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# South Carolina Department of Archives

## Records Management Staff

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## Web Sites

### **South Carolina Department of Archives and History Records Management Website**

<http://www.scdah.sc.gov/records-management>

### **Schedules**

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

### **Leaflets**

<https://scdah.sc.gov/records-management/microfilm/information-leaflets>

### **Storage Standards**

[https://scdah.sc.gov/sites/scdah/files/Documents/Records%20Management%20\(RM\)/storagestandards.pdf](https://scdah.sc.gov/sites/scdah/files/Documents/Records%20Management%20(RM)/storagestandards.pdf)

### **Electronic Records Management Guidelines**

<https://scdah.sc.gov/index.php/records-management/electronic-records/electronic-records-management-guidelines>

### **South Carolina Public Records Act**

<https://www.scstatehouse.gov/code/title30.php>

### **Survey**

<https://mlbackmon.wufoo.com/forms/training-presentation-feedback-form/>

# Forms

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

## **ARM-1: Records Inventory Form**

This form is used to create a specific schedule unique to your agency

### **Schedule Implementation Timeline**

1. Agency submits ARM-1 to the appropriate analyst at the Archives
2. Analyst creates draft schedule and sends back to agency for review
3. Agency send edits or approval of draft to analyst
4. Analyst creates 2 official schedules and mails to the agency for signatures
5. Agency mails 2 schedules to the Archives for approval by the Director
6. Analyst mails 1 schedule back to agency for their files and implementation

## **ARM-11: Report on Records Destroyed**

This form is used to notify the Archives of the destruction of records. This form does not require approval

## **ARM-13: Authorization for Disposal of Original Paper Records Stored as Digital Images**

This form is used to request approval from the Archives to destroy physical records after they have been digitized. This does not apply to records that are created digitally or have met their retention.

Approval from the Director must be obtained prior to the destruction of the physical record.

# Explanation of Micrographics Terms

Microfilm Optional – Digital versions MAY be substituted for the original records only after approval from the Archives

Permanent. Microfilm for Security – You MAY digitize the records but you are not authorized to destroy them.

Permanent. Microfilm – You MUST create a security copy/back up of the physical records. You MAY do this by digitizing or microfilming the records

\* Records with a permanent retention that have been microfilmed are required to have the negatives sent to the Archives.

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

**RECORD SERIES INVENTORY FORM**

**Action Required**

- ☐ Establish Schedule  
☐ Revise Schedule

*Schedule Number*

**TYPE OR PRINT CLEARLY. COMPLETE ONE FORM FOR EACH RECORD SERIES. RECORD GROUP NUMBER:**

**Section A. Identification of Program Unit and Contact Person**

1. State or Local Agency	2. Division or Office
3. Subdivision	4. Program Unit
5. Person Completing Form: (Name) (Date)	(Title) (Telephone)

**Section B. Description of Records**

6. Record Series (a) Title: (b) Variant Title:	7. Dates of Records (a) Beginning to Ending (b) Missing Dates:
8. Are records still created? <input type="checkbox"/> yes <input type="checkbox"/> no	9. Are records indexed? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, title and location:
10. Arrangement of Record Series <input type="checkbox"/> Alphabetically by <input type="checkbox"/> Chronologically by <input type="checkbox"/> Numerically by <input type="checkbox"/> Unarranged <input type="checkbox"/> Alphanumeric by <input type="checkbox"/> Other	
11. Description of Records (a) Who creates and/or uses the records and for what purpose?	
(b) Informational Content	
(c) Value of Records (check all that apply) <input type="checkbox"/> Administrative <input type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical <input type="checkbox"/> Other	
(d) Are these records vital? <input type="checkbox"/> yes <input type="checkbox"/> no	
(e) Reference Frequency for _____ months _____ times <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly _____ years. Never after	

**SECTION B. DESCRIPTION OF RECORD SERIES (CONT.)****12(a) Characteristics (check the medium to left of record format):**

- |  |   |   |                                     |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Paper                 | <input type="checkbox"/> Audio Visual   | <input type="checkbox"/> Microfilm      | <input type="checkbox"/> Electronic |
| <input type="checkbox"/> Legal Size            | <input type="checkbox"/> Audiotape      | <input type="checkbox"/> Roll Film      | <input type="checkbox"/> Tape       |
| <input type="checkbox"/> Letter Size           | <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Aperture Cards | <input type="checkbox"/> Disk       |
| <input type="checkbox"/> Bound Volume          | <input type="checkbox"/> Video Tape     | <input type="checkbox"/> Microfiche     |                                     |
| <input type="checkbox"/> Computer Printouts    | <input type="checkbox"/> Photo Print    | <input type="checkbox"/> Jackets        |                                     |
| <input type="checkbox"/> Maps, Plans, Drawings | <input type="checkbox"/> Photo Glass    |   |                                     |
| <input type="checkbox"/> Publications          |   |   |                                     |
| <input type="checkbox"/> Other                 |   |   |                                     |

**12(b) Total Volume and Location of Records (by cu. ft.)**

Office  
State Records Center  
Other Storage Specify:  
Most Recent Year

**12(c) Total Megabytes of Electronic Records (mb)**

Office  
Other Storage Specify:  
Most Recent Year

**13. Condition of Records:** ☐ Good ☐ Fair  
☐ Poor ☐ Molded ☐ Dirty ☐ Torn  
☐ Other

**14. Confidential?**  
☐ yes. ☐ no. If yes, cite authority.

**15. Record is**  
☐ original – Location of duplicate:  
  
☐ duplicate – Location of original:

**16. Summarized:**  
☐ yes ☐ no  
Title and Location of Summary Record

**SECTION C. PROPOSED RETENTION PERIOD AND DISPOSITION**

**17. Subject to:** ☐ Audit ☐ Other (specify):

**18. Legal retention requirement?** ☐ yes ☐ no. If yes, cite authority

**19. The proposed retention period for this record series should be implemented as follows (check all that apply)**

- |   |       |        |
|---|-------|--------|
| <input type="checkbox"/> Retain in program office space for   | years | months |
| <input type="checkbox"/> Transfer to state/local facility for | years | months |
| <input type="checkbox"/> Transfer to State Records Center for | years | months |
| <input type="checkbox"/> Other (Specify) _____                |       |        |

**20. Final Disposition (following completion of retention period)**

☐ Destroy ☐ Transfer to State Archives ☐ Transfer to Approved Repository

**21. Additional Comments**

**1. STATE OR LOCAL AGENCY:**

**2. RECORD GROUP NUMBER:**

### 3. DIVISION OR OFFICE:

**4. DATE (M/D/Y):**

5. The records listed below have been disposed of in accordance with provisions of the PUBLIC RECORDS ACT, CODE OF LAWS OF SOUTH CAROLINA, 1976, Sections 30-1-10 through 30-1-140, as amended, and approved Records Retention Schedules.

**SIGNATURE OF RECORD OFFICER'S OR REPRESENTATIVE:**

<b>6. RECORD SERIES TITLES</b>	<b>7. RECORD SERIES NUMBER</b>	<b>8. INCLUSIVE DATES</b>	<b>9. VOLUME (CuFtMB)</b>	<b>10. DATE OF DESTRUCTION (M/D/YYYY)</b>
			Total Volume	
			0	

<p align="center"><b>SC DEPARTMENT OF ARCHIVES &amp; HISTORY</b>  <b>AUTHORIZATION FOR DISPOSAL OF</b>  <b>ORIGINAL PAPER RECORDS STORED AS</b>  <b>DIGITAL IMAGES</b></p>	<p><b>1. RECORD GROUP NUMBER:</b></p>
<p align="center"><b>RETURN TO:</b>          SC Department of Archives &amp; History          Records Services Branch          8301 Parklane Road          Columbia, SC 29223-4905          Telephone: 803-896-6123 FAX: 803-896-6138</p>	<p><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. Complete one form for each record series.</li> <li>2. Complete all of Part I.</li> <li>3. Under Part II, check box A or box B, as appropriate, and sign.</li> <li>4. Send the form to the address at left.</li> <li>5. Do not destroy the paper records until we return the form to you with Part III completed.</li> <li>6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.</li> </ol>

### PART I - IDENTIFICATION OF RECORD

2. Name of State Agency or Local Government	3. Name of the Division, Section, or Office
4. Record Series Title	5. Schedule Number
6. Inclusive dates of paper records to be destroyed	7. Cubic feet of records to be destroyed (estimate)
8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.)	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted)  <div align="center"> <input type="checkbox"/> YES      <input type="checkbox"/> NO         </div>
10. Are security copies of the digital records and indexes being placed in off-site storage?  <div align="center"> <input type="checkbox"/> YES      <input type="checkbox"/> NO         </div>	11. If yes, where are the security copies being stored?
12. Name of Person Completing Part I	13 Telephone number

### PART II - CERTIFICATION

<p align="center"><b>RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS</b></p>		
A. <input type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.		
<p align="center"><b>RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE</b></p>		
B. <input type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information leaflet no. 13, <i>Public records stored as digital images: policy statement</i> (revised 24 June 2005).		
14. Name/title of authorized state agency or local government representative:	15. Signature:	16 Date

### PART III - STATE ARCHIVES APPROVAL

17. Disposal of the original (paper) records identified in Part I is  <div align="center"> <input type="checkbox"/> APPROVED      <input type="checkbox"/> NOT APPROVED         </div>	18. Reason for non-approval
19. Signature of State Archives representative	20. Date

### PART IV - DISPOSAL VERIFICATION

<i>I have properly disposed of the paper records identified in Part I</i>	
21. Signature of person disposing of records	22. Disposal date.

## **CHAPTER 12.**

### **SOUTH CAROLINA DEPARTMENT OF ARCHIVES AND HISTORY**

**(Statutory Authority: 1976 Code Section 30-1-90(B))**

## **ARTICLE 10.**

### **MINIMUM STANDARDS FOR FACILITIES WHICH HOUSE SOUTH CAROLINA PUBLIC RECORDS**

#### **12-1000. Purpose and Scope.**

A. Standards for facilities which house the public records of South Carolina will help minimize the danger of losing information vital to the current operational and long term reference requirements of state and local government, and will help ensure the preservation of valuable historical information.

B. The standards apply to (1) any existing facility or area thereof, and (2) any new construction or renovation of a facility or area thereof in which the public records of South Carolina state and local government are permanently or temporarily housed, including public buildings and offices where such records are ordinarily kept and used, as well as public and private facilities specifically designated or designed for records storage.

#### **12-1001. Definitions and General Requirements.**

##### **A. Definitions**

(1) "Public Records" has the meaning as provided in Section 30-4-20 (c), Code of Laws of South Carolina, 1976, as amended.

(2) "Public Body" has the meaning as provided in Sections 30-4-20 (a) and 30-1-10 (b), Code of Laws of South Carolina, 1976, as amended.

(3) "Facility or Area Thereof" means any physical structure used entirely or in part for the storage and maintenance of public records, or any area or room within that or any other structure which is used for the storage and maintenance of records.

(4) "Existing Facility" means a structure which is already in place and is being used or will be used to house public records.

(5) "Records Retention Schedule" means a document which specifies how long public records shall be kept and indicates their final disposition.

(6) "On-Site" means the facility or area thereof where the records are normally used and maintained.

(7) "Off-Site" means a facility or area thereof away from where the records are normally used and maintained.

##### **B. General Requirements**

No records of a South Carolina public body shall be removed from the buildings in which they are ordinarily maintained and used, except for required administrative work, retention or disposal in accordance with a records retention schedule approved by the South Carolina Department of Archives and History, microfilming, or for special public display in accordance with provisions of the State's Public Records Act.

#### **12-1002. Required Minimum Standards for All Records Storage Facilities.**

Any facility or area thereof in which the records of a South Carolina public body are maintained shall meet the following minimum standards:

**A. Construction:**

- (1) The building shall be of sound construction and shall be well-maintained, with a roof which is free of leaks.
- (2) If the facility is located off-site (away from the building where the records are ordinarily maintained and used), and if part of the structure is used for other purposes, a fire wall shall separate the records area from any area which might present a hazard to the records.

**B. Environment:**

- (1) It shall be kept clean to avoid accumulations of dust and dirt.
- (2) If the facility is not climate-controlled, the records storage area shall be well-ventilated and shall not be subject to rapid and extreme fluctuations of temperature and humidity (more than plus or minus forty degrees or forty percent within twenty-four hours).
- (3) It shall be free of vermin and shall have a pest control program to guard against insects and rodents.
- (4) It shall be well-lighted, but records shall not be exposed to direct sunlight.
- (5) Records shall be protected from the threat of damage caused by smoking, eating and drinking.
- (6) Records shall be placed a minimum of three inches from the floor on sturdy, well-supported shelving units, file cabinets, or wooden pallets. Unbound inactive records shall be stored in file cabinets or in closed containers placed on shelves or pallets.
- (7) Records shall not be placed in areas subject to flooding or excessive moisture, in areas with exposed water or steam pipes subject to leaking, or in areas that are adjacent to furnaces or boilers unless separated by a four-hour fire wall.

**C. Security/Protection:**

- (1) It shall not be located in any area where the risk of natural and man-made disasters poses a significant threat to the facility and its contents. It shall be located sufficiently separate from external hazards to ensure a high degree of safety from such occurrences as fire and flood.
- (2) It shall be located within the coverage area of a fire station and near a regularly patrolled police route.
- (3) It shall be secured at all times, and, in the case of an off-site storage facility, if it is not normally open to the public, access shall be restricted to authorized persons.
- (4) It shall have an operational fire detection mechanism. In an off-site, unstaffed facility, the fire detection mechanism shall have an external audible alarm.
- (5) It shall contain an adequate supply (one or more) of well-distributed portable fire extinguishers with a minimum classification of IIA:10B:C suitable for extinguishing fires in all record materials stored.

**12-1003. Compliance Guidelines.**

The South Carolina Department of Archives and History shall be responsible for determining whether or not facilities are in compliance with this regulation. All facilities shall be in compliance with the required minimum standards or shall submit a compliance plan to the South Carolina Department of Archives and History within twenty-four months of the approval date of this regulation. In order to verify compliance, each public body shall complete an assessment of the existing facilities within its jurisdiction used or to be used for the storage and maintenance of public records. As provided by Section 30-1-70 of the State Code, the Archives Director may order the removal of public records from any facility which does not meet the minimum standards. Public bodies considering new construction or renovations of records facilities shall consult with the South Carolina Department of Archives and History when planning such work.

## **CHAPTER 1.**

### **PUBLIC RECORDS, REPORTS AND OFFICIAL DOCUMENTS**

#### **SECTION 30-1-10. Definitions.**

(A) For the purposes of Sections 30-1-10 to 30-1-140 "public record" has the meaning as provided in Section 30-4-20(c). Nothing herein authorizes the Archives to make records open to the public in contravention of Sections 30-4-40, 30-4-50, and 30-4-70, respectively.

(B) "Public body" means any department of the State, any state board, commission, agency, and authority, any public or governmental body or political subdivision of the State, including counties, municipalities, townships, school districts, and special purpose districts, or any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and the like of any such body by whatever name known, and includes any quasi-governmental body of the State and its political subdivisions, including, without limitation, bodies such as the South Carolina Public Service Authority and the South Carolina Ports Authority.

(C) "Agency" means any state department, agency, or institution.

(D) "Subdivision" means any political subdivision of the State.

(E) "Archives" means the South Carolina Department of Archives and History.

(F) "Director" means the Director of the Department of Archives and History.

#### **SECTION 30-1-20. Custodians of records; records officer.**

The chief administrative officer of any agency or subdivision or any public body in charge of public records or creating, filing, or keeping public records is the legal custodian of these records and is responsible for carrying out the duties and responsibilities of this chapter which are assigned to public agencies, bodies, offices, or subdivisions. He may appoint a records officer to act on his behalf.

#### **SECTION 30-1-30. Unlawful removing, defacing or destroying public records.**

A person who unlawfully removes a public record from the office where it usually is kept or alters, defaces, mutilates, secretes, or destroys it is guilty of a misdemeanor and, upon conviction, must be fined not less than five hundred dollars nor more than five thousand dollars or imprisoned not more than thirty days. Magistrates and municipal courts have jurisdiction to try violations of this section.

#### **SECTION 30-1-40. Records shall be turned over to successor or to Archives.**

A person having custody of public records, at the expiration of his term of office or employment, shall deliver to his successor, or if there is none, to the Archives, all public records in his custody.

#### **SECTION 30-1-50. Penalty for failure to deliver records.**

Fifteen days after receipt of a certified letter from the legal custodian of the record or the Director of the Archives, a person in possession of a public record who refuses or fails to deliver as required in this chapter the record to the requesting party is guilty of a misdemeanor and, upon conviction, is fined not exceeding five hundred dollars. In addition, the legal custodian of the public records or the Director of the Archives may apply by verified petition to the court of common pleas in the county of residence of the person withholding the records and the court shall upon proper showing issue orders for the return of the records to the lawful custodian or the Director of the Archives.

#### **SECTION 30-1-70. Protection and restoration of records.**

The legal custodian of public records shall protect them against deterioration, mutilation, theft, loss, or destruction and shall keep them secure in vaults or rooms having proper ventilation and fire protection in such arrangement as to be easily accessible for convenient use. They must be kept in the buildings in which they are ordinarily used except in cases where they may be transferred for retention or disposal in accord with Sections 30-1-10 to 30-1-140 or for special public display by the appropriate authority. The director may order the removal of public records from any facility which does not meet records storage standards approved by regulations promulgated by the Archives. If public records of long term or archival value are in danger of loss due to negligence, deterioration, theft, or unauthorized disposal or destruction, the director may order that the records be transferred to suitable storage for the purpose of security microfilming or other necessary preservation measures. Records must be maintained, copied, or repaired, renovated, rebound, or restored in accordance with standards required by regulation and approved by the department if they are worn, mutilated, damaged, difficult to read, or in danger of loss at the expense of the public body having custody or responsibility if these records are of long term or archival value as determined under the provisions of this chapter.

#### **SECTION 30-1-80. Records management program.**

A records management program directed to the application of efficient and economical management methods and relating to the creation, utilization, maintenance, retention, preservation, and disposal of public records must be established and administered by the Archives. It is the duty of that department to establish and develop standards, procedures, techniques, and schedules for effective management of public records, to make continuing surveys of recordmaking and recordkeeping operations, to recommend improvements in current records management practices, including the use of space, equipment, and supplies in creating, maintaining, and servicing records, to institute and maintain a training and information program in all phases of records and information management to bring approved and current practices, methods, procedures, and devices for the efficient and economical management of records to the attention of all agencies and subdivisions. The head of each agency, the governing body of each subdivision, and every public records custodian shall cooperate with the Archives in complying with the provisions of this chapter and to establish and maintain an active, continuing program for the economical and efficient management of the records of the agency or subdivision.

#### **SECTION 30-1-90. Archives shall assist in creating, filing and preserving records; inventories and schedules.**

(A) The Archives may examine the condition of public records and give advice and assistance to public officials in the solutions of their problems in creating, filing, preserving, and making available the public records in their custody. When requested by the Archives, agencies and subdivisions must assist the Archives in preparing an inclusive inventory of records in their custody and establishing records schedules mandating a time period for the retention of each series of records. These schedules must be approved by the governing body of each subdivision or the executive officer of each agency or body having custody of the records and by the Director of the Archives.

(B) In addition, general schedules for records series common to agencies and subdivisions may be issued by the Archives. Agencies and subdivisions must be allowed to opt out of these general schedules and proceed pursuant to the provisions of subsection (A) in the establishment of specific records schedules.

(C) The Archives has express authority to review all public records for appraisal and scheduling purposes, including those records designated as closed, confidential, and restricted by law. However, in certain cases the department may waive its authority to review certain records after its approval of procedures

developed by the executive officer or public official in charge of the records to provide the department with information needed for appraisal and scheduling purposes.

(D) No records of long term or enduring value created, including those filed, kept, or stored electronically, or those records converted from paper to magnetic, optical, film, or other media in the transaction of public business may be disposed of, destroyed, or erased without an approved records schedule. All records disposals that are carried out in accordance with duly approved records schedules must be documented and reported in accordance with procedures developed by the Archives.

#### **SECTION 30-1-100. Additional powers and duties of Archives.**

(A) In cooperation with the executive officer of each public agency or body and the governing body of each subdivision, the Archives shall establish and maintain a program for the selection and preservation of public records considered essential to the operation of government, for the protection of the interests of the public, and for the preservation of the state's documentary heritage. The Archives has the authority to determine in what medium records or archival value must be retained and transferred to the department. Within the limits of available funds, the Archives shall require preservation duplicates to be made of essential or historical records including those retained on electronic or optical disc systems or designate as preservation duplicates existing copies of these records including security copies on microfilm, computer output microfilm, or other media acceptable by the department or select certain original records for permanent preservation.

(B) In order to make public records more available for research the Archives must honor reasonable requests for copies of public records of research value by reproducing and selling them as provided by Section 30-4-30. All monies received from the sale of such copies must be deposited with the State Treasurer to be used for making available copies of other public records of research value as determined by the Archives; provided, that their reproduction is not otherwise prohibited by law.

(C) Any public official having records and official correspondence in his custody may turn over to the Archives any public records no longer in current official use, and the Archives may in its discretion receive the records and provide for their proper administration, preservation, reproduction, or disposition; provided, that any record placed in the custody of the Archives under special terms or conditions restricting their use shall be made accessible only in accordance with such terms and conditions. Upon receipt of the records, unless otherwise prohibited by law, copies of them may be made and certified under the seal of Archives, which certification has the same force and effect as if made by the official or agency which transferred them. The Archives may charge reasonable fees for such copies.

(D) The Archives may promulgate such regulations as may be necessary to carry out the provisions of Sections 30-1-10 to 30-1-140. The director may withhold from public access records restricted under the provisions of Chapter 4 of this title or restrict use of original records in danger of damage or loss from handling and use when in the opinion of the director the physical condition of the public records or other documents is such that they would be damaged by handling. Any decision of the director to withhold public records or other documents from inspection may be appealed to the Archives and History Commission, or through the relief procedures outlined in Section 30-4-100.

(E) When any public records have been destroyed or otherwise disposed of in accordance with the procedure authorized in Sections 30-1-90 and 30-1-110, any liability that the custodian of the records might incur as a result of the official action shall cease.

#### **SECTION 30-1-110. Destruction or other disposition of records.**

The director may approve the destruction or other disposition of accessioned records of any agency or subdivision which are in the custody of the department and which, after due appraisal according to archival principles, are determined not to be of archival or continuing administrative, legal, or fiscal value.

**SECTION 30-1-120. Inventorying, repairing and microfilming records.**

(A) The Archives may execute a program of inventorying, repairing, and microfilming for security purposes the public records of the agencies and subdivisions which it determines have permanent value, and of providing safe storage of microfilm copies of those records.

(B) The legal custodian of public records may have records in his custody removed from his office to be microfilmed by the department for preservation purposes, provided the filming does not interfere with the transaction of public business.

**SECTION 30-1-130. Microfilming or photocopying records; preservation or disposition of copies.**

Any custodian of public records as defined by Sections 30-1-10 through 30-1-140 is authorized to photocopy, microfilm, or reproduce on film or by electrostatic method any part of the records kept by the office concerned unless otherwise prohibited by law or withheld from reproduction in the public interest. These copies may be used only in equipment or systems which accurately reproduce and preserve the original record in all details in a durable form. Each agency or subdivision shall preserve these photocopies, electrostatic copies, or films in conveniently accessible files and shall provide for preserving, examining, and using them. If the records are of permanent value to the agency or subdivision concerned or are determined to be of archival value by the Archives, one master copy of each record filmed must meet standards approved by the Archives and be deposited there. Custodians of public records may destroy the original records from which the photographs, microphotographs, films, or electrostatic copies have been made, or any part of them if the records are of no value to the agency concerned, and the Archives certifies that the records may be destroyed through this procedure or retention schedules approved by the Archives. The records microfilmed or reproduced and approved for destruction must be reported to the Archives in such manner as it may direct.

**SECTION 30-1-140. Penalties for refusal or neglect to perform duty respecting records.**

A public official or custodian of public records who refuses or wilfully neglects to perform any duty required of him by Sections 30-1-10 through 30-1-140, including the transfer of records to storage facilities approved by the Archives, is guilty of a misdemeanor and, upon conviction, must be fined not less than two hundred dollars nor more than five thousand dollars.

**SECTION 30-1-170. Use of loose-leaf record books.**

All officers of the State and of counties and municipalities who are required to keep books of record may make use of loose-leaf record books for these purposes. The loose-leaf record book used must be one that can be locked and sealed when the book has been filled to its capacity with the proper pages of records, and the key to the book must always remain in the custody of the official in charge of the books of record.

**SECTION 30-1-180. Inclusion of Eastern (Greek) Orthodox Church where names of major religions used.**

Where the names of major religious faiths, Protestants, Catholics, and Jews, are used in resolutions, acts, or official papers of the State, or any of its political subdivisions, the name of the Eastern (Greek) Orthodox Church must be included.