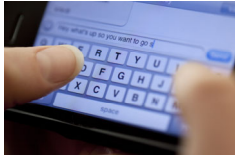



Text Message Archiving Basics



Presented by Lynn Kenyon
Session #10



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Grand Prize - iPad Mini




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Are text public records?

The South Carolina Public Records Act defines a public record to “include all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body” (SC Public Records Act Section 30-4-20(b)).



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Retention Schedules

Text messages will fall under one of these correspondence schedules. In the municipal schedule, it is 12-601.13. In the county schedule, it is 12-503.15. The retention period does not change between the municipal and county schedules.

<https://scdah.sc.gov/records-management/schedules>



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Recommendations

SC Department of Archives and History strongly recommends that elected officials have separate phones (and email addresses) for personal matters and for official business.

The contents of the official phone can be retained without disturbing personal phones - or blurring the line between personal and official during lawsuits or in response to FOIA requests



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Recommendations

It is also recommended that the official version of public records not be kept on a cell phone. In terms of text messages, this means downloading them to another electronic medium.

Establish a policy that states "no city/town business will be conducted via text"



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Tools for archiving text messages

[Smarsh](https://www.smarsh.com/connectors/mobile/)
<https://www.smarsh.com/connectors/mobile/>

Wide Angle Software
<https://www.wideanglesoftware.com/>

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Thank You!
Stop by our booth to learn more.

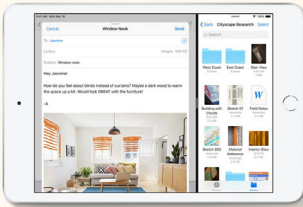
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Don't forget to turn in your card!

All-day battery life

Less than a pencil



Turnix ID fingerprint scanner

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