

1975 WL 29695 (S.C.A.G.)

Office of the Attorney General

State of South Carolina

April 11, 1975

*1 Mr. E. L. Griffin
Carolina Microfilm, Inc.
P. O. Box 494
Honea Path, South Carolina 29654

Dear Sir:

Your request for information on how long written records that are put on microfilm must be kept before being destroyed, has been referred to me for reply.

Title 60 of the Code of Laws of South Carolina (1962) deals with 'Registration and Recordation', but does not contain any law on how long records must be kept. However, Section 1-589 of the Code provides that all government agencies and subdivisions when requested by the Department of Archives must prepare a time-table for retention of any series of 'public records'. The time-table, when approved by the agency or subdivision head, Director of the Archives, and in the case of records of state or regional agencies, the State Budget and Control Board, should serve as authorization for the destruction of these records or the transfer of them to the Archives for historical preservation. Records on microfilm would be treated under Section 1-589 in the same manner.

Thus the length of time necessary for records to be kept would depend upon the individual agency. I would suggest that for a specific agency you should therefore consult its director as to the 'time-table'.

If this Office can be of any further assistance, please let us know.

Sincerely,

Wally Smith
Law Clerk

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