters	Destruction not

Curbside voter affidavits	authorized 6 months
Instructions to precinct officials	Superseded
Pollbooks	Closing plus 5 years
Registrars' receipts for ballots	Certification plus 2 months
Election returns and certificates	Filed in City Council Minutes
Abstracts for municipal elections	File 1 copy with City Clerk Destruction not authorized
Certificates of elections	5 years
Notices (special notices and notices of election, appointment of precinct officials, changes of polling place or precinct lines, etc.)	2 years
Petitions (copies of petitions for candidate, etc.)	2 years
Registration records	
a. Registration certificates, (cards signed by voter)	Destruction not authorized
b. Registration records, other	
(1) Appeals concerning denial of registration, papers relating to ( notices of denial and right to appeal, voter's notices of appeal, and written notices of decision)	Resolution of legal action plus 2 years
(2) Applications to register (other than permanent registration cards), applicants' oaths, and student questionnaires	5 years
(3) Challenges, voter	
(a) Challenged absentee ballots	Hearing held and decision made
(b) Challenges made on day of election	1 year and until final action

- (c) Challenges made      Hearing held and  
on day other than      decision made  
election day  
(written challenges,  
notices to challenged  
voters, affidavits  
submitted by voters, etc.)
    - (d) Registration cards 1 year and until  
of challenged      final action  
voters
  - (4) Changes in registration  
(forms and other papers  
relating to)
    - (a) Authorizations to 1 year  
cancel previous  
registration
    - (b) Voters' address      5 years  
changes
    - (c) Voters' name      5 years  
changes
  - (5) Precinct registration      5 years  
books (records used to  
check off the names of  
registered voters at  
polling place)
  - (6) Voter registration      Superseded  
listings (names,  
addresses of currently  
registered voters)
- Subject file (publications and other  
reference materials concerning  
various elections-related subjects      Superseded or  
obsolete

CITY OF TEGA CAY  
FINANCIAL RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Accounts Uncollectible	Being written of by City Council
Adding machine tapes (control)	Audits plus 3 years
Annual budget	Destruction not authorized
Allotments/Allocations	Audit plus 3 years
Appropriation requests	1 year
Audit report	Destruction not authorized
Authorizations for expenditures	Audit plus 3 years
Balance sheets	Audit plus 3 years
Bank statements	Audit plus 3 years
Bank reconciliations	Audit plus 3 years
Budget summaries	Audit plus 3 years
Cash books	Audit plus 3 years
Cash reports/records	Audit plus 3 years
Checks (cancelled, duplicate copies, stubs)	Audit plus 3 years
Collections (accounts receivable)	Audit plus 3 years
Correspondence, (financial)	3 years
Deposit books	Audit plus 3 years
Disbursements (cash)	Audit plus 3 years
Expense (authorizations, travel)	Audit plus 3 years
Financial statements	Audit plus 3 years
Garnishments	Audit plus 3 years
Inventories (fixed assets)	Reference value ends

Invoices (accounts payable, accounts receivable, paid)	Audit plus 3 years
Journal entries	Audit plus 3 years
Journals (general, payroll, purchase, subsidiary)	Audit plus 3 years
Ledgers	
a. Accounts payable, accounts receivable, payroll, subsidiary	Audit plus 3 years
b. General	Destruction not authorized
Payroll (garnishments of salary, time records, ledgers, sheets)	Audit plus 3 years
Receipts	Audit plus 3 years
Registers (accounts receivable cash, check, invoice, payroll, voucher)	Audit plus 3 years
Reports	
a. Annual	Destruction not authorized
b. Semi-annual, quarterly monthly	1 year
Sales tax records	3 years
Trial balances (accounts payable accounts receivable, general ledger)	1 month
Vouchers (journal)	Audit plus 3 years
Working papers (accounting, budget, financial statements, internal audit)	1 year

CITY OF TEGA CAY  
MOTOR VEHICLE MAINTENANCE

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Budget estimates and requests	1 year
Equipment records for each vehicle	Disposal plus 1 year
Fuel and oil tickets (for vehicle	Audit or 2 years
Shop work orders	Audit or 2 years

CITY OF TEGA CAY  
LICENSE AND PERMIT RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Business License applications	Expiration plus 1 year
Business License renewals	Expiration plus 1 year
Annual Business License Register	10 years
Non Business Licenses and Permits	Expiration plus 1 year

CITY OF TEGA CAY  
PERSONNEL RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Affirmative Action and Equal opportunity records and reports	5 years
Aggregate service history	Destruction not authorized
Applications for employment	
a. Individuals not hired	2 years
b. Individuals hired	Destruction not authorized
Correspondence file (pre employment)	
a. Individuals not hired	2 years
b. Individuals hired	Destruction not authorized
Disciplinary correspondence and memorandums not included in a grievance file	3 years
Education expense (request for reimbursement)	Payment
Employee records (official documents concerning selection, leave, performance, training, actions, earnings, etc.)	Destruction not authorized
Enrollment records (insurance, etc.)	Coverage is terminated
Fringe benefit programs	Superseded plus 1 year
Grievances (closed)	3 years
Insurance claims	Settlement plus 1 year
Leave without pay	3 years after return
Outside employment	Termination of outside employment

Pay plans	Superseded plus 1 year
Payroll deductions/authorizations	When employee chooses not to continue
Personnel ordinances, guidelines, policies	Superseded or termination plus 1 year
Position descriptions/classification	Superseded plus 1 year
Withholding/social security	3 years
Workers compensation records	Case closed plus 5 years

CITY OF TEGA CAY

PLANNING, ZONING, AND SUBDIVISION RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Maps and plats	Destruction not authorized
Minutes of planning board, zoning board, board of appeals	Destruction not authorized
Petitions with supporting data, concerning zoning or subdivision regulations	3 years
Studies, plans, and reports of planning and zoning commission	5 years
Subdivision files (applications and petitions, correspondence, maps, street plans, actions	Destruction not authorized

CITY OF TEGA CAY  
POLICE DEPARTMENT

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Accident Reports	Resolution plus 3 years
Reports sent to governing body	
a. Annual	Destruction not authorized
b. Quarterly, monthly	1 year
Arrest records	Reference value ends or 5 years
Breathalyzer records	3 years
Complaints (copies of)	Resolution plus 3 years
Correspondence	3 years
Crime prevention records	3 years
Criminal history or case records	
a. Felonies	20 years
b. Misdemeanors, investigations, noncriminal, missing persons, etc.	5 years
Daily bulletins	1 year
Drivers' license revocations, records	1 year
Internal affairs case records	20 years
Personal identification records, fingerprints, and photographs	Case closed
Radio, telephone, and other dispatch records	5 years
Statistical data	3 years

Stolen motor vehicles	Case disposed of
Traffic citations	Audit plus 3 years
Traffic citation and parking ticket	Audit plus 3 years
Traffic Warning Records	2 years
Training Records	Employment + 5 years
Wanted persons	5 years
Warrant register	5 years
Wrecker records	1 year

CITY OF TEGA CAY  
PURCHASING RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Bids	5 years
Claims for payments disallowed	5 years
Correspondence	3 years
Invoices	3 years
Performance guarantees, warranty of vendor, or similar record covering materials or supplies purchased	Expiration plus 1 year
Purchase orders and requisitions	Audit plus 3 years
Receiving reports	Audit plus 3 years
Specifications	5 years
Vendor files	Audit plus 3 years
Vouchers	Audit plus 3 years

CITY OF TEGA CAY  
PUBLIC WORKS RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Plans for construction, paving, general improvements (official record)	Destruction not authorized
Project records (assessments, costs, job summaries, repair and work orders)	Completion plus 5 years
Public building costs and maintenance records	3 years
Right of Way appraisal reports	10 years
Project files (streets, sidewalks, park sites, etc.)	3 years
Deeds of easement, maps, and right of way agreements (official record)	Destruction not authorized
Complaints concerning service and record of action taken	Action completed
Contracts	Audit plus 3 years
Engineering drawings (curb & gutter manholes, catch basin castings)	Reference value ends
Invitations for bid advertisements proposal forms, and specifications	3 years
Maps of land surveys, rights of ways parks, and other municipal land	Ownership ceases
Petitions for paving installation of curb & gutter, etc.	3 years
Tabulation records of contracts, including descriptions of items and amounts bid by different contractors	3 years
Testing and inspection reports	Approval and completion plus 5 years

CITY OF TEGA CAY

TAX RECORDS

<u>TITLE OR DESCRIPTION</u>	<u>DESTRUCTION AUTHORIZED AFTER</u>
Tax abstracts	10 years
Tax scrolls (lists, books)	10 years
Tax receipts	
a. Paid	Audit plus <sup>3</sup> 10 years <i>See change 5-18-72</i>
b. Unpaid	Approval by Council
Tax rebates, records of	10 years
Motor Vehicle decal records	1 year
Collector's receipt books showing taxes, fees, and penalties collected	5 years
Record of Tax lien sales	Hold 10 years from date of sale
Special assessment records	10 years after due date of final payment

CITY OF TEGA CAY

REQUEST FOR CHANGE IN RECORDS SCHEDULE

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INSTRUCTIONS: Use this form to request a change in the records retention and disposition schedule governing the records of your department. Keep a copy for your file. A proposed amendment will be submitted to the City Council for their consideration. Upon their approval, signed copies of the amendment will be furnished to all parties for insertion in their copy of the schedule.  
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CHANGE REQUESTED (Check one)

\_\_\_ Add new item \_\_\_ Delete existing item  Change period

Finance Department  
-----  
Name of Department

Tax Receipts Paid  
-----  
Title of Records Series in Schedule or Proposed Title

1983-1990  
-----  
Inclusive Dates of Records

Paid tax receipts  
-----  
Description of Records

Audit plus 3 years  
-----  
Proposed Retention Period

TAX SCROLL is marked paid for each tax bill when paid. To keep individual  
Reason for Change paid tax receipts is only duplication of records.

Betsy M. Whitley, Accountant *Betsy M. Whitley* April 17, 1992  
-----  
Name, Title and Signature of Requestor Date

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*Edgar S. Weaver, Mayor* 5/18/92  
-----  
Council's Action Date  
*in Council meeting*  
 Approved \_\_\_ Disapproved



