



Enriching Lives & Connecting Communities

Records Retention

Administration
Policy No. 1040

Revision Date: December 16, 2013
Last Revised: October 17, 2011

Policy Statement

The Richland County Recreation Commission will maintain, protect and preserve records in accordance with the Public Records Act Section 30-1-70 through 30-1-140.

Guidance:

It is our obligation to care for the records of the Richland County Recreation Commission – those that we receive and generate. These records hold information that is crucial to the basic understanding of our organization.

Appraisal:

Our records document the actions and transactions of our Agency. Records must be retained for various lengths of time according to administrative, legal and fiscal requirements. Appraisal is the process of identifying records that need to be retained.

Accessioning:

When staff no longer needs to keep records in house, records may be transferred into the physical custody of a records storage center, where they will be held. Documentation of records is mandatory.

Processing:

Processing involves four steps that help preserve your forms and keep them usable:

1. **Preliminary inspection** – Check the records to see if they are in urgent need of repair such as any water damage, mold, etc. File folders must be labeled and files that will not be retained must be purged.

2. **Arrangement and sorting** – Arrange records logically in separate groups such as alphabetically and those that relate to the same subject. Example: don't mix financial records with minutes.
3. **Description:** Use the form supplied by the Business Operations Department to describe the contents of each box - this will help with retrieval later if the need arises.
4. **Conservation:** in order to conserve records for the future, place them into archival quality boxes that will protect them from changes in climate. Please identify the contents in each box and number them in pencil. Your boxes will be assigned a permanent number before transferring to the storage records center.

Storage

RCRC has contracted a records storage center that will pick up our records and house them in a stable environment. Archival-quality boxes in which records must be stored will be furnished.

Records Retention Schedules

The Richland County Recreation Commission's Records Retention Schedules have been approved by the South Carolina Department of Archives and History in accordance within the provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140. (See Attached Schedules)

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

RICHLAND COUNTY RECREATION COMMISSION

RECORD GROUP NUMBER: 3041

ADMINISTRATION / FINANCE / PURCHASING

15625 ANNUAL BUDGET

Description:

Published copies of annual budgets representing projected receipts and expenditures for upcoming fiscal year including capital improvements.

Retention:

PERMANENT.

15626 ANNUAL FINANCIAL REPORT

Description:

Record of Richland County Recreation Commission financial statements for the fiscal year. Information includes balance sheets for assets and liabilities, reserves and fund balances.

Retention:

PERMANENT.

15627 BANKING RECORDS (EXPENSE ACCOUNT)

Description:

Cancelled checks and deposit slips written by the Commission along with statements issued by the bank. Information includes Checks: date, to whom paid, amount, check number, signature of finance officer; Bank Statement: list of checks for one month period, dates, beginning balance, ending balance; Deposit slips: date, amounts of deposits, and total deposit.

Retention:

3 years, then destroy.

15628 BID FILES

Description:

Files containing bid requests and the responses from various vendors and/or contractors. Information includes correspondence, tabulations, and other data related to the bid.

Retention:

3 years, then destroy.

15629 BIDDERS LIST

Description:

Listing of companies on the mailing list to supply the Commission with goods and services when bids are being taken. Information includes name and address of company, representative name, type of business and type of commodities to bid on.

Retention:

Until no longer needed for reference, then destroy.

15630 BIDS LOG

Description:

Record of solicitations for various items. Information includes bid proposal sheet with unit and total prices, name of company making proposal or bid, terms of the contract, dated letter requesting bid and time limit.

Retention:

3 years, then destroy.

15631 BUDGET AND EXPENDITURE PRINTOUT AND DETAILED LEDGER

Description:

Monthly Reports listing expenditures for salaries, operating expenses and capital outlays. Information includes total expenses to date and balance of funds appropriated for each budget and expense line item.

Retention:

Year-End Ledger Report containing year-to-date activity:

PERMANENT.

Other Monthly Printouts:

1 year, then destroy.

15632 BUDGET DRAFTS

Description:

Data used to compute and print the annual budget for the fiscal year. Information includes budget revisions, appropriation requests, operating expenses, and capital outlay.

Retention:

2 years, then destroy.

15633 CASH RECEIPTS JOURNALS

Description:

Record of funds coming into Richland County Recreation Commission. Information includes date, deposit total and account distribution.

Retention:

10 years, then destroy.

15634 CHECK REGISTER (EXPENSE CHECKS)

Description:

Record of expense checks issued by the Commission. Information includes date, check number, payee's name and amount of check.

Retention:

3 years, then destroy.

15635 CONTRACTS

Description:

Legal instruments recording the details of agreements between the Commission and other parties concerning goods or services. Information includes names of parties involved, date, terms and duration of contract.

Retention:

3 years after expiration of contract, then destroy.

15636 FEES FOR SERVICES

Description:

Serves the purpose of W-2 forms for which payments for services to the Commission are paid to parties other than employees of the Commission. Records are used for annual reporting to the IRS. Information includes payee, month, amount, account number, address and social security number.

Retention:

5 years, then destroy.

15637 GRANTS

Description:

Record of agreements between the Richland County Recreation Commission and Grantor to execute federal and state programs. Information includes facility or program for which the grant was approved, date, guidelines for the program, program budget and periodic updates, program objectives, application agreement and plans to execute the program.

Retention:

Applications, Grant Contract Agreements and Annual and Final Grant Project Reports for Significant Projects: PERMANENT.

Other Records: 3 years after completion of grant project, then destroy.

15638 INSURANCE POLICIES AND BONDS

Description:

Documents current insurance policies and bonds carried by the Richland County Recreation Commission. Information includes memoranda and other related correspondence.

Retention:

5 years after expiration, then destroy.

15639 JOURNAL ENTRIES

Description:

Journal entries of transactions used in the preparation of monthly reports. Information includes name of department, account number, description, voucher number, date, reference number, debit, credit, and date.

Retention:

5 years, then destroy.

15640 LEGAL CLAIMS

Description:

Documents claims against the Richland County Recreation Commission. Information includes name of person(s) involved in the claim, correspondence, accident report, dollar amount of damage, requests for reimbursement, repair bills, and ultimate disposition.

Retention:

5 years after case is settled, then destroy.

15641 PERSONAL PROPERTY INVENTORY

Description:

A listing of the personal property owned by the Richland County Recreation Commission with acquisition cost of \$75.00 or more. This list is updated throughout the year and an annual updated copy is prepared for June 30th each year. Information includes list by location, nomenclature, serial number, cost and date of acquisition.

Retention:

June 30 Annual Inventory List: 3 years, then destroy.

Other Working Copies: Until superseded, then destroy.

15642 PURCHASE ORDERS

Description:

Record of purchase orders issued by the Commission along with copies of invoices and other relevant supporting documentation. Information includes date, vendor, item number, quantity, description, unit price, total cost, tax, signature of purchaser and approver, and account number.

Retention:

White Copies: 3 years, then destroy. Yellow Copies: 1 year, then destroy.

15643 REAL PROPERTY FILE (OWNED OR LEASED)

Description:

Records maintained on property owned or leased by the Richland County Recreation Commission which contains information on the property, land improvements, structures and buildings. Information includes deeds, lease agreements, tax maps, professional appraisals, photographs, and other documentation relative to the property.

Retention:

5 years after land is sold or no longer owned or leased by the Commission, then destroy.

15644 REAL PROPERTY INVENTORY

Description:

A listing of real property owned or leased by the Richland County Recreation Commission updated as property is acquired or disposed of. An annual updated copy is prepared for June 30th each year. Information includes property name, acquisition or lease origination date, address, size, cost, terms of lease and lease expiration date.

Retention:

June 30 Annual Inventory List: 5 years, then destroy.

Other copies: Until superseded, then destroy.

15645 RECONCILEMENT FILE

Description:

Record of monthly bank reconciliations used to reconcile bank statements and account balances. Information includes date check number, check date, payee, amount, fund and date cleared.

Retention:

3 years, then destroy

15646 REVENUE SHARING FILES

Description:

Documents spending of federal revenue sharing monies allocated to the Richland County Recreation Commission. Information includes proposed use hearing, revenue sharing, entitlements, planned use report, actual use report, publications, reports for bureau of census, references and audits.

Retention:

5 years, then destroy.

15647 WORKING/WORK PRODUCT FILES

Description:

Records containing miscellaneous notes, drafts and research information pertaining to a working or work product file.

Retention:

Until no longer needed for reference, then destroy.

15648 GENERAL CORRESPONDENCE & SUBJECT FILES

Description:

Copies of incoming and outgoing correspondence to and from the office with businesses and other government offices and citizens, studies, reports, memorandums, statistics, policies, and manuals. For the purpose of retention scheduling, the files are broken down as follows:

a. Policy and Program Records: These records document the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as correspondence with citizens and government officials regarding policy and procedures development or program administration; annual or ad hoc narrative or statistical reports on program activities, achievements or plans; organizational charts and mission statements; studies regarding department or office operations; circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures, or programs; and records related to significant events in which the department or office participated. Records may include photographs, published material, audio tape, or other record forms.

Retention:

PERMANENT.

b. General Administrative Records. These records are of a general facilitative nature created or received in the course of administering programs. Included are such records as correspondence of a routine or repetitive type, such as request for information; reference materials, sometimes of a technical nature, used, but not created by, the office; daily, weekly, or monthly office activity reports which are summarized in annual reports or which relate to routine activities; personnel data on office staff which are duplicated in personnel office files; purchase orders, travel expense statements or similar financial papers which are duplicated in fiscal office files; daily or weekly work assignments for office staff; suspense or follow up files which duplicate copies of papers filed elsewhere; circular letters, directives or similar papers received from other offices; and rough drafts or notes created in compiling reports or studies.

Retention:

5 years, then destroy.

c. General Housekeeping Files. These records are of a general “housekeeping” nature created or maintained by an office which do not relate directly to the primary program responsibility of the office. Included are such records as charitable fund raising drive materials; custodial services request; emergency evacuation procedures; notices of holidays; parking space assignment lists; telephone installation requests; and lists showing the distribution of keys.

Retention:

Until no longer needed for reference, then destroy.

Schedule Approved 9/8/11 by S.C. Department of Archives & History

RICHLAND COUNTY RECREATION COMMISSION

RECORD GROUP NUMBER: 3041

BUSINESS OPERATIONS - FINANCE

15653 BENEFITS STATUS

Description:

Record of employee accrual and use of vacation, holiday and sick leave benefits. Information includes name, department, date, amount of accrued, taken and available time for sick leave, vacation and holiday time.

Retention:

2 years, then destroy.

15654 BI-WEEKLY PAYROLL SUMMARY

Description:

Record used to verify pay and to generate payroll checks. Information includes regular hours paid, overtime hours, hours docked and payroll period ending dates.

Retention:

3 years, then destroy.

15655 COMPUTER PAYROLL FORMS

Description:

Reconciliation of the bi-weekly payroll to be entered in the computer system. Information includes hours worked, hours docked and changes to employee status.

Retention:

2 years, then destroy.

15656 DEPARTMENTAL FILES

Description:

Record of requests and reasons for payroll changes. Information includes departmental request for changes for compensation, corrections, timesheets, federal programs, insurance and information requests.

Retention:

5 years, then destroy.

15657 FEDERAL PROGRAMS PAYROLL DATA

Description:

Records used to document federal programs payroll. Information includes name, time worked, rate of pay, amount paid and date.

Retention:

5 years, then destroy.

15658 INSURANCE STATEMENTS

Description:

Record of employees listed on payroll insurance policies and monthly bills for premiums. Information includes date, employee name, policy number and agreement, description of coverage, premium invoice, payment and other related information.

Retention:

Until no longer needed for reference, then destroy.

15659 LIFE INSURANCE PREMIUM NOTICES AND INVOICES

Description:

Record of employees listed on payroll life insurance policies and the premium payments due each month. Information includes policyholder group insurance number, individual policyholder names, certificate number, date insurance is paid up, past due and/or credit amounts. Invoices include name of insured, premium, type of policy, policy date and total premium due.

Retention:

Until no longer needed for reference, then destroy.

15659 LIFE INSURANCE PREMIUM NOTICES AND INVOICES

Description:

Record of employees listed on payroll life insurance policies and the premium payments due each month. Information includes policyholder group insurance number, individual policyholder names, certificate number, date insurance is paid up, past due and/or credit amounts. Invoices include name of insured, premium, type of policy, policy date and total premium due.

Retention:

Until no longer needed for reference, then destroy.

15660 LONGEVITY PAY FILE

Description:

Records used to establish and account for employees awarded longevity pay increases.

Retention:

10 years, then destroy.

15661 MASTER SHEETS AND PAYROLL CHANGES

Description:

Documents the changes made in employee's records, paycheck or employment status. Information includes personnel action forms, required changes such as terminations, deductions, changes in accrual of sick and annual leave, adding machine tapes, occasional cover letters and memos, W-4E form (exemption from withholding) and W-4 form (employee withholding allowing certificate).

Retention:

5 years, then destroy.

15662 PAY INCREASE FILE

Description:

Record of the amount of raise for merit or cost of living pay increases for Commission employees. Information includes date on eligibility, adding machine tapes and breakdown by department.

Retention:

10 years, then destroy.

15663 PAYROLL ADJUSTMENTS

Description:

Records used to document requested changes in employee's paychecks. Information includes employee number, employee name, salary and deductions.

Retention:

10 years, then destroy.

15664 PAYROLL GENERAL CORRESPONDENCE

Description:

Administrative records used in the daily operation of the Payroll Office. Information may include files on salary increases, reclassifications, advanced leave approvals, death benefits, longevity, overtime approvals, tax levy worker's compensation information and retirement.

Retention:

10 years, then destroy.

15665 PAYROLL REGISTER

Description:

Monthly record of Commission employee's earnings and deductions. Information includes date, employee name and number, pay rate, total regular and overtime hours worked, gross earnings, deductions, check numbers and corrections such as checks, additions, etc.

Retention:

Year End Payroll Register: 60 years, then destroy.

Other Payroll Registers: 1 year, then destroy.

15666 QUARTERLY REPORTS ON DEDUCTIONS

Description:

Copies of quarterly social security reports listing wages paid to Commission employees and quarterly records of contributions made by the employees to the South Carolina Retirement System. Information includes reports to state and governmental agencies of monies withheld from employees and summaries for FICA /Social Security.

Retention:

60 years, then destroy.

15667 REQUEST FOR RETURN OF CONTRIBUTIONS (SC RETIREMENT SYSTEM)

Description:

Requests by employees to process refunds of the amounts paid into the South Carolina Retirement System. Information includes cover letters / memos, SC Retirement System form number 5 and Application of Member for Return of Contributions.

Retention:

60 years, then destroy.

15668 TIME SHEETS

Description:

Documents the total hours worked by employees including annual and sick leave, holidays and overtime hours. Information includes department, period, name, employee number, total hours worked, notations for annual or sick leave, holidays, signature of supervisor and date.

Retention:

3 years, then destroy.

15669 SC RETIREMENT SYSTEM QUARTERLY REPORTS

Description:

Quarterly reports of the contributions made by Commission employees to the South Carolina Retirement System. Information includes employer's name, address, date of quarter, employee's name, active member register number, non-member notations, retirement contributions and social security numbers.

Retention:

60 years, then destroy.

15670 W-2 FORMS

Description:

Record of employee's total earnings and withholdings for the calendar year to be reported to the Internal Revenue Service. Information includes employer's name, address, zip code, and identification number; employee's social security number, federal income tax withheld, wages, tips, other compensation, FICA taxes withheld, total FICA wages and state income tax withheld.

Retention:

5 years, then destroy.

15671 WORKER'S COMPENSATION COMPLIANCE INFORMATION

Description:

Records documenting the Richland County Recreation Commission's compliance with statutory requirements of the Worker's Compensation Law. Information includes compliance letters from State Worker's Compensation, policies, letters of transmittal and list of overtime being reported to Worker's Compensation to get overtime pay benefits.

Retention:

Until no longer needed for reference, then destroy.

15672 WORKER'S COMPENSATION REPORTS

Description:

Case Files containing records and reports generated as a result of employment related accidents involving employees of the Richland County Recreation Commission who are eligible to receive compensation. Information includes date, employee's name, address, claim number, description of injury and accident, date of accident, insurance company.

Retention:

Employer's First Report of Injury: 3 years after settlement, then transfer to employee files.

Other Records: 3 years after settlement, then destroy.

15673

YEAR-TO-DATE STATISTICS

Description:

Record of employee deductions in compliance with government regulations. Information includes date, government identification number, state identification number, employee name, year-to-date gross pay, FICA, federal and state taxes, gross for the quarter, department number, quarter-to-date and year-to-date retirement deductions.

Retention:

10 years, then destroy.

Schedule Approved 9/8/11 by S.C. Department of Archives & History

RICHLAND COUNTY RECREATION COMMISSION

RECORD GROUP NUMBER: 3041

BUSINESS OPERATIONS – HUMAN RESOURCES

PERSONNEL

15674 AFFIRMATIVE ACTION PLANS AND PROGRESS REPORTS

Description:

Affirmative Action Plans prepared by the Richland County Recreation Commission and Progress Reports used by the State Human Affairs Commission to monitor the implementation of the plans. Affirmative Action Plans reflect the Commission's projected policies, procedures and practices to achieve the goal of a non- discriminatory employment system. Also included are statistics, analysis of the current and projected work force composition by race, sex and comments. The semi-annual Progress Reports consist of updated employment data analysis by race and sex, a summary of personnel actions which reflect a breakdown of agency positions by race, sex, analysis and comments. Also included is correspondence concerning the Affirmative Action Plans and their implementation. The record copy of this series is retained in the State Human Affairs Commission.

Retention:

5 years, then destroy.

15675 EMPLOYMENT APPLICATIONS (Not Hired)

Description:

Applications for employment submitted by persons applying for employment with the Richland County Recreation Commission who were not hired. Information includes applicant's name, address, social security number, position applied for, educational background, work experience and other related information.

Retention:

2 years from date of rejection, then destroy.

15676 EMPLOYMENT DATA ANALYSIS BY SEX AND RACE

Description:

A statistical breakdown of information concerning Richland County Recreation Commission's employees by type, number, salary and percentages of minority personnel. Information includes type of employee such as official/administrator, professional, technician, office/clerical, service, maintenance, racial classification, total work force and work force summary.

Retention:

2 years, then destroy.

15677 EQUAL EMPLOYMENT OPPORTUNITY REPORT

Description:

Documents the job classification and compensation of all agency personnel. Information includes classification, name, social security number, employee number, pay rate, funding, race and sex.

Retention:

2 years, then destroy.

15678 EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH FORMS

Description:

Forms completed by applicants for employment with the Richland County Recreation Commission as part of the employment application. This portion of the application is detached and sent to the State Human Affairs Commission. Information lists the applicant's name, date, social security number, date of birth, position applied for, race, sex, and marital status.

Retention:

2 years from the date of personnel action taken or the making of the record, then destroy.

15679 GRIEVANCE FILES

Description:

Documents grievance proceedings initiated by employees of the Richland County Recreation Commission. Information includes original grievance filing, the decisions rendered at each level of the grievance procedure, grievance and appeal procedures for all employees and final decision rendered by the Employee's Grievance Committee.

Retention:

10 years after resolution, then destroy.

15680 JOB ANNOUNCEMENTS

Description:

Announcements for job openings at the Richland County Recreation Commission. Information includes title of position, salary, description of job duties and closing date.

Retention:

2 years after position is filled or announcement is superseded or updated, then destroy.

15681 JOB CLASSIFICATIONS

Description:

Listing of all positions classified by the Richland County Recreation Commission. Information includes position qualifications and the duties required for each position.

Retention:

Until superseded and no longer needed for reference, then destroy.

1568

LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES

Description:

Record of work related injuries, illnesses and deaths reported to the Department of Labor. Information includes case or file number date of injury or onset of illness, employee's name, occupation, department, description of injury or illness, fatalities, non-fatal injuries, injuries with lost workdays, injuries without workdays, and other related information.

Retention:

5 years following the end of the calendar year to which they relate, then destroy.

15683 PERSONNEL ADMINISTRATIVE FILE

Description:

Files relating to the administration of personnel policy. Information includes correspondence, reports, memoranda and other records relevant to personnel procedures.

Retention:

5 years, then destroy.

15684 PERSONNEL FILES (ACTIVE & TERMINATED)

Description:

Personnel files of current and former employees of the Richland County Recreation Commission. Information includes employment applications, letters of recommendation, employee awards, resumes, performance appraisals; leave records, employee information sheet, position descriptions, insurance information, dual employment information, resignation and termination records, correspondence and other related information.

Retention:

5 years after termination of employment, then destroy.

15685 PERSONNEL POLICIES AND PROCEDURES

Description:

Policies and procedures issued by the Richland County Recreation Commission. Information includes employment application policy, classification and compensation plan, explanation of performance appraisal system, reduction in force procedures, grievance policies, equal employment opportunity guidelines, termination procedure, worker's compensation plan and other procedures issued by the Richland County Recreation Commission.

Retention:

PERMANENT.

15686 VACANCIES FILE

Description:

Documents position vacancies within the Richland County Recreation Commission. Information includes agency name, classification title, salary range, hours worked per week and pay rate of position.

Retention:

Until superseded and no longer needed for reference, then destroy.

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RICHLAND COUNTY RECREATION COMMISSION

RECORD GROUP NUMBER: 3041

FACILITY OPERATIONS

15687 ATTENDANCE, INCOME AND FINANCIAL REPORTS

Description:

Reports documenting weekly attendance and income for classes, special events and After School Camp.

Retention:

5 years, then destroy.

15688 RECEIPT BOOKS

Description:

Documents funds collected by the Richland County Recreation Commission. Information includes date, number, from whom received, amount, purpose, and authorizing signatures.

Retention:

5 years, then destroy.

15689 RECREATION CENTER MISCELLANEOUS REPORTS

Description:

Records documenting Program/Work Schedules, Facility Safety Inspections, Maintenance Requests, Accident Reports, Patron Discipline Reports, Vandalism Reports, Class/Event and After School Camp Registration Forms.

Retention:

5 years, then destroy.

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