



Watch Live In Person or via YouTube at:

[https://www.youtube.com/channel/UCBmloqX05cKAsHm\\_ggXCJIA](https://www.youtube.com/channel/UCBmloqX05cKAsHm_ggXCJIA)

This meeting will be held at the Jasper County Council Chambers which is located at 358 Third St., Ridgeland, SC. 29936.

Citizens may sign up to speak in person at the Council Meeting before the regular meeting starts on the Public Comments Sign-in Sheet outside the Council Chambers Doors to address County Services and Operations. Presentations are limited to 3 minutes per person, and total input is limited to 30 minutes. Written comments must be submitted by 1 PM on the meeting date by emailing [comments@jaspercountysc.gov](mailto:comments@jaspercountysc.gov) (Ordinance #08-17)

To participate in a **Public Hearing for a specific agenda item**, email written public comments to [comments@jaspercountysc.gov](mailto:comments@jaspercountysc.gov) by 1:00 PM on Monday, July 06, 2026, or sign in on the colored Public Hearing Sign-in Sheet on the chair in the back of the Council Chambers before the meeting starts. Public Hearing comments are limited to 3 minutes per person.

Agenda support (e-packet) can be found at:

<https://www.jaspercountysc.gov/government/council/county-council-agendas-e-packets-and-minutes/>

For more information, call 843-717-3696. Instructions may also be found at the Jasper County website [www.jaspercountysc.gov](http://www.jaspercountysc.gov)



# JASPER COUNTY COUNCIL COUNCIL MEETING

Jasper County Clementa C. Pinckney Government Building  
Third Ave, Ridgeland, SC 29936

Monday, July 06, 2026

**AGENDA**

## 4:00 PM: Council Executive Session

➤ *Please silence your phones during the Meeting.*

### 1. Call the Council Meeting to Order by Chairman Rowell

*Clerk's Report of Compliance with the Freedom of Information Act: In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the meeting and the meeting agenda were posted at least 24 hours prior to the meeting on the County Council Building at a publicly accessible place, on the county website, and a copy of the agenda was provided to the local news media and all person's or organizations requesting notification.*

### 2. Pledge of Allegiance and Invocation:

### 3. Approval of the Agenda:

### 4. Approval of the Consent Agenda:

Approval of the Consent Agenda passes all Consent Agenda Items. Consent Agenda Items are not considered separately unless a Councilmember requests it. In the event of such a request, the item is placed at the end of the Public Hearings, Ordinances, and Action Items.

---

### CONSENT AGENDA ITEMS:

A) Approval of the Minutes of 12.03.2025 (2PM Workshop)

B) Consideration of **3<sup>rd</sup> Reading** of an ordinance **#O-2026-20** to Amend the Official Zoning Map of Jasper County by Rezoning that Certain Parcel of Real Property Located Along Hoota Woods Plantation Road, Bearing Jasper County Tax Map Number 052-00-10-013 Consisting of 312.43 acres from the Residential District (R) and Rural Preservation District (RP) to the Rural Preservation District (RP).

*This is the end of the Consent Agenda Items.*

---

### 5. Executive Session SECTION 30-4-70.

(a) A public body may hold a meeting closed to the public for one or more of the following reasons:

(1) Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body, or the appointment of a person to a public body –  
**(1) Personnel Matters – Finance Director, Emergency Services Director and Airport Manager**

(2) Discussion of negotiations incident to proposed contract arrangements and proposed purchase or sale of property, the receipt of legal advice, where the legal advice related to pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim –

**(1) Eric Larson - Potential Purchase of Properties.**

**(2) Eric Larson - Briefing on Pending Litigation associated with the Ridgeland - Claude Dean Airport**

**(3) Councilman VanGeison and Franny Gettoffger (Hilton Head Humane) – Animal Shelter – Hilton Head Humane**

Any Executive Session Matter on Which Discussion Has Not Been Completed May Have Discussion Suspended for the Purpose of Beginning the Open Session at Its Scheduled Time, And Council May Return to Executive Session Discussion After the Conclusion of The Open Session Agenda Items.

**Note: Please Be Advised, There May Be Votes Based on Items from the Executive Session.**

---

## **6:00 PM: Regular Session**

- 
- **Come out of Executive Session:**
  - **Return to Open Session:**
    - **5.1. Council Action to be taken on items as discussed in Executive Session**

*Note: Council may act on any item appearing on the agenda, including items discussed in executive session.*

---

## **6. PRESENTATIONS / PROCLAMATIONS: NONE**

---

## **7. CITIZEN COMMENTS:**

---

**Open Floor to the Public per Ordinance Number #08-17. Any citizen of the County may sign to speak in person at the Council Meeting (before the Council Meeting's 6:00 PM start time on the Sign-In Sheet on the Podium), to address the Council on matters pertaining to County Services and Operations. Presentations will be limited to three (3) minutes per person, and total public input will be limited to 30 MINUTES.**

---

## **8. RESOLUTIONS**

**A) Jim Iwanicki – Consideration of Resolution #R-2026-44 Authorizing the Jasper County Administrator or Designee to Undertake Roadway Improvements to Argent Boulevard (S-442) Under the 2024 Jasper County Transportation Sales Tax Referendum.**

**B) Eric Larson – Consideration of Resolution #R-2026-45 of Jasper County, SC. Confirming Appointment/Appointing Code Enforcement Officer For The Proper Security, General Welfare, And Convenience of Jasper County.**

C) **Chief Wells** – Consideration of Resolution **#R-2026-46** to declare certain property to be surplus and authorize its sale or disposition – Emergency Services Division – Fire Apparatus.

---

## 9. PUBLIC HEARINGS, ORDINANCES AND ACTION ITEMS

---

A) **Hunter Smiley** – Consideration of **1<sup>st</sup> Reading** of an Ordinance of Jasper County Council to Amend the Official Zoning Map of Jasper County by Rezoning that Certain Parcel of Real Property Located Along Levy Road, Bearing Jasper County Tax Map Number 038-00-06-208 Consisting of 0.47 Acres from the Residential District (R) to the Community Commercial (CC).

B) **Hunter Smiley** – Consideration of **1<sup>st</sup> Reading** of an Ordinance of Jasper County Council to Amend the Official Zoning Map of Jasper County by Rezoning That Certain Parcel of Real Property Located Along Patriot Pointe, Bearing Jasper County Tax Map Number 024-00-05-021, Consisting of 6.8 ACRES from the Residential District (R) to the Rural Preservation District (RP).

C) **Keith Horton, Clerk of Court and Jessica Davis** – Consideration of the Request to Approve the Purchase of two X-ray Machines—one for the Courthouse and one for the Administrative Building—for a total of two machines, to be funded from this new line item. *(Item was tabled at the 05.04.2026 meeting; Tabled at the 06.01.2026 and 06.15.2026 meeting)*

D) **Kimberly Burgess** – **Public Hearing** and Consideration of the **3<sup>rd</sup> Reading** of Ordinance **#O-2026-19** to Provide for the Issuance and Sale of not Exceeding Two Million Dollars (\$2,000,000) Aggregate Principal Amount of General Obligation Bonds of Jasper County, South Carolina in one or more series, to Prescribe the Purposes for which the Proceeds Shall Be Expended, to Provide for the Payment Thereof, and to Provide for Other Matters Related Thereto. *(1<sup>st</sup> Reading 06.01.2026; 2<sup>nd</sup> Reading 06.15.2026)*

E) **Kimberly Burgess** – Consideration of the **1<sup>st</sup> Reading** of an Ordinance Authorizing Adoption of the General Records Retention Schedule for County Records and to Adopt Amendments to Section 2-6 of the Jasper County Code of Ordinances

---

10. Administrator’s Report:

---

11. Councilmember Comments and Discussion

---

12. Adjournment:

---

**Special Accommodations Available Upon Request to Individuals with Disabilities**, please contact the Jasper County ADA & Civil Rights Coordinator, **Tisha Williams** in person at 358 Third Avenue, Ridgeland, South Carolina, by telephone at **(843) 717-3690** or via email at [jadministrator@jaspercourtysc.gov](mailto:jadministrator@jaspercourtysc.gov) no later than 48 hours prior to the scheduled meeting.

---

# CONSENT AGENDA

## ITEM #4A



**JASPER COUNTY COUNCIL, CITY OF HARDEEVILLE AND THE  
TOWN OF RIDGELAND**

**JOINT WORKSHOP  
AND EXECUTIVE SESSION**

**Location: Hardeeville Recreation Center  
258 John Smith Rd., Hardeeville, SC. 29927**

**Wednesday, December 3, 2025**

**MINUTES**

**Officials Present:** Chairman John Kemp, Vice Chairman Joey Rowell, Councilman Joseph Arzillo, Councilman Chris VanGeison and Councilman Gene Ceccarelli. Council Members from the City of Hardeeville, and the Town of Ridgeland.

**Staff Present:** County Administrator Andrew Fulghum, and County Staff, Hardeeville City Manager Josh Gruber, Hardeeville City Attorney Prina Maines, City of Hardeeville Staff, Town of Ridgeland Town Manager Dennis Averkin and Town of Ridgeland Staff, and Videographers.

**1. Call the Joint Meeting to order:**

The meeting was called to order by Mayor Harry Williams of the City of Hardeeville. He noted that this was a joint workshop between the Jasper County Council, City of Hardeeville Council and the Town of Ridgeland Council for a Joint Workshop.

In accordance with the Freedom of Information Act the electronic and print media were notified. During periods of review, discussion and/or presentations minutes are typically condensed and paraphrased. The recorded version is available online at: [https://www.youtube.com/channel/UCBmloqX05cKAsHm\\_ggXCJIA](https://www.youtube.com/channel/UCBmloqX05cKAsHm_ggXCJIA). Closed captions are also available for all of our County Council videos.

**• Discussion of Shared Emergency Services:**

The workshop was convened to discuss the more efficient use of emergency services across the three jurisdictions. Key factors driving this conversation included:

- Population Growth of Jasper County, City of Hardeeville and the Town of Ridgeland.
- Increased Call Volume noting that the population had led to a corresponding increase in emergency calls, with the cost of providing these services expected to continue rising.

Minutes – 12.03.2025

Joint Workshop with Jasper County, the City of Hardeeville and the Town of Ridgeland

- A primary goal is to stop "overlapping" services, as an example one jurisdiction's vehicle riding past another jurisdiction's station to reach a call.

### **Fire Service Areas:**

The proposed solution involved creating Fire Service Areas based on geography rather than property ownership or municipal boundaries.

- The operational structure would be one organization would be responsible for all calls within a defined boundary.
- Each service area would have its own adopted budget, funded by a specific millage paid by all residents within that geography.
- The transition would involve no reduction in work force and would be supported by a countywide agreement.

Chief Wells presented data from 2022–2024 showing that medical calls (EMS) are the overwhelming majority of the service volume. He also discussed response times and noted that fire trucks respond to medical calls because personnel are cross-trained as EMTs or paramedics, often arriving faster to stabilize patients before an ambulance arrives.

### **Council Member Perspectives:**

The Town of Ridgeland emphasized the importance of their ISO rating and raised questions regarding the custody of funds and financial reporting.

The City of Hardeeville presented maps showing "donut holes" which were the unincorporated county areas surrounded by the city, that they could easily service with existing stations. This they noted would allow the county to reposition its units to underserved rural areas.

Jasper County acknowledged the need to establish a separate rural fire district to comply with the State Constitution regarding debt service for fire stations.

There was debate regarding the hiring of a third-party consultant. Proponents argued for the need for neutral data analysis and specialized financial and operational expertise; while others questioned the cost and whether existing staff could provide the same insights.

In regard to Technology, the need for Automatic Vehicle Location (AVL) and upgrades to the CAD (Computer-Aided Dispatch) system were discussed to ensure the closest unit is always dispatched regardless of jurisdiction.

After some further discussion, the participants reached a consensus on the following actions:

- Staff will share the proposed service area maps (for Jasper County, Ridgeland, and Hardeeville) with all elected bodies.
- Administrators would prepare a report on what a consultant would cost and specifically what they would be tasked to do.
- Staff would look for immediate dispatch and protocol changes that can increase efficiency without waiting for the full plan.
- They would strive to meeting again in mid-January to review these deliverables, with the goal of having a plan ready for the next budget cycle starting in the summer.

Mayor Williams asked for any public comment, but there were none.

For more information on this meeting please go to our YouTube Channel for the video. During meetings and / or workshops periods of review, discussion, presentation, comments, and other sections the minutes are typically condensed and paraphrased. The recorded version is available online at our YouTube Channel video at [https://www.youtube.com/channel/UCBmloqX05cKAsHm\\_ggXCJIA](https://www.youtube.com/channel/UCBmloqX05cKAsHm_ggXCJIA). Closed captions are also available for all of our County Council videos. Just click the "CC" button to follow along.

The Joint Workshop was adjourned by unanimous agreement. There was no Executive Session after this Joint Workshop, so the meeting adjourned.

Respectfully submitted:

---

Wanda H. Giles  
Clerk to Council

---

W.J. Rowell III  
Chairman

# CONSENT AGENDA

## ITEM #4B



## Jasper County Planning and Building Services

358 Third Avenue - Post Office Box 1659  
Ridgeland, South Carolina 29936  
Phone (843) 717-3650 Fax (843) 726-7707

Hunter Smiley  
Planner  
[hsmiley@jaspercountysc.gov](mailto:hsmiley@jaspercountysc.gov)

### Jasper County Council Staff Report

<b>Meeting Date:</b>	July 6, 2026
<b>Project:</b>	Zoning Map Amendment – Rural Preservation
<b>Applicant:</b>	Hoota Woods Plantation LLC.
<b>Tax Map Number:</b>	052-00-10-013
<b>Submitted For:</b>	3rd Reading
<b>Recommendation:</b>	Planning Commission recommends Rural Preservation

**Description:** This is a zoning map amendment request to have a parcel designated as Rural Preservation. The subject property consists of 312.43 acres and is located off Hoota Woods Plantation Road. The parcel is currently split zoned Residential and Rural Preservation. The owners purchased the property with the intent for it to one day be a commercial agricultural operation (growing sugar cane & making cane syrup). In 2019, the owners purchased a neighboring 12-acre parcel that was zoned as residential and abandoned the lot lines so that it could be one combined parcel. The owners would like to acquire a business license for their proposed commercial agricultural operation but cannot acquire a zoning certificate due to the parcel being split zoned and the agricultural use not being permitted within the residential zoning district. The zoning map amendment would allow the applicant to obtain a business license and establish their farming business.

**Analysis:** The Zoning Map Amendment application and request are reviewed by considering the following factors:

- **Comprehensive Plan:** According to the 2018 Jasper County Comprehensive Plan, the Future Land Use Map identifies this area as “Rural Conservation,” which are areas that seek to protect and promote the character of Jasper County that largely exists today outside of the municipalities. Most development, especially commercial development, should be guided to the hamlets.
- **Adjacent Zoning:** The adjacent parcels are zoned Rural Preservation and Residential.

- ***Adjacent Land Use:*** Adjacent land uses are agricultural and residential.
- ***Traffic and Access:*** The subject parcel is accessed by Stella Cleland Road, which is a two-lane county-maintained road classified as a local road. There is also a road that goes through the parcel, which is Hoota Woods Plantation Road, a private maintained road.

**Planning Commission Recommendation:** Planning Commission recommends approval of the request to designate the subject parcel as Rural Preservation.

**Attachments:**

1. Application
2. Ordinance
3. Aerial zoning map
4. Aerial satellite image map



## Jasper County Planning Department

358 Third Avenue - Post Office Box 1659  
 Ridgeland, South Carolina 29936  
 Phone (843) 717-3650 Fax (843) 726-7707

### Zoning Map Amendment Application

<b>Owner or Owner-Authorized Applicant:</b>	Hoot Woods Plantation LLC
<b>Address:</b>	2 Means Bluff Way Sheldon, SC 29941
<b>Telephone:</b>	843-846-6088
<b>Email:</b>	info@midas-advisors.com
<b>Property Address or Physical Location:</b>	606 Hoota Woods Plantation Road Early Branch, SC 29916
<b>Tax Map Number(s)</b>	05-00-10-013 <i>2</i>
<b>Gross Acreage:</b>	312.43
<b>Current Zoning</b>	Split - Residential & Rural Preservation
<b>Proposed Zoning:</b>	Rural Preservation
<b>Administrative Fee: (\$300 per lot) except for PDD applications</b>	\$300.00
<b>Date Mailed or Hand Delivered:</b>	April 15, 2026
<b>Reason for Request: (attach narrative if necessary)</b>	To correct and conform Zoning for unified rural preservation land holding

*Al Thomas, Jr.*  
 \_\_\_\_\_  
 Signature of Owner or Owner-Authorized Applicant  
 (Proof) of owner-authorization required)

*4-15-26*  
 \_\_\_\_\_  
 Date

#### Internal Use Only

Date Received:	<i>4-15-26</i>
Amount Received:	<i>\$300.00</i>
Staff Member:	<i>Kenzie Stone</i>

**STATE OF SOUTH CAROLINA  
COUNTY OF JASPER**

**ORDINANCE #O-2026-20**

**AN ORDINANCE OF JASPER COUNTY COUNCIL**

**TO AMEND THE OFFICIAL ZONING MAP OF JASPER COUNTY BY REZONING THAT CERTAIN PARCEL OF REAL PROPERTY LOCATED ALONG HOOTA WOODS PLANTATION ROAD, BEARING JASPER COUNTY TAX MAP NUMBER 052-00-10-013 CONSISTING OF 312.43 ACRES FROM THE RESIDENTIAL DISTRICT (R) AND RURAL PRESERVATION DISTRICT (RP) TO THE RURAL PRESERVATION DISTRICT (RP).**

**WHEREAS**, Jasper County, South Carolina (the “**County**”), acting through the Jasper County Council as its governing body (the “**County Council**”), is a political subdivision of the State of South Carolina (the “**State**”), and as such possesses all the general powers granted by the Constitution and statutes of the State to such public entities; and

**WHEREAS**, Hoota Woods Plantation LLC is the owner of a parcel of real property (the “**Owner**”) consisting of approximately 312.43 acres bearing Jasper County Tax Map Number 052-00-10-013 and located along Hoota Woods Plantation Road (the “**Property**”); and

**WHEREAS**, Owner has requested the rezoning of the Property and an amendment to the Official Zoning Map of Jasper County (the “**Zoning Map**”) from the “Rural Preservation District and Residential District” to the “Rural Preservation District” (the “**Application**”); and

**WHEREAS**, the Owner submitted its request to the Jasper County Planning Commission and Jasper County Council in accordance with the County’s ordinances, regulations, rules and procedures for rezoning and amending the Zoning Map; and

**WHEREAS**, the Jasper County Planning Commission has concurred with the recommendations of the County staff report concerning the Application as reflected in this Ordinance and recommends approval by Jasper County Council; and

**WHEREAS**, this matter is now before the Jasper County Council for determination.

**NOW THEREFORE BE IT ORDAINED**, by the Jasper County Council in council duly convened and by the authority of the same:

1. Jasper County Council finds that in accordance with the staff report and the recommendation of the Planning Commission, the proposed zoning is consistent with the continued pattern of growth in the vicinity and is compliant with the Jasper County Comprehensive Plan. Good cause having been shown, the Property consisting of approximately 312.43 acres bearing Jasper County Tax Map Number 052-00-10-013 and the Jasper County Official Zoning Map from the Residential District and Rural Preservation District, shall hereby be rezoned to the Rural Preservation District.
2. This ordinance shall take effect upon approval by Jasper County Council.

---

**W. J. Rowell, III**  
**Chairman**

**ATTEST:**

---

**Wanda Giles**  
**Clerk to Council**

**ORDINANCE #0-2026-20**  
**First Reading: 6-1-2026**  
**Second Reading: 6-15-2026**  
**Public hearing: 6-15-2026**  
**Adopted: 7-6-2026**

---

Considered by the Jasper County Planning Commission at its meeting on  
May 12, 2026 and recommended for approval.

---

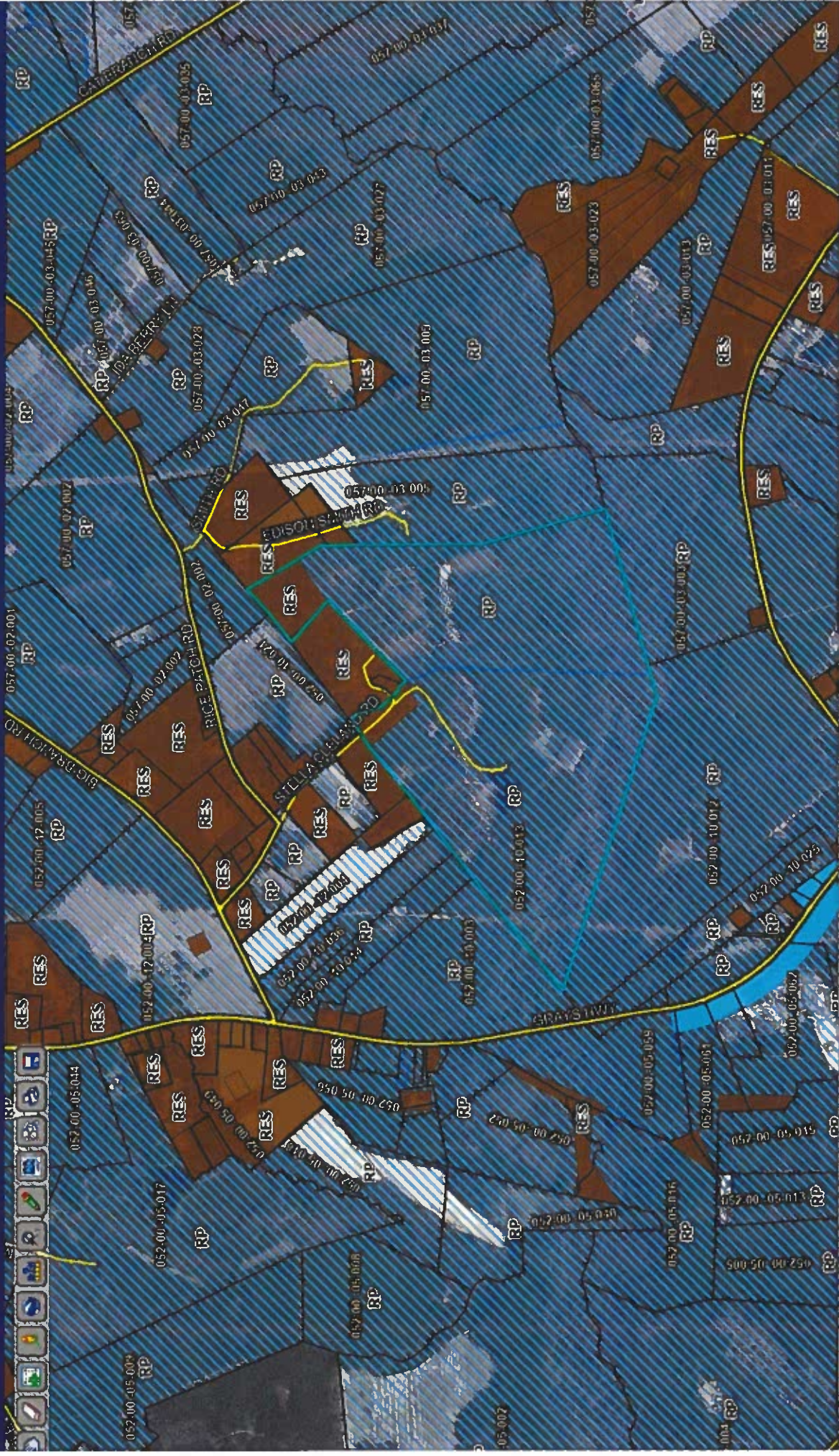
Reviewed for form and draftsmanship by the interim Jasper County Attorney.

---

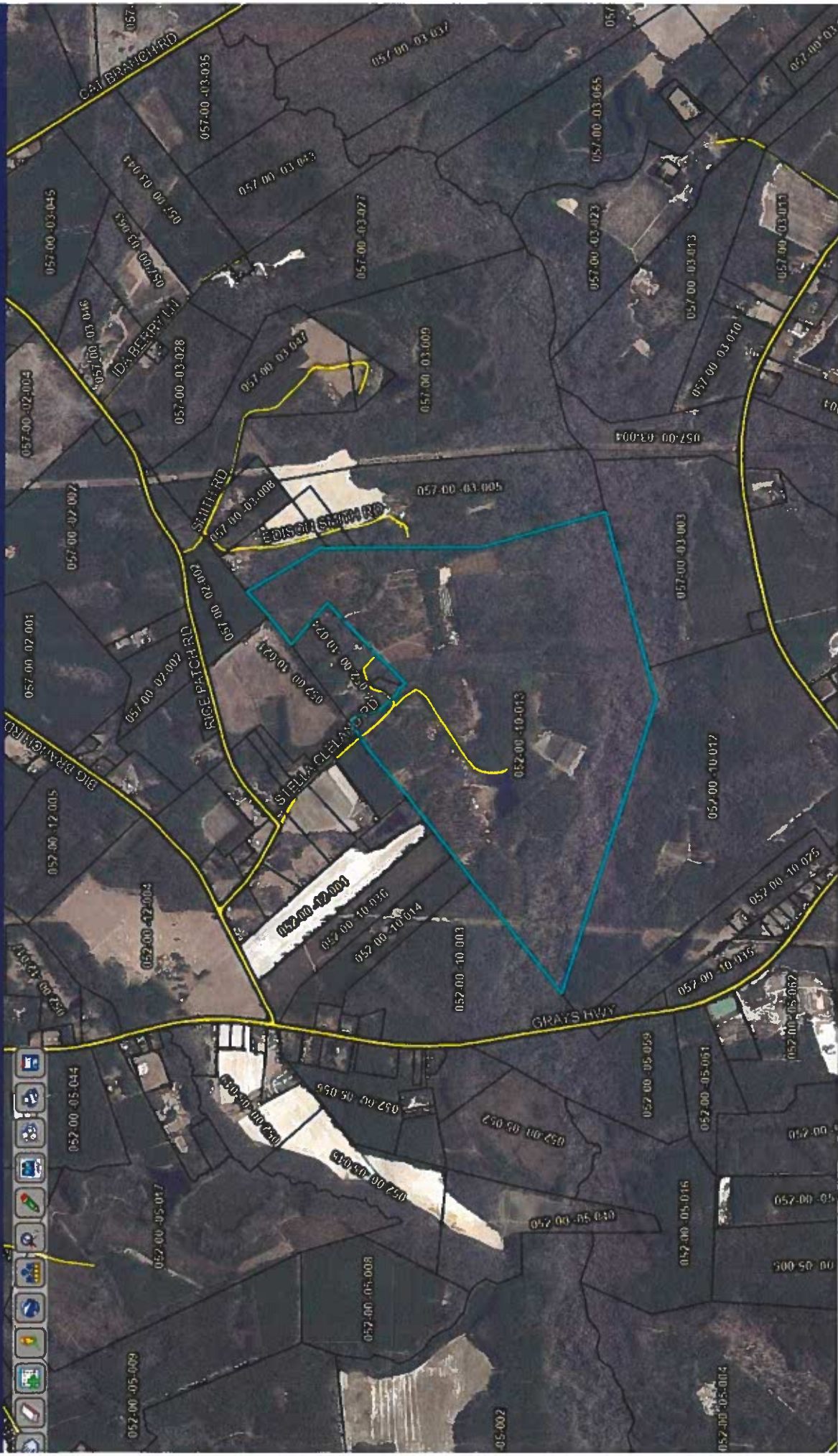
**Interim County Attorney**  
**Burr & Forman LLP**

**By:** \_\_\_\_\_  
**Walter J. Nester, III**  
**Partner**

\_\_\_\_\_ **Date**



13	WOODS PLANT RD	01	n/a	(Note: Not to be used on legal documents)
Altlocate ID	052-00-10-013	Class	Rural single family residence (not legal)	
Acreage	312.43			
Owner Address	HOOTA WOODS PLANATON LLC 2 MEANS BLUFF WAY SHELDON, SC 29941			
Last 2 Sales	Date	Price	Re	
	8/14/2019	0	n/a	
	n/a	0	n/a	



Last 7 Sales			
Date	Price	Ac	Price/Ac
8/14/2019	0	n/a	0
n/a	0	n/a	n/a

Owner Address HOOTA WOODS PLANATATON LLC  
2 MEANS BLUFF WAY  
SHIELDON, SC 29941

Alternate ID 052-00-10-013  
Class Rural single family residence (not legal)  
Acreage 312.43

13 WOODS PLANT RD

01

n/a

(Note: Not to be used on legal documents)

**AGENDA**

**ITEM #6**

**Presentations/Proclamations**

**NONE**

AGENDA

ITEM #7

Citizen Comments

AGENDA

ITEM #8A

**STATE OF SOUTH CAROLINA**

**JASPER COUNTY COUNCIL  
RESOLUTION NO. R-2026-44**

**A RESOLUTION AUTHORIZING THE JASPER COUNTY ADMINISTRATOR OR DESIGNEE  
TO UNDERTAKE ROADWAY IMPROVEMENTS TO ARGENT BOULEVARD (S-442)  
UNDER THE 2024 JASPER COUNTY TRANSPORTATION SALES TAX REFERENDUM**

**WHEREAS**, Jasper County seeks to become qualified by the South Carolina Department of Transportation (SCDOT) as a Local Public Agency (LPA) to manage Argent Boulevard (S-442) funded through the SCDOT using federal, state, or local funding; and

**WHEREAS**, the SCDOT may delegate the management of the Federal-aided project to an LPA, in accordance with the Code of Federal regulations, 23CFR 1.11 and 635.105; and

**WHEREAS**, Jasper County, as an LPA, would manage any phase of the project through a contractual agreement with SCDOT in accordance with the Procedures for Local Public Agency Project Administration; and

**WHEREAS**, SCDOT LPA Administration requires official documentation that establishes clear authority for the County Administrator or other designated local officials to enter such project agreement with SCDOT; and

**NOW, THEREFORE, BE IT RESOLVED** by Jasper County Council authorizes the County Administrator or their designee to enter into a project agreement with SCDOT to manage the Argent Boulevard (S-422) project as a Local Public Agency.

**ENACTED THIS \_\_ DAY OF \_\_\_\_\_, 2026.**

**JASPER COUNTY COUNCIL**

\_\_\_\_\_  
W.J. Rowell III, Chairman

ATTEST:

\_\_\_\_\_  
Wanda H. Giles, Clerk to Council

AGENDA  
ITEM #8B

**JASPER COUNTY, SOUTH CAROLINA  
RESOLUTION NUMBER R-2026-45**

**A RESOLUTION OF JASPER COUNTY, SOUTH CAROLINA  
APPOINTING A CODE ENFORCEMENT OFFICER FOR JASPER  
COUNTY FOR THE PROPER SECURITY, GENERAL WELFARE, AND  
CONVENIENCE OF JASPER COUNTY**

**WHEREAS**, Jasper County, South Carolina (the “**County**”), a body politic and corporate and a political subdivision of the State of South Carolina (the “**State**”), is organized and governed according to and pursuant to the Constitution and general laws of the State, and has as its governing body the Jasper County Council (the “**County Council**”); and,

**WHEREAS**, pursuant to South Carolina Code Section 4-9-145, the governing body of a county “may appoint and commission as many code enforcement officers as may be necessary for the proper security, general welfare, and convenience of the county”; and

**WHEREAS**, County Council desires to appoint Michael Geoffrion as a Code Enforcement Officer for the County,

**NOW, THEREFORE**, it is hereby resolved by the Jasper County Council, in a meeting duly assembled, that:

1. It is the specific intent of the County Council to enact this Resolution in accordance with, and empowered by, the Constitution and general laws of the State and the Jasper County Code of Ordinances.
2. County Council approves the appointment of Micheal Geoffrion as a Code Enforcement Officer for the County in accordance with South Carolina Code Section 4-9-145.
3. Should any portion of this Resolution be deemed unconstitutional or otherwise enforceable by any court of competent jurisdiction, such determination should not affect the remaining terms and provisions of this Resolution, all of which are hereby deemed separable.
4. All orders, resolutions and enactments of the County Council inconsistent herewith are to the extent of such inconsistency only, hereby revoked and rescinded.
5. This Resolution shall take effect and be in full force and effect after enactment by the County Council.

**RESOLVED** this   6   day of July 2026, in meeting duly assembled.

\_\_\_\_\_(SEAL)  
W. J. Rowell III, Chairman  
County Council of Jasper County, South Carolina

ATTEST:

\_\_\_\_\_  
Wanda H. Giles  
Clerk to County Council

Resolution R-2026-45  
Adopted: July 6, 2026

Reviewed for form and draftsmanship by the interim Jasper County Attorney.

\_\_\_\_\_  
Burr & Forman LLP  
Walter J. Nester, III, Partner

\_\_\_\_\_  
Date

AGENDA  
ITEM #8C

**STATE OF SOUTH CAROLINA  
JASPER COUNTY**

**RESOLUTION # R-2026-46**

**RESOLUTION OF JASPER COUNTY COUNCIL**

To declare certain property to be surplus and  
authorize its sale or disposition – Emergency  
Services Division – Fire Apparatus

**WHEREAS**, the Jasper County Emergency Services Director has advised the County Chief Procurement Officer that the following vehicles have exceeded useful service life as emergency response vehicles, and

**WHEREAS**, the Emergency Services Division requests the County declare the property surplus, and allow the Emergency Services Division to liquidate the items identified in Exhibit ‘A’ as attached to this document, and

**WHEREAS**, the County Administrator has identified the property as no longer necessary or useful to the County for the accomplishment of its mission, and recommends that these items be declared surplus and sold or otherwise disposed;

**NOW THEREFORE, BE IT RESOLVED** that the property identified in Exhibit ‘A’ is declared surplus pursuant to the Jasper County Purchasing and Procurement Ordinance, Ordinance #05-04 (as codified in Chapter 2, Article V of the Jasper County Code of Ordinances, Sections 2-401 et seq.), and the Chief Procurement Officer of the County is authorized and directed to coordinate with the Emergency Services Division Director in the liquidation of the property in accordance with that Ordinance upon the terms nominally utilized in the County’s use of online property liquidation services, the County Administrator is authorized to execute a bill of sale or transfer of surplus emergency response apparatus prudent and necessary documents as may be needed to accomplish the auctioning/liquidation.

This Resolution # R-2026-46, made this \_\_\_\_\_ day of June, 2026.

\_\_\_\_\_  
W.J. Rowell III, Chairman

ATTEST:

\_\_\_\_\_  
Wanda Giles, Clerk to Council

Reviewed for form and draftsmanship by the Jasper County Attorney.

\_\_\_\_\_  
Walter Nestor

\_\_\_\_\_  
Date

## Exhibit 'A'

### Vehicle 1:

2001 American LaFrance FL80 Type 1 Engine

County ID #368

Vehicle Identification Number: 1FVABXAK41HJ46917

Odometer reading: "132288" based on dash cluster

### Vehicle 2:

1986 Pierce Mfg. Type 1 Engine

County ID# 1069

Vehicle Identification Number: 1P9CT01DXGA040554

Odometer reading: "26361" based on dash cluster (It is undetermined if the odometer has "flipped")

### Vehicle 3:

1991 KME Mfg. Type 1 Engine

County ID# 1070

Vehicle Identification Number: 1K9AF4288MN058421

Odometer reading: "12020" based on dash cluster (It is undetermined if the odometer has "flipped")

AGENDA

ITEM #9A



## Jasper County Planning and Building Services

358 Third Avenue - Post Office Box 1659  
Ridgeland, South Carolina 29936  
Phone (843) 717-3650 Fax (843) 726-7707

Hunter Smiley  
Planner  
[hsmiley@jaspercountysc.gov](mailto:hsmiley@jaspercountysc.gov)

### Jasper County Council Staff Report

<b>Meeting Date:</b>	July 6, 2026
<b>Project:</b>	Zoning Map Amendment – Community Commercial
<b>Applicant:</b>	HRM Development LLC
<b>Tax Map Number:</b>	038-00-06-208
<b>Submitted For:</b>	1 <sup>st</sup> Reading
<b>Recommendation:</b>	Planning Commission recommends approval of Community Commercial

**Description:** This request is for a zoning map amendment to designate a property from the Residential Zoning district to the Community Commercial zoning district. The subject parcel consists of approximately 0.47 acres and is located along Levy Road. The proposed use of the property is for an administrative office for MBC Pools. The company currently operates nearby at 18 Breezy Lane. In addition, the applicants run a separate office for a concrete business from the same location. If the zoning amendment is approved, the applicants plan to relocate the pool business operations specifically to the subject parcel. There is currently a vacant house on the property. The applicants intend to renovate this structure and convert it into the administrative office described above. It is also important to note that a rezoning request was submitted last year; however, the request included multiple parcels. At that time, the request was denied by County Council.

**Analysis:** The Zoning Map Amendment application and request are reviewed by considering the following factors:

- **Comprehensive Plan:** According to the 2018 Jasper County Comprehensive Plan, the Future Land Use Map identifies this area as “Rural Transition, “with the intersection of Levy Road and S. Okatie Highway (Highway 315) being designated as a hamlet. Rural Transition areas are located in southern Jasper County. Any development should be respectful and complement the scale and character of the area. The Comprehensive Plan recommends creating a special area plan for the Levy hamlet as it is at risk of losing its character in the face of new development.
- **Adjacent Zoning:** The adjacent parcels are zoned Community Commercial and Residential.

- ***Adjacent Land Use:*** Adjacent land uses are commercial development and single family residential.
- ***Traffic and Access:*** The subject properties are accessed by Levy Road, which is a two-lane state-maintained road classified as a local road.

**Planning Commission Recommendation:** Planning Commission recommends approval of the request to designate the property as Community Commercial.

**Attachments:**

1. Application
2. Ordinance
3. Pictures provided by Applicant
4. Aerial Map and Aerial Map with Zoning Layer




## Jasper County Planning Department

358 Third Avenue - Post Office Box 1659  
 Ridgeland, South Carolina 29936  
 Phone (843) 717-3650 Fax (843) 726-7707


### Zoning Map Amendment Application

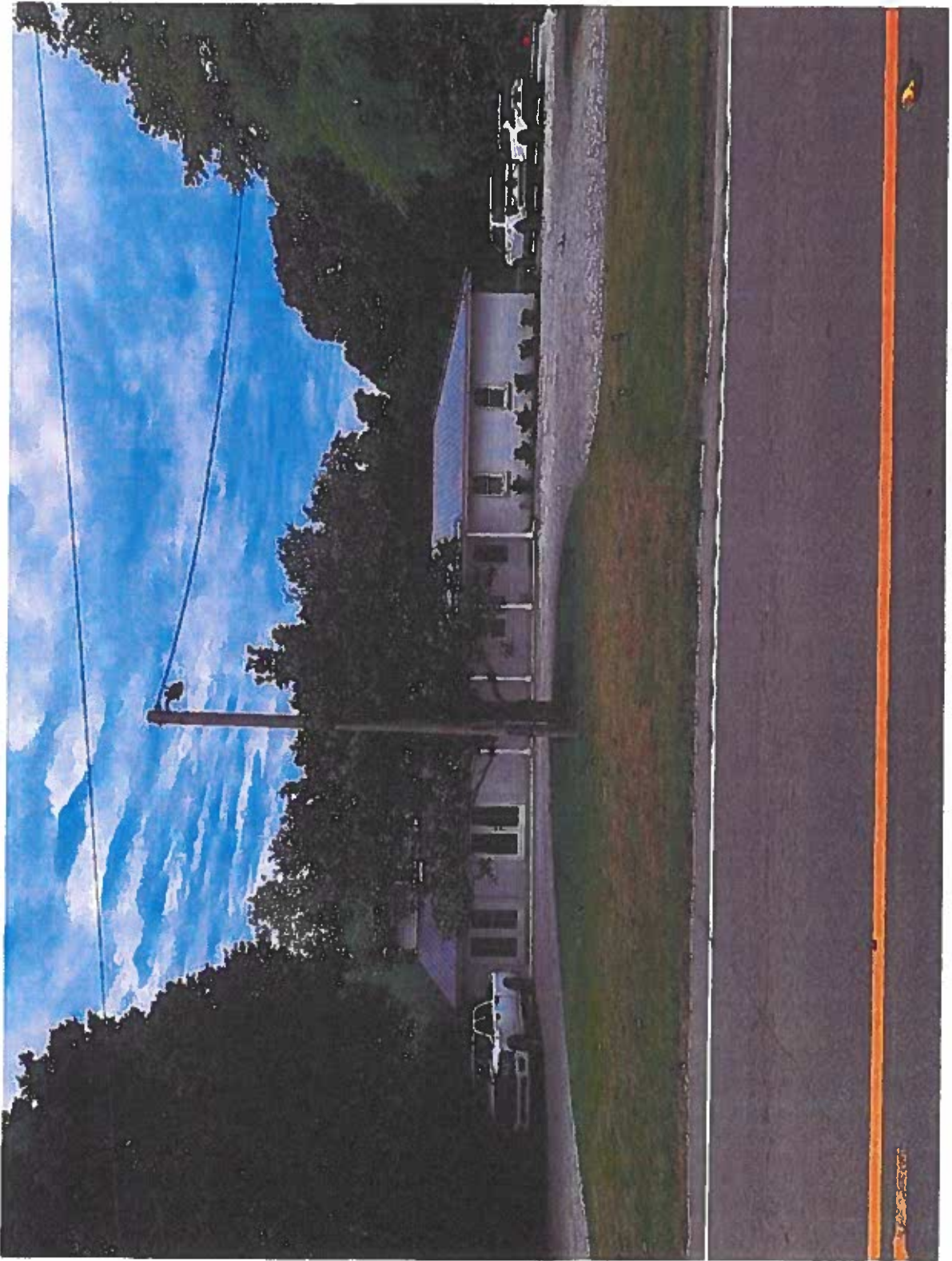
<b>Owner or Owner-Authorized Applicant:</b>	HRM Development LLC
<b>Address:</b>	18 Breezy Lane Hardeeville, SC 29927
<b>Telephone:</b>	843-628-6886
<b>Email:</b>	andy@cbmconcrete.com
<b>Property Address or Physical Location:</b>	2940 Levy Rd Hardeeville, SC 29927
<b>Tax Map Number(s)</b>	038-00-06-208
<b>Gross Acreage:</b>	.47 acres
<b>Current Zoning</b>	Residential
<b>Proposed Zoning:</b>	Community Commercial
<b>Administrative Fee:</b> (S\$300 per lot) except for PDD applications	
<b>Date Mailed or Hand Delivered:</b>	
<b>Reason for Request:</b> (attach narrative if necessary)	Our plan is to repurpose the home currently located on this parcel to become our administrative office for MBC Pools, which currently operates out of 18 Breezy Lane.

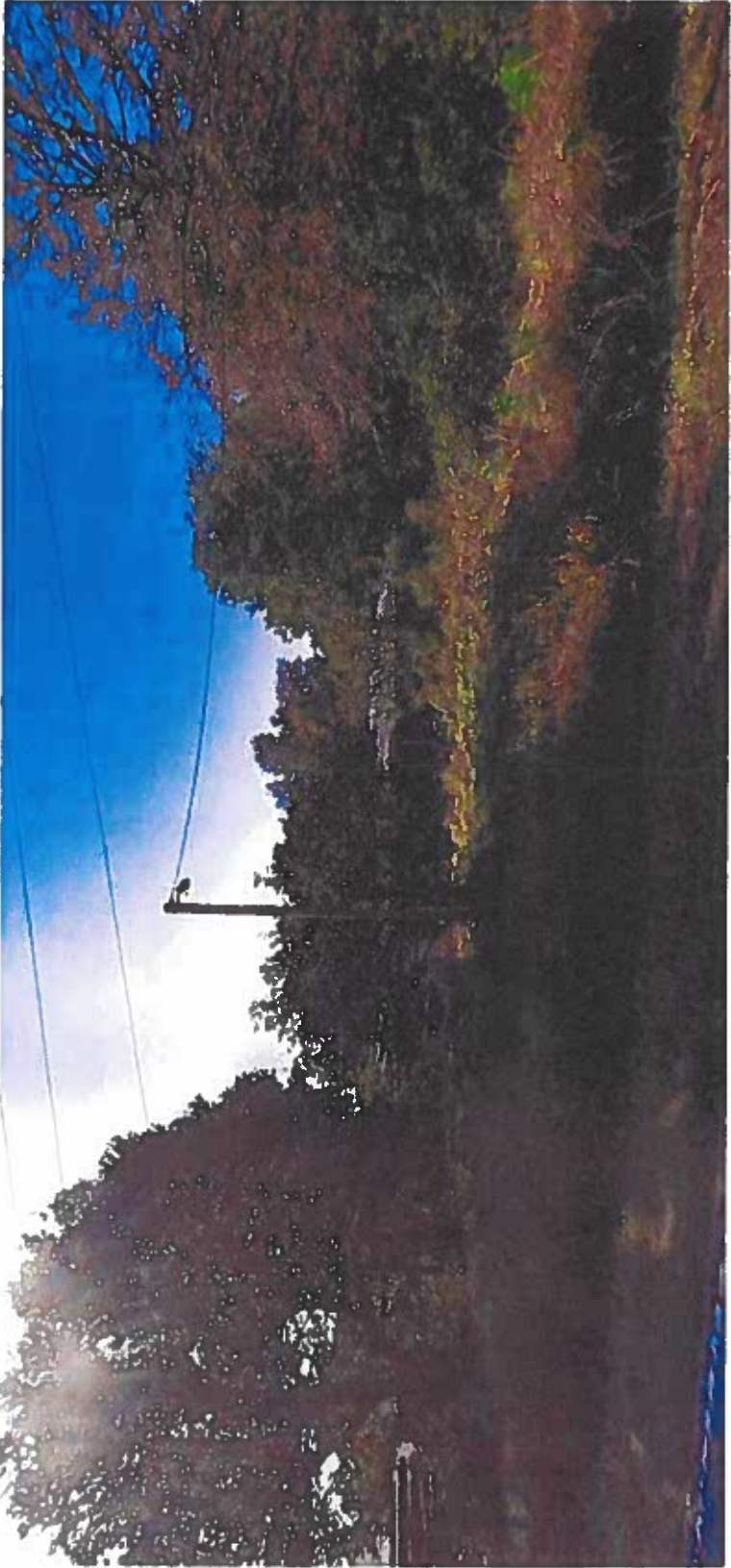
  
 Signature of Owner or Owner-Authorized Applicant  
 (Proof) of owner-authorization required)

  
 Date

#### Internal Use Only

<b>Date Received:</b>	5/11/28
<b>Amount Received:</b>	\$300
<b>Staff Member:</b>	





**STATE OF SOUTH CAROLINA  
COUNTY OF JASPER**

**ORDINANCE #2026-\_\_\_\_**

**AN ORDINANCE OF JASPER COUNTY COUNCIL**

**TO AMMEND THE OFFICIAL ZONING MAP OF JASPER COUNTY  
BY REZONING THAT CERTAIN PARCEL OF REAL PROPERTY  
LOCATED ALONG LEVY ROAD, BEARING JASPER COUNTY TAX  
MAP NUMBER 038-00-06-208 CONSISTING OF 0.47 ACRES FROM  
THE RESIDENTIAL DISTRICT (R) TO THE COMMUNITY  
COMMERCIAL (CC).**

**WHEREAS**, Jasper County, South Carolina (the “**County**”), acting through the Jasper County Council as its governing body (the “**County Council**”), is a political subdivision of the State of South Carolina (the “**State**”), and as such possesses all the general powers granted by the Constitution and statutes of the State to such public entities; and

**WHEREAS**, HRM Development LLC, is the owner of a parcel of real property (the “**Owner**”) consisting of approximately 0.47 acres bearing Jasper County Tax Map Number 038-00-06-208 and located along Levy Road (the “**Property**”); and

**WHEREAS**, Owner has requested the rezoning of the Property and an amendment to the Official Zoning Map of Jasper County (the “**Zoning Map**”) from the “Residential District” to the “Community Commercial District” (the “**Application**”); and

**WHEREAS**, the Owner submitted its request to the Jasper County Planning Commission and Jasper County Council in accordance with the County’s ordinances, regulations, rules and procedures for rezoning and amending the Zoning Map; and

**WHEREAS**, the Jasper County Planning Commission has concurred with the recommendations of the County staff report concerning the Application as reflected in this Ordinance and recommends approval by Jasper County Council; and

**WHEREAS**, this matter is now before the Jasper County Council for determination.

**NOW THEREFORE BE IT ORDAINED**, by the Jasper County Council in council duly convened and by the authority of the same:

1. Jasper County Council finds that in accordance with the staff report and the recommendation of the Planning Commission, the proposed zoning is consistent with the continued pattern of growth in the vicinity and is compliant with the Jasper County Comprehensive Plan. Good cause having been shown, the Property consisting of approximately 0.47 acres bearing Jasper County Tax Map Number 038-00-06-208 and the Jasper County Official Zoning Map from the Residential District, shall hereby be rezoned to the Community Commercial District.
2. This ordinance shall take effect upon approval by Jasper County Council.

---

**W. J. Rowell, III**  
**Chairman**

**ATTEST:**

---

**Wanda Giles**  
**Clerk to Council**

**ORDINANCE 2026 - \_\_\_\_\_**  
**First Reading: \_\_\_\_\_**  
**Second Reading: \_\_\_\_\_**  
**Public hearing: \_\_\_\_\_**  
**Adopted: \_\_\_\_\_**

---

Considered by the Jasper County Planning Commission at its meeting on  
June 11, 2026 and recommended for approval.

---

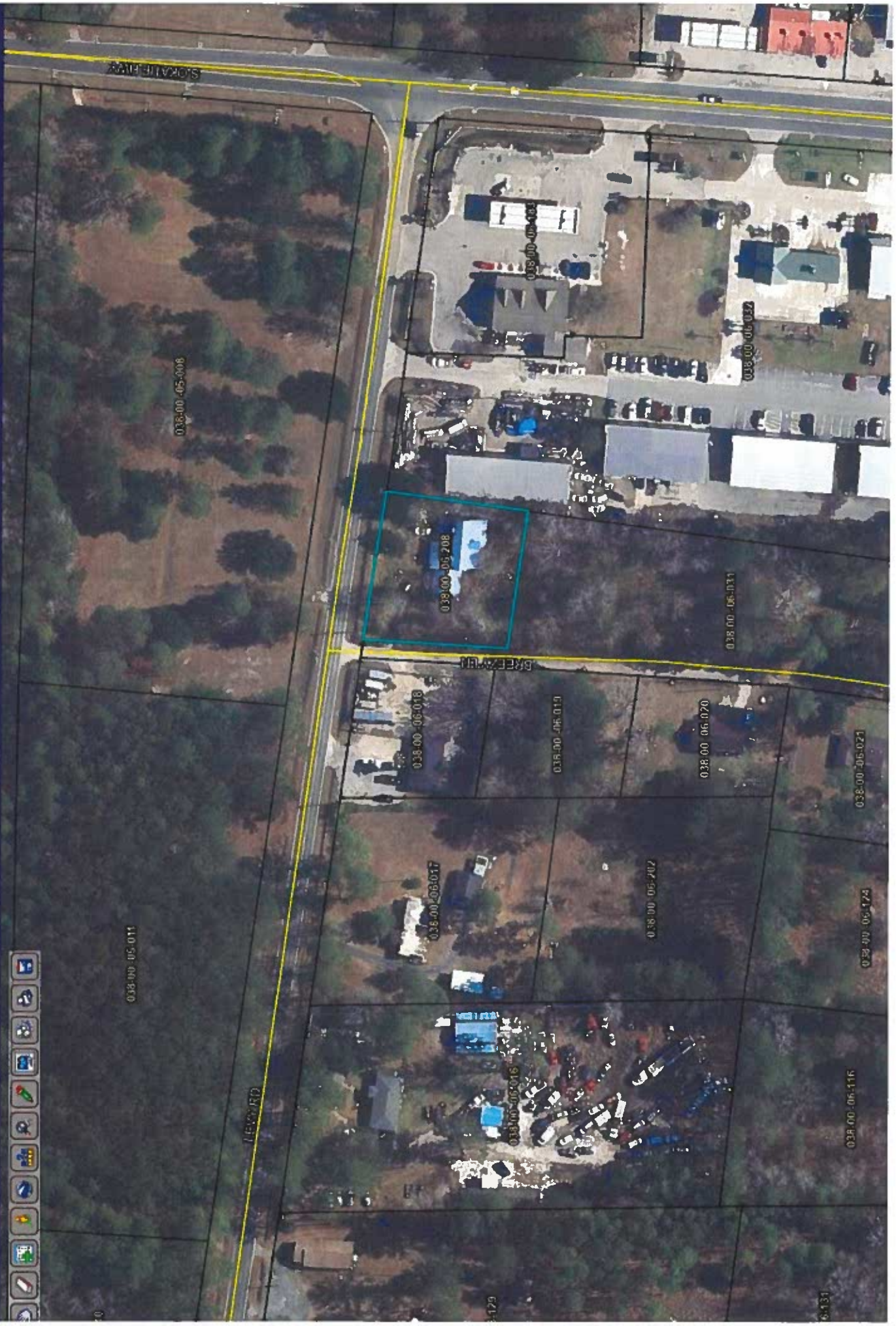
Reviewed for form and draftsmanship by the interim Jasper County Attorney.

---

**Interim County Attorney  
Burr & Forman LLP**

**By:** \_\_\_\_\_  
**Walter J. Nester, III**  
**Partner**

\_\_\_\_\_ **Date**





AGENDA  
ITEM #9B



## Jasper County Planning and Building Services

358 Third Avenue - Post Office Box 1659  
Ridgeland, South Carolina 29936  
Phone (843) 717-3650 Fax (843) 726-7707

Hunter Smiley  
Planner  
[hsmiley@jaspercountysc.gov](mailto:hsmiley@jaspercountysc.gov)

### Jasper County Council Staff Report

<b>Meeting Date:</b>	July 6, 2026
<b>Project:</b>	Zoning Map Amendment – Rural Preservation
<b>Applicant:</b>	Madison Rosenlib
<b>Tax Map Number:</b>	024-00-05-021
<b>Submitted For:</b>	1 <sup>st</sup> Reading
<b>Recommendation:</b>	Planning Commission recommends Rural Preservation

**Description:** This request is for a zoning map amendment to designate a property from Residential zoning to Rural Preservation zoning. The subject parcel consists of approximately 6.8 acres and is located on Patriot Pointe. The proposed use of the parcel is for a small-scale farm designated for both personal use and small-scale commercial. The proposed operation is currently not an allowed use in the Residential Zoning district. If the request to re-zone the property to Rural Preservation is approved, it would allow the applicant to pursue the proposed use.

**Analysis:** The Zoning Map Amendment application and request are reviewed by considering the following factors:

- **Comprehensive Plan:** According to the 2018 Jasper County Comprehensive Plan, the Future Land Use Map identifies this area as “Rural Conservation,” which are areas that seek to protect and promote the character of Jasper County that largely exists today outside of the municipalities. Most development, especially commercial development, should be guided to the hamlets.
- **Adjacent Zoning:** Adjacent parcels are zoned as Rural Preservation and Residential
- **Adjacent Land Use:** Adjacent land uses are agricultural and single family residential.
- **Traffic and Access:** The subject property is accessed by Patriot Pointe, which is a county maintained road.

**Planning Commission Recommendation:** Planning Commission recommends approval of the request to designate the property as Rural Preservation.

**Attachments:**

1. Application
2. Ordinance
3. Narrative provided by the applicant
4. Aerial Map and Aerial Map with Zoning Layer



## Jasper County Planning Department

358 Third Avenue - Post Office Box 1659  
 Ridgeland, South Carolina 29936  
 Phone (843) 717-1650 Fax (843) 726-7707

### Zoning Map Amendment Application

<b>Owner or Owner-Authorized Applicant:</b>	Madison Rosenlieb
<b>Address:</b>	99 Patriot Pointe, Ridgeland, SC 29936
<b>Telephone:</b>	859-797-7796
<b>Email:</b>	Hardshell.Homesteadllc@gmail.com
<b>Property Address or Physical Location:</b>	99 Patriot Pointe, Ridgeland, SC 29936
<b>Tax Map Number(s)</b>	024-00-05-021
<b>Gross Acreage:</b>	6.8
<b>Current Zoning</b>	Rural Residential
<b>Proposed Zoning:</b>	Rural Preservation
<b>Administrative Fee: (\$300 per lot) except for PDD applications</b>	Cash
<b>Date Mailed or Hand Delivered:</b>	05-12-2026
<b>Reason for Request: (attach narrative if necessary)</b>	Micro Farming

*Madison Rosenlieb*

05-12-26

Signature of Owner or Owner-Authorized Applicant  
 (Proof) of owner-authorization required)

Date

#### Internal Use Only

<b>Date Received:</b>	5/12/26
<b>Amount Received:</b>	\$300
<b>Staff Member:</b>	<i>[Signature]</i>

To whom it may concern,

This application pertains to a small-scale family farm dedicated to personal use and the local community. The primary intent is to grow seasonal vegetables, fruit, fresh herbs, loofahs, and flowers. Our goal is to provide wholesome, locally-grown products for our family and to share with our immediate community, fostering local resilience rather than operating as a commercial enterprise.

I am requesting a Zoning Map Amendment to reclassify the property from Residential to Rural Preservation. This change is intended to facilitate a small-scale "micro-farming" operation that is currently prohibited under residential standards but explicitly encouraged within the Rural Preservation district. The proposed amendment aligns with the community's goals of maintaining green space, protecting local agricultural heritage, and enhancing local food security.

The proposed micro-farming operation is designed as a low-impact, passive use that prioritizes the "quiet enjoyment" of the surrounding area. By utilizing manual tools and small-scale electric equipment in place of heavy machinery, the farm will maintain a noise profile consistent with—or quieter than—standard residential lawn maintenance. Furthermore, the commitment to strictly organic methods and the total absence of synthetic pesticides or chemical fertilizers ensures the protection of local groundwater and the health of the community. These sustainable, no-till practices will preserve the property as a well-tended green space, protecting the visual character of the area while placing significantly less strain on municipal infrastructure than a residential development.

In summary, this request to reclassify the subject property to Rural Preservation represents a responsible, sustainable use of the land that benefits the community. By transitioning to a micro-farming model, I am committing to a low-impact operation that preserves open space, protects the local environment through organic practices, and maintains the quiet character of the area. I respectfully request your support for this amendment to allow this property to serve as a productive and harmonious asset to our local food system.

Respectfully submitted,

Madison Rosenlieb

**JASPER COUNTY, SOUTH CAROLINA  
ORDINANCE # O-2026-\_\_\_**

**AN ORDINANCE AUTHORIZING AMENDMENT TO THE OFFICIAL ZONING MAP OF JASPER COUNTY BY REZONING THAT CERTAIN PARCEL OF REAL PROPERTY LOCATED ALONG PATRIOT POINTE, BEARING JASEPER COUNTY TAX MAP NUMBER 024-00-05-021 AND CONTAINING 6.8 ACRES, TO RURAL PRESERVATION FROM RESIDENTIAL.**

**WHEREAS**, Jasper County, South Carolina (the “**County**”), acting through the Jasper County Council as its governing body (the “**County Council**”), is a political subdivision of the State of South Carolina (the “**State**”), and as such possesses all general powers granted by the Constitution and statutes of the State to such public entities; and

**WHEREAS**, the owner of a parcel of property (“**Owner**”) on Patriot Point consisting of approximately 6.8 acres and bearing County Tax Map Number 024-00-05-021 (the “**Property**”) has requested a change to the Official Zoning Map of the County by rezoning the Property from the “Residential” to the “Rural Preservation”; and

**WHEREAS**, the Owner of the Property submitted such request to the Planning Commission and County Council in accordance with the County’s ordinances, rules and procedures for rezoning; and

**WHEREAS**, the County Planning Commission has concurred with the recommendations of the County staff set forth in its report for the rezoning of the Property and recommends approval by County Council; and

**WHEREAS**, this matter is now before the County Council for determination.

**NOW, THEREFORE**, be it resolved by County Council, in meeting duly assembled, that:

1. County Council finds that in accordance with the staff report and the recommendation of the County Planning Commission that the proposed zoning is consistent with the continued pattern of growth in the vicinity of the Property and is in harmony with the County Comprehensive Plan. Good cause having been shown, approximately 6.8 acres being depicted on the County Official Zoning Map in the Residential district, shall be reclassified to Rural Preservation.
2. If any Section, Subsection, or part of this Ordinance shall be deemed or found to conflict with a provision of South Carolina law, or other pre-emptive legal principle, then that Section, Subsection or part of this Ordinance shall be deemed ineffective, but the remaining parts of this Ordinance shall remain in full force and effect.
3. If a Section, Subsection or provision of this Ordinance shall conflict with the provisions of a Section, Subsection or part of a preceding Ordinance of the County, unless

expressly so providing, then the preceding Section, Subsection or part shall be deemed repealed and no longer in effect.

4. This ordinance shall take effect and be in force upon third reading.

**AND IT IS SO ORDAINED, ENACTED AND ORDERED AS OF**, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Jasper County, South Carolina**

\_\_\_\_\_  
W. J. Rowell, III, Chairman  
Jasper County Council

ATTEST:

\_\_\_\_\_  
Wanda Giles, Clerk to Council

Approved as to form:

\_\_\_\_\_  
Interim County Attorney  
Burr & Forman LLP  
Walter J. Nester, III

\_\_\_\_\_  
Date

**ORDINANCE: # O-2026-\_\_**

First Reading: **July 6, 2026**

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

\_\_\_\_\_  
**Considered by the Jasper County Planning Commission at its meeting on  
June 11, 2026 and recommended for approval.**  
\_\_\_\_\_





AGENDA  
ITEM #9C



# Jasper County Clerk of Court

Post Office Box 248 • Ridgeland, South Carolina 29936

Phone: (843) 726-7710 • Fax: (843) 726-7711

---

**R. Keith Horton**  
Clerk of Court

Jasper County Council,

The Clerk of Court is requesting approval for the purchase of two (2) X-ray bag scanners to enhance safety and security in the courthouse and the administration building.

Public county offices and the county courthouse are high-traffic environments, and this equipment allows security to quickly and efficiently detect prohibited or dangerous items while maintaining smooth daily operations. It helps protect our staff, judiciary, law enforcement, and the public.

This recommendation comes from courthouse security professionals and aligns with what has already become standard in many counties similar to ours.

To fund this, I am recommending we move prior years' Title IV-D unit cost funds into a **Clerk of Court line item**. This will allow us to make this purchase and address future security needs without increasing taxes on our citizens.

This is a proactive investment in safety, using existing resources responsibly.

Thank you for your consideration.

---

Robert K. Horton, Clerk of Court

# A SAFER COURTHOUSE: IMPLEMENTING BAG SCANNER TECHNOLOGY

Jasper County Clerk of Court



# IMPORTANCE OF BAG SCANNERS

- Enhances overall courthouse security for staff, visitors, and law enforcement
- Detects weapons, contraband, and other prohibited items before entry
  - Helps prevent potential threats and dangerous incidents
- Supports deputies by reducing reliance on manual bag searches
  - Speeds up and organizes the screening process at entrances
- Maintains a safe environment for sensitive and high-risk court proceedings
  - Increases public confidence in courthouse safety and operations
- Ensures compliance with standard security protocols and best practices

# OPTION 1: SECURITY PRO USA

## 5333 DVS AUTOCLEAR X-RAY SCANNER (160KV)

INCLUDES	APPLICATIONS
Archiving/Storage to USB	Passenger, Staff, and Visitor Checkpoint inspection
Built-In Training	Corporate, Government and Private Security
AutoNet Imaging / Touch Pad Operation	Critical Infrastructure Security

# 5333DVS X-RAY INSPECTION

Explosives, Weapons and Ammunition



Autoclear

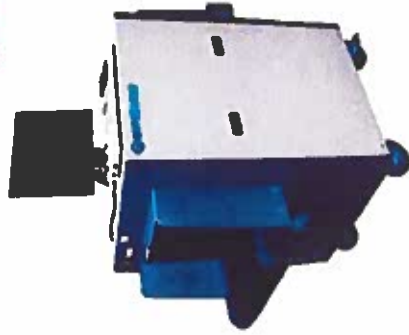


Image not shown for security

Designed for screening and search items for weapons, explosives, drugs and other contraband the single source 5333DVS X-ray inspection system is the industry's complete, dual-beam screening and paired items with in-pipe, in-line, in-crate, in-tray, in-bag, in-tube and more. The compact 5333DVS is a great choice for small applications. The system's two parallel bottom-up geometry detectors provide high resolution images for each detector and large on-screen

- > Rapid, accurate full-matrix and long-run scans
- > Fits in elevators, cars, vans and tight spaces
- > Patented guided conveyor belt system with a light-out
- > Built on the industry's most stable and fully operable platform
- > Two generator footprints level to choose from per bag or tray

- APPLICATIONS**
- > Explosives and weapons
  - > Chemicals
  - > Currency, Government and Postal Items
  - > Cellulose and Paper
  - > Mail Screening

Description	Qty	UOM	Cost	Total
Model 5333DVS AutoClear X-Ray Scanner (150Kv) including 1 year (12) month Full Specifications Available Alert Image Archiving Storage w/ USB, Built-in Imaging, AutoScan, AutoScan Program, 1 min Turn Roller Bed, 3' (x4) Chassis, Training and Installation, Create a Budget	1		\$9,700.00	\$9,700.00
Condy, Peter				
Direct Phone: 310-475-7780 Ext 109				
Fax: 310-475-7895				
www.securepoint.com				
DRUNO 616670249, Federal Tax ID: 95-4308568				
CAGE: 3R0M21311281691 P/N V04				
Small Business GSA Contract #GS-07-045771				
Sales Tax			0.00	0.00
<b>Total</b>				<b>\$9,700.00</b>



# OPTION 2: PROTECTIVE TECHNOLOGIES INTERNATIONAL

## 4535DVS AUTOCLEAR X-RAY SCANNER (90KV)

INCLUDES	APPLICATIONS
Archiving/Storage to USB	Mail Screening
AutomatAlert (Threat Identification Program)	Executive Offices
Linux OS (Touch Pad Operation)	Private, Diplomatic, High-risk Event Security



Protective Technologies International  
 3450 Triumph Blvd. #102  
 Lehi, Utah 84043 USA  
 8012809997  
 sales@pt-world.com  
 www.pt-world.com

**Quote**

**ADDRESS**  
 Robert Horton  
 Jasper County

**SHIP TO**  
 Robert Horton  
 Jasper County

**QUOTE #** 250629-21  
**DATE** 10/14/2025

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
AutoClear 4535	Model 4535DVS AutoClear X-ray Scanner (90Kv) including: • Linux OS (Touch Pad Operation) • AutomAlert (Threat Identification Program) • Image Archiving/Storage (USB) • User Management	1	15,875.00	15,875.00
Shipping		1	2,500.00	2,500.00
Other Install & Training	Installation and Training	1	3,500.00	3,500.00

**TOTAL \$21,875.00**

**TOTAL**

**PAYMENT TERMS (USD)**

- 50% due upon estimate approval and invoice
- Balance due prior to shipping (typically 3-6 weeks)

**PLEASE READ ATTACHED TERMS AND CONDITIONS!**

Approval of this quote digitally, verbally, or by email implies you have read and agree to the attached terms and conditions.

**4535DVS X-RAY INSPECTION**



• 90KV X-RAY



Lighter and smaller than our best-selling AutoClear 4535 (DVS) (90Kv), the speed, power and precision capability of our 7" aperture energy machine allows you control through touch pad operation with keypad, even by cell phone. Linux OS (Touch Pad Operation) AutomAlert (Threat Identification Program) Image Archiving/Storage (USB) User Management

**APPLICATIONS**

- Mail Screening
- Security Screening
- Airport Screening
- Warehouse Screening
- Industrial Screening
- High Security Screening

- The best performance in terms of longer X-ray system life span, compact cabinet design
- High threat screening, low to medium threat screening
- Low to medium speed screening
- Full suite of software and hardware options



**Protective Technologies International**

3450 Triumph Blvd, #102  
Lehi, Utah 84043 USA  
8012809997  
sales@pti-world.com  
www.pti-world.com

## Quote

**ADDRESS**

Robert Horton  
Jasper County

**SHIP TO**

Robert Horton  
Jasper County

**QUOTE # 250929-21**

**DATE 10/14/2025**

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
<b>Autoclear 4535</b>	Model 4535DVS AutoClear X-ray Scanner (90Kv) Including: - Linux OS (Touch Pad Operation) - AutomatAlert (Threat Identification Program) - Image Archiving/Storage (USB) - User Management	1	15,875.00	15,875.00
<b>Shipping</b>	Shipping	1	2,500.00	2,500.00
<b>Other Install &amp; Training</b>	Installation and Training	1	3,500.00	3,500.00

**PAYMENT TERMS (USD)**

- 50% due upon estimate approval and invoice
- Balance due prior to shipping (typically 3-6 weeks)

**TOTAL**

**\$21,875.00**

**PLEASE READ ATTACHED TERMS AND CONDITIONS!**

\*Approval of this quote digitally, verbally, or by email implies you have read and agree to the attached terms and conditions.

Accepted By

Accepted Date

Thank You for Your Business

# 4535DVS X-RAY INSPECTION

Explosives, Weapons and Contraband



SINGLE SOURCE, MULTI-ENERGY

X-RAY INSPECTION



Lighter and shorter than our best-selling full-size scanner, the 4535DVS packs all the speed, power and detection capability of our flagship multi-energy models into a sub-compact design. Sized for inspecting mail, hand carried objects, personal items, clothing and shoes, the 4535DVS meets the throughput demands of high-traffic settings. An intuitive operator interface makes this unit suitable for both security professionals and non-technical personnel.

- > The performance and features of larger, heavier systems in a compact cabinet design
- > Fits through narrow doorways and in standard elevators
- > Easy to use operator interface
- > Full suite of image enhancement tools

#### APPLICATIONS:

- > Mall Screening
- > Executive Offices
- > Private Security
- > VIP and Diplomatic Security
- > High-risk Event Security

# 4535DVS SPECIFICATIONS

## PHYSICAL DETAILS

Tunnel Size:	47.0 x 35.0 cm 18.5 x 13.8 in. (W x H)
Overall Dimensions:	85.5 x 66.4 x 107.5 cm 33.7 x 26.2 x 42.3 in. (L x W x H)
Weight:	273 kg (602 lbs.) uncrated 315 kg (694 lbs.) crated
Construction:	Robust heavy gauge, epoxy-painted, steel frame construction. Stainless steel and aluminum trim and accessories. Non-marking casters.
Temperature:	Operating: 0° to 40° C (32° to 104° F) Storage: -20° C to 60° C (-4° to 140° F)
Humidity:	20%-95%, non-condensing
System Power:	115/230 VAC +/- 10% 60/50 Hz 0.7 kVA max

## X-RAY GENERATOR

X-ray Tube Head:	Self-contained with sealed oil bath cooling
High Voltage Rating:	100 kV, operating at 90 kV
Duty Cycle:	100%
Beam Orientation:	Diagonal (80° beam divergence)
Dose per Exam:	<0.1mR; <i>May be higher or lower due to differing combinations of kV level &amp; X-ray beam configuration</i>
Radiation Leakage:	<0.5mR/hr (<5.0µSv/hr); <0.1mR/hr (<1.0µSv/hr) available

## INSPECTION CAPABILITIES

Material (steel) Penetration:	10 mm guaranteed (11 mm typical)
Contrast Sensitivity:	Over 2 million color tones standard
Resolution (wire):	38 mm guaranteed (40 AWG typical)
Processing:	At least: 32-bit adaptive image processing with minimum 2 Gbytes+ memory; 2.2 GHz+ dual core processor; video processing using next generation graphical processing unit architecture with 550MHz+ GPU clock, 512Mbyte+ video memory and 32+ stream processing cores
Conveyor Speed:	24.0 cm (9.4 in.) per second 14.6 m (48 ft.) per minute
Pulling Weight:	150 kg (331 lbs.)
Film Safety:	Guaranteed for high-speed film up to ISO 1600 (33 DIN)

## DETECTORS

High-speed, ultra-sensitive photodiode detector array;  
L-shaped for 100% package screening

## VIDEO

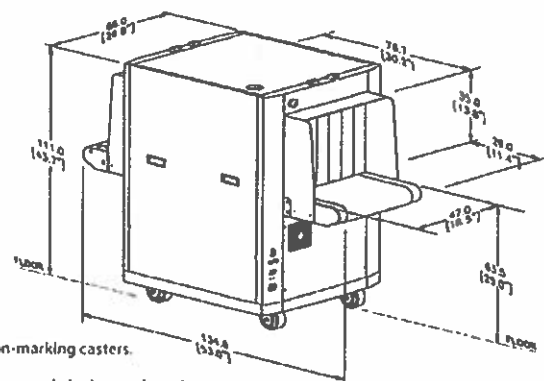
19" Color LCD monitor, 1280 x 1024 video card

## STANDARD FEATURES

- autoCal
- autoDensAlert
- autoImage recall (10 images)
- autoOutline
- autoScale
- autoSensing
- autoSoft (LINUX) operating system
- autoTracking guided conveyor belt
- 128x Smart Zoom
- Adjustable zoom preview window
- Color; reverse B/W imaging
- Dark and light enhance
- Entrance tunnel extension
- Exit tunnel extension
- Full-sized operator control panel (OCP) with touchpad navigation
- High/Low Density and Stripping
- Interactive help screens
- Organic / Inorganic
- RealClear
- Real-Time Diagnostics
- Save screen to USB

## OPTIONS

- autoArchive
- autoShieldAlert
- autoZ display
- Built-in training
- CE/CSA/US safety/EMC certification
- Console desk
- Conveyor extensions
- Dual monitors
- DVD drive
- Exit tunnel extension
- Footpad
- Image archiving (500K)
- Image export in BMP & JPG
- Item counter
- kV, mA meter
- Larger monitors (1920x1080 res.)
- Laser printer
- Loading or exit rollerbeds
- Locking metal OCP cover
- Locking monitor garage
- Monitor platform
- Networking:
  - autoNet Live View
  - Remote Diagnostics
  - Remote Image Review
  - Remote Management
- Optical X-ray on/off sensor
- Parcel slide
- Power conditioner or UPS
- Remote operation
- Sharp Scroll
- Tropical humidity kit
- User management
- Variable height OCP mount
- X-ray image viewer software



Note: Non-marking casters.

Dimensions are in inches and centimeters.



World Headquarters

10A Bloomfield Avenue  
Pine Brook, NJ 07058 USA

www.autoclear.com

Tel. +1 973.276.6000

+1 973.276.6161

Fax. +1 973.227.0832

info@autoclear.com

## HEALTH & SAFETY

Compliant with US FDA, Chapter 1: Department of Health and Human Services, Subchapter J: Radiological Health, Performance Standards for Ionizing Radiation Emitting Products, 21 CFR 1020.40 Cabinet X-ray Systems

ISO 9001:2015 REGISTERED

2011-2019 © Autoclear, ChestGate®, Control Screening®, Dynamion®, FundWind® and Schritzer® are among our many registered trademarks. All rights reserved.  
50040017 - Spec. Sheet: 4535DVS - initial - 09/16/2019



**Security Pro USA**

310-475-7780  
 www.securityprousa.com  
 8543 Venice Blvd  
 Los Angeles, CA 90034

**Quote**

Date	Quote #
10/14/2025	2250

<b>Name / Address</b>
Jasper County Clerk of Court Robert Horton 8434769570 rkhorton@jaspercountysc.gov

Rep	Project
CP.	

Description	Qty	U/M	Cost	Total
Model 5333DVS AutoClear X-Ray Scanner (160Kv) Including: Linux OS (Touch Pad Operation), AutoMat Alert, Image Archiving/Storage to USB, Built-In Traing, AutoNet 1, Image Management Program	1		19,706.00	19,706.00
Entry/Exit Roller Beds 3' (set)	1		1,300.00	1,300.00
Onsite Training and Installation	1		1,550.00	1,550.00
Crate + Freight	1		1,700.00	1,700.00
Cindy Perez Direct Phone: 310-475-7780 Ext. 109 Fax: 310-475-7065 cp@securityprousa.com www.securityprousa.com DUNS# 616679049, Federal Tax ID: 95-4308568 CAGE: 3R0M2 UEI: E2RHHG9EPXAQ5 Small Business/GSA Contract #GS-07F-0577T Sales Tax			0.00%	0.00
<b>Total</b>				<b>\$24,256.00</b>

Export warning : This product may be subject to the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.). Violations of these export laws are subject to severe criminal penalties. US export controls and may fall under ITAR or BIS regulations. It is the buyer

# 5333DVS X-RAY INSPECTION

Explosives, Weapons and Contraband



SINGLE SOURCE, MULTI-ENERGY

X-RAY INSPECTION



Shown with optional tunnel extensions

Designed for screening mid-sized items for weapons, explosives, drugs and other contraband, the single-source, multi-energy 5333DVS X-ray inspection system is fast and easy to operate. Ideal for screening hand carried items such as purses, briefcases, backpacks, strollers, small parcels and more, the compact 5333DVS is a great choice for small and limited spaces. The system's low profile, bottom-up generator design makes smaller items appear much sharper and larger on-screen.

- > Rapidly images full mailbags and long or tall items
- > Fits in elevators, narrow halls and tight spaces
- > Patented guided conveyor belt never needs adjusting
- > Built on the industry's most stable and flexible operating system
- > Two generator power levels to choose from (see back for details)

#### APPLICATIONS:

- > Passenger, Staff and Visitor Checkpoint Inspection
- > Corporate, Government and Private Security
- > Critical Infrastructure Security
- > Mail Screening

# 5333DVS SPECIFICATIONS

## PHYSICAL DETAILS

Tunnel Size:	53.0 x 33.1 cm 20.8 x 13.0 in. (W x H)
Overall Dimensions:	133.2 x 74.0 x 112.2 cm 52.4 x 29.1 x 44.3 in. (L x W x H)
Weight:	100 kV: 275 kg (606 lbs.) Net weight 328 kg (723 lbs.) Shipping weight 160 kV: 333 kg (734 lbs.) Net weight 380 kg (838 lbs.) Shipping weight
Construction:	Robust heavy gauge, epoxy-painted, steel frame construction. Stainless steel and aluminum trim and accessories. Non-marking casters.
Temperature:	Operating: 0° to 40° C (32° to 104° F) Storage: -20° C to 60° C (-4° to 140° F)
Humidity:	20%-95%, non-condensing
System Power:	115/230 VAC +/- 10% 60/50 Hz 0.7 kVA max

## X-RAY GENERATOR

X-ray Tube Head:	Self-contained with sealed oil bath cooling
High Voltage Rating:	100 kV, operating at 90 kV (standard) or 160 kV, operating at 140 kV (optional)
Duty Cycle:	100%
Beam Orientation:	Diagonal (80° beam divergence)
Dose per Exam:	<0.1mR; <i>May be higher or lower due to differing combinations of kV level &amp; X-ray beam configuration</i>
Radiation Leakage:	<0.5mR/hr (<5.0µSv/hr); <0.1mR/hr (<1.0µSv/hr) available

## INSPECTION CAPABILITIES

Material (steel) Penetration:	10 mm guaranteed (11 mm typical) with 100kV 28 mm guaranteed (29 mm typical) with 160 kV
Contrast Sensitivity:	Over 2 million color tones standard
Resolution (wire):	38 mm guaranteed (40 AWG typical)
Conveyor Speed:	24.0 cm (9.4 in.) per second 14.6 m (48 ft.) per minute
Pulling Weight:	160 kg (352 lbs.)
Film Safety:	Guaranteed for high-speed film up to ISO 1600 (33 DIN)

## DETECTORS

High-speed, ultra-sensitive photodiode detector array;  
L-shaped for 100% package screening

## VIDEO

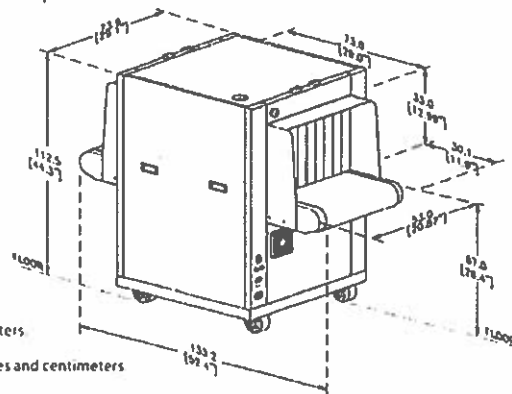
19" Color LCD monitor, 1280 x 1024 video card

## STANDARD FEATURES

- autoCal
- autoDensAlert
- autoImage recall (10 images)
- autoOutline
- autoScale
- autoSensing
- autoSoft (LINUX) operating system
- autoTracking guided conveyor belt
- 128x Smart Zoom
- Adjustable zoom preview window
- Color; reverse B/W imaging
- Dark and light enhance
- D-SCAN with 160 kV only
- Entrance tunnel extension
- Exit tunnel extension
- Full-sized operator control panel (OCP) with touchpad navigation
- High/Low Density and Stripping
- Interactive help screens
- Organic / Inorganic
- RealClear
- Real-Time Diagnostics
- Reversible conveyor direction
- Save screen to USB
- Z-SCAN with 160 kV only

## OPTIONS

- autoColor+ with 160 kV only
- autoMatAlert
- autoShieldAlert
- autoZ display
- 160 kV generator, operating at 140 kV
- Built-in training
- CE/CSA/US safety/EMC certification
- Console desk
- Conveyor Extensions
- Dual monitors
- DVD drive
- Footpad
- Image archiving (500K)
- Image export in BMP & JPG
- Item counter
- kV, mA meter
- Larger monitors (at least: 24", HD flicker-free LCD; 1920x1080 res.)
- Laser printer
- Loading or exit 18" parcel slide
- Loading or exit rollerbeds
- Locking metal OCP cover
- Locking monitor garage
- Monitor platform
- Networking:
  - autoNet Live View
  - Remote Diagnostics
  - Remote Image Review
  - Remote Management
- Optical X-ray on/off sensor
- Sharp Scroll
- Threat Image Projection (TIP)
- Tropical humidity kit
- Tunnel extensions
- Uninterruptible power supply
- User management
- Variable height OCP mount
- X-ray image viewer software



World Headquarters  
10A Bloomfield Avenue  
Pine Brook, NJ 07058 USA

Tel. +1 973.276.6000  
+1 973.276.6161  
Fax. +1 973.227.0832

### HEALTH & SAFETY

Compliant with US FDA, Chapter I, Department of Health and Human Services, Subchapter J, Radiological Health, Performance Standards for Ionizing Radiation Emitting Products, 21 CFR 1020.42 Cabinet X-ray Systems  
ISO 9001-2015 REGISTERED

2011-2019 © Autoclear, CheckGate™, Control Screening™, Dynascan™, HandWare™ and Scintrex™ are among our many registered trademarks. All rights reserved.

50240016 Spec Sheet 5333DVS Rev C 10/09/2020

www.autoclear.com

info@autoclear.com

AGENDA  
ITEM #9D

**STATE OF SOUTH CAROLINA  
COUNTY OF JASPER**

**Ordinance O-2026-19**

**AN ORDINANCE  
OF JASPER COUNTY COUNCIL**

**TO PROVIDE FOR THE ISSUANCE AND SALE OF NOT EXCEEDING TWO MILLION DOLLARS (\$2,000,000) AGGREGATE PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS OF JASPER COUNTY, SOUTH CAROLINA IN ONE OR MORE SERIES, TO PRESCRIBE THE PURPOSES FOR WHICH THE PROCEEDS SHALL BE EXPENDED, TO PROVIDE FOR THE PAYMENT THEREOF, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO.**

---

Date: July 6, 2026

---

---

TABLE OF CONTENTS

---

ARTICLE I  
FINDINGS OF FACT

Section 1.01 Findings .....1

ARTICLE II  
DEFINITIONS AND CONSTRUCTION

Section 2.01 Definitions .....3  
Section 2.02 Construction .....7

ARTICLE III  
THE BONDS

Section 3.01 Ordering the Issuance of Bonds .....8  
Section 3.02 Maturity Schedule .....8  
Section 3.03 Date of Bonds; Interest Rates .....8  
Section 3.04 Medium of Payment; Bond Payments; Form and Denomination.....8  
Section 3.05 Agreement to Maintain Registrar and Paying Agent .....9  
Section 3.06 Execution and Authentication .....10  
Section 3.07 Exchange of Bonds .....10  
Section 3.08 Transferability and Registry .....10  
Section 3.09 Transfer of Bonds .....10  
Section 3.10 Regulations with Respect to Exchanges and Transfers .....11  
Section 3.11 Mutilated, Destroyed, Lost and Stolen Bonds .....11  
Section 3.12 Holder as Owner of Bond .....11  
Section 3.13 Cancellation of Bonds .....12  
Section 3.14 Payments Due Saturdays, Sundays, and Holidays .....12  
Section 3.15 Conditions Related to Naming Interest Rates .....12  
Section 3.16 Tax Exemption in South Carolina .....12  
Section 3.17 Security for Bonds .....13  
Section 3.18 Notice to Auditor and Treasurer to Levy Tax.....13  
Section 3.19 Book-Entry Only System .....13  
Section 3.20 Form of Bonds .....14  
Section 3.21 Bond Anticipation Notes .....14

ARTICLE IV  
SALE OF THE BONDS

Section 4.01 Sale and Award of Bonds .....18  
Section 4.02 Manner of Public Sale .....18  
Section 4.03 Authorization to Negotiate Sale in Certain Circumstances .....19

ARTICLE V  
CERTAIN DELEGATIONS AND AUTHORIZATIONS

Section 5.01	Certain Delegations .....	20
--------------	---------------------------	----

ARTICLE VI  
APPLICATION OF PROCEEDS

Section 6.01	Deposit and Use of Proceeds .....	21
--------------	-----------------------------------	----

ARTICLE VII  
REDEMPTION OR PURCHASE OF BONDS

Section 7.01	Authorization of Redemption .....	22
Section 7.02	Election to Redeem .....	22
Section 7.03	Notice of Redemption .....	22
Section 7.04	Selection by Registrar of Bonds to be Redeemed .....	23
Section 7.05	Deposit of Redemption Price .....	24
Section 7.06	Partial Redemption of Bonds .....	24
Section 7.07	Purchases of Bonds Outstanding .....	24

ARTICLE VIII  
DEFEASANCE OF BONDS

Section 8.01	Defeasance .....	25
--------------	------------------	----

ARTICLE IX  
CONCERNING THE FIDUCIARIES

Section 9.01	Fiduciary; Appointment and Acceptance of Duties .....	27
Section 9.02	Responsibilities of Fiduciaries .....	27
Section 9.03	Evidence on Which Fiduciaries May Act .....	27
Section 9.04	Compensation .....	28
Section 9.05	Certain Permitted Acts .....	28
Section 9.06	Resignation of Any Fiduciary .....	28
Section 9.07	Removal of Fiduciary .....	28
Section 9.08	Appointment of Successor Fiduciaries .....	28
Section 9.09	Transfer of Rights and Property to Successor .....	29
Section 9.10	Merger or Consolidation .....	30
Section 9.11	Adoption of Authentication .....	30

ARTICLE X  
TAX AND DISCLOSURE COVENANTS

Section 10.01 Tax Covenants .....31  
Section 10.02 Disclosure Covenants .....33

ARTICLE XI  
MISCELLANEOUS

Section 11.01 Failure to Present Bonds .....35  
Section 11.02 Professional Services .....35  
Section 11.03 Filing of Copies of Ordinance .....35  
Section 11.04 Further Action by Officers of the County .....35  
Section 11.05 Ordinance to Constitute Contract .....36  
Section 11.06 Savings Clause .....36  
Section 11.07 Successors .....36  
Section 11.08 General Repealer; Effective Date .....36

- EXHIBIT A – FORM OF NOTICE OF PUBLIC HEARING
- EXHIBIT B – FORMS OF BONDS
- EXHIBIT C – FORM OF SUMMARY NOTICE OF SALE
- EXHIBIT D – FORMS OF OFFICIAL NOTICE OF SALE

**BE IT ORDAINED BY THE COUNTY COUNCIL OF JASPER COUNTY, SOUTH CAROLINA, AS FOLLOWS:**

**ARTICLE I**

**FINDINGS OF FACT**

Section 1.01 Findings.

The County Council of Jasper County (the “*County Council*”), the governing body of Jasper County, South Carolina (the “*County*”), hereby finds and determines:

(a) The County is a body politic and corporate and a political subdivision of the State of South Carolina (the “*State*”) and as such possesses all general powers granted to counties of the State.

(b) Article X, Section 14 of the Constitution of the State of South Carolina, 1895, as amended (the “*Constitution*”), provides that counties may incur general obligation bonded indebtedness upon such terms and conditions as the General Assembly may prescribe by general law, subject to the following limitations: (i) such debt must be incurred only for a purpose which is a public purpose and a corporate purpose for a county, and (ii) unless excepted therefrom, such debt may be issued in an amount not exceeding eight percent of the assessed value of all taxable property of such county (the “*Debt Limit*”).

(c) Pursuant to Title 4, Chapter 15 (the “*County Bond Act*”) of the Code of Laws of South Carolina 1976, as amended (the “*South Carolina Code*”), the governing body of any county of the State may issue general obligation bonds to defray the cost of any authorized purpose and for any amount not exceeding such county’s applicable Debt Limit.

(d) The County Bond Act provides that as a condition precedent to the issuance of bonds, an election be held that results favorably thereto. Title 11, Chapter 27 of the South Carolina Code provides that if an election be prescribed by the provisions of the County Bond Act, but is not required by the provisions of Article X, Section 14 of the Constitution, then in every such instance, no election need be held and the remaining provisions of the County Bond Act shall constitute a full and complete authorization to issue bonds in accordance with such remaining provisions.

(e) Based on a certificate of the County Auditor dated May 18, 2026, the assessed value of all taxable property in the County as of May 18, 2026 is \$381,881,775. Eight percent of such sum, constituting the County’s Debt Limit, is \$30,550,542.

(f) Pursuant to a novation effective July 1, 2026, the County’s previously outstanding General Obligation Bond (Cherry Point Fire Protection District), Series 2023, was novated in favor of the County’s \$\_\_\_\_\_ Fire Protection Service General Obligation Bond (Jasper County Rural Fire Protection District), Series 2026 (the “*2026 Bond*”).<sup>1</sup>

(g) The 2026 Bond was issued by the County on behalf of the Jasper County Rural Fire Protection District, a special tax district created by the County under Title 4, Chapter 19 of the

---

<sup>1</sup> Final principal installment due on April 13, 2053.

South Carolina Code and Ordinance No. O-2026-17, and does not count against the Debt Limit.<sup>2</sup> Accordingly, the County may incur \$30,550,542 of general obligation debt within the Debt Limit.<sup>3</sup>

(h) On the basis of the foregoing, the County Council has determined it is in the best interest of the County to authorize and provide for the issuance and sale of not exceeding \$2,000,000 of general obligation bonds (the “**Bonds**”) for the purpose of raising funds: (i) to defray the costs of (a) renovating, improving and equipping various government facilities and buildings, (b) constructing, renovating, and improving various County boat landings, (c) constructing, renovating, improving and equipping various County recreation facilities; and (d) acquisition of real properties for future County facilities (collectively, the “**Project**”); and (ii) to pay the costs of issuance of the Bonds.

(i) Pursuant to the provisions of Section 4-9-130 of the South Carolina Code, a public hearing, after giving notice in substantially the form attached hereto as Exhibit A, was conducted prior to the third and final reading of this Ordinance by the County Council.

\* \* \*

---

<sup>2</sup> Article X, Section 14(7)(b) of the Constitution provides that general obligation debt incurred pursuant to and within the limitations of Article X, Section 12 of the Constitution shall not be considered in determining the Debt Limit.

<sup>3</sup> The County, subject to a successful referendum held on November 5, 2024, recently approved and authorized a new transportation sales tax. As part of the proceedings to approve the transportation sales tax, County voters additionally authorized not exceeding \$150,000,000 in general obligation bonds to defray the cost of various transportation projects. No bonds have been issued under this authorization, but if they are issued in the future, such bonds will not count against the Debt Limit.

## ARTICLE II

### DEFINITIONS AND CONSTRUCTION

#### Section 2.01 Definitions.

As used in this Ordinance, unless context otherwise requires, the following terms shall have the following respective meanings.

“**Authorized Investments**” means and includes any securities which, at the time of determination, are legal investments for political subdivisions in the State as provided in the South Carolina Code.

“**Authorized Officer**” means the Chairman or the County Administrator; either of whom may act individually as the Authorized Officer or on behalf of the Authorized Officers.

“**BAN**” means any of the bond anticipation notes issued hereunder and pursuant to the BAN Act.

“**BAN Act**” means Title 11, Chapter 17 of the South Carolina Code.

“**Bond**” or “**Bonds**” has the meaning given to such term in Section 1.01, which includes any of the Bonds of the County authorized by this Ordinance, and, where context dictates, Bonds of a Series issued hereunder.

“**Bond Counsel**” means Pope Flynn, LLC, or any successor firm, or an attorney or firm of attorneys of recognized standing in the field of law relating to municipal, state and public agency financing.

“**Bondholder**”; “**Holder**”; “**Holders of Bonds**”; “**Owner**”; “**Registered Owner**” or similar term means, when used with respect to Bonds or a Bond, any person who shall be registered as the owner of any Bonds Outstanding.

“**Bond Payment**” means the periodic payment of Principal Installments of or interest on the Bonds, or both.

“**Bond Payment Date**” means, as for any Series of Bonds issued hereunder, the date or dates when a Bond Payment is payable.

“**Chairman**” means the Chairman of County Council, or in his absence or unavailability, the Vice Chairman of County Council.

“**Clerk to County Council**” means the Clerk to the County Council.

“**Code**” means the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

**“Continuing Disclosure Undertaking”** means an undertaking executed by an Authorized Officer and delivered at or prior to the closing of a Series of Bonds that is intended to meet the requirements of Rule 15c2-12, and as such undertaking may be from time to time amended in accordance with the terms thereof.

**“Corporate Trust Office”** when used with respect to any Paying Agent or Registrar, means the office of the Paying Agent or Registrar at which corporate trust business related to the Bonds shall be administered. In the event the County Treasurer serves as Paying Agent and Registrar, applicable references to the Corporate Trust Office shall mean the offices of the County Treasurer.

**“County”** means Jasper County, South Carolina.

**“County Administrator”** means the County Administrator of the County (including any interim County Administrator), or in his absence or unavailability, an interim County Administrator or Deputy County Administrator of the County.

**“County Auditor”** means the person holding the office of County Auditor of the County, and any person authorized to act on behalf of such office.

**“County Council”** means the County Council of the County.

**“County Treasurer”** means the person holding the office of Treasurer of the County, and any person authorized to act on behalf of such office.

**“Direct Placement Purchaser”** means a Purchaser of a Series of Bonds pursuant to Section 4.02(1) hereof.

**“DTC”** means The Depository Trust Company, New York, New York.

**“Enabling Act”** means Article X, Section 14 of the Constitution of the State of South Carolina, 1895, as amended; the County Bond Act; and Title 11, Chapter 27 of the South Carolina Code.

**“Escrow Agent”** means a financial institution appointed by an Authorized Officer of the County to hold funds for the purpose of defeasing all or a portion of the Bonds in accordance with Article VIII of this Ordinance.

**“Fiduciary”** means any financial institution appointed by the County to serve as Paying Agent or Registrar, and its successors and assigns.

**“Government Obligations”** means (i) direct obligations of the United States of America for the payment of which the full faith and credit of the United States of America are pledged; (ii) obligations, the payment of the principal (if any), or the interest (if any) on which is fully guaranteed as a full faith and credit obligation of the United States of America; (iii) non-callable, U.S. Treasury Securities – State and Local Government Series Securities; and (iv) AAA-rated general obligation bonds (based upon a rating issued by at least one nationally recognized credit

rating organization) of the State, its institutions, agencies, school districts and political subdivisions.

**“Governmental Unit”** means a state or local governmental unit within the meaning of Section 141(b) of the Code.

**“Nongovernmental Person”** means any Person other than a Governmental Unit.

**“Official Notice of Sale”** has the meaning given such term in Article IV hereof.

**“Original Issue Date”** shall mean the date of delivery of the applicable Series of Bonds.

**“Other Indicia of Satisfaction”** means the delivery of a certificate to the Paying Agent by a Sole Holder in connection with a final payment of all Outstanding Principal Installments of a Series of Bonds certifying that (i) such payment represents the final payment due on such Series of Bonds, and (ii) the County owes no further obligation to the Registered Owner respecting such Series of Bonds. Such certificate may also make provision for the Sole Holder to indemnify the County in connection with the failure to surrender such Bonds.

**“Outstanding”** when used in this Ordinance, with respect to the Bonds, means as of any date, all Bonds theretofore authenticated and delivered pursuant to this Ordinance except:

- (1) any Bond cancelled or delivered to the Registrar for cancellation on or before such date;
- (2) any Bond (or any portion thereof) deemed to have been paid in accordance with the provisions of Section 8.01 hereof; and
- (3) any Bond in lieu of or in exchange for which another Bond shall have been authenticated and delivered pursuant to Article III hereof.

**“Paying Agent”** means any bank, trust company or national banking association which is authorized to pay the Principal Installments of or interest on any Series of Bonds and has the duties, responsibilities and rights provided for in this Ordinance, and its successor or successors and any other corporation or association which at any time may be substituted in its place pursuant to this Ordinance. The entity named as Paying Agent may also act as Registrar. Notwithstanding the above definition of Paying Agent, if a Series of Bonds is not delivered in book-entry form, the County Treasurer may be the Paying Agent for such Bonds.

**“Person”** means an individual, a partnership, a corporation, a trust, a trustee, an unincorporated organization, or a government or an agency or political subdivision thereof.

**“Placement Agent”** has the meaning given to such term in Section 11.02 hereof.

**“Principal Installment”** means, as of any date of calculation, the principal amount of all Bonds due on a specified date.

“**Project**” has the meaning given such term in Section 1.01 hereof.

“**Purchaser**” means a purchaser of the applicable Series of Bonds.

“**Record Date**” means the fifteenth day of the month immediately preceding a month in which there is a Bond Payment Date.

“**Redemption Price**” when used with respect to a Bond or portion thereof to be redeemed, means the principal amount of such Bonds or such portion thereof plus the applicable premium, if any, and accrued interest, as applicable, payable upon redemption thereof pursuant to this Ordinance.

“**Registrar**” means any bank, trust company, or national banking association which is authorized to maintain an accurate list of those who, from time to time, shall be the Holders of the Bonds and shall effect the exchange and transfer of Bonds in accordance with the provisions of this Ordinance and having the duties, responsibilities, and rights provided for in this Ordinance and its successor or successors and any other corporation or association which at any time may be substituted in its place pursuant to this Ordinance. The institution named as Registrar may also act as Paying Agent. Notwithstanding the above definition of Registrar, if the Bonds are not delivered in book-entry form, the Registrar may be the County, acting through the County Treasurer, as determined by an Authorized Officer.

“**Registry Books**” means the books of the County to be kept at the Corporate Trust Office of the Registrar for the registration and transfer of the Bonds.

“**Rule 15c2-12**” means Rule 15c2-12 of the United States Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended.

“**Securities Depository**” means, initially, DTC, or any other recognized securities depository selected by the County, which securities depository maintains a book-entry system in respect of the Bonds, and shall include any substitute for or successor to the securities depository initially acting as Securities Depository.

“**Securities Depository Nominee**” means, as to any Securities Depository, such Securities Depository or the nominee of such Securities Depository in whose name there shall be registered on the registration books maintained by the Registrar the Bond certificates to be delivered to and immobilized at such Securities Depository during the continuation with such Securities Depository of participation in its book-entry system. If DTC is the initial Securities Depository, Cede & Co. shall serve as the initial Securities Depository Nominee hereunder. In all other cases, the Securities Depository Nominee shall be the entity designated as such under the rules of the Securities Depository.

“**Series**” or “**Series of Bonds**” means Bonds issued hereunder as a single issue; i.e., sold and closed on the same dates with a common bond caption and Series designation.

“**Sole Holder**” means the Holder of a Series of Bonds when such Bonds shall be physically delivered as a single Bond to a single Holder purchasing an entire Series of Bonds.

**“South Carolina Code”** means the Code of Laws of South Carolina 1976, as amended.

**“State”** means the State of South Carolina.

**“Summary Notice of Sale”** has the meaning given such term in Article IV hereof.

**“Taxable Bonds”** means any Bonds that have been designated as taxable under the Code by an Authorized Officer pursuant to Article V of this Ordinance.

Section 2.02 Construction.

In this Ordinance, unless context otherwise requires:

- (1) Articles and Sections referred to by number shall mean the corresponding Articles and Sections of this Ordinance.
- (2) The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder,” and any similar terms refer to this Ordinance, and the term “hereafter” shall mean after, and the term “heretofore” shall mean before the date of enactment of this Ordinance.
- (3) Words of the masculine gender shall mean and include correlative words of the female and neuter genders, and words importing the singular number shall mean and include the plural number and vice versa.
- (4) Any Fiduciary shall be deemed to hold an Authorized Investment in which money is invested pursuant to the provisions of this Ordinance, even though such Authorized Investment is evidenced only by a book entry or similar record of investment.
- (5) Exhibits to this Ordinance constitute an integral part of this Ordinance.
- (6) Three asterisks mark the end of each Article.

\* \* \*

## ARTICLE III

### THE BONDS

#### Section 3.01 Ordering the Issuance of Bonds.

Pursuant to the provisions of the Enabling Act, an Authorized Officer is hereby ordered and directed to cause the issuance of Bonds in order to provide funds: (i) to defray the costs of the Project; and (ii) to pay the costs of issuance thereof. The Bonds may be issued in a single Series, or from time to time in multiple Series as determined by an Authorized Officer. The Bonds may, in addition to the title “Jasper County, South Carolina, General Obligation Bond[s],” bear a numerical or alphanumeric Series designation as may be necessary to distinguish them from the Bonds of every other Series, or other general obligation bonds of the County, and shall designate the year in which the Series is issued. Any Series of Bonds issued as Taxable Bonds shall bear an appropriate designation so as to distinguish its tax status.

#### Section 3.02 Maturity Schedule.

Each Series of Bonds shall mature on the dates and in the principal amounts as determined by an Authorized Officer, upon the advice of the Placement Agent and Bond Counsel, provided that the first maturing principal of a Series of Bonds shall mature not later than five years from the date of issue thereof and the aggregate principal amount of the Bonds issued hereunder shall not exceed \$2,000,000. No Bonds shall mature more than 10 years from their date of delivery.

#### Section 3.03 Date of Bonds; Interest Rates.

Bonds shall be authenticated on such dates as they shall, in each case, be delivered. Bonds shall bear interest, at the rates per annum determined in accordance with Section 3.15 hereof (on the basis of a 360-day year of twelve 30-day months), from the Bond Payment Date to which interest has been paid next preceding the authentication date thereof, unless the authentication date is a Bond Payment Date, in which case from such authentication date, or if authenticated prior to the initial Bond Payment Date for Bonds of that Series, then from the Original Issue Date of that Series.

#### Section 3.04 Medium of Payment; Bond Payments, Form and Denomination.

(a) The Principal Installments of, Redemption Price, if any, and interest on all Bonds shall be payable in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public and private debts.

(b) Payment of the Principal Installment or Redemption Price of Bonds shall be payable at the Corporate Trust Office of the Paying Agent upon presentation and surrender for cancellation of such Bonds on or after the maturity date or earlier redemption date, except as set forth at Section 3.04(d) below. Payment of interest on Bonds shall be made by check or draft mailed from the Corporate Trust Office of the Paying Agent to the Person in whose name the Bonds are registered at the close of business on the Record Date; provided, however, that any Registered Owner of Bonds in the aggregate principal amount of \$1,000,000 or more may request, in writing at least 20 days prior to the applicable Record Date delivered to the Paying Agent, that Bond Payments be made by

wire transfer to such Registered Owner at an account maintained by a financial institution located in the continental United States which bank is a member of the Federal Reserve System as specified in such request.

(c) The Bonds shall be issued in fully registered form. The Bonds shall be issued in denominations of \$1,000 or any whole multiple thereof, not exceeding the principal amount of the Bonds maturing in such year, except as set forth below. Each Series of Bonds shall be numbered from R-1 upwards in such fashion as to maintain a proper record thereof.

(d) Notwithstanding the foregoing provisions of this Section 3.04, in the event that a Sole Holder is the Registered Owner of a Series of Bonds, the denomination of such Series of Bonds may be the principal amount of such Series, and presentment of such Series of Bonds for payment shall not be required, except for the payment of the final Principal Installment of such Series of Bonds, unless otherwise mutually agreed by the County and the Registered Owner of such Series of Bonds, and upon the delivery of Other Indicia of Satisfaction or similar by the Registered Owner. At the option of the Sole Holder, and upon agreement by the Paying Agent, Bond Payments may be made by wire transfer to such Sole Holder at an account maintained by a financial institution located in the continental United States specified in a request made not less than 20 days prior to the applicable Record Date, or such shorter period as may be acceptable to the Paying Agent.

Section 3.05 Agreement to Maintain Registrar and Paying Agent.

(a) As long as any of the Bonds remain Outstanding there shall be a Registrar and a Paying Agent which shall, subject to Section 3.05(b), be a financial institution maintaining Corporate Trust Offices where: (i) Bonds may be presented for registration of transfers and exchanges, (ii) notices and demands to or upon the County in respect of the Bonds may be served, and (iii) the Bonds may be presented for payment, exchange and transfer. A financial institution so designated by an Authorized Officer may act as both Registrar and Paying Agent. The single institution so chosen shall exercise both the functions of the Registrar and the Paying Agent.

(b) If any Series of Bonds is not issued in book-entry form, the County acting through the County Treasurer may serve as the Registrar and Paying Agent for such Series of Bonds and may fulfill all functions of the Registrar and Paying Agent enumerated herein. The County acting through the County Treasurer may also serve as Registrar and Paying Agent should the Bonds initially be held in a book-entry system and such system is subsequently discontinued.

Section 3.06 Execution and Authentication.

(a) The Bonds shall be executed in the name of and on behalf of the County by the manual or facsimile signature of the Chairman or the County Administrator, attested by the manual or facsimile signature of the Clerk to County Council, with the seal of the County impressed, imprinted, or reproduced thereon. Bonds bearing the signature of any Person who shall have been an Authorized Officer at the time the Bonds were so executed shall bind the County notwithstanding the fact that he may have ceased to be such Chairman, County Administrator or Clerk to County Council prior to the authentication and delivery of the Bonds or was not such Chairman, County Administrator or Clerk to County Council at the date of authentication and delivery of the Bonds.

(b) No Bond shall be valid or become obligatory for any purpose unless there shall have been endorsed thereon a certificate of authentication. Each Bond shall bear a certificate of authentication manually executed by the Registrar in substantially the form set forth in the applicable form of the Bond attached hereto as Exhibit B.

Section 3.07 Exchange of Bonds.

Each Bond, upon surrender thereof at the Corporate Trust Office of the Registrar along with a written instrument of transfer satisfactory to the Registrar duly executed by the Registered Owner or his duly authorized attorney, may, at the option of the Registered Owner thereof, be exchanged for a new Bond of the same Series, interest rate, and maturity. So long as such Bond remains Outstanding, the County shall make all necessary provisions to permit the exchange of the Bond at the Corporate Trust Office of the Registrar. Such new Bonds shall reflect the principal amount thereof as then yet unpaid.

Section 3.08 Transferability and Registry.

Each Bond shall at all times, when the same is Outstanding, be payable to a Person, and shall be transferable only in accordance with the provisions for registration and transfer contained in this Ordinance and in such Bond. So long as such Bond remains Outstanding, the Registrar shall maintain and keep the Registry Books, and, upon presentation thereof for such purpose at such Corporate Trust Office, the County shall register or cause to be registered therein, and permit to be transferred thereon, under such reasonable regulations as it may prescribe, such Bond. So long as the Bonds remain Outstanding, the County shall make all necessary provisions to permit the transfer of such Bonds at the Corporate Trust Office of the Registrar.

Section 3.09 Transfer of Bonds.

The Bonds shall be transferable only upon the Registry Books, which shall be kept for such purpose at the Corporate Trust Office of the Registrar and maintained for such purpose by the Registrar, upon presentation and surrender thereof by the Registered Owner of the Bond in person or by his attorney duly authorized in writing, together with a written instrument of transfer satisfactory to the Registrar duly executed by the Registered Owner or his duly authorized attorney. Upon surrender for transfer of Bonds, the County shall execute, authenticate, and deliver, in the name of the Person who is the transferee, a new Bond of the same principal amount and maturity

and rate of interest as the surrendered Bond. Such new Bond shall reflect the principal amount thereof as then yet unpaid.

Section 3.10 Regulations with Respect to Exchanges and Transfers.

Bonds, if surrendered in any exchange or transfer, shall forthwith be cancelled by the Registrar. For each such transfer of the Bonds, the Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such transfer, which sum or sums shall be paid by the Registered Owner requesting such transfer as a condition precedent to the exercise of the privilege of making such transfer. The County shall not be obligated to issue or transfer the Bonds (i) during the period between a Record Date and the next following Bond Payment Date, or (ii) following a call for redemption of Bonds.

Section 3.11 Mutilated, Destroyed, Lost and Stolen Bonds.

(a) If a Bond is mutilated and thereafter surrendered to the County or if the County receives evidence to its satisfaction of the destruction, loss or theft of a Bond and there is delivered to the County such security or indemnity as may be required by it to save it harmless, then, in the absence of notice that the Bond has been acquired by a *bona fide* purchaser, the County shall execute, and the Registrar shall authenticate and deliver, in exchange for the mutilated Bond or in lieu of any such destroyed, lost, or stolen Bond, a new Bond of like tenor and principal amount, bearing a number unlike that of the mutilated, lost, or stolen Bond, and shall thereupon cancel any such mutilated Bond so surrendered. In case the mutilated, destroyed, lost or stolen Bond has become or is to become due and payable within one month, the County in its discretion may, instead of issuing a new Bond, pay the Bond.

(b) Upon the issuance of any new Bond under this Section 3.11, the County may require the payment of a sum sufficient to cover any tax, fee, or other governmental charge that may be imposed in relation thereto and any other expenses, including counsel fees or other fees, of the County connected therewith.

(c) Each new Bond issued pursuant to this Section 3.11 in lieu of any destroyed, lost, or stolen Bond shall constitute an additional contractual obligation of the County, whether or not the destroyed, lost, or stolen Bond shall at any time be enforceable by anyone, and shall be entitled to all the benefits hereof. Each Bond shall be held and owned upon the express condition that the foregoing provisions are exclusive with respect to the replacement or payment of a mutilated, destroyed, lost, or stolen Bond and shall preclude (to the extent lawful) all other rights or remedies with respect to the replacement or payment of the mutilated, destroyed, lost, or stolen Bond or securities.

All expenses necessary for the providing of any duplicate Bond shall be borne by the applicant therefor.

Section 3.12 Holder as Owner of Bond.

The County, the Registrar and the Paying Agent may treat the Registered Owner of any Bond as the absolute owner thereof, whether such Bond shall be overdue or not, for the purpose of

receiving payment of, or on account of, the Principal Installment of and interest on the Bonds and for all other purposes, and payment of the Principal Installment and interest shall be made only to, or upon the order of, such Registered Owner. All payments to such Registered Owner shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and the County shall not be affected by any notice to the contrary.

Section 3.13 Cancellation of Bonds.

The Registrar shall destroy Bonds upon surrender of the same to it for cancellation and shall deliver a certificate to that effect to the County. No such Bonds shall be deemed Outstanding under this Ordinance and no Bonds shall be issued in lieu thereof.

Section 3.14 Payments Due Saturdays, Sundays, and Holidays.

In any case where the Bond Payment Date or redemption shall be a Saturday or Sunday or shall be, at the place designated for payment, a legal holiday or a day on which banking institutions are authorized by law to close, then payment of interest on or Principal Installment or Redemption Price of the Bonds need not be made on such date but shall be made on the next succeeding business day not a Saturday, Sunday or a legal holiday or a day upon which banking institutions are authorized by law to close, with the same force and effect as if made on the Bond Payment Date or redemption date, and no interest shall accrue for the period from such Bond Payment Date or redemption date to the date on which payment of the Principal Installment, interest, or Redemption Price, if any, is made.

Section 3.15 Conditions Related to Naming Interest Rates.

Bonds shall bear such rate or rates of interest as shall result from the sale procedures of Article IV, but:

- (1) all Bonds of the same maturity and Series shall bear the same rate of interest;
- (2) no rate of interest shall exceed 7.0%;
- (3) a 0.0% rate is not permitted; and
- (4) any premium offered shall be paid in cash as part of the purchase price.

In addition to the foregoing, an Authorized Officer is authorized to impose additional conditions for the sale of Bonds not inconsistent with those set forth above prior to the sale of Bonds and set forth in the Official Notice of Sale, and any amendment thereto.

Section 3.16 Tax Exemption in South Carolina.

Both the Principal Installments of and interest on the Bonds shall be exempt from all State, county, municipal, school district, and all other taxes or assessments of the State of South Carolina,

direct or indirect, general, or special, whether imposed for the purpose of general revenue or otherwise, except inheritance, estate, transfer, or certain franchise taxes.

Section 3.17 Security for Bonds.

The full faith, credit, and taxing power of the County is hereby irrevocably pledged for the payment of the Bonds as the Principal Installments thereof mature and as interest thereon comes due, and to create such sinking fund as may be necessary therefor. There shall be levied annually by the County Auditor and collected by the County Treasurer in the same manner as other county taxes are levied and collected, a tax, without limit, on all taxable property in the County sufficient to pay the Principal Installments of and interest on the Bonds as the same mature and come due, respectively, and to create such sinking fund as may be necessary therefor.

Section 3.18 Notice to Auditor and Treasurer to Levy Tax.

The County Auditor and the County Treasurer shall each be notified of the issuance of any Series of Bonds, and directed to levy and collect, upon all taxable property in the County an annual tax sufficient to meet the payment of the Principal Installment and interest on said Bonds, as the same respectively mature, and to create such sinking fund as may be necessary therefor. Such levy may be reduced to the extent that, at the time that the annual millage levy for the County is set, the County shall have funds on deposit in the sinking fund to pay Principal Installments of and interest on the Bonds for each such payment thereof coming due and payable from such tax levy.

Section 3.19 Book-Entry Only System.

(a) An Authorized Officer may elect to issue a Series of Bonds under a book-entry-only system under Article V hereof. In the event of such election, notwithstanding any provision of this Ordinance to the contrary, the provisions of this Section 3.19 shall apply to such Series of Bonds. Such Bonds will be initially issued under a book-entry-only system in fully registered form, registered in the name of Cede & Co. as the Registered Owner and Securities Depository Nominee of DTC, which will act as initial Securities Depository for the Bonds. So long as a Series of Bonds is being held under a book-entry system of a Securities Depository, transfers of beneficial ownership of such Bonds will be effected pursuant to rules and procedures established by such Securities Depository.

(b) As long as a book-entry system is in effect for a Series of Bonds, the Securities Depository Nominee will be recognized as the Registered Owner of such Bonds for the purposes of: (i) paying the Principal Installments of, interest on, and Redemption Price, if any, of such Bonds, (ii) selecting the portions of such Bonds to be redeemed, if Bonds are to be redeemed in part, (iii) giving any notice permitted or required to be given to Registered Owners under this Ordinance, (iv) registering the transfer of Bonds, and (v) requesting any consent or other action to be taken by the Registered Owners of such Bonds, and for all other purposes whatsoever, and the County shall not be affected by any notice to the contrary.

(c) The County shall not have any responsibility or obligation to any participant, any beneficial owner or any other person claiming a beneficial ownership in any Bonds which are

registered to a Securities Depository Nominee under or through the Securities Depository with respect to any action taken by the Securities Depository as Registered Owner of such Bonds.

(d) The Paying Agent shall pay all Principal Installments of, interest on, and Redemption Price, if any, of Bonds issued under a book-entry system, only to the Securities Depository or the Securities Depository Nominee, as the case may be, for such Bonds, and all such payments shall be valid and effectual to fully satisfy and discharge the obligations with respect to the Principal Installments of, interest on, and Redemption Price, if any, of such Bonds.

(e) In the event that the County determines that it is in the best interest of the County to discontinue the book-entry system of transfer for a Series of Bonds, or that the interests of the beneficial owners of such Bonds may be adversely affected if the book-entry system is continued, then the County shall notify the Securities Depository of such determination. In such event, the Registrar shall authenticate, register, and deliver physical certificates for such Bonds in exchange for the Bonds registered in the name of the Securities Depository Nominee.

(f) In the event that the Securities Depository for Bonds discontinues providing its services, the County shall either engage the services of another Securities Depository or arrange with a Registrar for the delivery of physical certificates in the manner described in subparagraph (e) above.

(g) In connection with any notice or other communication to be provided to the Registered Owners of Bonds by the County or by the Registrar with respect to any consent or other action to be taken by the Registered Owners of Bonds, the County or the Registrar, as the case may be, shall establish a record date for such consent or other action and give the Securities Depository Nominee notice of such record date not less than 15 days in advance of such record date to the extent possible.

(h) At the closing of any Series of Bonds and the delivery of the same to the Purchaser thereof through the facilities of DTC, the Registrar may maintain custody of Bond certificates on behalf of DTC in accordance with DTC's "FAST" closing procedures.

### Section 3.20 Form of Bonds.

The Bonds shall be in a form substantially similar to that attached hereto as Exhibit B, with such revisions as an Authorized Officer may approve upon advice of Bond Counsel. As contemplated in Exhibit B, the form of a Series of Bonds shall reflect the respective manner of sale under Section 4.02 hereof. The execution of the Bonds in accordance with this Ordinance shall constitute conclusive evidence of approval of any and all revisions.

Section 3.21 Bond Anticipation Notes.

(a) Pursuant to the BAN Act, there may be issued from time to time at the discretion of an Authorized Officer BANs in anticipation of the issuance of Bonds or to refund or renew BANs, as set forth in this Section 3.21.

(b) If BANs are issued and if, upon the maturity thereof an Authorized Officer should determine that it would be in the best interest of the County to renew or refund the BANs, he or she is authorized to renew or refund the BANs from time to time until an Authorized Officer determines to issue the Bonds on the basis as aforesaid, and the Bonds are issued. The aggregate stated principal amount of all BANs outstanding from time to time shall not exceed \$2,000,000.

(c) BANs shall be dated and bear interest from the date of delivery thereof, payable upon the stated maturity thereof and shall mature on such dates as determined by an Authorized Officer, provided that no BAN shall mature on a date which is later than one year following the issuance thereof. Interest on the BANs shall be calculated on the basis of a 360-day year of twelve 30-day months. BANs may be issued as draw-down obligations, in which event interest shall accrue and be payable thereon based on the dates of and principal amounts advanced.

(d) BANs shall be payable, both as to principal and interest, in legal tender upon maturity, at the principal office of the Paying Agent. The BANs may be issued in denominations of \$1,000 and integral multiples thereof. The BANs shall be executed in the name and on behalf of the County by the manual or facsimile signature of the Chairman or County Administrator with the seal of the County (or a facsimile thereof) impressed, imprinted or otherwise reproduced thereon and attested by the manual or facsimile signature of the Clerk to County Council. BANs bearing the manual or facsimile signature of any Person who shall have been such an Authorized Officer at the time such BANs were so executed shall bind the County notwithstanding the fact that he may have ceased to be such Authorized Officer prior to the authentication and delivery of such BANs or was not such Authorized Officer at the date of the authentication and delivery of the BANs.

(e) An Authorized Officer may appoint either (i) a financial institution maintaining corporate trust offices, or (ii) the County Treasurer to serve as Registrar and Paying Agent for the BANs.

(f) County Council hereby authorizes an Authorized Officer to cause to be prepared and to "deem final" within the meaning of Rule 15c2-12 of the United States Securities and Exchange Commission a preliminary official statement relating to the BANs and to cause to be prepared and to approve a final official statement following the sale of the BANs. The County Council hereby authorizes the use of said preliminary official statement and final official statement and the information contained therein in connection with the public offering and sale of the BANs. If the BANs are offered and sold to a financial institution to be held for its own account, an Authorized Officer will not be required to (i) prepare a preliminary official statement or final official statement if such purchaser executes and delivers an investment letter in form and content acceptable to the State Treasurer, or (ii) undertake any obligation to deliver a Continuing Disclosure Undertaking.

(g) BANs may be sold at public or private sale. If at public sale, bids therefor shall be received until such time and date to be selected by an Authorized Officer; notice of sale of the BANs shall be given in a manner determined by an Authorized Officer; award shall be made by an Authorized Officer to the bidder offering the lowest total financing cost therefor, the method of calculation of which shall be set forth in the notice of sale and determined at an Authorized Officer's discretion, without further action on the part of the County Council if an Authorized Officer shall determine that it is in the interest of the County to make such award. If at private sale, an Authorized Officer shall sell the BANs by negotiation with the Purchaser under such terms as such Authorized Officer finds achieve the objectives of the County.

(h) BANs shall be issued in such form and with such terms and conditions, not inconsistent with this Ordinance, as shall be determined by an Authorized Officer. No BAN shall be valid or obligatory for any purpose or shall be entitled to any right or benefit hereunder unless there shall be endorsed on such BAN a certificate of authentication duly executed by the manual signature of the Registrar and such certificate of authentication upon any BAN executed on behalf of the County shall be conclusive evidence that the BAN so authenticated has been duly issued hereunder and that the registered owner thereof is entitled to the benefit of the terms and provisions of this Ordinance.

(i) In the event any BAN is mutilated, lost, stolen or destroyed, the County may execute a new BAN of like date and denomination as that mutilated, lost, stolen or destroyed; provided that, in the case of any mutilated BAN, such mutilated BAN shall first be surrendered to the County or to its designated agent, and in the case of any lost, stolen or destroyed BAN, there shall be first furnished to the County or its agent evidence of such loss, theft or destruction satisfactory to the County or its agent, together with indemnity satisfactory to it; provided that, in the case of a registered owner which is a bank or insurance company, the agreement of such bank or insurance company to indemnify shall be sufficient. In the event any such BAN shall have matured, instead of issuing a duplicate BAN, the County may pay the same without surrender thereof. The County or its agent may charge the registered owner of such BAN with its reasonable fees and expenses in this connection.

(j) The BANs shall be issued in fully registered form either (i) under a book-entry only system, registered in the name of Cede & Co. as the registered owner and securities depository nominee of DTC, or (ii) in physical form registered in the name of the registered owner, as specified by an Authorized Officer. Conditions as to ownership, exchange, transfer, replacement, and payment of BANs shall be as provided for Bonds herein, except as expressly provided in this Ordinance to the contrary. The BANs may, at the discretion of an Authorized Officer, be subject to redemption prior to their stated maturity, on such terms and conditions as an Authorized Officer may prescribe, except that the maximum premium to be paid for prior redemption shall not exceed one half of one per centum (1/2%).

(k) For the payment of the principal of and interest on the BANs as the same shall fall due, the full faith, credit, and taxing power of the County shall be pledged. In addition thereto, so much of the principal proceeds of the Bonds when issued shall and is hereby directed to be applied, to the extent necessary, to the payment of the BANs; and, further, the County covenants and irrevocably pledges to effect the issuance of the Bonds or, in the alternative, to refund or

renew outstanding BANs in order that the proceeds thereof will be sufficient to provide for the retirement of any BANs issued pursuant hereto.

(l) Proceeds from the sale of the BANs shall be applied in the manner as provided by Section 6.01 herein for Bonds.

(m) Both the principal of and interest on the BANs shall be exempt from all State, county, municipal, school district, and all other taxes or assessments imposed within the State, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise, except estate or other transfer taxes, and certain fees or franchise taxes.

(n) The form of the BAN shall be approved by an Authorized Officer.

(o) Without limiting the generality or specifics of any other provision in this Ordinance, the term “Bonds” as used in Articles VIII, IX, X, and XI shall include BANs.

\* \* \*

## ARTICLE IV

### SALE OF THE BONDS

#### Section 4.01 Sale and Award of Bonds.

(a) Each Series of Bonds shall be sold at a date and time certain after public notice thereof at not less than par and accrued interest to the date of delivery. Bids shall be received at such time and date and in such manner as determined by an Authorized Officer. Bids may be received in electronic form only, physical form only, or in such other form or combination of forms as may be determined by an Authorized Officer and set forth in the Official Notice of Sale. The Authorized Officer may reserve the right, on behalf of the County, to waive any irregularities and to negotiate with the best responsive bidder. Unless all bids are rejected, the award of Bonds may be made by an Authorized Officer to the bidder offering the most advantageous terms to the County, taking into account the interest cost (calculated on a true-interest-cost basis (TIC)) to the County and any terms or conditions specific to each bid, with the basis of such award to be set forth in the official notice of sale used in connection with the sale of such Bonds (the “**Official Notice of Sale**”), the applicable forms of which are attached hereto as Exhibit D.

(b) In lieu of publishing the Official Notice of Sale in its entirety to notice the sale, an Authorized Officer may elect to publish an abbreviated form of such notice (the “**Summary Notice of Sale**”), the form of which is attached hereto as Exhibit C, and thereafter provide the applicable Official Notice of Sale to those parties who request the same pursuant to the instructions provided in the Summary Notice of Sale. The forms of the Summary Notice of Sale and the Official Notice of Sale may be adjusted or amended by an Authorized Officer upon advice of Bond Counsel or the Placement Agent prior to the sale of the Bonds, consistent with the terms of this Ordinance.

#### Section 4.02 Manner of Public Sale.

Not less than seven days following the publication of either the Official Notice of Sale or Summary Notice of Sale in a newspaper of general circulation in the State, and/or, if deemed appropriate by an Authorized Officer, in a financial publication published in the City of New York, New York, any Series of the Bonds may be sold pursuant to either of the following methods as determined by an Authorized Officer:

- (1) *Competitive Direct Placement.* Any Series of Bonds may be sold to a Direct Placement Purchaser as a single instrument as a means of making a commercial loan. In such case, the County Council authorizes the Authorized Officer to distribute the Official Notice of Sale to prospective purchasers of the Bonds and award the Bonds to the Direct Placement Purchaser on the basis of the terms and conditions contained therein. Such Bonds may be issued as a single Bond or multiple Bonds, without CUSIP identification (unless otherwise agreed by the Direct Placement Purchaser and an Authorized Officer on behalf of the County), shall not be issued in book-entry-only form, and no official statement shall be prepared in connection with the sale of such Bond. The Direct Placement Purchaser of any such Series of Bonds shall execute an investor letter to the County acknowledging its purchase of such Bond or Bonds as a means of making a commercial loan.

- (2) *Competitive Public Offering.* Any Series of Bonds may be sold in the public capital markets to an underwriter for the purpose of reselling such Bonds. In such case, the County Council hereby authorizes an Authorized Officer to prepare, or cause to be prepared, a preliminary official statement and distribute the preliminary official statement and the Official Notice of Sale to prospective purchasers of the Bonds. The County Council authorizes an Authorized Officer to designate the preliminary official statement as “final” for purposes of Rule 15c2-12. The Authorized Officer is further authorized to see to the completion of the final form of the official statement upon the sale of the Bonds so that it may be provided to the Purchaser.

Section 4.03 Authorization to Negotiate Sale in Certain Circumstances.

An Authorized Officer may negotiate the sale of the Bonds directly with a purchaser in either of the following circumstances:

- (1) In the event no bids are received or in the event all bids are rejected in accordance with Section 11-27-40(9)(c) of the South Carolina Code; or
- (2) Should Bonds be sold as a Series in an amount not exceeding \$1,500,000 and mature not later than ten years from its date of issuance, the sale of such Series of Bonds may be negotiated at private sale at an interest rate to be agreed to by an Authorized Officer and the purchaser of the Bonds. In negotiating the sale of such Bonds, an Authorized Officer is authorized to solicit bids from qualified lenders for the purchase of the Bonds and the award of any such solicitation shall be made under the same standards as provided in Section 4.01 above. If the Bonds are sold under the provisions of this section, notice of the sale of the Bonds (meeting the requirements of 11-27-40(4) of the South Carolina Code) shall be given not less than seven days prior to delivery of such Bonds.

\* \* \*

**ARTICLE V**

**CERTAIN DELEGATIONS AND AUTHORIZATIONS**

Section 5.01 Certain Delegations.

The County Council hereby expressly delegates to and authorizes an Authorized Officer to determine the following with regard to any Series of Bonds:

- (1) whether to issue the Bonds as a single Series or from time to time in several Series;
- (2) the conduct and manner of sale of such Bonds in accordance with Article IV hereof;
- (3) the award of such Bonds in accordance with Article IV hereof;
- (4) the final form, Series designation, and the exact principal amount of such Bonds;
- (5) the date of issue, Bond Payment Dates, rate or rates of interest obtained using the sale procedures of Article IV hereof, maturity amounts and schedule, and the final maturity of such Bonds;
- (6) whether such Bonds shall be subject to optional or mandatory redemption prior to maturity, and if so, the Redemption Prices applicable thereto;
- (7) the Registrar and Paying Agent for such Bonds;
- (8) whether such Bonds, or any Series thereof, shall be issued in book-entry form;
- (9) whether to use bond insurance or other credit enhancement, and if so, to make appropriate arrangements therefor;
- (10) whether such Bonds, or any Series thereof, will be designated as “qualified tax-exempt obligations” pursuant to the Code;
- (11) whether such Bonds, or any Series thereof, shall be issued as Taxable Bonds;
- (12) whether to utilize the provisions of Section 11-27-40(8) of the South Carolina Code to issue the contemplated notice and allow the County to proceed more expeditiously to issue such Bonds;
- (13) whether to use and the final form of a Continuing Disclosure Undertaking or other continuing disclosure agreement or covenant; and
- (14) such other matters regarding such Bonds as are necessary or appropriate.

\* \* \*

## ARTICLE VI

### APPLICATION OF PROCEEDS

#### Section 6.01 Deposit and Use of Proceeds.

The proceeds derived from the sale of each Series of Bonds issued pursuant to this Ordinance shall be applied in accordance with the Enabling Act, as follows:

- (1) any accrued interest shall be applied to the payment of the first installment of interest to become due on such Bonds;
- (2) any premium shall be deposited to the sinking fund of such Bonds; and
- (3) the remaining proceeds shall be disbursed, as directed by an Authorized Officer, (i) to defray or reimburse the costs of the Project, (ii) to refund, renew, or repay any BANs, and (iii) to defray the cost of issuing the Bonds or any BANs, as applicable.

Pending the use of the proceeds of the Bonds, the same shall be invested and reinvested in Authorized Investments, as appropriate, provided that neither the Purchaser nor any Registered Owner of the Bonds shall be liable for the proper application of the proceeds thereof.

\* \* \*

## ARTICLE VII

### REDEMPTION OR PURCHASE OF BONDS

#### Section 7.01 Authorization of Redemption.

Bonds may be subject to redemption, in whole or in part, at any time in any order of maturity to be determined by an Authorized Officer, upon such dates and at such Redemption Prices as he shall have determined.

#### Section 7.02 Election to Redeem.

In the event that the County shall elect to redeem Bonds, it shall give notice to the Registrar and Paying Agent of each optional redemption, which notice may be conditional in the discretion of an Authorized Officer. Each notice of redemption shall specify the date fixed for redemption and the Bonds which are to be redeemed. Such notice shall be given at least 30 days prior to the date fixed for redemption or such lesser number of days as shall be acceptable to the Registrar.

#### Section 7.03 Notice of Redemption.

(a) When any Bonds are to be redeemed, the Registrar shall give notice of the redemption of the Bonds in the name of the County specifying: (i) the Bonds, the particular Series thereof, and maturities to be redeemed; (ii) the redemption date; (iii) the Redemption Price (or calculation thereof); (iv) the numbers and other distinguishing marks of the Bonds to be redeemed unless all of the Bonds Outstanding are to be redeemed; (v) the place or places where amounts due upon such redemption will be payable; (vi) whether the redemption of the Bonds is conditioned upon any event; and (vii) in the case of Bonds to be redeemed in part only, the respective portions of the principal thereof to be redeemed. Such notice shall further state that on such date there shall become due and payable upon each Bond to be redeemed the Redemption Price thereof, and that, from and after such date, interest thereon shall cease to accrue; provided, however, that in the event of any conditional provision in the notice, the Bonds will not become due and payable as provided in this section unless such condition has been satisfied as of the redemption date. The Registrar shall mail by registered mail a copy of such notice, postage prepaid, not less than 30 days before the redemption date to the Registered Owners of all the Bonds or portions of the Bonds which are to be redeemed at their addresses which appear upon the Registry Books, but failure to so mail any such notice to any of such Registered Owners shall not affect the validity of the proceedings for the redemption of the Bonds held by Registered Owners to whom written notice has been mailed. The obligation of the Registrar to give the notice required by this Section shall not be conditioned upon the prior payment to the Paying Agent of money or the delivery to the Paying Agent of Authorized Investments sufficient to pay the Redemption Price of the Bonds to which such notice relates or the interest thereon to the redemption date.

(b) Notice of redemption having been given as provided in subsection (a) hereof, the Bonds or portions thereof so to be redeemed shall, on the date fixed for redemption, become due and payable at the Redemption Price specified therein, and upon presentation and surrender thereof at the place specified in such notice, such Bonds or portions thereof shall be paid at the Redemption Price; provided, however, that in the event of any conditional provision in the notice, the Bonds

will not become due and payable as provided in this section until such condition has been satisfied as of the redemption date. On and after the redemption date (unless the County shall default in the payment of the Redemption Price, or any conditional provision in the notice shall not have been satisfied as of the redemption date), such Bonds shall cease to bear interest, and such Bonds shall no longer be considered as Outstanding hereunder. If money sufficient to pay the Redemption Price has not been made available by the County to the Paying Agent on the redemption date, such Bonds shall continue to bear interest until paid at the same rate as they would have borne, had they not been called for redemption, until the same shall have been paid.

(c) Notwithstanding the foregoing, the County and a Sole Holder may agree on an alternative methodology for providing notice of redemption for the applicable Series of Bonds and may memorialize the same in the form of the applicable Bond.

Section 7.04 Selection by Registrar of Bonds to be Redeemed.

(a) If less than all of the Bonds of like Series and maturity are to be redeemed, the particular Bonds or portions of the Bonds to be redeemed shall be selected, not less than 35 days prior to the date fixed for redemption, or such lesser number of days as shall be acceptable to the Registrar, by the Registrar by lot or in such other manner as the Registrar may deem to be appropriate, provided, however, that for so long as the Bonds are held in book-entry only form, the selection of Bonds to be redeemed hereunder shall be in accordance with the rules of the Securities Depository.

(b) In making such selection, the Registrar shall treat each Bond to be redeemed as representing that number of Bonds of the lowest authorized denomination as is obtained by dividing the principal amount of such Bond by such denomination. If any Bond is to be redeemed in part, the portion to be so redeemed shall be in a principal amount of an authorized denomination.

(c) The Registrar shall promptly notify the County in writing of the Bonds so selected for redemption.

(d) Notwithstanding the foregoing, the County and a Sole Holder may agree on an alternative methodology for selecting the maturities and portions thereof to be redeemed in the case of a partial redemption and may memorialize the same in the form of the applicable Bond.

Section 7.05 Deposit of Redemption Price.

On or before any date fixed for redemption of any Bonds, cash and/or a principal amount of non-callable Government Obligations maturing or redeemable at the option of the Registered Owner thereof not later than the date fixed for redemption which, together with income to be earned on such Government Obligations prior to such date fixed for redemption, will be sufficient to provide cash to pay the Redemption Price of all Bonds or portions thereof which are to be redeemed on such date, shall be deposited with the Paying Agent unless such amount shall have been previously deposited with the Paying Agent. Provided, however, that in the event of a conditional redemption such condition is not met, this Section 7.05 is inapplicable.

Section 7.06 Partial Redemption of Bonds.

In the event part but not all of Bonds Outstanding shall be selected for redemption, upon presentation and surrender of such Bond by the Registered Owner thereof or his attorney duly authorized in writing (with, if the County or the Registrar so requires, due endorsement by, or a written instrument of transfer in form satisfactory to the County and the Registrar duly executed by, the Registered Owner thereof or his attorney duly authorized in writing) to the Registrar, the County shall execute and the Registrar shall authenticate and deliver to or upon the order of such Registered Owner, without charge therefor, for the unredeemed portion of the principal amount of the Bond so surrendered, a Bond or Bonds of any authorized denomination of like tenor. The Bonds, if so presented and surrendered, shall be cancelled in accordance with Section 3.13 hereof.

Section 7.07 Purchases of Bonds Outstanding.

Purchases of Bonds Outstanding may also be made by the County at any time with money available to it from any source. Upon any such purchase the County shall deliver such Bonds to the Registrar for cancellation.

\* \* \*

## ARTICLE VIII

### DEFEASANCE OF BONDS

#### Section 8.01 Defeasance.

(a) If Bonds issued pursuant to this Ordinance shall have been paid and discharged, then the obligations of this Ordinance hereunder, and all other rights granted thereby shall cease and determine. Any Bonds shall be deemed to have been paid and discharged within the meaning of this section under any of the following circumstances:

- (1) The Paying Agent, or other Escrow Agent, shall hold, at the stated maturities of such Bonds, in trust and irrevocably appropriated thereto, sufficient moneys for the payment of the Principal Installment and interest, or Redemption Price, thereof; or
- (2) If default in the payment of the principal of such Bonds or the interest thereon shall have occurred on any Bond Payment Date, and thereafter tender of such payment shall have been made, and at such time as the Paying Agent, or other Escrow Agent, shall hold in trust and irrevocably appropriated thereto, sufficient moneys for the payment thereof to the date of the tender of such payment; or
- (3) If the County shall elect to provide for the payment of such Bonds prior to their stated maturities and shall have deposited with the Paying Agent, or other Escrow Agent, in an irrevocable trust moneys which shall be sufficient, or Government Obligations, the principal of and interest on which when due will provide moneys, which together with moneys, if any, deposited with the Paying Agent or Escrow Agent at the same time, shall be sufficient to pay when due the Principal Installments or Redemption Price and interest due and to become due on such Bonds on and prior to their maturity dates or redemption dates, as the case may be. In the event that the County shall elect to redeem such Bonds prior to their stated maturities, the County shall proceed in the manner prescribed by Article VII hereof, subject to the provisions of Section 3.19 hereof as applicable.

Neither the Government Obligations nor moneys deposited with the Paying Agent or Escrow Agent pursuant to this Section nor the principal or interest payments thereon shall be withdrawn or used for any purpose other than, and shall be held in trust for, the payment of the Principal Installment and interest, or Redemption Price, of said Bonds; provided that any cash received from such principal or interest payments on Government Obligations deposited with the Paying Agent or Escrow Agent, if not then needed for such purpose, shall, to the extent practicable, be invested and reinvested in Government Obligations maturing at times and in amounts sufficient to pay when due the Principal Installment and interest, or Redemption Price, to become due on said Bonds on and prior to the maturity date or redemption date thereof, as the case may be, and interest earned from such reinvestments not required for the payment of the Principal Installment and interest, or Redemption Price, may be paid over to the County, as received by the Paying Agent or Escrow Agent, free and clear of any trust, lien or pledge.

(b) In addition to the above requirements of paragraphs (a)(1), (2), and (3), in order for this Ordinance to be discharged, all other fees, expenses and charges of the Paying Agent or Escrow Agent shall have been paid in full at that time.

(c) Notwithstanding the satisfaction and discharge of this Ordinance, the Paying Agent or Escrow Agent, as applicable, shall continue to be obligated to hold in trust any moneys or investments then held by the Paying Agent or Escrow Agent for the payment of the Principal Installments and interest, or Redemption Price, of the Bonds, to pay to the owners of Bonds the funds so held by the Paying Agent or Escrow Agent as and when payment becomes due.

(d) Any release under this Section shall be without prejudice to the rights of the Paying Agent or Escrow Agent to be paid reasonable compensation for all services rendered under this Ordinance and all reasonable expenses, charges, and other disbursements and those of their respective attorneys, agents, and employees, incurred on and about the performance of the powers and duties under this Ordinance.

(e) Any moneys which at any time shall be deposited with the Paying Agent or Escrow Agent by or on behalf of the County for the purpose of paying and discharging any Bonds shall be and are hereby assigned, transferred, and set over to the Paying Agent or Escrow Agent, as applicable, in trust for the respective Registered Owners of the Bonds, and the moneys shall be and are hereby irrevocably appropriated to the payment and discharge thereof. If, through lapse of time or otherwise, the Registered Owners of such Bonds shall no longer be entitled to enforce payment of their obligations, then, in that event, it shall be the duty of the Paying Agent or Escrow Agent to transfer the funds to the County.

(f) Any Escrow Agent shall be appointed by an Authorized Officer and shall accept in writing its acceptance to its obligations under this Ordinance.

\* \* \*

## ARTICLE IX

### CONCERNING THE FIDUCIARIES

#### Section 9.01 Fiduciary; Appointment and Acceptance of Duties.

Any financial institution chosen pursuant to Section 3.05 hereof to act as Paying Agent or Registrar hereunder shall accept the duties and trusts imposed upon it by this Ordinance and shall agree in writing to perform such trusts but only upon the terms and conditions set forth in this Article IX. Similarly, each financial institution appointed as a successor Registrar or as a successor Paying Agent shall signify its acceptance of the duties and trusts imposed by this Ordinance by a written acceptance.

#### Section 9.02 Responsibilities of Fiduciaries.

The recitals of fact herein and in the Bonds contained shall be taken as the statements of the County and no Fiduciary assumes any responsibility for the correctness of the same except in respect of the authentication certificate of the Registrar endorsed on the Bonds. No Fiduciary makes any representations as to the validity or sufficiency of this Ordinance or of any Bonds or as to the security afforded by this Ordinance, and no Fiduciary shall incur any liability in respect thereof. No Fiduciary shall be under any responsibility or duty with respect to the application of any moneys paid to any other Fiduciary. No Fiduciary shall be under any obligation or duty to perform any act which would involve it in expense or liability or to institute or defend any suit in respect hereof or to advance any of its own moneys, unless indemnified to its reasonable satisfaction. No Fiduciary shall be liable in connection with the performance of its duties hereunder except for its own negligence or willful misconduct.

#### Section 9.03 Evidence on Which Fiduciaries May Act.

(a) Each Fiduciary, upon receipt of any notice, resolution, request, consent order, certificate, report, opinion, bond, or other paper or document furnished to it pursuant to any provision of this Ordinance, shall examine such instrument to determine whether it conforms to the requirements of this Ordinance and shall be protected in acting upon any such instrument believed by it to be genuine and to have been signed or presented by the proper party or parties. Each Fiduciary may consult with counsel, who may or may not be of counsel to the County, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it under this Ordinance in good faith and in accordance therewith.

(b) Whenever any Fiduciary shall deem it necessary or desirable that a matter to be proved or established prior to taking or suffering any action under this Ordinance, such matter (unless other evidence in respect thereof be therein specifically prescribed) may be deemed to be conclusively proved and established by a certificate of an Authorized Officer, and such certificate shall be full warrant for any action taken or suffered in good faith under the provisions of this Ordinance upon the faith thereof; but in its discretion the Fiduciary may in lieu thereof accept other evidence of such fact or matter or may require such further or additional evidence as to it may deem reasonable.

(c) Except as otherwise expressly provided in this Ordinance any request, order, notice or other direction required or permitted to be furnished pursuant to any provision thereof by the County to any Fiduciary shall be sufficiently executed if executed in the name of the County by an Authorized Officer.

Section 9.04 Compensation.

The County shall pay to each financial institution or Fiduciary other than the County Treasurer from time to time reasonable compensation based on the then standard fee schedule of the Fiduciary for all services rendered under this Ordinance, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of its attorneys, agents, and employees, incurred in and about the performance of their powers and duties under this Ordinance subject to the appropriation of funds therefor in each applicable fiscal period; provided, however, that any specific agreement between the County and a Fiduciary with respect to the compensation of such Fiduciary shall control the compensation to be paid to such Fiduciary.

Section 9.05 Certain Permitted Acts.

Any Fiduciary may become the owner or underwriter of any Bonds, notes or other obligations of the County or conduct any banking activities with respect to the County, with the same rights it would have if it were not a Fiduciary. To the extent permitted by law, any Fiduciary may act as depository for, and permit any of its officers or directors to effect or aid in any reorganization growing out of the enforcement of the Bonds or this Ordinance.

Section 9.06 Resignation of Any Fiduciary.

Any Fiduciary may at any time resign and be discharged of the duties and obligations created by this Ordinance by giving not less than 60 days written notice to the County and not less than 30 days written notice to the Registered Owners of the Bonds as established by the Registry Books prior to the next succeeding Bond Payment Date and such resignation shall take effect upon the date specified in such notice unless previously a successor shall have been appointed by the County pursuant to Section 9.08 hereof in which event such resignation shall take effect immediately on the appointment of such successor. In no event, however, shall such a resignation take effect until a successor has been appointed.

Section 9.07 Removal of Fiduciary.

Any Fiduciary may be removed at any time by an instrument or concurrent instruments in writing, filed with the County and such Fiduciary, and signed by the Registered Owners representing a majority in principal amount of the Bonds then Outstanding or their attorneys in fact duly authorized, excluding any Bonds held by or for the account of the County.

Section 9.08 Appointment of Successor Fiduciaries.

In case any Fiduciary hereunder shall resign or be removed, or be dissolved, or shall be in the course of dissolution or liquidation, or otherwise become incapable or acting hereunder, or in case it shall be taken under the control of any public officer or officers, or of a receiver appointed by

a court, a successor shall be appointed by the County. Any financial institution appointed as a successor Fiduciary pursuant to the provisions of this Section shall be a trust company or bank organized under the laws of the United States of America or any State thereof and which is in good standing, within or outside the State, having a stockholders' equity of not less than \$50,000,000 if there be such an institution willing, qualified and able to accept the trusts upon reasonable and customary terms.

If in a proper case no appointment of a successor Fiduciary shall be made by the County pursuant to the foregoing provisions of this Section within 45 days after any Fiduciary shall have given to the County written notice as provided in Section 9.06 hereof or after a vacancy in the office of such Fiduciary shall have occurred by reason of its removal or inability to act, the former Fiduciary or any Registered Owner may apply to any court of competent jurisdiction to appoint a successor. Said court may thereupon, after such notice, if any, as such court may deem proper, appoint a successor.

Section 9.09 Transfer of Rights and Property to Successor.

Any successor Fiduciary appointed under this Ordinance shall execute, acknowledge, and deliver to its predecessor, and also to the County, an instrument accepting such appointment, and thereupon such successor, without any further act, deed or conveyance, shall become fully vested with all moneys, estates, properties, rights, powers, duties and obligations of such predecessor Fiduciary, with like effect as if originally named in such capacity; but the Fiduciary ceasing to act shall nevertheless, on the written request of the County, or of the successor, execute, acknowledge and deliver such instruments of conveyance and further assurance and do such other things as may reasonably be required for more fully and certainly vesting and confirming in such successor all the right, title and interest of the predecessor Fiduciary in and to any property held by it under this Ordinance, and shall pay over, assign and deliver to the successor Fiduciary any money or other property subject to the trusts and conditions herein set forth. Should any deed, conveyance or instrument in writing from the County be required by such successor Fiduciary for more fully and certainly vesting in and confirming to such successor any such estates, rights, powers and duties, any and all such deeds, conveyances and instruments in writing shall, on request, and so far as may be authorized by law, be executed, acknowledged and delivered by the County. Any such successor Fiduciary shall promptly notify the Paying Agent and depositaries, if any, of its appointment as Fiduciary.

Section 9.10 Merger or Consolidation.

Any company into which any Fiduciary may be merged or converted or with which it may be consolidated or any company resulting from any merger, conversion or consolidation to which it may be a party or any company to which any Fiduciary may sell or transfer all or substantially all of its corporate trust business, provided such company shall be a bank or trust company organized under the laws of any State of the United States or a national banking association, and shall be authorized by law to perform all the duties imposed upon it by this Ordinance, shall be the successor to such Fiduciary without the execution or filing of any paper or the performance of any further act.

Section 9.11 Adoption of Authentication.

In case any of the Bonds contemplated to be issued under this Ordinance shall have been authenticated but not delivered, any successor Registrar may adopt the certificate of authentication of any predecessor Registrar so authenticating such Bonds and deliver such Bonds so authenticated. In case any such Bonds shall not have been authenticated, any successor Registrar may authenticate such Bonds in the name of the predecessor Registrar or in the name of the successor Registrar, and in all such cases such certificate shall be of full force and effect.

\* \* \*

## ARTICLE X

### TAX AND DISCLOSURE COVENANTS

#### Section 10.01 Tax Covenants.

(a) *General Tax Covenant.* The County will comply with all requirements of the Code in order to preserve the tax-exempt status of the Bonds, including without limitation, (i) the requirement to file Form 8038-G, *Information Return for Tax-Exempt Government Obligations*, with the Internal Revenue Service, and (ii) the requirement to rebate certain arbitrage earnings to the United States Government pursuant to Section 148(f) of the Code. In this connection, the County covenants to execute any and all agreements or other documentation as it may be advised by Bond Counsel will enable it to comply with this Section 10.01, including its certification on reasonable grounds that the Bonds are not “arbitrage bonds” within the meaning of Section 148 of the Code.

(b) *Tax Representations.* The County hereby represents and covenants that it will not take any action which will, or fail to take any action which failure will, cause interest on the Bonds to become includable in the gross income of the Registered Owners thereof for federal income tax purposes pursuant to the provisions of the Code. Without limiting the generality of the foregoing, the County represents and covenants that:

- (1) All property financed or refinanced with the proceeds of the Bonds will be owned by the County or another political subdivision of the State so long as the Bonds are Outstanding in accordance with the rules governing the ownership of property for federal income tax purposes.
- (2) The County shall not use, and will not permit any party to use, the proceeds of the Bonds, or any bonds refunded thereby, in any manner that would result in (i) ten percent (10%) or more of such proceeds being considered as having been used directly or indirectly in any trade or business carried on by any Nongovernmental Person, (ii) five percent (5%) or more of such proceeds being considered as having been used directly or indirectly in any trade or business of any Nongovernmental Person that is either “unrelated” or “disproportionate” to the governmental use of the financed facility by the County or by any other Governmental Unit (as the terms “unrelated” and “disproportionate” are defined for purposes of Section 141(b)(3) of the Code) or (iii) more than five percent (5%) of such proceeds, but in no event more than \$5,000,000, being considered as having been used directly or indirectly to make or finance loans to any Nongovernmental Person.
- (3) The County is not a party to, and will not enter into or permit any other party to enter into, any contract with any person involving the management of any facility financed or refinanced with the proceeds of the Bonds or by notes paid by the Bonds that does not conform to the guidelines set forth in Revenue Procedure 2017-13, or a successor revenue procedure or Code provision.

- (4) The County will not sell, or permit any other party to sell, any property financed or refinanced with the Bonds to any person unless it obtains an opinion of Bond Counsel that such sale will not affect the tax-exempt status of the Bonds.
- (5) The Bonds will not be “federally guaranteed” within the meaning of Section 149(b) of the Code. The County shall not enter into, or permit any other party to enter into, any leases or sales or service contract with any federal government agency with respect to any facility financed or refinanced with the proceeds of the Bonds and will not enter into any such leases or contracts unless it obtains the opinion of Bond Counsel that such action will not affect the tax-exempt status of the Bonds.

(c) *Arbitrage Bonds, Rebate.* The County covenants that no use of the proceeds of the sale of the Bonds shall be made which, if such use had been reasonably expected on the date of issue of such Bonds would have caused the Bonds to be “arbitrage bonds” as defined in the Code, and to that end the County shall:

- (1) comply with the applicable regulations of the Treasury Department previously promulgated under Section 103 of the Internal Revenue Code of 1954, as amended, and any regulations promulgated under the Code, so long as the Bonds are Outstanding;
- (2) establish such funds, make such calculations and pay such amounts, in the manner and at the times required in order to comply with the requirements of the Code relating to required rebate of certain amounts to the United States Government;
- (3) make such reports of such information at the time and places required by the Code; and
- (4) take such other action as may be required to assure that the tax-exempt status of the Bonds will not be impaired.

(d) *Bank Qualified.* Any qualifying Series of Bonds may be designated by an Authorized Officer pursuant to Article V hereof as “qualified tax-exempt obligations” in accordance with Section 265(b)(3)(B) of the Code, and after consultation with Bond Counsel.

(e) *Tax Certificate.* An Authorized Officer is hereby authorized and directed to execute, at or prior to delivery of any Series of Bonds, a certificate or certificates specifying actions taken or to be taken by the County, and the reasonable expectations of such officials, with respect to such Series of Bonds, the proceeds thereof, or the County. The County agrees to comply with its undertakings on its part set forth in any such certificate delivered with respect to Bonds.

(f) *Reimbursement Declaration.* The County hereby declares its intention to reimburse itself for a portion of the costs of the Project with the proceeds of Bonds. To that end, the County Council determines and declares as follows:

- (i) no funds from any sources other than the Bonds are or are reasonably expected to be, reserved, allocated on a long-term basis or otherwise set aside by the

County pursuant to the budget or financial policies of the County for the financing of the portion of the costs of the Project to be funded with the Bonds;

(ii) the County reasonably expects that all or a portion of the expenditures incurred for the Project and the issuance of the Bonds will be paid prior to the issuance of the Bonds;

(iii) the County intends and reasonably expects to reimburse itself for all such expenditures paid by it with respect to the Project prior to the issuance of the Bonds from the proceeds of the Bonds, and such intention is consistent with the budgetary and financial circumstances of the County;

(iv) all of the costs to be paid or reimbursed from the proceeds of the Bonds will be for costs incurred in connection with the issuance of the Bonds, or will, at the time of payment thereof, be properly chargeable to the capital account of the Project (or would be so chargeable with a proper election) under general federal income tax principles; and

(v) this Ordinance shall constitute a declaration of official intent under United States Department of the Treasury Regulation Section 1.150-2.

(g) *Taxable Bonds.* Prior to or upon the issuance of a Series of Bonds, an Authorized Officer may, in consultation with Bond Counsel, designate a Series of Bonds as Taxable Bonds pursuant to the delegation authorization in Article V hereof. The election to issue a Series of Taxable Bonds shall be clearly indicated by including the phrase "Taxable Series," or words to that effect, in the series designation of such Taxable Bonds. The above provisions of this Section 10.01 shall not be applicable to any Series of Taxable Bonds.

#### Section 10.02 Disclosure Covenants.

(a) The County hereby covenants and agrees that it will comply with and carry out all of the provisions of any continuing disclosure certificate or agreement, executed by an Authorized Officer and dated the date of delivery of the Bonds, which will meet the requirements, as applicable, of Section 11-1-85 of the South Carolina Code, which may require, among other things, that the County file with a central repository when requested: (i) a copy of its annual independent audit within 30 days of its receipt and acceptance and (ii) event-specific information, within 30 days of an event adversely affecting more than five percent of its revenues or five percent of its tax base. The only remedy for failure by the County to comply with the covenants in this Section 10.02 shall be an action for specific performance of this covenant. The County specifically reserves the right to amend this covenant to reflect any change in Section 11-1-85 of the South Carolina Code, without the consent of any Registered Owner.

(b) The County hereby covenants and agrees that it will comply with and carry out all of the provisions of any Continuing Disclosure Undertaking, executed by an Authorized Officer in connection with the issuance and delivery of a Series of Bonds. Notwithstanding any other provision of this Ordinance, failure of the County to comply with the Continuing Disclosure Undertaking shall not be considered an event of default hereunder; however, any Registered Owner may take such actions as may be necessary and appropriate, including seeking mandamus

or specific performance by court order, to cause the County to comply with its obligations under this Section. The execution of the Continuing Disclosure Undertaking shall constitute conclusive evidence of the approval by the person executing the same of any and all modifications and amendments thereto. Additionally, the Authorized Officer is authorized to contract with a dissemination agent for certain dissemination services associated with the execution and delivery of the Continuing Disclosure Undertaking.

(c) In the event a Series of Bonds are not sold as securities, but rather as a commercial loan to a Direct Placement Purchaser, no Continuing Disclosure Undertaking shall be required, but the County hereby covenants and agrees to provide financial information to the purchaser of such Series of Bonds as may be mutually agreed by an Authorized Officer and the Direct Placement Purchaser, including an agreement to provide audited financial statements within a fixed period or by a set date. Any failure by the County to comply with this paragraph, or an agreement or covenant authorized hereby, shall be enforceable solely by an action for specific performance to provide the appropriate documents or information, and shall not be a default under this Bond Ordinance or the Bonds.

\* \* \*

## ARTICLE XI

### MISCELLANEOUS

#### Section 11.01 Failure to Present Bonds.

Anything in this Ordinance to the contrary notwithstanding, any money held by the Paying Agent in trust for the payment and discharge of any of the Bonds, or the interest thereon, which remains unclaimed for such period of time, after the date when such Bonds have become due and payable, that the Registered Owner thereof shall no longer be able to enforce the payment thereof, the Paying Agent shall at the written request of the County pay such money to the County as its absolute property and free from trust, and the Paying Agent shall thereupon be released and discharged with respect thereto and the Registered Owner shall look only to the County for the payment of such Bonds; provided, however, the Paying Agent shall forward to the County all moneys which remain unclaimed during a period five years from a Bond Payment Date, provided, however, that before being required to make any such payment to the County, the Paying Agent, at the expense of the County, may conduct such investigations as may in the opinion of the Paying Agent be necessary to locate the Registered Owner of those who would take if the Registered Owner shall have died.

#### Section 11.02 Professional Services.

The County Council hereby authorizes, approves, or ratifies, as applicable, the engagement of Stifel, Nicholas & Company, Incorporated to act as placement agent (the "**Placement Agent**") and Pope Flynn, LLC to act as Bond Counsel, local counsel, and disclosure counsel (if applicable) in connection with the issuance of each Series of Bonds hereunder and authorizes an Authorized Officer to engage the services of such other professionals and institutions of a type and in a manner customary in connection with the issuance of municipal bonds, including, but not limited to, contractual arrangements with other professionals, municipal financial advisors, rating agencies, verification agents, financial and trust institutions, printers and the suppliers of other goods and services in connection with the sale, execution and delivery of the Bonds, as is necessary and desirable.

#### Section 11.03 Filing of Copies of Ordinance.

Copies of this Ordinance shall be filed in the office of the Clerk to County Council and in the office of the Clerk of Court for the County (as a part of the Record of Proceedings).

#### Section 11.04 Further Action by Officers of the County.

The County Council hereby ratifies any actions previously taken that are contemplated or authorized herein. The County Council authorizes any Authorized Officer, and all other appropriate officials of the County, to execute all such agreements, documents and instruments as may be necessary, required, or appropriate to effect the issuance of the Bonds. The Clerk to County Council is authorized and directed to attest and otherwise certify all appropriate agreements, documents and instruments in connection with the issuance of the Bonds.

Section 11.05 Ordinance to Constitute Contract.

In consideration of the purchase and acceptance of Bonds, the provisions of this Ordinance shall constitute a contract between the County and such Registered Owners from time to time of the Bonds.

Section 11.06 Savings Clause.

If any one or more of the sections, subsection, covenants or agreements provided in this Ordinance should be contrary to law, then the same shall be deemed severable from the remaining provisions hereof, and shall in no way affect the validity of such other provisions of this Ordinance.

Section 11.07 Successors.

Whenever in this Ordinance the County is named or referred to, it shall be deemed to include any entity, which may succeed to the principal functions and powers of the County, and all the covenants and agreements contained in this Ordinance or by or on behalf of the County shall bind and inure to the benefit of said successor whether so expressed or not.

Section 11.08 General Repealer; Effective Date.

All rules, regulations, resolutions, and ordinances and parts thereof, procedural or otherwise in conflict herewith or the proceedings authorizing the issuance of the Bonds are, to the extent of such conflict, hereby repealed and this Ordinance shall take effect and be in full force upon enactment at third reading thereof.

\* \* \*

**DONE AND ORDAINED** in meeting duly assembled this 6th day of July 2026.

ATTEST:

JASPER COUNTY, SOUTH CAROLINA

---

William. J. Rowell III,  
Chairman, Jasper County Council

[SEAL]

---

Wanda Giles,  
Clerk to County Council

First Reading:        June 1, 2026  
Second Reading:     June 15, 2026  
Public Hearing:        July 6, 2026  
Enactment:            July 6, 2026

Reviewed for form and draftsmanship by the interim Jasper County Attorney.

---

Pope Flynn, LLC  
Date: \_\_\_\_\_, 2026

**EXHIBIT A**  
**FORM OF NOTICE OF PUBLIC HEARING**

**NOTICE OF PUBLIC HEARING**

The Jasper County Council will hold a public hearing to receive oral or written comments on Monday, July 6, 2026 at 6:00 p.m. (or as soon thereafter as time permits) concerning a proposed ordinance entitled “AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF NOT EXCEEDING TWO MILLION DOLLARS (\$2,000,000) AGGREGATE PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS OF JASPER COUNTY, SOUTH CAROLINA IN ONE OR MORE SERIES, TO PRESCRIBE THE PURPOSES FOR WHICH THE PROCEEDS SHALL BE EXPENDED, TO PROVIDE FOR THE PAYMENT THEREOF, AND TO PROVIDE FOR OTHER MATTERS RELATED THERETO.” The public hearing will be held in the Council Chambers located at the Jasper County Clementa C. Pinckney Government Building, 358 Third Avenue, Ridgeland, SC 29936. The public hearing will be conducted publicly and both proponents and opponents of the proposed ordinance shall be given the opportunity to be heard in person or by counsel.

JASPER COUNTY, SOUTH CAROLINA

**EXHIBIT B  
FORMS OF BONDS**

**[FORM OF BOND FOR COMPETITIVE DIRECT PLACEMENT]**

**WITH THE CONSENT OF THE PURCHASER, AND NOTWITHSTANDING ANY CONTRARY PROVISION CONTAINED IN THE ORDINANCE, THE BOND MAY BE SOLD OR TRANSFERRED ONLY TO SUBSEQUENT PURCHASERS WHO EXECUTE AN INVESTMENT LETTER DELIVERED TO THE COUNTY, IN FORM SATISFACTORY TO THE COUNTY, CONTAINING CERTAIN REPRESENTATIONS, WARRANTIES AND COVENANTS AS TO THE SUITABILITY OF SUCH PURCHASERS TO PURCHASE AND HOLD THE BOND. SUCH RESTRICTION SHALL BE SET FORTH ON THE FACE OF THE BOND AND SHALL BE COMPLIED WITH BY EACH TRANSFEREE OF THE BOND.**

**UNITED STATES OF AMERICA  
STATE OF SOUTH CAROLINA  
JASPER COUNTY  
GENERAL OBLIGATION BOND  
SERIES 202\_**

No. R-1

REGISTERED OWNER:

PRINCIPAL AMOUNT:

ORIGINAL ISSUE DATE:

JASPER COUNTY, SOUTH CAROLINA (the “*County*”), a public body corporate and politic and a political subdivision of the State of South Carolina (the “*State*”), acknowledges itself indebted and for value received hereby promises to pay to the Registered Owner named above, or registered assigns, solely as hereinafter provided. This bond (this “*Bond*”) is being issued in the principal amount of \$ \_\_\_\_\_, pursuant to and in accordance with the Constitution and laws of the State of South Carolina, including Article X, Section 14 of the Constitution of the State of South Carolina, 1895, as amended; Title 4, Chapter 15 of the Code of Laws of South Carolina 1976, as amended, Title 11, Chapter 27 of the Code of Laws of South Carolina 1976, as amended; and a bond ordinance duly enacted by the Jasper County Council, its governing body, on [\_\_\_\_\_, 2026] (the “*Ordinance*”). Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Ordinance.

This Bond shall be payable with respect to principal on \_\_\_\_\_ 1 of the years 20\_\_ through 20\_\_, inclusive, and shall be payable with respect to interest each \_\_\_\_\_ 1 and \_\_\_\_\_ 1 (the “*Bond Payment Dates*”), beginning \_\_\_\_\_ 1, 20\_\_, through and including \_\_\_\_\_ 1, 20\_\_. The payments due on the Bond Payment Dates (the “*Bond Payments*”) are set forth at Exhibit A hereto. This Bond shall bear interest at the rate of \_\_\_% per annum, calculated on the basis of a 360-day year consisting of twelve 30-day months, from the original issue date of this Bond and shall be paid by way of the Bond Payments to the person in whose name this Bond is registered at the close of business on the fifteenth day of the month next preceding each Bond Payment Date. The Bond Payments shall be payable by check or draft mailed at the times provided herein from the Paying Agent to the person

**EXHIBIT B**  
**FORMS OF BONDS**

in whose name this Bond is registered at the address shown on the registration books. [Insert wire or other payment provisions, if any] The Bond Payments are payable in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public and private debts. The County and the Registered Owner have mutually agreed to waive all requirements for presentation and surrender of this Bond in connection with the payment thereof; provided, however that upon the payment of final Bond Payment, the Purchaser will either (i) present and surrender this Bond, (ii) provide other Indicia of Satisfaction, or (iii) [insert mutually agreed mechanism].

[This Bond is not subject to optional redemption prior to maturity.] [This Bond is subject to optional redemption at the option of the County, in whole, or in part, at any time at [ ]% of the principal amount redeemed plus accrued interest to the date of redemption.] [This Bond is subject to optional redemption at the option of the County before \_\_\_\_\_, 20\_\_, [in whole, but not in part], at any time at [ ]% of the principal amount redeemed plus accrued interest to the date of redemption. After \_\_\_\_\_, 20 \_\_, the Bond is subject to redemption at the option of the County, in whole, but not in part, at any time at [ ]% of then outstanding principal plus accrued interest to the date of redemption.]

If this Bond is called for redemption, the Registrar will give notice to the Registered Owner of this Bond in the name of the County, of the redemption of such Bonds, or portions thereof. [Notice and redemption conditions shall otherwise comply with Section 7.03 of the Bond Ordinance.]

THE FULL FAITH, CREDIT, AND TAXING POWER OF THE COUNTY ARE HEREBY IRREVOCABLY PLEDGED FOR THE PAYMENT OF THIS BOND, AND THERE SHALL BE LEVIED AND COLLECTED ANNUALLY A TAX ON ALL TAXABLE PROPERTY IN THE COUNTY, WITHOUT LIMIT, SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THIS BOND AS THE SAME MATURES AND COMES DUE, RESPECTIVELY, AND TO CREATE SUCH SINKING FUND AS MAY BE NECESSARY THEREFOR.

This Bond shall be transferable only upon the Registry Books maintained for such purpose by the Registrar, upon presentation and surrender thereof by the Registered Owner of the Bond in person or by his attorney duly authorized in writing, together with a written instrument of transfer satisfactory to the Registrar duly executed by the Registered Owner or his duly authorized attorney. Upon surrender for transfer of Bonds, the County shall execute, authenticate and deliver, in the name of the Person who is the transferee, a new Bond of the same principal amount and maturity and rate of interest as the surrendered Bond. Such new Bond shall reflect the principal amount thereof as then yet unpaid. The County, the Registrar, and the Paying Agent may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal hereof and interest due hereon and for all other purposes.

For every exchange or transfer of this Bond, the County or the Paying Agent or Registrar, as the case may be, may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer.

**EXHIBIT B**  
**FORMS OF BONDS**

[The County shall deliver to the Registered Owner within \_\_\_ days of each fiscal year end audited financial statements of the County for such fiscal year. Any failure of the County to comply with the terms of this paragraph shall be enforceable solely through an action for specific performance to provide the appropriate documents or information and shall not be a default under this instrument or the Ordinance.]

Under the laws of the State of South Carolina, this Bond and the interest hereon are exempt from all State, county, municipal, school district and other taxes or assessments, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise, except inheritance, estate or transfer taxes, but the interest hereon may be included in certain franchise fees or taxes.

It is hereby certified and recited that all acts, conditions and things required by the Constitution and laws of the State of South Carolina to exist, to happen and to be performed precedent to or in the issuance of this Bond exist, have happened and have been performed in regular and due time, form and manner as required by law; that the amount of this Bond, together with all other general obligation and bonded indebtedness of the County does not exceed the applicable limitation of indebtedness under the laws of the State of South Carolina; and that provision has been made for the levy and collection of a tax, without limit, on all taxable property in the County sufficient to pay the principal and interest of this Bond as they become due and payable and to create such sinking fund as may be necessary therefor.

This Bond shall not be valid or obligatory for any purpose, until the Certificate of Authentication hereon shall have been duly executed by the Registrar.

*[Signature Page Follows]*

**EXHIBIT B  
FORMS OF BONDS**

**IN WITNESS WHEREOF, JASPER COUNTY, SOUTH CAROLINA**, has caused this Bond to be signed by the manual signature of the Chairman of the County Council, the same to be attested by the manual signature of the Clerk to County Council, and the seal of the County to be impressed hereon.

(SEAL)

**JASPER COUNTY, SOUTH CAROLINA**

\_\_\_\_\_  
Chairman, County Council

Attest:

\_\_\_\_\_  
Clerk to County Council

**EXHIBIT B  
FORMS OF BONDS**

**CERTIFICATE OF AUTHENTICATION**

This Bond has been registered in the name of [PURCHASER], on the registration books kept by the Office of the Jasper County Treasurer, as Registrar.

---

Treasurer  
Jasper County, South Carolina

**EXHIBIT B  
FORMS OF BONDS**

**FORM OF ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_ (Name and Address of Transferee) \_\_\_\_\_ the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the within Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature Guaranteed

\_\_\_\_\_  
(Authorized Officer)

\_\_\_\_\_  
Notice: Signature(s) must be guaranteed by an institution which is a participant in the Securities Transfer Agents Medallion Program ("STAMP") or similar program.

\_\_\_\_\_  
Notice: The signature to the assignment must correspond with the name of the registered holder as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

**EXHIBIT B  
FORMS OF BONDS**

**[FORM OF BOND FOR COMPETITIVE PUBLIC OFFERING]**

Unless this bond is presented by an authorized representative of The Depository Trust Company, a New York corporation (“*DTC*”), to the County or its agent for registration of transfer, exchange, or payment, and any bond issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL insasmuch as the registered owner, Cede & Co., has an interest herein.

**UNITED STATES OF AMERICA  
STATE OF SOUTH CAROLINA  
JASPER COUNTY  
GENERAL OBLIGATION BONDS  
SERIES 202\_**

No. R-\_\_\_

INTEREST RATE    MATURITY DATE    ORIGINAL ISSUE DATE    CUSIP

REGISTERED OWNER:    CEDE & CO.

PRINCIPAL AMOUNT:    \$ \_\_\_\_\_

JASPER COUNTY, SOUTH CAROLINA (the “*County*”), a public body corporate and politic and a political subdivision of the State of South Carolina (the “*State*”), acknowledges itself indebted and for value received hereby promises to pay, solely as hereinafter provided, to the Registered Owner named above, or registered assigns, the Principal Amount shown above on the Maturity Date shown above, upon presentation and surrender of this bond at the Corporate Trust Office of \_\_\_\_\_ in the City of \_\_\_\_\_ (the “*Paying Agent*” or the “*Registrar*”), and to pay interest on such principal sum at the interest rate set forth above (calculated on the basis of a 360-day year of twelve 30-day months), until the County’s obligation with respect to the payment of such Principal Amount shall be discharged.

Interest on this bond is payable semiannually on \_\_\_\_\_ and \_\_\_\_\_ of each year commencing \_\_\_\_\_ (each, a “*Bond Payment Date*”), until this bond matures. This bond shall bear interest at the rate of interest per annum set forth above (on the basis of a 360-day year of twelve 30-day months) from \_\_\_\_\_, 202\_, if no interest has yet been paid; otherwise from the last Bond Payment Date to which interest has been paid and which Bond Payment Date is on or prior to the authentication date thereof.

Both the principal of and interest on this bond shall be payable by check or draft mailed to the person in whose name this bond is registered on the Registry Books (as defined in the Bond Ordinance) maintained at the Corporate Trust Office of the Registrar, at the close of business on

**EXHIBIT B**  
**FORMS OF BONDS**

the 15<sup>th</sup> day of the calendar month next preceding each Bond Payment Date. The principal and interest on this bond are payable in any coin or currency of the United States of America which is, at the time of payment, legal tender for public and private debts.

This bond is one of an issue of bonds (the “*Series 202\_ Bonds*”) of like date of original issue, tenor and effect, except as to number, date of maturity, denomination and rate of interest, issued in an original aggregate principal amount of \$ \_\_\_\_\_, issued pursuant to and in accordance with the Constitution and laws of the State of South Carolina, including Article X, Section 14 of the Constitution of the State of South Carolina, 1895, as amended; Title 4, Chapter 15 of the Code of Laws of South Carolina 1976, as amended, and Title 11, Chapter 27 of the Code of Laws of South Carolina 1976, as amended; and an ordinance duly enacted by the County Council of Jasper County, on \_\_\_\_\_, 2026 (the “*Bond Ordinance*”). Terms with initial capitals used herein and not otherwise defined have the meaning given such terms in the Bond Ordinance.

Series 202\_ Bonds maturing on or before \_\_\_\_\_ 1, 20\_\_, are not subject to optional redemption prior to maturity. Series 202\_ Bonds maturing after \_\_\_\_\_ 1, 20\_\_, are subject to redemption prior to maturity, in whole or in part, at the option of the County, at any time on and after \_\_\_\_\_ 1, 20\_\_, at a redemption price of par plus accrued interest to the date of redemption.

If this bond is called for redemption, the Registrar will give notice to the Registered Owner of this bond in the name of the County, of the redemption of such bond, or portions thereof. Notice and redemption conditions shall otherwise comply with Section 7.03 of the Bond Ordinance.

THE FULL FAITH, CREDIT, AND TAXING POWER OF THE COUNTY ARE HEREBY IRREVOCABLY PLEDGED FOR THE PAYMENT OF THIS BOND, AND THERE SHALL BE LEVIED AND COLLECTED ANNUALLY A TAX ON ALL TAXABLE PROPERTY IN THE COUNTY, WITHOUT LIMIT, SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THIS BOND AS THE SAME MATURES AND COMES DUE, RESPECTIVELY, AND TO CREATE SUCH SINKING FUND AS MAY BE NECESSARY THEREFOR.

The Series 202\_ Bonds are being issued by means of a book-entry system with no physical distribution of bond certificates to be made except as provided in the Bond Ordinance. One bond certificate with respect to each date on which the Series 202\_ Bonds are stated to mature, registered in the name of the Securities Depository Nominee, is being issued and required to be deposited with the Securities Depository and immobilized in its custody. The book-entry system will evidence positions held in the Series 202\_ Bonds by the Securities Depository's Participants, beneficial ownership of the Series 202\_ Bonds in the principal amount of \$1,000 or any multiple thereof being evidenced in the records of such Participants. Transfers of ownership shall be effected on the records of the Securities Depository on the records of the Securities Depository and its Participants pursuant to rules and procedures established by the Securities Depository and its Participants. The County and the Paying Agent will recognize the Securities Depository Nominee, while the Registered Owner of this bond, as the owner of this bond for all purposes, including payments of principal of, interest on, and Redemption Price, if any, this bond, notices and voting. Transfer of principal of, interest on, and Redemption Price, if any, payments to Participants of the Securities Depository will be the responsibility of the Securities Depository,

**EXHIBIT B**  
**FORMS OF BONDS**

and transfer of principal of, interest on, and Redemption Price if any, to beneficial owners of the Series 202\_ Bonds by Participants of the Securities Depository will be the responsibility of such Participants and other nominees of such beneficial owners.

The County will not be responsible or liable for such transfers of payments or for maintaining, supervision or reviewing the records maintained by the Securities Depository, the Securities Depository Nominee, its Participants or persons acting through such Participants. While the Securities Depository Nominee is the Registered Owner of this bond, notwithstanding, the provision hereinabove contained, payments of principal, interest, and Redemption Price, if any, shall be made in accordance with existing arrangements between the Paying Agent or its successors under the Bond Ordinance and the Securities Depository.

This bond is transferable only upon the Registry Books kept for that purpose at the Corporate Trust Office of the Registrar and Paying Agent by the Registered Owner hereof in person or by his duly authorized attorney upon surrender of this bond together with a written instrument of transfer satisfactory to the Registrar duly executed by the Registered Owner or his duly authorized attorney. Thereupon a new fully registered bond or bonds of the same series, aggregate principal amount, interest rate, and maturity shall be issued to the transferee in exchange herefor as provided in the Bond Ordinance. The County and the Registrar and Paying Agent may deem and treat the person in whose name this bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal hereof and interest due hereon and for all other purposes.

For every exchange or transfer of Series 202\_ Bonds, the County or Registrar, as the case may be, may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer.

Under the laws of the State of South Carolina, this bond and the interest hereon are exempt from all State, county, municipal, school district and other taxes or assessments, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise, except inheritance, estate and transfer taxes, but the interest hereon may be included for certain franchise fees or taxes.

It is hereby certified and recited that all acts, conditions and things required by the Constitution and laws of the State of South Carolina to exist, to happen and to be performed precedent to or in the issuance of this bond exist, have happened and have been performed in regular and due time, form and manner as required by law; that the amount of this bond, together with all other general obligation and bonded indebtedness of the County, does not exceed the applicable limitation of indebtedness under the laws of the State of South Carolina; and that provision has been made for the levy and collection of a tax, without limit, on all taxable property in the County sufficient to pay the principal and interest of this bond as they respectively become due and to create such sinking fund as may be necessary therefor.

This bond shall not be valid or obligatory for any purpose, until the Certificate of Authentication hereon shall have been duly executed by the Registrar.

**EXHIBIT B  
FORMS OF BONDS**

**IN WITNESS WHEREOF, JASPER COUNTY, SOUTH CAROLINA**, has caused this bond to be signed by the manual signature of the Chairman of the County Council, the same to be attested by the manual signature of the Clerk to County Council, and the seal of the County to be impressed hereon.

(SEAL)

**JASPER COUNTY, SOUTH CAROLINA**

\_\_\_\_\_  
Chairman, County Council

Attest:

\_\_\_\_\_  
Clerk to County Council

**EXHIBIT B  
FORMS OF BONDS**

**CERTIFICATE OF AUTHENTICATION**

This bond is one of the Series 202\_ Bonds described in the within mentioned Ordinance of Jasper County, South Carolina dated \_\_\_\_\_, 202\_.

[NAME OF REGISTRAR],  
as Registrar

By: \_\_\_\_\_

Date of Authentication: \_\_\_\_\_

**EXHIBIT B  
FORMS OF BONDS**

**FORM OF ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto  
\_\_\_\_\_  
the within bond and does hereby irrevocably constitute and appoint  
\_\_\_\_\_  
attorney to transfer the within bond on the books kept for registration thereof, with full power of  
substitution in the premises.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Authorized Officer)

\_\_\_\_\_

Notice: The signature to the assignment must correspond with the name of the registered owner as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever.

**EXHIBIT C**  
**FORM OF SUMMARY NOTICE OF SALE**

**SUMMARY NOTICE OF SALE**

Bids will be received by Jasper County, South Carolina, at [TIME]. (Eastern Time) on [DATE], pursuant to, and subject to the terms of, the Official Notice of Sale with respect to the sale of the \$\_\_\_\_\_ General Obligation Bond[s], Series 202\_ of Jasper County, South Carolina. The par amount of the bonds is subject to adjustment as set forth in the Official Notice of Sale. The Official Notice of Sale and other information are available from Kimberly Burgess, Director of Administrative Services Division (Jasper County), PO Box 1149, Ridgeland, SC 29936 (telephone (843) 717-3692; email [kburgess@jaspercountysc.gov](mailto:kburgess@jaspercountysc.gov)).

**EXHIBIT D**  
**FORMS OF NOTICE OF SALE**

**[FORM FOR COMPETITIVE DIRECT PLACEMENT]**

**OFFICIAL NOTICE OF SALE**

\$ \_\_\_\_\_\*  
**Jasper County, South Carolina**  
**General Obligation Bond**  
**Series 202\_**

Jasper County, South Carolina (the “*County*”), pursuant to this Official Notice of Sale, is requesting bids from financial institutions with respect to its \$ \_\_\_\_\_\* General Obligation Bond, Series 202\_ (the “*Bond*”).

Your response to this Official Notice of Sale would be greatly appreciated. The following terms and key assumptions are to be utilized in preparing your bid:

Time and Place of Sale: NOTICE IS HEREBY GIVEN that bids addressed to the County will be received by the County until \_\_:00 a.m., Eastern Time, on \_\_\_\_\_, \_\_\_\_\_, 20\_\_, at which time said bids will be publicly opened for the award of a commercial loan to be evidenced by the Bond.

Issuer: Jasper County, South Carolina

Purpose: Proceeds of the Bond will be used to provide funds to provide funds (i) to defray the costs of (a) renovating, improving and equipping the certain County facilities and buildings, (b) constructing, renovating, and improving various County boat landings, (c) constructing, renovating, improving and equipping various County recreation facilities; and (d) acquisition of real properties for future County facilities, and (ii) to pay the costs of issuance of the Bond.

Tax Treatment: Tax-Exempt

Bank Qualified: [Yes]

Audit: Audited financial statements of the County can be accessed from the County’s website:

(<https://www.jaspercountysc.gov/government/budgets-and-audits/>)

---

\* Items marked with an asterisk through this Notice of Sale are subject to change. However, in no event with the par amount of the Bond

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

Security: The Bond is a general obligation of the County secured by an irrevocable pledge of the full faith, credit, and taxing power of the County. There shall be levied and collected annually in the same manner as other property taxes are levied and collected, an *ad valorem* tax, without limit as to rate or amount, on all taxable property in the County sufficient to pay the principal of and interest on the Bond as it matures and to create such sinking fund as may be necessary therefor.

Rating: No rating is expected to be obtained for the Bond; however, the County is presently rated AA- (stable) from Standard & Poor's.

Issue Size: \$ \_\_\_\_\_ \*

Debt Structure: A preliminary amortization has been provided below and should be used in preparation of your bid. The County reserves the right to modify the amortization to achieve its desired debt service structure. The Bond shall bear a single fixed rate for the entire term thereof.

[INSERT PRELIMINARY AMORTIZATION TABLE]

Principal Payments: Annual principal payments payable on \_\_\_\_\_ of each year, commencing \_\_\_\_\_ through \_\_\_\_\_.

Interest Payments: Semi-annual interest payments payable on \_\_\_\_\_ and \_\_\_\_\_ of each year, commencing \_\_\_\_\_. Interest will be calculated on a 30/360 basis.

Optional Prepayment: [The County is seeking flexibility with respect to redemption provisions. Please specify the redemption structure(s) that would provide the County with flexibility at the lowest cost of funds. Proposals with multiple redemption options are permitted.] OR [The Bond is not subject to optional redemption prior to maturity.]

Bid Requirements: Bidders shall specify a single, fixed rate of interest for the Bond.

Bidders shall specify the rates of interest per annum which the Bond is to bear, to be expressed in multiples of 1/1000 of 1%. The fixed rate must be held firm until closing. A bid for less than the entire amount of the Bond, or a bid at a price less than par, will not be considered. The interest rate bid must be held firm until at least 30 days.

No Increased Costs: The County may deem any bids that require contractual provisions specifying future interest rate adjustments, including those relating to (i) the successful bidder's increased costs, taxes, changes in capital

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

adequacy, or capital requirements; or (ii) events of taxability or default related to the Bond as nonresponsive to this Official Notice of Sale and may, in its discretion, disallow such bids.

**Closing Costs:** The costs of issuance of the Bond will be borne by the County. However, the County does not anticipate paying any closing costs to or on behalf of the successful bidder. Please specify any exceptions. Any closing costs to be borne by the County must be included as absolute figures and will be included in calculating total interest cost as described below under “Award.”

**Ongoing Costs:** None anticipated to be paid to or on behalf of the successful bidder. Please specify any exceptions. Any ongoing costs to be borne by the County must be included as absolute figures and will be included in calculating total interest cost as described below under “Award.”

**Closing:** Closing is anticipated to take place on \_\_\_\_\_, 20\_\_

**Ongoing Disclosure:** The County will agree to provide its audit, upon request, to the purchaser of the Bond annually within 270 days of the end of its fiscal year. Bidders must specify any other ongoing disclosure obligations in their bid. Further, publication to the County’s website or the Electronic Municipal Markets Access system shall be sufficient for purposes of compliance with any audit disclosure requirements.

**Award:** The award will be based on the lowest total financing cost (including both interest cost, and upfront and ongoing fees and expenses); provided, however, the County reserves the right to select the bidder offering terms that best meet the needs of the County, including, without limitation, flexible prepayment terms and an absence of additional terms and conditions. In the event of tie bids, each tie bidder will be allowed to submit one or more lower bids on a modified auction basis until there is an award. The County reserves the right to request additional information from the bidders and to waive any irregularity or informality and to negotiate provisions and covenants directly with any bidder. The County also reserves the right to reject all bids for any reason.

**Sale to a Financial Institution:** The Bond shall be sold to a single financial institution. No official statement, prospectus, offering circular, or other comprehensive offering material containing material information with respect to the County and the Bond is being issued.

**Loan Treatment:** By submitting a bid in response to this Official Notice of Sale, each bidder acknowledges and represents to the County that (i) no official

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

statement or other offering material will be furnished other than this Official Notice of Sale; (ii) the bidder has knowledge and experience in financial and business matters and that it is capable of evaluating the merits and risks of making the commercial loan to be evidenced by the Bond and is financially able to bear the economic risk of holding the Bond; (iii) no CUSIP number will be obtained for the Bond; and (iv) the bidder intends to acquire the Bond solely for its own account as a vehicle for making a commercial loan and with no present intention to distribute or resale the Bond or any portion thereof.

Investment  
Letter:

The successful bidder will be required to execute a letter to the County acknowledging, among other things, that (i) no official statement or other offering material has been furnished other than this Official Notice of Sale; (ii) the successful bidder had an opportunity to make inquiries of, and receive answers from such officials, employees, agents and attorneys of the County; (iii) the successful bidder has knowledge and experience in financial and business matters and that it is capable of evaluating the merits and risks of making the loans to be evidenced by the Bond and is financially able to bear the economic risk of holding the Bond; (iv) the successful bidder is acquiring the Bond as a vehicle for making a commercial loan and without a present view to the distribution or resale thereof (subject, nevertheless, to any requirement of law that the disposition of its property shall at all times be under its control) within the meaning of the federal securities laws; and (v) the successful bidder is acquiring the Bond solely for its own account and no other person now has any direct or indirect beneficial ownership or interest therein. The form of the investment letter is available upon request.

Legal Opinion:

Pope Flynn, LLC will prepare all documents and closing papers in connection with the issuance of the Bond, and provide a validity opinion and an opinion as to the treatment of the interest on the Bond under federal tax law at the County's expense.

Submission of Bids:

Please submit a copy of your bid to the following persons at the respective email addresses provided:

[List recipients]

Schedule:

Official Notice of Sale Distributed:

Award of Bond:

Closing:

Date:

This Official Notice of Sale is dated \_\_\_\_\_, 20\_\_.

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

Questions may be addressed to the County [through its financial advisor] using the contact information below: [name], [address] (telephone ( ) \_\_\_\_\_; email: \_\_\_\_\_).

**EXHIBIT D**

**FORMS OF OFFICIAL NOTICE OF SALE**

**[FORM FOR COMPETITIVE PUBLIC OFFERING]**

OFFICIAL NOTICE OF SALE

\$ \_\_\_\_\_\*

JASPER COUNTY, SOUTH CAROLINA  
GENERAL OBLIGATION BONDS  
SERIES 202\_

(BOOK-ENTRY-ONLY)

ELECTRONIC BIDS for the purchase of the \$ \_\_\_\_\_\* General Obligation Bonds, Series 202\_, of Jasper County, South Carolina (the “**Bonds**”) will be received by Jasper County, South Carolina (the “**County**”), in the Office of the Jasper County Administrator, 358 Third Avenue, Ridgeland, South Carolina 29936 until \_\_:00 a.m. (Eastern Time) on \_\_\_\_\_, 202\_ (the “**Sale Date**”) (unless postponed as provided herein).

*PARITY*<sup>®</sup> *Only*. The County will only accept electronic bids submitted through the BiDCOMP/Parity Electronic Bid Submission System (“*PARITY*<sup>®</sup>”). No other form of bid or provider of electronic bidding services will be accepted. Information about the electronic bidding services of *PARITY*<sup>®</sup> may be obtained from IPREO, Municipal Services, telephone (212) 404-8102, or parity@ipreo.com.

*Purpose*. The Bonds are being issued for the purpose of providing funds: (i) to defray the costs of (a) re renovating, improving and equipping the certain County facilities and buildings, (b) constructing, renovating, and improving various County boat landings, (c) constructing, renovating, improving and equipping various County recreation facilities; and (d) acquisition of real properties for future County facilities, and (ii) to pay the costs of issuance of the Bonds.

*Authorization*. The issuance of the Bonds is authorized pursuant to the provisions of Article X, Section 14 of the Constitution of the State of South Carolina, 1895, as amended; Title 4, Chapter 15, and Title 11, Chapter 27 of the Code of Laws of South Carolina 1976, as amended; and a bond ordinance of the County Council of Jasper County, the governing body of the County, dated \_\_\_\_\_, 2026 (the “**Bond Ordinance**”).

*Security*. The Bonds are general obligations of the County secured by an irrevocable pledge of the full faith, credit, and taxing power of the County. There shall be levied and collected annually in the same manner as other property taxes are levied and collected, an *ad valorem* tax, without limit as to rate or amount, on all taxable property in the County sufficient to pay the principal of and interest on the Bonds as they respectively mature and to create such sinking fund as may be necessary therefor.

*Description of the Bonds*. The Bonds will initially be subject to a system of book-entry registration maintained by The Depository Trust Company, New York, New York (“**DTC**”). Principal of the Bonds when due will be paid upon presentation and surrender of such Bonds at the Corporate Trust Office of the Paying Agent, as identified herein. The Bonds will be dated the date of delivery thereof, and bear interest from their dated date at a rate or rates to be named by the

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

successful bidder (the “**Purchaser**”). Interest on the Bonds will be payable on \_\_\_\_ 1 and \_\_\_\_ 1 of each year commencing \_\_\_\_ 1, 20\_\_ . Interest on the Bonds will be calculated on the basis of a 360-day year consisting of twelve 30-day months. Both principal of and interest on the Bonds will be paid in any coin or currency of the United States of America, which, at the time of payment, is legal tender for the payment of public and private debts. The Bonds will be issued in denominations of \$1,000 or any multiple thereof. The Bonds will mature on \_\_\_\_ 1 (the “**Annual Principal Payment Date**”) in the years and principal amounts as follows:

____ 1	Principal Amount*
--------	----------------------

---

\* Preliminary, subject to adjustment as set forth herein.

*Optional Redemption.* [The Bonds maturing on or prior to [\_\_\_\_] 1, 20\_\_ are not subject to option redemption prior to their maturity date. The Bonds maturing after [\_\_\_\_] 1, 20\_\_, are subject to redemption, in whole or in part, at any time in any order of maturity to be determined by the County, on and after [\_\_\_\_] 1, 20\_\_ at the redemption price of par plus accrued interest to the date fixed for redemption.]

*Term Bonds.* Bidders may designate in their bid two or more consecutive annual principal payments as a term bond which matures on the last Annual Principal Payment Date of the sequence. Any term bond so designated must be subject to mandatory sinking fund redemptions in each year on the Annual Principal Payment Dates such that the principal amounts subject to mandatory sinking fund redemption match the principal amounts scheduled to mature as set forth in the table above\* and equal, together with the principal amount of such term bond due at its maturity, the principal amount of the term bond. There is no limitation on the number of term bonds.

*Adjustments to Principal Amounts of the Bonds.* As promptly as reasonably possible after the bids are received, the County will notify the bidder to which the Bonds will be awarded, if and when such award is made, and such bidder, upon such notice, shall advise the County of the initial public offering prices of each maturity of the Bonds (the “**Initial Reoffering Prices**”). The Initial Reoffering Prices of the Bonds will be used to calculate the final maturity schedules and the final aggregate principal amount of the Bonds (the “**Final Amounts**”), which schedules and aggregate principal amount are subject to adjustment in the discretion of the County to achieve the County’s debt service objectives and to comply with State law. The Purchaser may not withdraw its bid or

---

\* Preliminary, subject to adjustment as set forth herein.

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

change the interest rates bid or the Initial Reoffering Prices as a result of any changes made to the revised amounts.

The dollar amount bid by the Purchaser will be adjusted to reflect any adjustments in the aggregate principal amount of the Bonds. Such adjusted bid price will reflect changes in the dollar amount of the underwriter's discount and original issue discount or premium, if any, but will not change the selling compensation per \$1,000 of par amount of the Bonds from the selling compensation that would have been received based on the purchase price for the Bonds of the winning bid and the Initial Reoffering Prices. The interest rate specified by the Purchaser for each maturity of the Bonds at the Initial Reoffering Prices for such maturity will not change.

The Final Amounts and the adjusted purchase price will be communicated to the Purchaser as soon as possible, but no later than 5:00 p.m. (Eastern Time) on the Sale Date.

*Electronic Bidding Procedures.* Bids to purchase Bonds (all or none) must be submitted electronically via PARITY<sup>®</sup>. Bids will be communicated electronically to the County at \_\_\_\_\_ (Eastern Time) on the Sale Date. Prior to that time, a prospective bidder may (i) submit the proposed terms of its bid via PARITY<sup>®</sup>, (ii) modify the proposed terms of its bid, in which event the proposed terms as last modified will (unless the bid is withdrawn as described herein) constitute its bid for the Bonds or (iii) withdraw its proposed bid. Once the bids are communicated electronically via PARITY<sup>®</sup> to the County, each bid will constitute an irrevocable and unconditional offer to purchase the Bonds on the terms therein provided. For purposes of the electronic bidding process, the time as maintained on PARITY<sup>®</sup> shall constitute the official time. The County will not accept bids by any means other than electronically via PARITY<sup>®</sup>.

*Disclaimer.* Each prospective bidder shall be solely responsible for submitting its bid via PARITY<sup>®</sup> as described above. Each prospective bidder shall be solely responsible to make necessary arrangements to access PARITY<sup>®</sup> for the purpose of submitting its bid in a timely manner and in compliance with the requirements of this Official Notice of Sale. Neither the County nor PARITY<sup>®</sup> shall have any duty or obligation to provide or assure access to PARITY<sup>®</sup> to any prospective bidder, and neither the County nor PARITY<sup>®</sup> shall be responsible for proper operation of, or have any liability for any delays or interruptions of, or any damages caused by, PARITY<sup>®</sup>. The County is using PARITY<sup>®</sup> as a communication mechanism, and not as the County's agent, to conduct the electronic bidding for the Bonds. The County is not bound by any advice and determination of PARITY<sup>®</sup> to the effect that any particular bid complies with the terms of this Official Notice of Sale and in particular the "CONDITIONS OF SALE" hereinafter set forth. All costs and expenses incurred by prospective bidders in connection with their submission of bids via PARITY<sup>®</sup> are the sole responsibility of the bidders; and the County is not responsible, directly or indirectly, for any of such costs or expenses. If a prospective bidder encounters any difficulty in submitting, modifying, or withdrawing a bid for the Bonds, the bidder should telephone PARITY<sup>®</sup> at (212) 849-5023 and notify the County's financial advisor, \_\_\_\_\_, [Name], by telephone at (\_\_\_\_) - \_\_\_\_\_. To the extent any instructions or directions set forth in PARITY<sup>®</sup> conflict with this Official Notice of Sale, the terms of this Official Notice of Sale shall control. For further information about PARITY<sup>®</sup>, potential bidders may contact PARITY<sup>®</sup> at i-Deal (212) 849-5023.

**EXHIBIT D**

**FORMS OF OFFICIAL NOTICE OF SALE**

CONDITIONS OF SALE

Bidders are invited to name the rate or rates of interest which the Bonds are to bear, and unless all bids are rejected, they will be awarded to the bidder offering to purchase them at the lowest interest cost (as defined below) to the County at a price of not less than par. Bidders may name any number of rates of interest, in any variations selected by the bidder except that:

- (1) all Bonds of the same maturity must bear the same rate of interest and yield;
- (2) no rate of interest named shall be more than seven (7.00) percentage points;
- (3) a zero (0.0) percentage point rate of interest is not permitted;
- (4) any premium offered must be paid in cash as a part of the purchase price; and
- (5) all bids must be for no less than 100% of the par value of the Bonds.

By submitting a bid, each bidder represents that the bidder's proposal is genuine, and not a sham or collusive, and is not made in the interest of or on behalf of any person not therein named, the bidder has not directly or indirectly induced or solicited any other bidder to submit a sham bid or any other person, firm or corporation to refrain from bidding, and the bidder has not in any manner sought by collusion to secure for it an advantage over any other bidder. By submitting a bid for the Bonds, each bidder also represents and warrants to the County that (i) it has an established industry reputation for underwriting new issuances of municipal bonds; and (ii) such bidder's bid for the purchase of the Bonds (if a bid is submitted in connection with the sale) is submitted for and on behalf of such bidder by an officer or agent who is duly authorized to bind the bidder to a legal, valid and enforceable contract for the purchase of the Bonds.

*[No Good Faith Deposit.* No good faith deposit shall be required.]

*[Bond Insurance.* The Bonds are being offered without bond insurance or any third-party credit enhancement. Bids may not be conditioned upon qualification for or the receipt of any bond insurance and no bid that is contingent on the use of bond insurance will be accepted.]

*Basis of Award.* The Bonds will be awarded to the bidder offering to purchase all of the Bonds at the lowest interest cost to the County. The lowest interest cost shall be determined in accordance with the true interest cost (TIC) method. In the event two or more bidders offer to purchase the Bonds at the same lowest TIC, the County will award the Bonds to one of such bidders based upon which bid was received first, as determined by reference to the time stamp displayed on PARITY®. Once communicated from PARITY® to the County, Bids submitted may not be withdrawn prior to the award.

*Issue Price Determination.* The County expects that the bid for the Bonds will satisfy the federal tax requirements for a qualified competitive sale of bonds, including, among other things, receipt of bids for the Bonds from at least three underwriters, who have established industry reputations for underwriting new issuances of municipal bonds (a "**Qualified Competitive Bid**"). The County will advise the successful bidder as promptly as possible after the bids are opened

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

whether the bid constitutes a Qualified Competitive Bid, or, in the alternative, a bid that fails to satisfy such requirements (a “*Nonqualified Competitive Bid*”). **It is noted that procedures for a Nonqualified Competitive Bid may require the winning bidder of the Bonds and, if applicable, other underwriters of the Bonds, to hold the initial offering prices for certain maturities of the Bonds for up to five business days after the sale date, as further specified in the form of such certification.**

*Reoffering Price Certification.* The Purchaser must deliver to the County at closing an “issue price” or similar certificate setting forth the reasonably expected initial reoffering price to the public of the Bonds, together with the supporting pricing wires or equivalent communications, substantially in the form attached hereto as Exhibit A, if the bid constitutes a Qualified Competitive Bid or as Exhibit B, if the bid constitutes a Nonqualified Competitive Bid, with such modifications as may be appropriate or necessary, in the reasonable judgement of the Purchaser, the County, and Bond Counsel.

*Acceptance or Rejection of Bids.* Bids will be accepted or rejected promptly after receipt and not later than 2:00 p.m. (Eastern Time) on the Sale Date.

*Rights Reserved.* The County reserves the right to reject any and all bids and to reject any bids not complying with this Official Notice of Sale. The County also reserves the right to waive any irregularity or informality with respect to any bid.

*Right to Change this Official Notice of Sale and to Postpone Offering.* The County reserves the right to make changes to this Official Notice of Sale and also reserves the right to postpone, from time to time, the date and time established for the receipt of bids. Any such postponement will be announced via Thomson Municipal News, Bloomberg, or other electronic information service. If canceled, the sale may be thereafter rescheduled within 60 days of the date of the publication of this Official Notice of Sale, and notice of such rescheduled date of sale will be posted at least 48 hours prior to the time for receipt of bids through Thomson Municipal News, Bloomberg, or other electronic information service. On any such alternative sale date and time, any bidder may submit an electronic bid for the purchase of the Bonds in conformity in all respects with the provisions of this Official Notice of Sale, except for the date and time of sale and except for any changes announced over Thomson Municipal News, Bloomberg, or other electronic information service at the time the sale date and time are announced.

*Delivery of Bonds.* The Bonds will be delivered through the facilities of DTC on or about \_\_\_\_\_, 20\_\_, against payment of the purchase price therefor in federal funds.

*Documents to be Delivered at Closing.* The County will furnish, without cost to the Purchaser, the Bonds, an opinion as to their validity by Pope Flynn, LLC, Columbia, South Carolina, Bond Counsel, and the usual closing documents, which will include a certificate that there is no litigation pending restraining or enjoining the issuance and delivery of the Bonds.

*Tax Opinion.* The opinion of Bond Counsel will also state that (a) interest on the Bonds is excluded from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the “*Code*”), and is not an item of tax preference for purposes of the federal alternative minimum tax; and (b) the Bonds and the interest thereon are exempt from all State,

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

county, municipal, school district and all other taxes or assessments imposed within the State of South Carolina, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise, except inheritance, estate, transfer or certain franchise taxes. The opinion will further state that the Code establishes certain requirements which must be met subsequent to the issuance and delivery of the Bonds in order that interest on the Bonds remains excluded from gross income for federal income tax purposes. Noncompliance may cause interest on the Bonds to be included in gross income retroactive to the date of issuance of the Bonds, regardless of the date on which such noncompliance occurs or is ascertained. The County has covenanted to comply with the requirements of the Code in the Bond Ordinance pursuant to which the Bonds are issued and, in rendering its opinion, Bond Counsel will assume compliance with such covenants.

*[Bank Qualified.* The County has designated the Bonds as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code relating to the ability of financial institutions to deduct, from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.]

*CUSIP Numbers.* It is anticipated that CUSIP identification numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto shall constitute cause for failure or refusal by the Purchaser thereof to accept delivery of and pay for said Bonds in accordance with the terms of its proposal. The County’s financial advisor will timely apply for CUSIP numbers with respect to the Bonds as required by MSRB Rule G-34. All expenses of preparation of the Bonds shall be paid by the County, but the CUSIP Global Services charge for the assignment of the numbers shall be paid by the Purchaser.

*Registrar and Paying Agent.* \_\_\_\_\_, shall serve as Registrar and Paying Agent for the Bonds. So long as the Bonds remain outstanding in book-entry form with DTC, all payments of principal and interest with respect to the Bonds shall be through the facilities of DTC.

*Official Statement.* The Preliminary Official Statement dated on or about \_\_\_\_\_, 202\_ (the “**Preliminary Official Statement**”) has been prepared by and deemed final by the County for purposes of Rule 15c2-12 of the United States Securities and Exchange Commission (the “**Rule**”) but is subject to revision, amendment and completion in a final Official Statement as provided in the Rule. The Preliminary Official Statement is available via \_\_\_\_\_. The County designates the Purchaser as its agent for purposes of distributing copies of the final Official Statement. The Purchaser agrees to (i) accept such designation, and (ii) assure proper dissemination of the final Official Statement. The County will prepare and provide to the Purchaser, within seven business days after the sale date, a mutually agreed upon number of printed copies of the final Official Statement. The final Official Statement shall be in substantially the same form as the Preliminary Official Statement, subject to any additions, deletions or revisions that the County believes are necessary.

*Continuing Disclosure:* In order to assist the Purchaser in complying with the provisions of the Rule, the County will undertake, pursuant to the Bond Ordinance and a Continuing Disclosure Undertaking, to provide certain annual information reports and notices of certain

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

events. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the final Official Statement.

In accordance with Section 11-1-85 of the Code of Laws of South Carolina 1976, as amended, the County has covenanted in the Bond Ordinance authorizing the issuance of the Bonds to file for availability in the secondary bond market when requested an annual independent audit, within thirty (30) days of the County's receipt of the audit; and event-specific information, within thirty (30) days of an event adversely affecting more than five percent (5%) of the County's revenue or tax base. The only remedy for failure by the County to comply with this covenant shall be an action for specific performance. Moreover, the County has specifically reserved the right to amend the covenant to reflect any change in such Section 11-1-85 without the consent of any bondholder.

*Additional Information.* Persons seeking additional information should communicate with (i) Kimberly Burgess, Director of Administrative Services Division (Jasper County), PO Box 1149, Ridgeland, SC 29936 (telephone (843) 717-3692; email [kburgess@jaspercountysc.gov](mailto:kburgess@jaspercountysc.gov)); (ii) Lawrence E. Flynn III, Pope Flynn, LLC, bond counsel, 1411 Gervais Street, Columbia, South Carolina 29201 (telephone: (803) 354-4902; email: [lflynn@popeflynn.com](mailto:lflynn@popeflynn.com)); or (iii) [name], financial advisor to the County with respect to the offering of the Bonds, [address] (telephone ( ) \_\_\_\_\_; email: \_\_\_\_\_).

JASPER COUNTY, SOUTH CAROLINA

Official Notice of Sale dated:

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

EXHIBIT A TO OFFICIAL NOTICE OF SALE

CERTIFICATE AS TO ISSUE PRICE

FORM OF ISSUE PRICE CERTIFICATE FOR QUALIFIED COMPETITIVE BID

\$ \_\_\_\_\_<sup>\*</sup>  
JASPER COUNTY, SOUTH CAROLINA  
GENERAL OBLIGATION BONDS  
SERIES 202\_

The undersigned, a duly authorized officer of \_\_\_\_\_, as the purchaser (the “**Purchaser**”) of the above-captioned obligations (the “**Bonds**”) issued by Jasper County, South Carolina (the “**County**”), represents and certifies, to establish the “issue price” of the Bonds within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “**Code**”), and certain other matters, as follows:

**1. Reasonably Expected Initial Offering Prices.**

(a) As of the Sale Date, the reasonably expected initial offering prices of the Bonds to the Public by the Purchaser are the prices listed in Schedule A-1 (the “**Expected Offering Prices**”). The Expected Offering Prices are the prices for the Maturities of the Bonds used by the Purchaser in formulating its bid to purchase the Bonds. Attached as Schedule A-2 is a true and correct copy of the bid provided by the Purchaser to purchase the Bonds.

(b) The Purchaser was not given the opportunity to review other bids prior to submitting its bid.

(c) The bid submitted by the Purchaser constituted a firm offer to purchase the Bonds.

(d) The Purchaser has an established industry reputation for underwriting new issuances of municipal bonds.

**2. Defined Terms.**

(a) “**Maturity**” means Bonds with the same credit and payment terms. Bonds with different maturity dates, or Bonds with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) “**Public**” means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term “related party” for purposes of this certificate generally

---

\* Subject to adjustment as set forth in the Official Notice of Sale.

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

means any two or more persons who have greater than 50% common ownership, directly or indirectly.

(c) “*Sale Date*” means the first day on which there is a binding contract in writing for the sale of a Maturity of the Bonds. The Sale Date of the Bonds is \_\_\_\_\_, 20\_\_.

(d) “*Underwriter*” as used herein means (1) any person that agrees pursuant to a written contract with the County (or with the lead Underwriter to form a syndicate) to participate in the initial sale of the Bonds to the Public, and (2) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (1) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Purchaser’s interpretation of any laws, including specifically Sections 103 and 148 of the Code and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the County with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Bonds, and by Pope Flynn, LLC, as bond counsel to the County, in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the County from time to time relating to the Bonds.

Signed this \_\_\_\_ day of \_\_\_\_\_, 202\_.

[Purchaser]

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

Schedule A-1

Expected Offering Prices

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

Schedule A-2

Copy of Winning Bid

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

EXHIBIT B TO OFFICIAL NOTICE OF SALE

CERTIFICATE AS TO ISSUE PRICE

FORM OF ISSUE PRICE CERTIFICATE FOR NONQUALIFIED COMPETITIVE BID

\$ \_\_\_\_\_<sup>\*</sup>  
JASPER COUNTY, SOUTH CAROLINA  
GENERAL OBLIGATION BONDS  
SERIES 20\_\_

The undersigned, a duly authorized officer of \_\_\_\_\_, as the purchaser (the “**Purchaser**”) of the above-captioned obligations (the “**Bonds**”) issued by Jasper County, South Carolina (the “**County**”), represents and certifies, to establish the “issue price” of the Bonds within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “**Code**”), and certain other matters, that:

1. **Sale of the General Rule Maturities.** As of the date of this certificate (this “**Certificate**”), for each Maturity of the General Rule Maturities, the first price at which 10% of such Maturity was sold by \_\_\_\_\_ to the Public is the respective price listed in Schedule A.

2. **Initial Offering Price of the Hold-the-Offering-Price Maturities.**

(a) \_\_\_\_\_ offered the Hold-the-Offering Price Maturities to the Public for purchase at the respective initial offering prices listed in Schedule A (the “**Initial Offering Prices**”) on or before the Sale Date. A copy of the pricing wire or equivalent communication for the Bonds is attached to this Certificate as Schedule B.

(b) As set forth in the Official Notice of Sale and bid award, the \_\_\_\_\_ has agreed in writing that, (1) for each Maturity of the Hold-the-Offering-Price Maturities, it would neither offer nor sell any of the Bonds of such Maturity to any person at a price that is higher than the Initial Offering Price for such Maturity during the Holding Period for such Maturity (the “**hold-the-offering-price rule**”), and (2) any selling group agreement shall contain the agreement of each dealer who is a member of the selling group, and any retail distribution agreement shall contain the agreement of each broker-dealer who is a party to the retail distribution agreement, to comply with the hold-the-offering-price rule. Pursuant to the foregoing, no Underwriter has offered or sold any Maturity of the Hold-the-Offering Price Maturities at a price that is higher than the respective Initial Offering Price for that Maturity of the Bonds during the Holding Period.

3. **Defined Terms.**

(a) “**General Rule Maturities**” means those Maturities of each series of the Bonds shown in Schedule A hereto as the “**General Rule Maturities**.”

---

\* Subject to adjustment as set forth in the Official Notice of Sale.

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

(b) **“Hold-the-Offering-Price Maturities”** means those Maturities of each series of the Bonds listed in Schedule A hereto as the **“Hold-the-Offering-Price Maturities.”**

(c) **“Holding Period”** means, with respect to a Hold-the-Offering-Price Maturity, the period starting on the Sale Date and ending on the earlier of (1) the close of the fifth business day after the Sale Date, or (2) the date on which \_\_\_\_\_ has sold at least 10% of such Hold-the-Offering-Price Maturity to the Public at prices that are no higher than the Initial Offering Price for such Hold-the-Offering-Price Maturity.

(d) **“Maturity”** means Bonds of a series with the same credit and payment terms. Bonds of a series with different maturity dates, or Bonds of a series with the same maturity date but different stated interest rates, are treated as separate Maturities.

(e) **“Public”** means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term “related party” for purposes of this Certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(f) **“Sale Date”** means the first day on which there is a binding contract in writing for the sale of a Maturity of the Bonds. The Sale Date of the Bonds is \_\_\_\_\_, 20\_\_.

(g) **“Underwriter”** means (1) any person that agrees pursuant to a written contract with the County (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public, and (2) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (1) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

The representations set forth in this Certificate are limited to factual matters only. Nothing in this Certificate represents the Purchaser’s interpretation of any laws, including specifically Sections 103 and 148 of the Code and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the County with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Bonds, and by Pope Flynn, LLC, as bond counsel to the County, in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the County from time to time relating to the Bonds.

Signed this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

[PURCHASER]

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

Schedule A

Expected Initial Offering Prices of the Bonds

**EXHIBIT D**  
**FORMS OF OFFICIAL NOTICE OF SALE**

Schedule B

Copy of Winning Bid

AGENDA  
ITEM #9E

**JASPER COUNTY, SOUTH CAROLINA**  
**ORDINANCE # O-2026-\_\_**

**AN ORDINANCE AUTHORIZING ADOPTION OF THE GENERAL RECORDS  
RETENTION SCHEDULE FOR COUNTY RECORDS AND TO ADOPT  
AMENDMENTS TO SECTION 2-6 OF THE JASPER COUNTY CODE OF  
ORDINANCES**

**WHEREAS**, Jasper County, South Carolina (the “**County**”), acting through the Jasper County Council as its governing body (the “**County Council**”), is a political subdivision of the State of South Carolina (the “**State**”), and as such possesses all general powers granted by the Constitution and statutes of the State to such public entities; and

**WHEREAS**, pursuant to South Carolina Code Section 30-1-10, et seq., the County is required to manage its records according to approved records retention schedules; and

**WHEREAS**, pursuant to South Carolina Code Section 30-1-90, the South Carolina Department of Archives and History (“**SCDAH**”) is authorized to issue general schedules for records; and

**WHEREAS**, SCDAH has adopted the *General Records Retention Schedule for County Records (2026)* (the “**2026 Records Retention Schedule**”); and

**WHEREAS**, County Council finds that it is in the best interest of the County to adopt the 2026 Records Retention Schedule.

**NOW THEREFORE BE IT ORDAINED** by County Council, in meeting duly assembled, that:

1. Chapter 2, Article I of the Code of Ordinances of Jasper County, as amended, is amended to delete Section 2-6 and replace with the following:

The South Carolina Department of Archives and History *General Records Retention Schedule for County Records (2026)*, a copy of which is attached hereto as Schedule "A" is hereby adopted as the General Records Retention Schedule for County Records of Jasper County except for the records of the Clerk of Court which is governed by other schedules. Notwithstanding any other provision hereof, whenever federal or state law or order of a court having jurisdiction over Jasper County require that certain records be maintained for a longer period than required by the *General Record Retention Schedule for County Records (2026)*, such records shall be retained for the longer period.

2. All general records retention schedules heretofore previously adopted by Jasper County are hereby repealed.

3. If any Section, Subsection, or part of this Ordinance shall be deemed or found to conflict with a provision of South Carolina law, or other pre-emptive legal principle, then that Section, Subsection or part of this Ordinance shall be deemed ineffective, but the remaining parts of this Ordinance shall remain in full force and effect.
4. If a Section, Subsection or provision of this Ordinance shall conflict with the provisions of a Section, Subsection or part of a preceding Ordinance of Jasper County, unless expressly so providing, then the preceding Section, Subsection or part shall be deemed repealed and no longer in effect.
5. This Ordinance shall take effect and be in force upon third and final reading.

**AND IT IS SO ORDAINED, ENACTED AND ORDERED AS OF**, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Jasper County, South Carolina**

\_\_\_\_\_  
 W. J. Rowell, III, Chairman  
 Jasper County Council

ATTEST:

\_\_\_\_\_  
 Wanda Giles, Clerk to Council

Approved as to form:

\_\_\_\_\_  
 Interim County Attorney

**ORDINANCE: # O-2026-\_\_**

First Reading: July 6, 2026

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

It is required that the following Exhibit be attached before the second reading:  
 Schedule "A"

The South Carolina Department of Archives and History

*General Records Retention Schedule or County Records ,2026*

**Reviewed for form and draftsmanship by the interim Jasper County Attorney.**

---

**Jasper County Interim Attorney**

**Date**

# **General Records Retention Schedule for County Records Revised 2026**



**South Carolina Department of Archives and History**

**Archives and Records Management Division**

**8301 Parklane Road**

**Columbia, South Carolina 29223**

**General Records Retention Schedule  
for Counties Revised 2026**

**Introduction..... i**  
**Statutory authority ..... i**  
**Definitions..... i**  
**General schedule format ..... ii**  
**Application of general schedule..... ii**  
**How to use the general schedule ..... iii**  
**Explanation of terms used in retention statements..... iii**  
**Special provisions..... iv**  
**Contacting the Records Management Division ..... v**  
**General retention schedule for counties**

**Subarticle 1. Administrative**

CO-1-01. Activity Reports (Daily, Weekly, Monthly) ..... 1  
CO-1-02. Board and Commission Agendas and Agenda Packets ..... 1  
CO-1-03. Board and Commission Meeting Minutes ..... 1  
CO-1-04. Board and Commission Meeting Recordings ..... 1  
CO-1-05. Disaster/Emergency Preparedness and Recovery Plans ..... 2  
CO-1-06. Federal Emergency Management (FEMA) Files ..... 2  
CO-1-07. Fixed Assets Inventory File ..... 2  
CO-1-08. Freedom of Information Act Files ..... 2  
CO-1-09. General Correspondence and Subject Files ..... 3  
CO-1-10. Insurance Claims..... 4  
CO-1-11. Insurance Policies Files..... 4  
CO-1-12. Litigation Files ..... 4  
CO-1-13. Maps..... 4  
CO-1-14. Medically Indigent Assistance Program Files and Applications ..... 5  
CO-1-15. Records Management Files..... 5  
CO-1-16. Rights of Way Files..... 5  
CO-1-17. Safety Data Sheets (SDS) ..... 5

CO-1-18. Social Media Posts, Photographs, and Events ..... 6

CO-1-19. Social Media Comments and Messages..... 6

CO-1-20. Subpoena Files ..... 6

CO-1-21. Telephone Logs..... 6

CO-1-22. Visitor’s Sign-In/Out Logs..... 6

CO-1-23. Volunteer Files..... 6

CO-1-24. Websites ..... 7

**Subarticle 2. Animal Control/Shelter**

CO-2-01. Adoption Agreement..... 7

CO-2-02. Animal Bite Report ..... 7

CO-2-03. Animal Complaint Forms ..... 7

CO-2-04. Animal Control Release Forms..... 7

CO-2-05. Animal Violation Ticket ..... 8

CO-2-06. Daily Animal Log ..... 8

CO-2-07. Daily Pen Account ..... 8

CO-2-08. Pet License and Registration Records..... 8

CO-2-09. Euthanasia Drug Usage..... 8

CO-2-10. Redemption Request ..... 8

CO-2-11. Trap Requests..... 9

**Subarticle 3. Auditor**

CO-3-01. Abatements..... 9

CO-3-02. Abstracts of Abatements ..... 9

CO-3-03. Abstracts of Additional..... 9

CO-3-04. Abstracts of Annual Settlements..... 9

CO-3-05. Abstracts of Duplicates ..... 9

CO-3-06. Abstract of Penalties ..... 10

CO-3-07. Abstracts of Personal Property..... 10

CO-3-08. Abstracts of Real Property ..... 10

CO-3-09. Address Changes..... 10

CO-3-10. Affidavit and Notification of Sales of Motor Vehicles..... 10

CO-3-11. Affidavit of Motor Vehicle High Mileage .....	10
CO-3-12. Application for Disposal/Change of Address of Watercraft.....	11
CO-3-13. Auditor’s Conveyance Books .....	11
CO-3-14. Auditor’s Monthly Reports .....	11
CO-3-15. Auditor’s Tax Duplicates .....	11
CO-3-16. Auditor’s Tax Duplicates (Motor Vehicles) .....	11
CO-3-17. Business Personal Property Assessment Records.....	12
CO-3-18. Business Personal Property Returns .....	12
CO-3-19. Homestead Exemption Applications.....	12
CO-3-20. Homestead Exemption Records .....	12
CO-3-21. List of Boat Owners .....	13
CO-3-22. List of Deceased County Residents .....	13
CO-3-23. Military Personnel Automobile Tax Exemptions .....	13
CO-3-24. Mobile Home Records .....	13
CO-3-25. Property Tax Returns on Aircraft.....	13
CO-3-26. Refunds .....	13
CO-3-27. Returned Mail .....	14
CO-3-28. Rollbacks.....	14
CO-3-29. South Carolina Department of Revenue Assessments.....	14
CO-3-30. Supplemental Tax Returns .....	14
CO-3-31. Tax Notices .....	14
CO-3-32. Tax Returns .....	15
CO-3-33. Vehicle Listing.....	15
CO-3-34. Vehicle Registration.....	15
<b>Subarticle 4. Building/Planning and Development</b>	
CO-4-01. Building Permits .....	15
CO-4-02. Certificate of Occupancy .....	15
CO-4-03. Inspection Records.....	16
CO-4-04. Maps, Blueprints, and Drawings.....	16
CO-4-05. Mobile Home Permits .....	16

CO-4-06. Moving Permits.....	16
CO-4-07. Permits – Gas, Electrical, Mechanical, Plumbing.....	16
CO-4-08. Plans and Specifications.....	17
CO-4-09. Road Files .....	17
CO-4-10. Septic Tank Permits .....	17
CO-4-11. Sign Permits .....	17
CO-4-12. Subdivision Files.....	17
CO-4-13. Zoning and Variance Materials.....	17
<b>Subarticle 5. Business Licenses</b>	
CO-5-01. Business Licenses .....	18
CO-5-02 Business License Applications.....	18
<b>Subarticle 6. Coroner</b>	
CO-6-01. Case Files .....	18
CO-6-02. Cremation Permits.....	18
CO-06-03. Index to Inquisitions.....	19
CO-6-04. Inquisitions Records.....	19
<b>Subarticle 7. County Council</b>	
CO-7-01. Applications for Boards and Commissions.....	19
CO-7-02. Appointments .....	19
CO-7-03. County Council Agendas and Agenda Packets.....	19
CO-7-04. County Council Meeting Recordings.....	19
CO-7-05. County Council Minutes .....	20
CO-7-06. Ordinances .....	20
CO-7-07. Resolutions.....	20
<b>Subarticle 8. Emergency Services</b>	
CO-8-01. 911 Phone Logs.....	20
CO-8-02. Dispatch Cards for 911 Emergency Calls.....	20
CO-8-03. Emergency Medical Services Accounts Receivable.....	21
CO-8-04. No Patient Contact Records .....	21
CO-8-05. Patient Care Form .....	21

CO-8-06. Radio Logs ..... 21  
 CO-8-07. Vehicle Checklist ..... 21

**Subarticle 9. Finance**

CO-9-01. Accounts Payable Check Registers ..... 22  
 CO-9-02. Annual Budgets ..... 22  
 CO-9-03. Audit Reports ..... 22  
 CO-9-04. Balance Sheets ..... 22  
 CO-9-05. Banking Records ..... 22  
 CO-9-06. Budget Files ..... 23  
 CO-9-07. Chart of Accounts ..... 23  
 CO-9-08. Claims ..... 23  
 CO-9-09. Fixed Asset Records ..... 23  
 CO-9-10. General Ledgers ..... 23  
 CO-9-11. Grant Files ..... 24  
 CO-9-12. Journal Entries ..... 24  
 CO-9-13. Landfill Billing Invoices and Weight Tickets ..... 24  
 CO-9-14. Quarterly Withholding Tax Returns ..... 24  
 CO-9-15. Receipts ..... 24  
 CO-9-16. Revenue Sharing Claims ..... 25  
 CO-9-17. Transmittal Advice Sheets ..... 25  
 CO-9-18. Trial Balances ..... 25

**Subarticle 10. Fire Department**

CO-10-01. Annual Report to State Fire Marshal ..... 25  
 CO-10-02. Arson Files ..... 25  
 CO-10-03. Equipment Files ..... 26  
 CO-10-04. Fire Hose Testing Record ..... 26  
 CO-10-05. Fire Hydrant Testing Report ..... 26  
 CO-10-06. Fire Inspection Reports ..... 26

**Subarticle 11. Library**

CO-11-01. Book Donation Forms ..... 26

CO-11-02 Circulation Reports .....	27
CO-11-03. Interlibrary Loan Requests.....	27
CO-11-04. Internet Agreement Forms .....	27
CO-11-05. Library Budget .....	27
CO-11-06. Meeting Room Reservations.....	27
CO-11-07. Patron List.....	27
CO-11-08. Shelf List.....	28
<b>Subarticle 12. Maintenance Garage/Fleet Maintenance</b>	
CO-12-01. County Vehicle Accident Files .....	28
CO-12-02. Fuel System Reports .....	28
CO-12-03. Fuel Tank Inventories .....	28
CO-12-04. Maintenance and Repair Records .....	28
CO-12-05. Retired/Sold Vehicles .....	29
CO-12-06. Work Orders.....	29
<b>Subarticle 13. Parks and Recreation</b>	
CO-13-01. Attendance Roster .....	29
CO-13-02. Background Checks .....	29
CO-13-03. Building Safety Inspections .....	29
CO-13-04. Facility Rental Agreements.....	30
CO-13-05. Gift Shop Inventory .....	30
CO-13-06. Participant Injury Records .....	30
CO-13-07. Participant Payment Records .....	30
<b>Subarticle 14. Payroll</b>	
CO-14-01. 1099 Form Non-Employee Compensation .....	30
CO-14-02. 941 Form Employer’s Quarterly Federal Tax Return.....	31
CO-14-03. Deduction Registers .....	31
CO-14-04. Payroll Check Registers .....	31
CO-14-05. Payroll Register.....	31
CO-14-06. South Carolina Retirement System Quarterly Report.....	31
CO-14-07. W-2 Form Wage and Tax Statement.....	32

CO-14-08. W-9 Form Request for Taxpayer Identification Number and Certification..... 32  
 CO-14-09. Wage Garnishments ..... 32

**Subarticle 15. Personnel**

CO-15-01. Affordable Care Act Reports ..... 32  
 CO-15-02. Application File (Not Hired)..... 32  
 CO-15-03. Continuing Education Files..... 33  
 CO-15-04. Earnings Record..... 33  
 CO-15-05. Employee and Volunteer Training Records..... 33  
 CO-15-06. Employee Background Checks ..... 33  
 CO-15-07. Employee Discrimination or Harassment Claims..... 33  
 CO-15-08. Employee Insurance Files ..... 34  
 CO-15-09. Employee Medical Records ..... 34  
 CO-15-10. Family Medical Leave Act (FMLA) Files ..... 34  
 CO-15-11. Grievance Files ..... 35  
 CO-15-12 I-9 Form Employment Eligibility Verification ..... 35  
 CO-15-13. Job Interview Files ..... 35  
 CO-15-14. Leave Records..... 35  
 CO-15-15. Leave Requests ..... 35  
 CO-15-16. Log and Summary of Occupational Illnesses and Injuries ..... 36  
 CO-15-17. Personnel Files (Active and Inactive) ..... 36  
 CO-15-18. Safety and Hazardous Materials Training and Certification Records..... 36  
 CO-15-19. State and Local Government Information Reports (EEO-4) ..... 36  
 CO-15-20. Temporary Employee Files..... 37  
 CO-15-21. Time and Attendance Records ..... 37  
 CO-15-22. Workers’ Compensation Records and Claim Documentation ..... 37  
 CO-15-23. Workplace Investigative Files..... 37

**Subarticle 16. Purchasing**

CO-16-01. Bids ..... 37  
 CO-16-02. Contracts ..... 38  
 CO-16-03. Paid Invoices..... 38

CO-16-04. Purchase Orders ..... 38  
 CO-16-05. Requisitions..... 38  
 CO-16-06. Vendor Files ..... 38

**Subarticle 17. Register of Deeds**

CO-17-01. Charters ..... 39  
 CO-17-02. Chattel Mortgages and Indexes..... 39  
 CO-17-03. Conveyances (Deeds, Titles to Real Estate) ..... 39  
 CO-17-04. Counter Control Report..... 39  
 CO-17-05. Day Books..... 39  
 CO-17-06. Federal Tax Liens..... 40  
 CO-17-07. Grantor and Grantee Index to Conveyances and Deeds ..... 40  
 CO-17-08. Index to Federal Tax Liens ..... 40  
 CO-17-09. Index to Mechanics Liens ..... 40  
 CO-17-10. Index to Miscellaneous Records ..... 40  
 CO-17-11. Index to Plats..... 40  
 CO-17-12. Index to State Tax Liens ..... 41  
 CO-17-13. Index to Uniform Commercial Code Financing Statements..... 41  
 CO-17-14. Mechanics Liens ..... 41  
 CO-17-15. Miscellaneous Records ..... 41  
 CO-17-16. Mortgagor and Mortgagee Index to Real Estate Mortgages ..... 41  
 CO-17-17. Plats..... 41  
 CO-17-18. Real Estate Mortgages and Satisfactions ..... 42  
 CO-17-19. State Tax Liens..... 42  
 CO-17-20. Uniform Commercial Code Financing Statements ..... 42

**Subarticle 18. Sheriff/Detention**

CO-18-01. Arrest Cards ..... 42  
 CO-18-02. Arrest Warrants..... 43  
 CO-18-03. Booking Reports ..... 43  
 CO-18-04. Case Files ..... 43  
 CO-18-05. Commitment/Discharge Orders ..... 43

CO-18-06. Complaint Cards .....	44
CO-18-07. Criminal History Records .....	44
CO-18-08. Daily Shift Report .....	44
CO-18-09. Dispatch Records .....	44
CO-18-10. Evidence Case Files .....	44
CO-18-11. Execution Books .....	45
CO-18-12. Expungement Records .....	45
CO-18-13. Fingerprint Files .....	45
CO-18-14. In-Car and Body Camera Recordings .....	45
CO-18-15. Incident Reports .....	46
CO-18-16. Inmate Accounting Records .....	46
CO-18-17. Inmate Medical Forms .....	46
CO-18-18. Inmate Records .....	46
CO-18-19. Inmate Request Forms .....	47
CO-18-20. Inmate Visitor Log .....	47
CO-18-21. Internal Affairs Records .....	47
CO-18-22. Jail Book .....	47
CO-18-23. Juvenile Booking Records .....	47
CO-18-24. Juvenile Case Files .....	47
CO-18-25. Mug Shots .....	48
CO-18-26. Polygraph Records .....	48
CO-18-27. Property Receipts .....	48
CO-18-28. Radio Logs .....	48
CO-18-29. Returns of Nulla Bona .....	48
CO-18-30. Sale Book .....	48
CO-18-31. South Carolina Law Enforcement Division (SLED) Laboratory Reports .....	49
CO-18-32. Stolen Property List .....	49
CO-18-33. Summons and Arrest .....	49
CO-18-34. Tax Execution Books .....	49
CO-18-35. Traffic Tickets .....	50

CO-18-36. Training Files ..... 50  
 CO-18-37. Uniform Crime Reports ..... 50  
 CO-18-38. Use of Force Report ..... 50  
 CO-18-39. Writ Book (Receipt Book for Civil Papers Served)..... 51

**Subarticle 19. Tax Assessor**

CO-19-01. 6% Exempt Assessable Transfer of Interest Applications ..... 51  
 CO-19-02. Aerial Photographs..... 51  
 CO-19-03. Appeals of Assessment ..... 51  
 CO-19-04. Applications for Special Assessment on Agricultural Real Property ..... 51  
 CO-19-05. Applications for Special Assessment on Legal Residence ..... 52  
 CO-19-06. Appraisal Records ..... 52  
 CO-19-07. Assessment Change ..... 52  
 CO-19-08. Mobile Home Records ..... 52  
 CO-19-09. Multiple Lot Discount Applications ..... 52  
 CO-19-10. Notice of Classification, Appraisal, and Assessment ..... 52  
 CO-19-11. Property Record Cards ..... 53  
 CO-19-12. Property Record Files..... 53  
 CO-19-13. Property Transfer Records ..... 53  
 CO-19-14. Real Estate Assessments ..... 53  
 CO-19-15. Rollbacks..... 53  
 CO-19-16. Sales Maps ..... 53  
 CO-19-17. Soil Maps ..... 54  
 CO-19-18. Tax Maps..... 54

**Subarticle 20. Tax Collector**

CO-20-01. Abatement Lists ..... 54  
 CO-20-02. Delinquent Tax Digest ..... 54  
 CO-20-03. Delinquent Tax Sales Records ..... 54  
 CO-20-04. Delinquent Tax Settlement Records ..... 55  
 CO-20-05. Monthly Distribution ..... 55  
 CO-20-06. Mortgage Tax Payments ..... 55

CO-20-07. Nulla Bona ..... 55  
 CO-20-08. Tax Execution Books ..... 55

**Subarticle 21. Treasurer**

CO-21-01. Abatements..... 56  
 CO-21-02. Abstract of Additional ..... 56  
 CO-21-03. Abstract of Annual Settlements ..... 56  
 CO-21-04. Abstract of Delinquent Taxes ..... 56  
 CO-21-05. Abstracts of Errors ..... 56  
 CO-21-06. Abstract of Executions ..... 56  
 CO-21-07. Abstracts of Motor Vehicles ..... 57  
 CO-21-08. Abstract of Nulla Bona ..... 57  
 CO-21-09. Abstract of Personal Property ..... 57  
 CO-21-10. Additional ..... 57  
 CO-21-11. Annual Budgets..... 57  
 CO-21-12. Annual Report of Taxable Real and Personal Property ..... 57  
 CO-21-13. Audit Reports ..... 58  
 CO-21-14. Banking Records..... 58  
 CO-21-15. Bankruptcy Files ..... 58  
 CO-21-16. Cancelled Bonds and Coupons ..... 58  
 CO-21-17. Cash Books of School Funds ..... 59  
 CO-21-18. Claims ..... 59  
 CO-21-19. Daily Abstract of Property and Poll Tax Collected ..... 59  
 CO-21-20. Daily Cash Report..... 59  
 CO-21-21. Delinquent Tax Receipts..... 59  
 CO-21-22. General Cash Books..... 60  
 CO-21-23. General Ledgers ..... 60  
 CO-21-24. Homestead Exemption Applications..... 60  
 CO-21-25. Hospitality Fee Cash/Check Daily Closeout Report..... 60  
 CO-21-26. Income Files ..... 61  
 CO-21-27. Investment Records..... 61

CO-21-28. Magistrate Reports of Fines and Fees .....	61
CO-21-29. Mobile Home Title List.....	61
CO-21-30. Notice of Intent to Claim .....	61
CO-21-31. Nulla Bona List .....	61
CO-21-32. Receipt Books .....	62
CO-21-33. Refund for Overpayment of Taxes.....	62
CO-21-34. Rollbacks.....	62
CO-21-35. Tax Receipts.....	62
CO-21-36. Transmittal Advice Sheets .....	62
CO-21-37. Treasurer’s Tax Duplicates .....	63
CO-21-38. Treasurer’s Tax Duplicates (Motor Vehicles) .....	63
CO-21-39. Trial Balances .....	63
CO-21-40. Vehicle Tax Collection Register .....	63
<b>Subarticle 22. Veterans Affairs</b>	
CO-22-01. Confederate Files .....	64
CO-22-02. Index to Veterans Files .....	64
CO-22-03. Military Discharges.....	64
CO-22-04. Official Roster of South Carolina Veterans .....	64
CO-22-05. Veterans Files.....	64
<b>Subarticle 23. Voter Registration and Elections</b>	
CO-23-01. Absentee Ballot Requests (Applications for Absentee Ballots).....	65
CO-23-02. Application to Register to Vote .....	65
CO-23-03. Authorized Representative Oath .....	65
CO-23-04. Ballots .....	65
CO-23-05. Election Material (Used).....	66
CO-23-06. Election Results.....	66
CO-23-07. Federal Postcard Application and Registration.....	66
CO-23-08. Inactive Voter List (Outdated Voter List).....	66
CO-23-09. Petitions and Petition Summary Sheets .....	66
CO-23-10. Political Maps .....	67

CO-23-11. Poll Manager Applications and Tests ..... 67  
CO-23-12. Returned Voter Mail ..... 67  
CO-23-13. South Carolina Election Commission Voter List..... 67  
CO-23-14. Statistical Tallies ..... 67

**Subarticle 24. Utilities**

CO-24-01. Backflow Prevention Files ..... 68  
CO-24-02. Bacteriological Files ..... 68  
CO-24-03. Delinquent Customer Files ..... 68  
CO-24-04. Discharge Monitoring Reports..... 68  
CO-24-05. Low Pressure Sewer System Files .....699  
CO-24-06. Meter Readings ..... 69  
CO-24-07. Pump Station Reports..... 69  
CO-24-08. Utility Billing Register..... 69  
CO-24-09. Utility Payment Stubs ..... 69  
CO-24-10. Utility Service Applications – Business and Residence ..... 69  
CO-24-11. Work Orders..... 70

## Introduction

The Archives and Records Management Division of the Department of Archives and History has prepared this general retention schedule to give South Carolina's counties the authorization to retain and dispose of common records. The schedule lists the permanently valuable records, which should be properly protected, and provides a timetable that will allow records custodians to regularly dispose of records of non-permanent value. In preparing the schedule, the Division consulted with representatives from various county government offices. This general schedule supersedes all general and specific schedules approved previously for the same records series.

## Statutory authority

Section 30-1-90(B) of the Code of Laws of South Carolina, 1976, as amended, within the [South Carolina Public Records Act](#), authorizes the Department of Archives and History to issue general schedules for records series common to agencies and subdivisions. 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.

## Definitions

A records retention schedule describes one or several records series, shows the length of time the records should be retained, and indicates their final disposition. Schedules are of two types—specific and general.

- **Specific Records Retention Schedules** — These schedules are prepared and approved by the Department of Archives and History specifically for records that are unique to your county; your county's name will appear on these. To review or create county specific schedules, contact the Records Management Division at 803-896-6128 or [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).
- **General Records Retention Schedules** — These schedules are issued by the Department of Archives and History and may be used as needed by any county. The titles and descriptions of record series listed in the general schedule may not reflect exactly the titles and descriptions you use. When a general schedule applies to records already covered under a specific schedule, the general schedule will supersede the specific schedule unless you wish to opt out of using the general schedule. Counties may also create additional specific schedules to use instead of the general schedules if the existing general schedule description or retention does not meet their records needs or to avoid conflict with other laws and regulations.

## General schedule format

Each record retention schedule listed in the general schedule is presented in the following format:

- Part A — Record series number and series title: The first line includes the individual retention schedule number and the title most commonly used by counties for each record series. A record series is a group of related records that share a common, purpose, subject, or function.
- Part B — Description: A short statement describing the use and informational content of the record series. In many cases, the description also specifies the office that creates the series.
- Part C — Retention: Indicates the minimum length of time that records should be retained by the county before their final disposition can take place.

## Application of general schedule

- This schedule may be used by the following county government offices and functions: administration, animal control/shelter, auditor, building/planning and development, business licenses, coroner, councils, emergency services, finance, fire department, library, maintenance garage/fleet maintenance, parks and recreation, payroll, personnel, purchasing, register of deeds, sheriff/detention, tax assessor, tax collector, treasurer, veterans affairs, voter registration and elections, and utilities. Any county government office may use the retention schedules in Administrative subarticle 1, as applicable.
- This schedule cannot be used by:
  - any municipalities, school districts, special purpose districts, and any quasi-governmental subdivisions. The Department of Archives and History issues separate general schedules for municipalities, school districts, and special purpose districts.
  - by circuit courts of common pleas and general sessions, family courts, magistrate courts, and probate courts. Separate general schedules for court records have been issued through South Carolina Court Administration.
  - any department of the state; any state board, commission, agency, and authority; any public or governmental body of the state; any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and any quasi-governmental body of the state. The Department of Archives and History issues separate general schedules for state government records.
  - any state-supported college, university, technical college, and any affiliated institutions. The Department of Archives and History issues separate general schedules for state-supported colleges and universities.

- Before using this general schedule, you should contact your county records officer, who should coordinate all activities relating to the retention and disposition of county records and functions as a liaison with the Department of Archives and History in administering the county's records management program.

### **How to use the general schedule**

1. Study the general schedule and compare it with your specific schedules, if you have any, to determine which schedules you will use. If you wish to use your specific schedules instead of the general schedule, follow the established procedure for those specific schedules.
2. Locate and examine all your records.
3. Match each records series with the title and description on the general schedule. The general schedule titles may not reflect exactly the titles you use; however, the record content should be the same as the general schedule description.
4. Follow the records disposition process outlined below, which should be carried out periodically – at least once a year – using the forms located at <https://scdah.sc.gov/records-management/forms>:
  - a. Non-permanent records: Complete a [Report on Records Destroyed Form \(ARM-11\)](#) and submit it to the Records Management Division at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).
  - b. Permanent (archival) records: After your permanently valuable records become inactive, you should transfer them to an archival repository. The Department of Archives and History may accept the transfer of county records with a permanent retention on a case-by-case basis. Contact the Records Management Division for further instructions.

### **Explanation of terms used in retention statements**

- “Until no longer needed for reference.” — Records are to be kept until you decide they have no further reference value.
- “Permanent.” — Records are to be transferred to an archival repository for permanent retention. Permanent paper records that have been microfilmed or digitized must also have a secure back-up copy.
- “‘X’ years, destroy.” — Records may be destroyed x number of years after creation, provided any administrative, legal, and fiscal retention requirements have been met.
- “Record Version” — Records created by one entity and forwarded to another entity for administrative purposes will have different retention requirements based on the use of those records. The record version will be retained permanently by the Department of Archives and History.

**Special provisions**

- **Opting out** — You may opt out of using general schedules and continue to use already approved specific schedules that cover the same records as the general schedules. You may also opt out of using general schedules if you wish to establish new specific schedules instead for the same records. Submit a [General Schedule Opt-Out Form \(ARM-18\)](#) to the Records Management Division at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).
- **Confidential and restricted records** — Records officers and records custodians should ensure that confidential records are securely filed, accessed, and disposed of to prevent unauthorized access.
- **Exceptions to minimum retention periods** — This general schedule establishes minimum retention periods for the official copy of your records. Although most records can be destroyed when their minimum retentions have been met, you may need to keep some records longer to satisfy specific requirements, such as federal or state audits, legal purposes, litigation, fiscal purposes, and any other retention hold. Be sure those requirements have been met before you dispose of those records.
- **Copies** — This general schedule does not cover copies of records, which you may have made for convenience, information, or duplication. If you have duplicate copies of records in any format, you must deem one version as the official version to be covered by the retention schedule. You should destroy all other copies when they are no longer referenced or used. The destruction of copies does not need to be reported on the Report on Records Destroyed Form (ARM-11).
- **Non-Records** — This general schedule covers the official version of records and certain materials do not need to be retained as records under the disposition requirements of this schedule. Such materials include: (1) catalogs, trade journals, and other publications received that do not require official action and do not document department activities; (2) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (3) transitory records, depending on the context, which are temporary records created for short-term internal purposes that may include, but are not limited to: a) routing slips, voicemail, and phone messages; b) miscellaneous notices or memoranda; c) information received as part of a distribution list or email message received from listservs and other Internet sources, solely for reference; d) preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions; e) documents that are superseded or updated (may not include official records, newsletters, etc.); f) unsolicited advertising materials; g) information in a form used for casual communication of a transitory nature; and h) general correspondence pertaining to scheduling an event with no long-term value. These kinds of materials may be disposed of when no longer needed for reference and without documentation of destruction.

- **Format** — This general schedule covers records based on their informational content rather than the medium in which they are stored. Born-digital records refer to materials that are created in an electronic format, such as a Word or Excel document. Digitized records are those created in paper format that are converted into a digital format and stored electronically, such as a PDF document. To convert paper records to digital format, you must complete and submit an [Authorization for Disposal of Original Paper Records Stored as Digital Images Form \(ARM-13\)](#) to the Records Management Division at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov). This form will designate the electronic copy as the official version of the record. Electronic records with long-term (10 years or more) or permanent retention, must have a secure off-site back-up. Microfilm may be substituted for the original records if the microfilm meets the state standards in regulations as outlined in Chapter 12, Article 200 of the Code of Laws of South Carolina, 1976, as amended. To convert paper records to microfilm, you must complete and submit a [Microfilm Quality Certification for Records Disposition Form \(ARM-12\)](#). Permanent microfilmed records must have a duplicate security copy stored in a separate location. These forms are located at <https://scdah.sc.gov/records-management/forms>.
- **Social media and email programs** — These are platforms used to convey information. The information produced or shared within the platforms by a public body is considered a record. The retention of the records contained on these platforms is based on the informational content and may be covered under several retention schedules. There is no single retention period for email. The retention of email is based on the informational content and the organizational position of the author. Social media is addressed in the State Administrative General Retention Schedule as well as under the Administrative subarticle for state colleges and universities, school districts, and local governments.
- **Ownership of official records** — This general schedule covers records created, owned, and in the possession of counties. Records stored in non-county-administered databases may not be the official version of the record covered by the general schedule. Records stored in other databases not managed by the county, such as federal databases that state and/or local entities input data, are not considered the official version of the record. These records should also be stored in a county-managed server or database where the accessibility, retention, and destruction of the official version is managed by the county.

### **Contacting the Records Management Division**

For any questions regarding the use of these general schedules or to arrange a records management training session, please contact the Records Management Division at 803-896-6128 or [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).

## **Subarticle 1. Administrative**

### **CO-1-01. Activity Reports (Daily, Weekly, Monthly)**

**A. Description:** Reports used to document routine activities of county departments on a daily, weekly, or monthly basis, which may be summarized in annual reports. Information includes date, department name, personnel, name/identification, and description of activities. May also include vehicle information, mileage, call responses, and shift worked or time on duty, if applicable.

**B. Retention:** 1 year and until no longer needed for reference; destroy.

### **CO-1-02. Board and Commission Agendas and Agenda Packets**

**A. Description:** Agendas and related packets containing items of business to be discussed in various county board and commission meetings. Information includes date, time, and locale of meeting; agenda for meeting; names of person to address members; items submitted for consideration; and order and description of proposed business.

**B. Retention:** Permanent.

### **CO-1-03. Board and Commission Meeting Minutes**

**A. Description:** Meeting minutes of various county boards and commissions. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

**B. Retention:** Permanent.

### **CO-1-04. Board and Commission Meeting Recordings**

**A. Description:** Audio/video/digital recordings of various county boards and commissions meetings used to prepare written versions of the minutes. Information includes date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act.

**B. Retention:** 2 years; destroy, provided written versions of the minutes have been produced.

**CO-1-05. Disaster/Emergency Preparedness and Recovery Plans**

**A. Description:** Document the plans for protection and re-establishment of county services and equipment in case of disaster. Records include plans, procedures, checklists, and emergency phone numbers and addresses.

**B. Retention:** Until superseded by revised plan; destroy.

**CO-1-06. Federal Emergency Management (FEMA) Files**

**A. Description:** Records related to federal emergency assistance provided to the county under the Federal Emergency Management Agency (FEMA). Information includes inspection, contractor files, debris removal correspondence, activity reports, copies of checks, and related documentation.

**B. Retention:** 3 years after settlement of claim; destroy.

**CO-1-07. Fixed Assets Inventory File**

**A. Description:** Catalog of all fixed assets owned by the county. Information includes county-owned assets by department, method of acquisition, purchase authority, fund origination, and physical location.

**B. Retention:** Until superseded; destroy.

**CO-1-08. Freedom of Information Act Files**

**A. Description:** Files created in response to requests made under the South Carolina Freedom of Information Act (FOIA) and used to document requests and track responses. Information includes original request; requestor's address, telephone number, and name; date of reply, copy of the reply, and related correspondence; billing information; and supporting documents regarding the request which may include exempt, redacted information.

**B. Retention:** 1 year and until no longer needed for reference; destroy.

**CO-1-09. General Correspondence and Subject Files**

**A. Description:** Incoming and outgoing correspondence to and from the office with businesses, other government offices, and citizens. Also includes reports, technical papers, studies, reference materials, and other records created or received in the general administration of a program or in the management of the office. For the purpose of retention scheduling, the files are broken down as follows:

**(1) 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, audiotapes, or other record forms.

**(2) 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 requests for information; reference materials, sometimes of a technical nature, used, but not created by, the office; 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.

**(3) 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 fundraising materials, custodial services requests, emergency evacuation procedures, notices of holidays, parking space assignment lists, telephone installation requests, and lists showing the distribution of keys.

**B. Retention:**

- (1) Policy and program records: Permanent.
- (2) General administrative records: 5 years; destroy.
- (3) General housekeeping files: Until no longer needed for reference; destroy.

**CO-1-10. Insurance Claims**

**A. Description:** Record of insurance claims involving county employees or incidents on county property. Information includes complaint, accident, investigation reports, related correspondence, claimant data, name, address, Social Security number, insurance company, address, policy numbers, employer names, group numbers, charge data for services, and provider information.

**B. Retention:** 5 years; destroy.

**CO-1-11. Insurance Policies Files**

**A. Description:** Document county insurance policies concerning group hospital insurance, automobile liability, fire and extended coverage, and tort liability. Records include certificates of insurance which list effective policy dates, policy types, policy number, name and contact information of insurance company, names of entity insured, amounts of coverage, rates, and other related information. Contents may also include renewals, changes, copies of policies, correspondence, information from insurance seminars, and a listing of office contents and their values.

**B. Retention:** Until renewal of policy and no longer needed for reference; destroy.

**CO-1-12. Litigation Files**

**A. Description:** Documents lawsuits filed by or against the county. Records include, but not limited to, the lawsuit file, summons and complaint, affidavits, answers, all pleadings, discovery, court dates, depositions, research, interrogations, briefs, lis pendens, subpoenas, returns, motions, notices, rule to show cause, correspondence, maps, drawings, and final orders. Court records in this series are also available in the court having jurisdiction over the case.

**B. Retention:** 6 years after case closed; destroy.

**CO-1-13. Maps**

**A. Description:** Maps created by the county as well as those received from other sources. Types of maps include zoning maps, municipal/county maps, maps from utility companies, highway maps, and land use maps.

**B. Retention:** Permanent.

**CO-1-14. Medically Indigent Assistance Program Files and Applications**

**A. Description:** Files documenting financial assistance extended to the medically indigent of the county for assistance with inpatient hospital services. Information includes copies of checks and/or other information regarding the payment of healthcare bills; details on individuals and amounts spent; admission and discharge dates; income and family type; and types and amount of funding. Also includes applications and supporting documentation to apply for the program.

**B. Retention:**

- (1) Applications and case records supporting documentation: 6 years; destroy.
- (2) Financial assistance documentation: 3 years after acceptance or rejection of an indigent care application; destroy.

**CO-1-15. Records Management Files**

**A. Description:** Files related to a county's records management program. Included are records retention schedules, guidelines, information concerning records inventory and scheduling, records transfers, microfilm applications, disposal notices, and other related data. The record version of this series is scheduled for permanent retention by the Department of Archives and History.

**B. Retention:** Until superseded and no longer needed for reference; destroy.

**CO-1-16. Rights of Way Files**

**A. Description:** Files documenting the rights of way obtained by the county for projects such as streets, sewer lines, storm drains, and pole lines. Information includes the name of the project, from whom it was purchased, legal documents, and correspondence associated with the property purchase.

**B. Retention:** Permanent.

**CO-1-17. Safety Data Sheets (SDS)**

**A. Description:** Records outlining procedures and instructions for the safe handling of equipment, chemicals, herbicides, and hazardous materials used by employees and emergency personnel. Information includes material name, chemical name, physical toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, precautions and warnings, emergency information, treatment, spill/leak procedures, and other relevant information.

**B. Retention:** 30 years after last date of use; destroy.

**CO-1-18. Social Media Posts, Photographs, and Events**

**A. Description:** Social media sites (Facebook, Twitter, YouTube, Instagram, etc.) used by the county to provide information to the public, including but not limited to, information about programs, services, activities, events, and exhibits. Materials published on social media may include photographs or other illustrations, videos, county publications, social media posts, flyers, announcements, and any other content created by personnel. Additional information may include the date and time a post is made, as well as what platform on which the post is published.

**B. Retention:** Permanent.

**CO-1-19. Social Media Comments and Messages**

**A. Description:** Series consists of comments and messages authored by county employees or members of the public. Used by the county to respond to public inquiries, complaints, and comments. Materials include, but not limited to, comment threads, direct messages, and replies.

**B. Retention:** 5 years; destroy.

**CO-1-20. Subpoena Files**

**A. Description:** Created as a result of attorneys' requests to subpoena information in cases to which the county is not a party. Subpoenas either command an individual's appearance in court on a certain day to testify or to produce documents for a pending lawsuit. Records include name of plaintiff, name of defendant, date of subpoena, deadline for response, request for copies of records, agency response, and fees for copies of information. May also contain copies of the requested information to include maps, plans, drawings, and other related documents.

**B. Retention:** 3 years after appearance in court or document production is complete; destroy.

**CO-1-21. Telephone Logs**

**A. Description:** Listing of telephone calls made by county personnel for a particular time period. Logs reflect date, time, caller, recipient of call, and nature of business discussed.

**B. Retention:** 3 years and until reconciliation of telephone billing; destroy.

**CO-1-22. Visitor's Sign-In/Out Logs**

**A. Description:** Used to record visitors to an office. Includes date of visit, visitor's name, name of the person or department being visited, reason for the visit, and time in and out.

**B. Retention:** 1 year; destroy.

**CO-1-23. Volunteer Files**

**A. Description:** Used to maintain demographic and emergency information on volunteers. Information includes applications, volunteer dates, description of volunteer services, volunteer name, address, telephone number, Social Security number, date of birth, emergency contact name and phone number, release of liability, and any related information.

**B. Retention:** 3 years after rejection or termination of volunteer service; destroy.

#### **CO-1-24. Websites**

**A. Description:** Series consists of all web pages produced by and for the county for the purpose of disseminating information. Such information includes, but not limited to, county publications and information about programs, services, activities, and events.

**B. Retention:** Permanent.

### **Subarticle 2. Animal Control/Shelter**

#### **CO-2-01. Adoption Agreement**

**A. Description:** Record of animals adopted from animal control. Information includes adopter's information (name, address, and phone number), animal information (age, description, breed and sex of animal) adoption rules, date, signature, and fee.

**B. Retention:** 5 years; destroy.

#### **CO-2-02. Animal Bite Report**

**A. Description:** Record of animal bites reported to animal control. Information includes victim contact information; parent or guardian contact information for minors; attending family physician report; description of bite circumstances, including date and time of bite and provoked or unprovoked; location and condition of animal at time of bite; animal information, including, pet, stray, breed, color, sex, size, veterinarian, and tag number; owner contact information; action taken; animal quarantined, including location and conditions of quarantine; contact person at health department; and responding officer.

**B. Retention:** 5 years; destroy.

#### **CO-2-03. Animal Complaint Forms**

**A. Description:** Record of animal complaints and action taken. Information includes request made by (name, address, and city), directions, nature of complaint, actions taken, date, phone number, and complaint number.

**B. Retention:** 3 years; destroy.

#### **CO-2-04. Animal Control Release Forms**

**A. Description:** Records documenting the release of all animals from the owner to the county relinquishing all rights of ownership to the animal. This contract specifies that after 24 hours the animal will become the property of the county. Information includes name, address, signature, date, type of animal, breed, sex, animal's name (if any), reason for giving up animal, stray or unwanted, and temperament.

**B. Retention:** 5 years; destroy.

**CO-2-05. Animal Violation Ticket**

**A. Description:** Notification of violation of animal control ordinances. Information includes type of violation, violation date, time, location, breed of animal, color of animal, officer's name, owner's name and address, signature of officer, and date.

**B. Retention:** 3 years; destroy.

**CO-2-06. Daily Animal Log**

**A. Description:** Logs completed by animal control officers listing the animals that are picked up each day. Information includes date, description of animal, and the location where animal was picked up.

**B. Retention:** 3 years; destroy.

**CO-2-07. Daily Pen Account**

**A. Description:** Attendant's daily log of the number of animals housed in each pen. Information includes Stray Count Sheets and Adoption Count Sheets.

**B. Retention:** 1 year; destroy.

**CO-2-08. Pet License and Registration Records**

**A. Description:** Record of animals licensed in the county and used to return animal to owner if found. Information includes year, rabies tag number, county certificate and/or license number, breed, color, age, sex, name of pet, name and address of owner, and information and signature of issuing official.

**B. Retention:** 1 year after expiration; destroy.

**CO-2-09. Euthanasia Drug Usage**

**A. Description:** Records used to track the amount of drugs used per animal as well as number of euthanized animals. Information includes date, number of cc's used, weight of animal, type of animal, control number, initials, and time of day.

**B. Retention:** 5 years; destroy.

**CO-2-10. Redemption Request**

**A. Description:** Forms used to document impounded animals that are reclaimed and shows all fees paid. Information includes date, name of owner, address, phone numbers, animal type, sex, size, age, color, rabies tag number, veterinarian name, redemption fees and costs, signature of pet owner, date, date animal was picked up, condition, shelter card number, shelter cage number, released by officer, pending warning citation, and officer.

**B. Retention:** 5 years; destroy.

**CO-2-11. Trap Requests**

**A. Description:** Record of citizen's requests for county-owned live animal traps to be placed on private property for the purpose of removing animals. Information includes name of citizen making request, address/trap location, and signatures of requester and animal control officer.

**B. Retention:** Until no longer needed for reference; destroy.

**Subarticle 3. Auditor**

**CO-3-01. Abatements**

**A. Description:** Record of abatements granted to taxpayers in the county. Information includes a detailed assessment of taxes on an individual's property, both real and personal.

**B. Retention:**

- (1) Abatements for manufacturing plants: Permanent.
- (2) Abatements for other taxpayers: 10 years; destroy.

**CO-3-02. Abstracts of Abatements**

**A. Description:** Abstracts maintained by the auditor's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of abatements granted to taxpayers in the county.

**B. Retention:** 3 years; destroy.

**CO-3-03. Abstracts of Additional**

**A. Description:** Abstracts maintained by the auditor's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of additional taxes assessed and paid in the county.

**B. Retention:** 3 years; destroy.

**CO-3-04. Abstracts of Annual Settlements**

**A. Description:** Abstracts maintained by the auditor's office and forwarded to the Comptroller General each year. These abstracts summarize the annual settlements of the auditor's and treasurer's records.

**B. Retention:** 3 years; destroy.

**CO-3-05. Abstracts of Duplicates**

**A. Description:** Abstracts maintained by the auditor's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of the information contained in the auditor's tax duplicate books.

**B. Retention:** 3 years; destroy.

**CO-3-06. Abstract of Penalties**

**A. Description:** Abstracts maintained by the auditor's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of penalties imposed upon delinquent taxpayers in the county.

**B. Retention:** 3 years; destroy.

**CO-3-07. Abstracts of Personal Property**

**A. Description:** Abstracts maintained by the auditor's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of personal property returned for taxation in the county.

**B. Retention:** 3 years; destroy.

**CO-3-08. Abstracts of Real Property**

**A. Description:** Abstracts maintained by the auditor's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of real estate returned for taxation in the county.

**B. Retention:** 3 years; destroy.

**CO-3-09. Address Changes**

**A. Description:** Record of address changes sent by county residents or returned mail by the post office. Information includes name, old address, and new address.

**B. Retention:** 2 years; destroy.

**CO-3-10. Affidavit and Notification of Sales of Motor Vehicles**

**A. Description:** Forms supplied by automobile dealerships and maintained by the auditor's office that document the sale of motor vehicles. Information includes date, amount of purchase, name of dealership, make of car, and name of buyer.

**B. Retention:** 1 year; destroy.

**CO-3-11. Affidavit of Motor Vehicle High Mileage**

**A. Description:** Claims for high mileage discounts on personal property taxes for qualifying vehicles. Information includes total miles, vehicle make, model, year, identification number, signature of owner, date filed, and notary statement.

**B. Retention:** 3 years; destroy.

**CO-3-12. Application for Disposal/Change of Address of Watercraft**

**A. Description:** Records submitted by the auditor's office to the Department of Natural Resources to indicate changes in the status of taxable personal property on behalf of the owner. Information includes type of watercraft, registration number, hull identification number, title number, make, year, length, and construction. Information for outboard motors includes title number, serial number, make, model number, and horsepower. Information for all items includes a statement by owner that property has been sold or junked.

**B. Retention:** 5 years; destroy.

**CO-3-13. Auditor's Conveyance Books**

**A. Description:** Auditor's record of county land conveyances which is used for tax assessment and assessment change purposes. Information includes township, date of sale, date of entry, name of seller, name of purchaser, number of acres, number of lots, number of buildings, price paid, assessed value, percentage of valuation, and remarks.

**B. Retention:** Permanent.

**CO-3-14. Auditor's Monthly Reports**

**A. Description:** Monthly reports created and maintained by the auditor's office and submitted to the treasurer showing record of fees collected. Information includes amounts, types of fees collected, and signature of auditor.

**B. Retention:** 3 years; destroy.

**CO-3-15. Auditor's Tax Duplicates**

**A. Description:** Detailed schedule and assessment of all taxable property in the county. Information includes name and address of taxpayer; number and value of all types of taxable personal property; number and value of acres and buildings in the county; number and value of lots and buildings in cities; total personal property, total real property, and total tax levy; and tax map number, total taxes, and remarks.

**B. Retention:**

(1) Pre-1921 Tax Duplicates: Permanent.

(2) Post-1920 Tax Duplicates:

(a) When corresponding treasurer's Tax Duplicates are missing: Permanent.

(b) When corresponding treasurer's Tax Duplicates exist: 10 years; destroy.

**CO-3-16. Auditor's Tax Duplicates (Motor Vehicles)**

**A. Description:** Record of personal property tax assessments for motor vehicles in the county. Information includes name and address of registered owner, make of vehicle, Vehicle Identification Number (VIN), tag number, district, receipt number, assessed value, and total taxes.

**B. Retention:** 10 years; destroy.

**CO-3-17. Business Personal Property Assessment Records**

**A. Description:** Personal property assessments maintained by the auditor's office and made by the South Carolina Department of Revenue for businesses in the county. Information includes file number, document location, address, business location, school location, furniture and fixture assessments, penalty, grand total, and date.

**B. Retention:** 5 years; destroy.

**CO-3-18. Business Personal Property Returns**

**A. Description:** Personal property tax returns for businesses in the county. These are used by the county auditor to compile the tax duplicate books. Information includes name of owner, property location, tax district, type of business, cost of furniture, fixtures, and equipment, accumulated depreciation for income tax purposes, net book value, 10% cost of all items which have depreciated more than 90%, signature of owner, phone number, and date.

**B. Retention:** 5 years; destroy.

**CO-3-19. Homestead Exemption Applications**

**A. Description:** Applications maintained by the auditor's office and filed by persons who have been residents of the state for at least one year, are 65 years of age and over, are totally and permanently disabled, or are legally blind who are seeking homestead tax exemptions. Information includes control number, Tax Map System (TMS) number, date of application, applicant's name and address, birth date, Social Security number, name of joint owner (if applicable), whether spouse, telephone number of applicant, location of dwelling, whether permanent home, whether any commercial property or multi-family dwelling on property, whether mobile home, whether property has been leased or rented in past year or will be leased or rented during the year for which the homestead is claimed, number of persons who share ownership if jointly owned, whether located within a municipality, name of municipality, source of proof of age, type of disability, signature of applicant, signature of county auditor, date, and homestead exemption application number.

**B. Retention:** 3 years after inactive; destroy.

**CO-3-20. Homestead Exemption Records**

**A. Description:** Records documenting homestead exemptions in the county. Records include lists of persons who have applied for the exemption, reports of homestead tax exemptions and property values, records pertaining to state reimbursement for homestead exemptions, supplemental homestead exemption lists, homestead corrections lists, and uncompleted homestead exemptions.

**B. Retention:** 3 years or until superseded; destroy.

**CO-3-21. List of Boat Owners**

**A. Description:** Lists distributed by the Department of Natural Resources' Division of Boating which include the names and addresses of all boat owners in the county along with a description of the boats owned by them. Information includes owner's name, address, number, make, year, length, hull, and type.

**B. Retention:** 2 years; destroy.

**CO-3-22. List of Deceased County Residents**

**A. Description:** Record of deceased county residents over 17 years of age sent to the auditor. Lists originate from the county probate judge's office, health department, and Comptroller General. Information includes name of deceased, Social Security number, date of death, and address.

**B. Retention:** 2 years; destroy.

**CO-3-23. Military Personnel Automobile Tax Exemptions**

**A. Description:** Tax exemption forms showing vehicles owned by military personnel who are stationed in the county, but are legal residents of other states and are subject to taxes in the state of legal residence. Information includes owner's name, address, vehicle year, make, model, Vehicle Identification Number (VIN), date, Social Security number, signature of owner, and signature of commanding officer.

**B. Retention:** 3 years; destroy.

**CO-3-24. Mobile Home Records**

**A. Description:** Records created by the auditor pertaining to mobile homes in the county. Types of records may include mobile home moving permits, mobile home permits, and mobile home titles.

**B. Retention:** 3 years; destroy.

**CO-3-25. Property Tax Returns on Aircraft**

**A. Description:** Record of property tax returns on aircraft owners in the county. Information includes name of registrant, address, owner's name, purchase date, registration date, aircraft home and base address, make, serial number, model, year, estimated market value, and signature of person giving information.

**B. Retention:** 5 years; destroy.

**CO-3-26. Refunds**

**A. Description:** Record of refunds extended for real and personal property tax overpayments. Information includes receipt number, license plate number, vehicle information, name, address, assessment, refund amount, check number, dates, and signatures.

**B. Retention:** 3 years; destroy.

**CO-3-27. Returned Mail**

**A. Description:** Tax notices sent each tax year for vehicle, real estate, personal property, and business personal property and returned to the auditor's office as undeliverable mail. Information includes owner's name and address, tax information for the current year, assessment, mill rates, and breakdown of taxes. Records may also include amount of delinquent taxes owed, applicable penalties, and late fees.

**B. Retention:** 1 year; destroy.

**CO-3-28. Rollbacks**

**A. Description:** Rollback of tax assessments due to changes in the use of the property to a lower assessment usage. Information includes parcel number, legal owner, owner's name, address, soil types, market value, remarks, date, initials, district tax year, assessment, and previous owner.

**B. Retention:** 5 years; destroy

**CO-3-29. South Carolina Department of Revenue Assessments**

**A. Description:** Tax assessment files on property in the county as determined by the Department of Revenue. Total value of property, once determined by the state, is then used by the county to bill company and property owners. Information includes name and address of business and property owner, type of business, value of property, signature of property owner, and date.

**B. Retention:** 5 years; destroy.

**CO-3-30. Supplemental Tax Returns**

**A. Description:** Tax returns that list property tax assessments which were not included on the original return. The information is the same as the regular tax returns and is contained in the auditor's tax duplicates.

**B. Retention:** 3 years; destroy.

**CO-3-31. Tax Notices**

**A. Description:** Tax notices sent to county residents each year and maintained in the auditor's office. Information includes receipt number, tax district, and tax year. For vehicles, information includes description of vehicle, year, make, model number, body style, Vehicle Identification Number (VIN), and assessment. For other property, information includes size of property, number of acres, number of lots, number of structures, type of structures, map block parcel, property identification, tax levy, county tax, amount, name and address of owner, and date taxes due.

**B. Retention:** 3 years; destroy.

**CO-3-32. Tax Returns**

**A. Description:** Individual returns of all taxable real and personal property in the county. These returns are used by the county auditor to compile the tax duplicate books each year. Information includes name and address of taxpayer, school or tax district, city property, county property, personal property, Department of Revenue assessments, total, real estate acquired since last return, real estate transferred or sold since last return, signature of taxpayer, and signature of county auditor.

**B. Retention:** 5 years; destroy.

**CO-3-33. Vehicle Listing**

**A. Description:** List of all automobiles in the county. Information includes name, address, license number, year, make, body, issue date, type, Vehicle Identification Number (VIN), value plus 10%, and signatures.

**B. Retention:** Until superseded; destroy.

**CO-3-34. Vehicle Registration**

**A. Description:** Vehicle registrations which are used for tax assessment purposes and maintained by the auditor's office. Information includes date, license number, serial number, weight, body, model, year make, title number, county, school district, class, annual fee, name, address, and total.

**B. Retention:** 3 years; destroy.

**Subarticle 4. Building/Planning and Development**

**CO-4-01. Building Permits**

**A. Description:** Forms documenting permission granted by the county to construct buildings that comply with established building codes. Information includes permit number, name and address of real estate owner, location of building, type of work (i.e. new, alteration, repair, etc.), description of building, name of architect and contractor, tax map number, zoning classification, water system, usage of property, and signature of zoning administrator.

**B. Retention:** Permanent.

**CO-4-02. Certificate of Occupancy**

**A. Description:** Certifications made by the department that a building complies with local building codes and is safe for occupancy. Information includes type of building, permit number, type of construction, owner of building, contractor name, date built, and certified in compliance with code.

**B. Retention:** Permanent.

**CO-4-03. Inspection Records**

**A. Description:** Documents inspections conducted on buildings under construction within the county to ensure compliance with county building codes. Information includes builder's representative requesting each inspection, date performed, outcome of inspection, date completed, date utilities released, and notes from office staff to inspector.

**B. Retention:** 3 years; destroy.

**CO-4-04. Maps, Blueprints, and Drawings**

**A. Description:** Documents submitted for building projects under construction. Records include blueprints, maps, and drawings for commercial and residential projects.

**B. Retention:**

- (1) Maps, Blueprints, and Drawings for governmental and public building projects:  
Permanent.
- (2) All other records: Until no longer needed for reference; destroy.

**CO-4-05. Mobile Home Permits**

**A. Description:** Records documenting permission granted by the county to set up a mobile home that complies with established building codes. Information includes permit numbers, date issued, issued by and fees collected, name and address of owner, location of building, description of building, tax map number, zoning compliance, title of home, decal information, taxes paid, and water/sewer systems.

**B. Retention:** Until no longer needed for reference, destroy.

**CO-4-06. Moving Permits**

**A. Description:** Documents permission granted by the county to move a structure such as a home, mobile home, or other structure from one location to another. Information includes permit number, date issued, issued by, name and address of owner, location of building, description of building, tax map number, fees collected, zoning compliance, title of home, decal information, taxes paid, and future location of building.

**B. Retention:** 3 years; destroy.

**CO-4-07. Permits – Gas, Electrical, Mechanical, Plumbing**

**A. Description:** Records documenting permission granted by the county to perform electrical, mechanical, plumbing, and gas work that complies with codes. Information includes application form, date, issued by, permit number, Tax Map System (TMS) number, decal number, fees, land owner, acreage, tax district, address of applicant, phone number, site address, directions, subdivision, business name, lot, block, type of work, heating/cooling, type of fuel, contractor, state license number, phone number, cost, completion date, and signature of owner, contractor, or agent.

**B. Retention:** 3 years after completion of project; destroy.

**CO-4-08. Plans and Specifications**

**A. Description:** Graphic illustrations of designs submitted by contractors for the construction, reconstruction, or alteration of buildings within the county. These plans and accompanying specifications are submitted to ensure compliance with the county's building codes. Documents include site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

**B. Retention:**

- (1) Governmental and public building projects: Permanent.
- (2) Other building projects: 1 year after issuance of certificate of occupancy and no longer needed for reference; destroy.

**CO-4-09. Road Files**

**A. Description:** Records created by the planning department to document all activity on a road. Information includes addresses, 911 ledgers, road name changes, petitions, and other related documentation.

**B. Retention:** Permanent.

**CO-4-10. Septic Tank Permits**

**A. Description:** Documents permission granted by the county to builders or developers for installing septic tank systems that meet the county's building codes. Information includes tank size, size of drainfills, and property location.

**B. Retention:** 3 years; destroy.

**CO-4-11. Sign Permits**

**A. Description:** Records documenting permission granted by the county to erect a sign. Information includes application form, date, issued by, permit number, site address, business name, phone number, cost, completion date, and signature of owner.

**B. Retention:** 3 years; destroy.

**CO-4-12. Subdivision Files**

**A. Description:** Documents the planning and approval stages in the development of a subdivision in the county. Records include subdivision plats, correspondence, and approvals from the planning commission.

**B. Retention:** Permanent.

**CO-4-13. Zoning and Variance Materials**

**A. Description:** Materials relating to zoning and variance requests within the county. Records include copy of request, notes, resolutions passed, maps, charts, and opposition.

**B. Retention:** Permanent.

## **Subarticle 5. Business Licenses**

### **CO-5-01. Business Licenses**

**A. Description:** Records documenting authorization for businesses to operate within the county. Information includes name of business, type of business, date of license, and authorizing signature.

**B. Retention:**

- (1) Business Licenses for earliest extant year and every other year thereafter: Permanent.
- (2) Other Business Licenses: 3 years; destroy.

### **CO-5-02 Business License Applications**

**A. Description:** Applications submitted by persons seeking to operate businesses in the county. Information includes name of business, location, classification, license number, gross sales for preceding calendar year, type of application, date, fee, and Employer Identification Number (EIN) or Social Security number.

**B. Retention:** 3 years; destroy

## **Subarticle 6. Coroner**

### **CO-6-01. Case Files**

**A. Description:** Materials documenting deaths reported to the coroner. Records include coroner's report, law enforcement report, autopsy report, evidence report, burial permits, death certificate, forensic request and report, investigative notes, photographs, medical and dental records, subpoenas, and newspaper clippings. Information also includes names and addresses, times, dates, places, signatures, and titles.

**B. Retention:** Permanent.

### **CO-6-02. Cremation Permits**

**A. Description:** Permits issued by the coroner's office authorizing the cremation of deceased individuals and/or any physical evidence. Information includes name of person requesting permit, funeral home name, deceased name, address, date of birth, date of death, manner of death, doctor certification, doctor's name, cause of death, coroner's office investigation, signature of coroner or investigator, and date issued.

**B. Retention:** Permanent.

**CO-06-03. Index to Inquisitions**

**A. Description:** Serves as a finding aid to the coroner's inquisition records. Information includes name of deceased, date of death, date of inquisition, and reference number of inquisition.

**B. Retention:** Permanent.

**CO-6-04. Inquisitions Records**

**A. Description:** Records coroner's inquests into sudden, violent, or unusual deaths. Information includes date of inquest, name of deceased, age, cause, and manner of death.

**B. Retention:** Permanent.

**Subarticle 7. County Council**

**CO-7-01. Applications for Boards and Commissions**

**A. Description:** Applications received from citizens applying to serve on a county board or commission. Information includes name, address, phone number, email address, and other related questions.

**B. Retention:** 3 years; destroy.

**CO-7-02. Appointments**

**A. Description:** Files pertaining to the appointment of persons to boards, commissions, and committees. Records include appointments, resumes, correspondence, notification of appointments, and names and addresses of board, commission, and committee members.

**B. Retention:** Permanent

**CO-7-03. County Council Agendas and Agenda Packets**

**A. Description:** Agendas and related packets containing items of business to be discussed in county council meetings. Information includes date, time, and location of meeting; agenda for meeting; names of persons to address members; items submitted for consideration; and order and description of proposed business.

**B. Retention:** Permanent.

**CO-7-04. County Council Meeting Recordings**

**A. Description:** Audio/video/digital recordings of county council meetings used to prepare written versions of the minutes. Information includes date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act.

**B. Retention:** 2 years; destroy, provided written versions of the minutes have been produced.

**CO-7-05. County Council Minutes**

**A. Description:** Used to document the meetings of a county council. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed, or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

**B. Retention:** Permanent.

**CO-7-06. Ordinances**

**A. Description:** Original ordinances passed by the county council related to local laws and regulations which pertain to the county's area of responsibility. Information includes ordinance number, ordinance, date, and signatures of the chair and council clerk.

**B. Retention:** Permanent.

**CO-7-07. Resolutions**

**A. Description:** Record of official actions authorized by the county council through the passage of resolutions. Information includes resolution number, resolution, date, signature of chair, and signature of county clerk.

**B. Retention:** Permanent.

**Subarticle 8. Emergency Services**

**CO-8-01. 911 Phone Logs**

**A. Description:** Record of incoming calls to 911. Information includes name, address, phone number, and time and date of call.

**B. Retention:** 3 years; destroy.

**CO-8-02. Dispatch Cards for 911 Emergency Calls**

**A. Description:** Forms documenting emergency calls dispatched to the fire department, sheriff's department, police department, or emergency medical services. Information includes dispatch number, location, incident type, caller name, call back number, and unit and dispatch information or unit and response information.

**B. Retention:** 3 years; destroy.

**CO-8-03. Emergency Medical Services Accounts Receivable**

**A. Description:** Records of billing to health insurance companies and uninsured patients for emergency medical service. Information includes date, account number, charges, amount paid, balances, type of service, description of illness, ordered by, total miles driven, insurance company information, Medicare information, Medicaid information, transported from, transported to, paramedic, emergency medical technician (EMT), driver, and service/supplies.

**B. Retention:** 3 years; destroy.

**CO-8-04. No Patient Contact Records**

**A. Description:** Records documenting emergency medical services calls when patient contact is not made. A patient may refuse treatment or cancel the call prior to transport or treatment and a No Transport Waiver form may be attached. Information includes report number, date, time record, incident location, comments, names of employees on call, and signatures.

**B. Retention:** 10 years; destroy.

**CO-8-05. Patient Care Form**

**A. Description:** Records consist of Department of Public Health (DPH) forms completed by the attending paramedic listing the drug usage and other relevant data on an emergency call. Also includes payment authorization/billing forms. Records may be used by attorneys in litigation. Information includes patient identification, address, sex, race, date of birth, hospital transported to, disposition, safety equipment, patient status, incident location, preliminary impression, treatment procedure, drug used, site of trauma, advanced procedures, vital signs, comments, chief complaint, observation at scene, time record, DPH permit number, automobile plate number, attendants signature, and billing information.

**B. Retention:**

- (1) Adult records: 10 years after incident; destroy.
- (2) Minor records: 13 years after incident, destroy.

**CO-8-06. Radio Logs**

**A. Description:** Log of the calls received, calls dispatched, and other radio traffic. Information includes date, time, verbal communications, complainant's name, address, phone number, and responding officer's unit number.

**B. Retention:** 3 years; destroy.

**CO-8-07. Vehicle Checklist**

**A. Description:** Vehicle inspection forms completed daily by emergency medical services employees. Information includes vehicle data including date, unit number, shift, mileage, next oil change, fuel, complete checklist of supplies and/or equipment on board the vehicle, comments, receiving crew signature, supplies needed, and vehicle condition upon acceptance.

**B. Retention:** 1 year; destroy.

## **Subarticle 9. Finance**

### **CO-9-01. Accounts Payable Check Registers**

**A. Description:** Documents check payments to vendors/contractors for services/materials sold to the county. Information includes date, vendor number, purchase order number and date, account number, amount, date of invoice, transaction date, transaction number, and control number.

**B. Retention:** 5 years; destroy.

### **CO-9-02. Annual Budgets**

**A. Description:** Annual budgets documenting projected receipts and expenditures from various offices and maintained by the finance office. Approved budget appropriations are listed for each department.

**B. Retention:** Permanent.

### **CO-9-03. Audit Reports**

**A. Description:** Reports documenting the annual audit of county funds. These reports, prepared by an outside accounting firm, are categorized by the various county offices and further classified by accounts to which they relate. This series also includes semiannual and special audits. Records include balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, and statement of fines and fees.

**B. Retention:** Permanent.

### **CO-9-04. Balance Sheets**

**A. Description:** Monthly summary of accounting data, assets, liabilities, and net worth. Information includes account number, assets, reserve and fund balances, liabilities, totals, and net worth.

**B. Retention:** 1 year; destroy.

### **CO-9-05. Banking Records**

**A. Description:** Series consists of cancelled checks and deposit slips written by the county along with the statements issued by the bank and other related records used to balance accounts each month. Information includes checks listing date, to whom paid, amount, check number, and authorized signature. Also included are bank statements listing checks for one month period, dates, beginning balance, and ending balance, as well as deposit slips listing date, amount of deposits, and total deposit.

**B. Retention:** 3 years; destroy.

**CO-9-06. Budget Files**

**A. Description:** Preparation materials used in the formulation of the county budget. Information includes budget requests and supplemental information justifying budget requests.

**B. Retention:** 3 years; destroy.

**CO-9-07. Chart of Accounts**

**A. Description:** Used to provide a cost accounting system to satisfy legal and stewardship requirements connected with handling public funds. Records include balance sheet accounts, revenue accounts, and expenditure accounts.

**B. Retention:** 5 years; destroy.

**CO-9-08. Claims**

**A. Description:** Documents the establishment of a claim on the county for goods and services and maintained by finance office staff. Information includes date filed, who is making claim, amount, and authorized approval. It may also include copies of checks and invoices.

**B. Retention:** 3 years; destroy.

**CO-9-09. Fixed Asset Records**

**A. Description:** Records documenting fixed assets and lesser value assets owned by the county for annual auditing and insurance purposes. Information includes department name, item description, account number, invoice number, vendor number, check number, completed by, asset description, serial number, class code, asset number, department location, department sub-location, comments, acquisition information (date, cost, code, and condition) vehicle number, employee assigned vehicle, key number, inspection month, fuel code, insurance code, odometer reading, license number, and odometer code.

**B. Retention:** 3 years after property disposal; destroy.

**CO-9-10. General Ledgers**

**A. Description:** One or more series of financial ledgers providing final year-to-date accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all county funds and accounts. Includes receipts and expenditures from all revenue sources, both public and private. May also include annual accounting code data and computer system documentation needed to access accounting information.

**B. Retention:** Permanent.

**CO-9-11. Grant Files**

**A. Description:** Background application information and action taken on federal and state grants awarded to the county. Information includes grant number, date, amount, federal or state grant, filing guidelines, grant application, contracts, correspondence, reimbursement requests, progress reports, and final reports.

**B. Retention:**

- (1) Applications, grant contract agreements, and annual and final grant project reports for significant projects: Permanent.
- (2) Other records: 3 years after completion of grant project, destroy.

**CO-9-12. Journal Entries**

**A. Description:** Various types of journal entries created by the finance department used to review and adjust various accounts before transferring information to the general ledger. Information includes name of department, account number, description, voucher number, date, reference number, debit, credit, and date.

**B. Retention:** 3 years; destroy.

**CO-9-13. Landfill Billing Invoices and Weight Tickets**

**A. Description:** Used to bill for services at the county landfill. Information includes invoice number, date, description, weight, and total amount due.

**B. Retention:** 3 years; destroy.

**CO-9-14. Quarterly Withholding Tax Returns**

**A. Description:** Quarterly report of the state tax withholdings for the county. Information includes state withholding number, Federal Employer Identification Number (FEIN), period covered, due date, tax withheld from wages, tax withheld for non-resident contractors, tax from rentals, tax from prizes or winnings, total, less deposits or payments, adjustments, net tax due, net credit/refund, penalty and interest.

**B. Retention:** 5 years; destroy.

**CO-9-15. Receipts**

**A. Description:** Record of receipts issued by county offices to persons turning over payment for billable services, fines, and fees, and maintained by the office to document payment.

Information includes receipt date and number; from whom and amount received; purpose of payment; related account number, if applicable; and authorized signatures.

**B. Retention:** 3 years; destroy.

**CO-9-16. Revenue Sharing Claims**

**A. Description:** Claims presented to the finance office and paid from federal and state revenue sharing funds. Information includes claim number, date filed, name, address, amount, charge to, and date approved.

**B. Retention:** 3 years; destroy.

**CO-9-17. Transmittal Advice Sheets**

**A. Description:** Records maintained in the finance office to document each time a county office deposits funds with the county treasurer's office. Information includes department name, date, amount, account number(s), payer, and description.

**B. Retention:** 1 year; destroy.

**CO-9-18. Trial Balances**

**A. Description:** Summary information of receipts and expenditures from various accounts used in balancing the general ledger. Information includes date, account number, account name, beginning balance, total assets, total liabilities, adjustments, expected revenue, month-to-date receipts, month-to-date percent, year-to-date percent, uncollected balance, and a breakdown of each department's expenses. May also include annual accounting code data and computer system documentation needed to access accounting information.

**B. Retention:**

- (1) Year-to-date trial balances: Permanent.
- (2) Other trial balances: 3 years; destroy.

**Subarticle 10. Fire Department**

**CO-10-01. Annual Report to State Fire Marshal**

**A. Description:** Annual report sent to the state fire marshal of the status of fire department employees, equipment, and finances. Information includes number of officers, number of firefighters, number paid, names of trustees of Firemen's Insurance and Inspection Funds, name of building inspector, name of buildings and inspection code adopted by the county, total Firemen's Fund on hand, apparatus and value of fire department equipment and vehicles in serviceable condition, system of water supply, and type of alarm system.

**B. Retention:** Permanent.

**CO-10-02. Arson Files**

**A. Description:** Record of fires caused by arson that occurred in the county. Information includes name, statements, and investigative notes, date of occurrence, State Law Enforcement Division (SLED) laboratory reports, and address of fire.

**B. Retention:** 10 years; destroy.

**CO-10-03. Equipment Files**

**A. Description:** Record of the equipment of the fire department. Information includes type of equipment, cost, location, instructions for use, and related correspondence and documentation.

**B. Retention:** Until the equipment is sold or disposed of; destroy.

**CO-10-04. Fire Hose Testing Record**

**A. Description:** Record of tests performed on fire hoses in the fire department to assure that the equipment is in good operating condition. Information includes manufacturer, guarantee test (pounds), new or used, survey date, date of test, fire station number, name of person conducting the test, semi-annual test (pressure, approval or failure), location (truck number, stored), action remarks, hose number, size, and date received.

**B. Retention:** 3 years; destroy.

**CO-10-05. Fire Hydrant Testing Report**

**A. Description:** Maintenance records of operating tests conducted on county fire hydrants. Information includes location, water available, hydrant number, SPM at 20 PSI, main size, type (2 way, 3 way), lateral size, lateral gated, height from ground, inspected (date, time, by whom), condition, out of service, in service, pressures (static, residual, flow), and remarks.

**B. Retention:** 3 years; destroy.

**CO-10-06. Fire Inspection Reports**

**A. Description:** Documents safety inspections made by the fire department of businesses within the county. Information includes date, location of inspection, building function, occupancy, capacity, last inspection date, personnel conducting inspection, business phone, tenants name and phone number, description of structure, comments, violations, and mandated corrections.

**B. Retention:** 3 years; destroy.

**Subarticle 11. Library**

**CO-11-01. Book Donation Forms**

**A. Description:** Forms acknowledging the donation of books to the library. Information includes date, description of donation, and librarian or staff signature.

**B. Retention:** 1 year; destroy.

**CO-11-02 Circulation Reports**

**A. Description:** Records used to monitor usage of libraries in the county. Information includes month, year, branch name, circulation for current month, circulation same month last year, percent change, circulation year-to-date, circulation last year-to-date, percent change, transactions, intralibrary loans (loaned/borrowed), external book requests (loaned/borrowed), reference transactions, and registrations.

**B. Retention:** 5 years; destroy.

**CO-11-03. Interlibrary Loan Requests**

**A. Description:** Records used to document a patron's request to borrow books from another library. Records consist of request form including patron's name, assisting library employee, date of request, title, call number, requesting library, owning library, date book sent, date book received, date of patron's use, date book returned, and notes.

**B. Retention:** 1 year after book is returned to owning library; destroy.

**CO-11-04. Internet Agreement Forms**

**A. Description:** Agreement forms allowing patrons to use the library's computers for internet access. Records consist of the internet policy and terms of agreement listing rules/restrictions/warnings and results of rule violations; user agreement including signature, date, and library card number; and parental/legal guardian permission agreements including parent/legal guardian signature, library card number, date, names of children, ages, and card numbers (if applicable).

**B. Retention:** 1 year; destroy.

**CO-11-05. Library Budget**

**A. Description:** Records requesting funding from the county council to operate the county library system. Information includes budgeted line item, amount requested, and justification.

**B. Retention:** 5 years; destroy.

**CO-11-06. Meeting Room Reservations**

**A. Description:** Documents used to reserve spaces in the library. Information includes room name, meeting dates, organization name, and policy for room use.

**B. Retention:** 1 year; destroy.

**CO-11-07. Patron List**

**A. Description:** List of all library card holders. Information includes name and address, telephone number, place of employment (if applicable), school (if applicable), and signature of cardholder or parent.

**B. Retention:** Until superseded; destroy.

**CO-11-08. Shelf List**

**A. Description:** Record of each volume in the library. Information includes call number, author, title, publication date, acquisition date, description of book, and type of book.

**B. Retention:** Until superseded; destroy.

**Subarticle 12. Maintenance Garage/Fleet Maintenance**

**CO-12-01. County Vehicle Accident Files**

**A. Description:** Documents accidents involving county vehicles. Information includes dates of accident, department involved, parties involved, vehicle county number, damage estimates, and settlements.

**B. Retention:** 3 years; destroy.

**CO-12-02. Fuel System Reports**

**A. Description:** Report of the regular and diesel fuel dispensed at the county fuel depot. Information includes equipment number, date, time, employee number, card number, mileage, product code, quantity, expense charged, and totals for equipment numbers.

**B. Retention:** 2 years; destroy.

**CO-12-03. Fuel Tank Inventories**

**A. Description:** Inventories of fuel tanks of county-owned gas stations. Information includes date, time, station number, type of fuel, beginning reading, ending reading, amount of gas issued, and fuel inches difference, overage, and underage.

**B. Retention:** 3 years; destroy.

**CO-12-04. Maintenance and Repair Records**

**A. Description:** Record of maintenance and repairs performed on county-owned vehicles. Information includes department, FRS class code, vehicle type/number, date in, time in, odometer reading, date completed, time completed, down time, hours, activity type, year, make, engine size, Vehicle Identification Number (VIN), model, license number, transmission type, repair order instructions, mechanic number, hours, labor charge, labor total, driver comments, driver employee number, parts issued record, petroleum products issued, parts total, labor total, grand total, approved by, part number and description, price, accessories, total accessories, outside repairs, total outside repairs, vendor costs, name, address, city, customer order number, date, phone, order written by, terms, description of work, amount, gallons of gas, quarts of oil, pounds of grease, total labor, total parts, accessories, tax, and total.

**B. Retention:** Until vehicle is disposed of or no longer in use; destroy.

**CO-12-05. Retired/Sold Vehicles**

**A. Description:** Documents vehicles taken out of the fleet operations and sold at auctions or various auto industries. Information includes certificate of title; vehicle dealer and purchase price information; copies of invoice, warranty, and vehicle registration; and vehicle maintenance records and other related records.

**B. Retention:** 3 years after vehicle is disposed of; destroy.

**CO-12-06. Work Orders**

**A. Description:** Work orders for the repair and maintenance of vehicles and equipment. Information includes type of service requested, parts, and labor required.

**B. Retention:** 3 years; destroy.

**Subarticle 13. Parks and Recreation**

**CO-13-01. Attendance Roster**

**A. Description:** Roster listing the names of participants during a session of a sport or program. Information includes date, time, price, and name of sport or program.

**B. Retention:** 3 years; destroy.

**CO-13-02. Background Checks**

**A. Description:** Record of criminal background checks conducted on all contractors, officials, coaches, and other persons volunteering to work in various programs in the recreation department. Information includes Social Security number, date of birth, address, sex, driver's permit or license number, state, race, printed name of person authorizing the release of information, types of verification/checks included, signature, date, and signature of parent or guardian if subject is under 18 years of age.

**B. Retention:** 3 years; destroy.

**CO-13-03. Building Safety Inspections**

**A. Description:** Records used to periodically inspect buildings or components of buildings to document problems and repairs. Information includes the Safety Checklist Form listing name of recreation center building, date, inspected by, if checked, if passed, description of problems found, corrective action taken, and comments.

**B. Retention:** 3 years; destroy.

**CO-13-04. Facility Rental Agreements**

**A. Description:** Agreement forms completed by persons requesting to rent recreation centers owned or operated by the county. Information includes name and address of facility; customer/organization name and contact information; event name, date, and location; start and end times; estimated number of guests; rental and security fees; amount of security deposit; conditions of agreement; name, signature, and date of agreement acceptance; and name and address for return of security deposit.

**B. Retention:** 3 years after agreement expires; destroy.

**CO-13-05. Gift Shop Inventory**

**A. Description:** Records documenting gift shop inventory. Information includes list of items sold in the gift shop and the number of items in stock that can be sold.

**B. Retention:** Until superseded; destroy.

**CO-13-06. Participant Injury Records**

**A. Description:** Records relating to injuries sustained by participants of the recreational programs and maintained by the recreation department. Records include forms and other related documentation of injuries.

**B. Retention:** 3 years; destroy.

**CO-13-07. Participant Payment Records**

**A. Description:** Records used to track participant account balances. Information includes name, date, receipt number, check number, memoranda, and balance.

**B. Retention:** 3 years; destroy.

**Subarticle 14. Payroll**

**CO-14-01. 1099 Form Non-Employee Compensation**

**A. Description:** Records of compensation paid to contract or non-employees that does not come from wages, salaries, or tips. Information on the form as required by the Internal Revenue Service (IRS) includes payer's name, address, and Federal Identification Number (FIN); recipient's identification number, name, and address; and compensation paid and taxes withheld.

**B. Retention:** 4 years; destroy.

**CO-14-02. 941 Form Employer's Quarterly Federal Tax Return**

**A. Description:** Report of the employee's total earnings and withholdings for the quarter reported to the Internal Revenue Service (IRS) and maintained by the employer. Information includes employer's name and address, employee's Social Security number, federal income tax withheld, total Federal Insurance Contributions Act (FICA) wages, and state income tax withheld.

**B. Retention:** 5 years; destroy.

**CO-14-03. Deduction Registers**

**A. Description:** Summaries of information on deductions from payroll checks. Used for balancing accounts, internal fiscal control, and external audits. Information includes employee name, Social Security number, state and federal income tax deductions, and year-to-date tax deductions.

**B. Retention:** 3 years; destroy.

**CO-14-04. Payroll Check Registers**

**A. Description:** Records summarizing the information on payroll checks issued. Used for balancing accounts, internal fiscal control, and external audits. Information includes employee name, Social Security number, amount of check, state and federal income tax deductions, other deductions, and year-to-date totals per pay period.

**B. Retention:** 3 years; destroy.

**CO-14-05. Payroll Register**

**A. Description:** Documents employment and wages paid to county employees for services rendered. Information includes name of employee, Social Security number, date of check, hourly or salaried amount, overtime, number of hours worked, volunteered, and other deductions.

**B. Retention:**

(1) Year-End Payroll Registers: 60 years; destroy.

(2) Other Payroll Registers: 1 year; destroy.

**CO-14-06. South Carolina Retirement System Quarterly Report**

**A. Description:** Quarterly report of contributions made by county employees to the South Carolina Retirement System. Information includes employer's name, address, date of quarter, employee's name, active member register numbers, non-member notations, retirement contributions, and Social Security numbers.

**B. Retention:** 60 years; destroy.

**CO-14-07. W-2 Form Wage and Tax Statement**

**A. Description:** Used to record employee's total earnings and withholdings for the calendar year reported to the Internal Revenue Service (IRS). Information includes employer's identification number, employer's name and address, employee's Social Security number, employee's name and address, amount of taxes withheld, and total wages paid.

**B. Retention:** 5 years; destroy.

**CO-14-08. W-9 Form Request for Taxpayer Identification Number and Certification**

**A. Description:** Records required by the Internal Revenue Service (IRS) to document taxpayer identification numbers of vendors conducting business and/or individual contractors seeking employment with the county. Information includes legal name of vendor/entity; address and Social Security or taxpayer identification number; type of entity (individual/sole proprietor, partnership, corporation, other); back-up withholding status; and signature and date.

**B. Retention:** Until superseded or no longer needed for reference; destroy.

**CO-14-09. Wage Garnishments**

**A. Description:** Records submitted to the payroll office from agencies such as the South Carolina Department of Revenue or family court, directing the deduction of funds from an employee's salary to pay debts, taxes, child support, or for other purposes authorized by the court. Information includes Notice of Levy, listing name of agency submitting form, name of employee, Social Security number, date submitted, time period covered, amount of debt due, penalty, interest, costs, and totals to garnish wages.

**B. Retention:** 1 year after end of employment or after document no longer in force, whichever comes first; destroy.

**Subarticle 15. Personnel**

**CO-15-01. Affordable Care Act Reports**

**A. Description:** Documents that employer-provided health insurance coverage was made available to employees. Information includes the determination of eligibility, an Active Notice of Election showing the offer of coverage or a refusal of coverage, and Measurement Period Reports for employees determined ineligible for coverage performed annually based on the employee's hire date.

**B. Retention:** 3 years; destroy.

**CO-15-02. Application File (Not Hired)**

**A. Description:** Application forms submitted by persons applying for jobs with the county who were not hired. Information includes name, address, education, and work experience.

**B. Retention:** 2 years from the date of rejection; destroy.

### **CO-15-03. Continuing Education Files**

**A. Description:** Documents supporting materials for continuing education licensing. Information includes course name, instructor name, course outlines and materials, course assessments, attendee name, credit hours earned, certificate of attendance, and related information.

**B. Retention:** 3 years after completion of training; destroy.

### **CO-15-04. Earnings Record**

**A. Description:** Series consists of summarized lists of earnings for each county employee. Information includes Social Security number, name, gross pay, net pay, federal taxes, state taxes, local taxes, Federal Insurance Contributions Act (FICA), and retirement deductions.

**B. Retention:** 3 years; destroy.

### **CO-15-05. Employee and Volunteer Training Records**

**A. Description:** Records used to verify training completed by employees and volunteers, not including training required by the Occupational Safety and Health Administration (OSHA). Records include class title, date, time, and location; class outlines, contents, and materials needed for class, if any; instructor name; names of employees/attendees; test results; course evaluations; number of approved continuing education hours or other certificate earned, if applicable; completion status; and any other related information.

**B. Retention:**

- (1) Certification records: Until re-certification or until no longer needed for reference; destroy.
- (2) All other records: 3 years after completion of training; destroy.

### **CO-15-06. Employee Background Checks**

**A. Description:** Created as part of the employment process and based on records obtained from third party providers to determine if candidate is suitable for employment. Information includes applicant's name, address, date of birth, Social Security number, any alias used, criminal history, employment history, driving records, and related records.

**B. Retention:**

- (1) Records of individuals hired: 5 years after end of employment; destroy.
- (2) Records of individuals not hired: 2 years, after the record was made or personnel action was taken, whichever is later; destroy.

### **CO-15-07. Employee Discrimination or Harassment Claims**

**A. Description:** Records documenting discrimination or harassment complaints made by employees. Information includes employee name, address, Social Security number, job title or position, complaint, attorney, and related information.

**B. Retention:** 5 years after claim settled; destroy.

**CO-15-08. Employee Insurance Files**

**A. Description:** Record of insurance coverage selected by employees of the county. Records include Certificate of Election, Notice of Election, Rejection Notice, and Coverage Termination forms.

**B. Retention:** 3 years after inactive; destroy.

**CO-15-09. Employee Medical Records**

**A. Description:** Records used to document the results of employee medical tests and to determine physical ability to perform job duties. Information includes name of employee, Social Security number, test results of random alcohol and drug tests, and other routine medical records, such as results of physicals and/or other related medical program records, including physician's notes, laboratory reports, physical exam reports, and polygraph reports. May contain employee exposure records for hepatitis, tuberculosis, and bloodborne pathogens. May also include medical monitoring for respiratory protection and respirator fit test performed.

**B. Retention:**

- (1) Records of exposures to hazardous materials/bloodborne pathogens, hepatitis, and tuberculosis: 30 years after end of employment; destroy.
- (2) All other medical records: 5 years; destroy.

**CO-15-10. Family Medical Leave Act (FMLA) Files**

**A. Description:** Records created per Family Medical Leave Act (FMLA) guidelines and in accordance with the Fair Labor Standards Act (FLSA) to track and coordinate leave associated with federal requirements. Information includes basic payroll and identifying employee data, including name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; total compensation paid; dates or hours of the leave if in increments of less than one full day; copies of employee notices of leave furnished to the employer under FMLA, if in writing, and copies of all written notices given to employees as required under FMLA and these regulations; any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves; premium payments of employee benefits; records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the employer or employee of the reasons for the designation and for the disagreement; and any other related leave records.

**B. Retention:** 3 years; destroy.

**CO-15-11. Grievance Files**

**A. Description:** Materials relating to the reviewing, hearing, and disposing of employee initiated grievances and appeals of adverse personnel actions and disciplinary measures. Records include initial grievance filing, letters of appeal, investigations, decision rendered at each level of the grievance procedure, hearing transcripts or summaries, related correspondence, and grievance and appeal procedures for the county.

**B. Retention:** 5 years after settlement of issue; destroy.

**CO-15-12 I-9 Form Employment Eligibility Verification**

**A. Description:** Used to verify legal employment eligibility, per federal law, for the purpose of hiring new employees and to re-verify employment eligibility status. Records include completed and signed I-9 forms and supporting documentation, such as copies of driver's licenses, Social Security cards, and/or passports.

**B. Retention:** 3 years after date hired or 1 year after end of employment, whichever is later; destroy.

**CO-15-13. Job Interview Files**

**A. Description:** Records documenting interviews with candidates applying for available positions who were not hired. Information includes notes taken during job interviews. May also include applications, resumes, recommendations, and related correspondence.

**B. Retention:** 2 years; destroy.

**CO-15-14. Leave Records**

**A. Description:** Record of leave balances for each employee. Information includes employee name, Social Security number, type of leave accrued and used, service date, and leave balances.

**B. Retention:** 3 years; destroy.

**CO-15-15. Leave Requests**

**A. Description:** Records documenting an employee's request to use accumulated leave. Information includes employee name, type of leave, and amount of time off requested.

**B. Retention:** 3 years; destroy.

**CO-15-16. Log and Summary of Occupational Illnesses and Injuries**

**A. Description:** Record required by the Occupational Safety and Health Act of 1970 used to record pertinent information concerning work-related deaths, injuries, and illness. Information includes annual average employment, total hours worked, nature of business, month of Occupational Health and Safety Administration (OSHA) inspection, recordable injuries and illnesses, occupational illness and injury, title, signature, phone number, date, and comments of person preparing report. Report information is also sent to the South Carolina Department of Labor, Licensing, and Regulation.

**B. Retention:** 5 years following the end of the calendar year to which they relate; destroy.

**CO-15-17. Personnel Files (Active and Inactive)**

**A. Description:** Forms and materials relating to current and former employees. Records include position description, employment applications, resumes, letters of recommendation, performance evaluations, salary information, insurance information, leave records, workers' compensation reports, resignation and termination records, and any related employment history.

**B. Retention:** 5 years after end of employment; destroy.

**CO-15-18. Safety and Hazardous Materials Training and Certification Records**

**A. Description:** Records documenting compliance with mandatory training and safety operations required or recommended by the Occupational Safety and Health Administration (OSHA).

Documents the training taken by county employees and volunteers for various types of safety courses as well as training and certification for handling hazardous materials. May include training for bloodborne pathogen, confined space entry, fork truck certification, general workplace safety, lock/tagout, fire extinguisher, hazardous material safety, first aid, cardiopulmonary resuscitation (CPR), Oxygen and Automated External Defibrillator (AED), and other related safety training. Information includes personnel/volunteer name and signature, date of training, type of training, and name and signature of instructor.

**B. Retention:**

(1) Training Records: 3 years, or 1 year after end of employment, whichever is sooner; destroy.

(2) Exposure Records: 30 years after end of employment or end of volunteer service; destroy.

**CO-15-19. State and Local Government Information Reports (EEO-4)**

**A. Description:** Annual report monitoring internal programs for ensuring equal employment opportunities. Information includes number of employees by job categories, by race, by sex, by salary, and number of part-time and newly hired employees during the fiscal year. These reports are forwarded to the Equal Employment Opportunity Commission in compliance with federal civil rights statute.

**B. Retention:** Permanent.

**CO-15-20. Temporary Employee Files**

**A. Description:** Records and documentation relating to employment of temporary employees. Records contain Notice of Temporary Employment, withholding tax forms, job applications, and any other related records.

**B. Retention:** 2 years after end of employment; destroy.

**CO-15-21. Time and Attendance Records**

**A. Description:** Records concerning time worked by employees during a pay period. Information includes employee's name, section or organization unit, employee number, pay period, total time worked, and supervisor approval.

**B. Retention:** 3 years; destroy.

**CO-15-22. Workers' Compensation Records and Claim Documentation**

**A. Description:** Records and reports generated as the result of employment-related illnesses and injuries that may be used to document claims for the purpose of requesting payment and/or reimbursement for expenses incurred or payment for lost wages. Records include, but not limited to, employee name, salary information, incident/accident reports, Employer's First Report of Injury, physician's report, itemized statement, conditional waiver of hearing, status reports, medical bills, compensation receipts, correspondence related to the case, claims forms, final determination, and any other related documentation.

**B. Retention:** 2 years after case settlement and until no longer needed for reference; destroy.

**CO-15-23. Workplace Investigative Files**

**A. Description:** Files documenting the investigation of employment-related complaints for suspected workplace misconduct. Information includes confidential records such as notice of complaint, interview notes, written statements, copy of disciplinary action, and outcome (founded/unfounded).

**B. Retention:** 5 years after issue is resolved; destroy.

**Subarticle 16. Purchasing**

**CO-16-01. Bids**

**A. Description:** Documents bids submitted by vendors for products or services to be purchased or used by the county. Records include correspondence, request for proposal documents, bid notice, sealed bids, specifications, audit requirements, rejected bids, approved bids, contract awards, terms of contract, and related information.

**B. Retention:**

- (1) Rejected bids: 1 year after bidding process; destroy.
- (2) Winning bids: 3 years after termination of contract; destroy.

**CO-16-02. Contracts**

**A. Description:** Series consists of contractual agreements made between the county and another party. Information includes date, type of contract, explanation of agreement, signature of parties, and notarization.

**B. Retention:** 3 years after expiration of contract; destroy.

**CO-16-03. Paid Invoices**

**A. Description:** Invoices submitted by various vendors supplying goods and services to the county that are maintained by the office and filed together with copies of checks and/or claim forms containing descriptions of the items purchased. Information includes invoice listing vendor name, address, date of purchase, purchase order (if any), invoice number, item(s) or service(s) purchased, amounts, and total. Also included are check copy listing vendor name, address, date of check, amount, and check number, as well as claim form listing date, account number(s), description of item(s), amount(s), approval, and signature(s).

**B. Retention:** 3 years; destroy.

**CO-16-04. Purchase Orders**

**A. Description:** Records documenting orders for goods and services paid for by the county or for goods and services yet to be delivered to the county. Information includes date of purchase order, date received, department name, vendor number, name, address, quantity, commodity, service unit, price, item number, delivery location, description of good/services ordered, shipping instructions, notations regarding any shortages in shipment, project number, general ledger account number, and signatures of purchasing agent and individual who signs for receipt of goods/services.

**B. Retention:** 3 years; destroy.

**CO-16-05. Requisitions**

**A. Description:** Request forms from the various county offices and departments which describe goods or services to be ordered by the purchasing department. Information includes number, department, delivery location, date, date required, item number, quantity, description, known suppliers, and authorizing signature.

**B. Retention:** 3 years; destroy.

**CO-16-06. Vendor Files**

**A. Description:** Listing of vendors with whom the county currently conducts business. Information includes vendor's name, number, address, and federal identification number.

**B. Retention:** Until superseded; destroy.

## **Subarticle 17. Register of Deeds**

### **CO-17-01. Charters**

**A. Description:** Consists of information on charters which have been recorded in the office of the Secretary of State. Information includes name of organization, incorporators, date, place of activities, capital, stock, increases in capital stock, and cancellations.

**B. Retention:** Permanent.

### **CO-17-02. Chattel Mortgages and Indexes**

**A. Description:** Defunct series containing original papers recording liens on personal property by chattel mortgages. Information includes debtor's name and address, secured party, filing date, time, number, officer, types of property covered, signature of party, and signature of notary.

These have been replaced by Uniform Commercial Code Financing Statements.

**B. Retention:**

- (1) Records of chattel mortgages in which a public utility is a party or those of a cultural or historical interest or value, such as newspaper companies, amusement parks, or local police: Permanent.
- (2) Other records: Destroy.

### **CO-17-03. Conveyances (Deeds, Titles to Real Estate)**

**A. Description:** Documents real property transactions plus infrequent entries involving personal property. Information includes grantor, grantee, location and description of land, monetary consideration, encumbrances (if any), signature of grantor, notary, witnesses (or facsimiles thereof), date recorded, and plats (where applicable).

**B. Retention:** Permanent.

### **CO-17-04. Counter Control Report**

**A. Description:** Report generated daily to document money collected for various fees. Information includes date, type of document, index, total documents, total recording fee, total state tax, total miscellaneous, total county tax, total collected, cash or check, receipt number, account charged, and transaction type.

**B. Retention:** 3 years; destroy.

### **CO-17-05. Day Books**

**A. Description:** Daily record of information for each instrument recorded. Information includes type of document, instrument number, indexing book and page number, grantor/grantee or mortgager/mortgagee names, name of individual to whom instrument to be returned, check number, and date of recording.

**B. Retention:** 3 years; destroy.

**CO-17-06. Federal Tax Liens**

**A. Description:** Standard forms filed in the office against personal property as a means of collecting delinquent federal taxes. Information includes period ending, type and amount of taxes owed, amount of penalty, amount of interest, total taxes, name/address of taxpayer, warrant number, date of notice and demand, date signed, and signature of tax official.

**B. Retention:** 10 years and 30 days after date of assessment or last extension, whichever is longer; destroy.

**CO-17-07. Grantor and Grantee Index to Conveyances and Deeds**

**A. Description:** Serves as a finding aid to instruments in the conveyance book series. Information includes name of grantee and grantor, book and page number where document is recorded, day and year of execution, date of recording, number of acres or lots, and a description of the land.

**B. Retention:** Permanent.

**CO-17-08. Index to Federal Tax Liens**

**A. Description:** Serves as a finding aid to federal tax liens. Information includes name of taxpayer, address of taxpayer, date of filing, hour of filing, and amount of tax with interest.

**B. Retention:** Permanent.

**CO-17-09. Index to Mechanics Liens**

**A. Description:** Serves as the principal finding aid for locating mechanics liens. Information includes name of plaintiff, name of defendant, and file number.

**B. Retention:** 10 years after final entry has been executed, discharged, released, or dissolved; destroy.

**CO-17-10. Index to Miscellaneous Records**

**A. Description:** Serves as a finding aid to instruments in the miscellaneous record series. Information includes name of party, book, and page number.

**B. Retention:** Permanent.

**CO-17-11. Index to Plats**

**A. Description:** Serves as a finding aid to plats. Information includes name of owner and surveyor, date filed, date surveyed, volume and page number, property location, description, and map number.

**B. Retention:** Permanent.

**CO-17-12. Index to State Tax Liens**

**A. Description:** Serves as a finding aid to state tax liens. Information includes name of taxpayer, address of taxpayer, date of filing, hour of filing, and amount of tax with interest.

**B. Retention:** 10 years; destroy.

**CO-17-13. Index to Uniform Commercial Code Financing Statements**

**A. Description:** Serves as a finding aid for liens on personal property under the Uniform Commercial Code adopted for South Carolina as of January 1968. Information includes name of debtor, date of personal debt, date of maturity, character of debt, and description of personal property pledged.

**B. Retention:** 1 year after all entries have been terminated or lapsed; destroy.

**CO-17-14. Mechanics Liens**

**A. Description:** Records transcripts of mechanics' and contractor's claims filed as statutory liens on property to secure payment of debt for materials or labor used. Information includes name of defendant, name of plaintiff, description of lien, recording date and time, book numbers, and page number.

**B. Retention:** 10 years after final judgement to execute the lien, discharge, release, or dissolution has been entered upon the registry; destroy.

**CO-17-15. Miscellaneous Records**

**A. Description:** Various instruments filed with the office, including charters, contracts, options, agreements, powers of attorney, covenants, articles of association, articles of mergers between corporations, notices of forthcoming mergers, assignments of contract to mortgages, limited partnership agreements, and notices of intent to petition.

**B. Retention:** Permanent.

**CO-17-16. Mortgagor and Mortgagee Index to Real Estate Mortgages**

**A. Description:** Serves as a finding aid to instruments in the real estate mortgage book series. Information includes name of mortgagee and mortgagor, book and page number where document is recorded, and date.

**B. Retention:** Permanent.

**CO-17-17. Plats**

**A. Description:** Documents the legal survey and mapping of lands for grants and conveyances. Information includes location, boundaries and divisions, date of survey, certificate of surveyor, scale, property owners, date of recording, and plat.

**B. Retention:** Permanent.

**CO-17-18. Real Estate Mortgages and Satisfactions**

**A. Description:** Records the transfer of property, serving as a security for a debt which becomes void when the debt is paid according to the terms of the mortgage. Information includes name of mortgagor and mortgagee, description of the property, date of instrument, date of recording, and satisfaction of mortgage (where applicable).

**B. Retention:** Permanent.

**CO-17-19. State Tax Liens**

**A. Description:** Standard forms filed in the office against personal property as a means of collecting delinquent state taxes. Information includes period ended, type and amount of taxes owed, amount of penalty, interest, total tax, name/address of taxpayer, warrant number, date of notice and demand, date assigned, and signature of tax official.

**B. Retention:** 10 years; destroy.

**CO-17-20. Uniform Commercial Code Financing Statements**

**A. Description:** Original papers recording liens on personal property under the Uniform Commercial Code adopted for South Carolina as of January 1968. These replace chattel mortgages. Information includes file number, debtor's name and address, secured party, filing date, time, number, officer, types of property covered, signature of party, and signature of clerk.

**B. Retention:**

- (1) Financing statements where transmitting utility is the debtor: 1 year after termination statement has been filed; destroy.
- (2) Other financing statements: 1 year after statement has lapsed or termination statement has been filed; destroy.

**Subarticle 18. Sheriff/Detention**

**CO-18-01. Arrest Cards**

**A. Description:** Card system which serves as a record of arrests in the sheriff's department. Information includes race, height, sex, date of birth, Social Security number, age, date and place of birth, case number, date arrested, charge, and disposition.

**B. Retention:** 5 years; destroy.

**CO-18-02. Arrest Warrants**

**A. Description:** Orders issued by judges or magistrates to arrest a subject for suspicion of a crime and maintained by the sheriff's department. Information includes name of county, name and address of defendant, date, description, description of offense, date warrant issued, warrant number, witnesses, sex, race, Social Security number, height, weight, date of birth, defendant, preliminary hearing date, bail amount, disposition, and judge's signature. This series is summarized in the Index to Arrest/Booking Reports.

**B. Retention:** Until copy of the warrant is served, then forward the original to the issuing official.

**CO-18-03. Booking Reports**

**A. Description:** Record of all persons arrested and booked by the sheriff's department. Information includes agency identification, case number, name, sex, date of birth, docket number, age, height, weight, hair, eyes, Social Security number, visible scars and marks, National Crime Information Center (NCIC) identification number, address, phone number, alias, driver's license number, occupation, next of kin and address, booking officer's name, current date, charge data, medical data, release date, time, and arresting officer.

**B. Retention:** 10 years; destroy.

**CO-18-04. Case Files**

**A. Description:** Compilation of all relevant data necessary for the creation of a case against a defendant(s) on a particular crime. Information includes detailed investigative data on the offense and the defendant(s) compiled on several standard forms such as Incident Report and Booking/Arrest Report.

**B. Retention:** 30 years or until superseded by court order; destroy.

**CO-18-05. Commitment/Discharge Orders**

**A. Description:** Orders issued by judges from various courts authorizing the commitment or discharge of inmates into or out of the county detention center. Information includes commitments listing name of court, inmate information, warrant information, charges, sentence, name and signature of judge, date, inmate's signature, start and release dates, and discharges listing name of court, inmate name, authorization to discharge inmate from custody, signature of judge, and date.

**B. Retention:** 3 years after inmate is released from the detention center; destroy.

**CO-18-06. Complaint Cards**

**A. Description:** Documents the complaints received by the sheriff's department. Information includes complaint number, nature/code complaint, date received, name of complainant, home address and telephone number, time received, action taken, time dispatched, and officer assigned.

**B. Retention:** 5 years; destroy.

**CO-18-07. Criminal History Records**

**A. Description:** Cumulative history on any subject arrested for a crime by the sheriff's department. Information may include name, alias, date and place of birth, physical description, Federal Bureau of Investigation (FBI) number, Social Security number, address, employment, marital status, next of kin, education, date of arrests and releases, identification information (mugshots, fingerprints), docket numbers, charges, facts surrounding investigation, and final disposition.

**B. Retention:** Until death of the subject or 75 years, whichever comes first; destroy.

**CO-18-08. Daily Shift Report**

**A. Description:** Record of daily activities during each shift. Information includes employees working, shift, census report, custodial report, and shift supervisor's signature.

**B. Retention:** 3 years; destroy.

**CO-18-09. Dispatch Records**

**A. Description:** Records each time an officer is dispatched in response to a citizen's call. Information includes complainant's name, address, and phone number.

**B. Retention:** 3 years; destroy.

**CO-18-10. Evidence Case Files**

**A. Description:** Property invoice and receipt showing evidence taken from a crime scene and suspects. Information includes case number, crime type, victim name and address, suspect name and address, location, examination requested, lab case number, item number, quantity, description of property, chain of custody, and final release.

**B. Retention:**

- (1) Death Penalty Cases: Until death of defendant or State Supreme Court rules on the case, whichever comes first; destroy.
- (2) Other cases: 1 year after the final action in the case; destroy.

**CO-18-11. Execution Books**

**A. Description:** Record of all final civil processes received by the sheriff for executions against property to satisfy judgements issued from the court. Information includes kind of process, when lodged, name of parties, debt and interest, attorneys' names, sheriff's receipts, date of levy, plaintiff's attorneys (pre-1900 volumes may contain tax executions).

**B. Retention:**

- (1) Pre-1921 volumes: Permanent.
- (2) Post-1920 volumes: 10 years; destroy.

**CO-18-12. Expungement Records**

**A. Description:** Records of persons processed, detained, or incarcerated ordered expunged due to being dismissed, discharged, or found not guilty of criminal charges. Includes booking and arrest records, identifying documentation and materials, and/or other institutional reports and files.

**B. Retention:** 3 years and 120 days from the date of expungement order; destroy.

**CO-18-13. Fingerprint Files**

**A. Description:** Records fingerprints of persons arrested by the sheriff's department. These files are utilized for investigative and identification purposes. Information includes date, name and address of defendant, date of birth, Social Security number, race, sex, height, weight, eyes, hair, date arrested, charge/offense, signature of defendant, signature of officer, fingerprint impressions, and information for Federal Bureau of Investigation (FBI) on the reverse side.

**B. Retention:** Until notification of death of subject or 75 years, whichever comes first; destroy.

**CO-18-14. In-Car and Body Camera Recordings**

**A. Description:** Recordings created from an in-car or body-worn camera that is activated to capture citizen contact. May also be used for administrative investigations, reviews, or training. Information includes date and time of recording, name of officer, and records of event details. If a recorded event results in a court case of investigation, the video and audio are duplicated and retained as evidence.

**B. Retention:** 60 days; destroy.

**CO-18-15. Incident Reports**

**A. Description:** Records the original report of a felony or incident and pertinent facts surrounding the offense. Information includes incident type, case number, National Crime Information Center (NCIC) entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, and Uniform Crime Reporting (UCR) data administrative section.

**B. Retention:** 5 years, or until of no further legal or administrative value whichever comes later; destroy.

**CO-18-16. Inmate Accounting Records**

**A. Description:** Listing of the inmates assigned to each cell. Information includes shift number, shift time, date, time of report, cell identification, booking number, name of inmate, and comments.

**B. Retention:** 5 years; destroy.

**CO-18-17. Inmate Medical Forms**

**A. Description:** Medical screening records created upon the incarceration of an inmate and compiled throughout the incarceration of the inmate. Information includes Receiving Screening and Display Medical Screening forms; nurse's and physician's notes; records from emergency room or other treatment facility; log of prescribed medication; distribution of medication; and log of taking the medication.

**B. Retention:**

- (1) Adult medical records: 10 years after medical incident; destroy.
- (2) Juvenile medical records: 13 years after medical incident; destroy.

**CO-18-18. Inmate Records**

**A. Description:** Compilation of data on individuals arrested and incarcerated in the county jail. Information includes name, age, date of birth, address, phone number, alias, driver's license number, race, sex, height, weight, eyes, hair, scars, marks, tattoos, Social Security number, National Crime Information Center (NCIC) identification number, date arrested, date incarcerated, officer, agency, charges, judge, date of trial, date released, by whom, how released, employer, next of kin, bond, medical history information, victim information, personal property receipt, signature of defendant, incident reports, mail log, classification files, booking in/out report, request/complaint forms, active rosters, and segregation logs.

**B. Retention:** 10 years after release of inmate; destroy.

**CO-18-19. Inmate Request Forms**

**A. Description:** Record of inmate requests. Information includes date of request, inmate's name, cell location, date of birth, and type of request.

**B. Retention:** 3 years; destroy.

**CO-18-20. Inmate Visitor Log**

**A. Description:** Record of each inmate's visitors. Information includes date, inmate's name, time in/out, visitor's name, and relation to inmate.

**B. Retention:** 3 years; destroy.

**CO-18-21. Internal Affairs Records**

**A. Description:** Records documenting investigations into personnel-related issues or suspected criminal activity within the department. These records may be turned over to outside law enforcement agencies for investigations. Information includes allegations or complaints of misconduct, violations of policy or procedures, criminal activity, dates, and signatures.

**B. Retention:** 5 years or until of no further administrative or legal value; destroy.

**CO-18-22. Jail Book**

**A. Description:** Record of persons incarcerated in the county jail. Information includes name of prisoner, offense, date of commitment, by whom committed, bond, releasing officer, date released, how released, and remarks.

**B. Retention:** Permanent.

**CO-18-23. Juvenile Booking Records**

**A. Description:** Documents juveniles arrested and booked by county law enforcement. Information includes date, name, alias, address, nearest relative, relative's address, charge, and arresting officer.

**B. Retention:** 3 years after subject reaches majority; destroy.

**CO-18-24. Juvenile Case Files**

**A. Description:** Documents juveniles taken into custody. Information includes evidence from the South Carolina Law Enforcement Division (SLED), fingerprint reports, exhibits, and statements.

**B. Retention:** 3 years after subject reaches majority and no longer needed for legal reasons; destroy.

**CO-18-25. Mug Shots**

**A. Description:** Photographs of individuals who have been arrested and charged with various criminal offenses. These photographs are used by law enforcement personnel, victims, and witnesses to aid in identification of suspects. Information includes person's name, address, description, date, and photograph.

**B. Retention:** Until superseded or no longer needed for reference; destroy.

**CO-18-26. Polygraph Records**

**A. Description:** Records maintained by the sheriff's department to document the South Carolina Law Enforcement Division's (SLED) record of the testing of subjects who submit to a polygraph test in an effort to determine truthfulness regarding facts in an investigation of a criminal act. Information includes date of examination, name of subject, graphic responses to questions, and signature of examiner/operator.

**B. Retention:** 5 years after case is closed; destroy.

**CO-18-27. Property Receipts**

**A. Description:** Documents collection of personal property taken from abandoned vehicles, recovered stolen vehicles, and other stolen property. Information includes date, time, case number, description of property, and name and address of owner (if available).

**B. Retention:** 3 years; destroy.

**CO-18-28. Radio Logs**

**A. Description:** Document all incoming and outgoing radio communications. Information includes date, time, broadcast from, broadcast to, signal number, message, dispatcher name, on duty time, and off duty time.

**B. Retention:** 2 years; destroy.

**CO-18-29. Returns of Nulla Bona**

**A. Description:** Record of all executions against property under judgement that were unable to be satisfied or were partially satisfied through collection by the sheriff. Information includes state, county, plaintiff, defendant, content of notice, sheriff's signature, date, and notary public seal and signature.

**B. Retention:** 10 years; destroy.

**CO-18-30. Sale Book**

**A. Description:** Record of all relevant information pertaining to property sold by the sheriff for satisfaction of judgement or liquidation of confiscated and stolen goods. Information includes parties, date of advertisement, when sold, description of property, amount, and by whom sold.

**B. Retention:** Permanent.

**CO-18-31. South Carolina Law Enforcement Division (SLED) Laboratory Reports**

**A. Description:** Reports from South Carolina Law Enforcement Division (SLED) explaining preliminary examination of evidence submitted from the sheriff's department regarding crimes that have been committed. Information includes date, reference (case number, victim's name, subject, offense, and local case number), content, signature of analyst, date, and location. The record version of these reports is scheduled to be retained permanently by SLED, as scheduled.

**B. Retention:** 3 years; destroy.

**CO-18-32. Stolen Property List**

**A. Description:** Documents stolen property that has not been recovered. Information includes date item stolen, description of stolen item, date entered, serial number (if available), person item stolen from, and complaint number.

**B. Retention:** 5 years; destroy.

**CO-18-33. Summons and Arrest**

**A. Description:** Standard state form documenting the summons and/or arrests of subjects in the county. Information includes the driver's name, address, occupation, state licensed, license number, vehicle number, state, make of vehicle, year, name of trial officer, street and number, city, date of trial, time of trial, violation, section number, nature of offense, owner of vehicle, address of owner, date of arrest, date of violation, case, disposition, description of accused, sentence of court, committed to, arrest as a result of accident, certified correct, date, offense code, test refused, blood alcohol level, amount of fine, and amount of suspense.

**B. Retention:**

- (1) Driving Under the Influence (DUI) offenses: 10 years after trial date; destroy.
- (2) Non-DUI offenses: 5 years; destroy.

**CO-18-34. Tax Execution Books**

**A. Description:** Record of delinquent taxes turned over for execution. Information includes number of tax execution, name of defaulter, date of entry, and amount of taxes and penalties collected. Later volumes may contain property valuations.

**B. Retention:**

- (1) Pre-1901 Tax Execution Books: Permanent.
- (2) Post-1900 Tax Execution Books:
  - (a) When corresponding auditor's and treasurer's Tax Duplicates are both missing: Permanent.
  - (b) When corresponding auditor's or treasurer's Tax Duplicates exist: 10 years; destroy.

**CO-18-35. Traffic Tickets**

**A. Description:** Records include standard state forms on which traffic citations are issued to motorists. Information includes driver's name, address, occupation, state licensed, license number, vehicle license number, state, make of vehicle, year, name of trial officer, street and number, city, date of trial, time of trial, violation, section number, nature of offense, owner of vehicle, address of owner, date of arrest, date of violation, case, disposition, description of accused, sentence of court, committed to, arrest as a result of accident, certified correct, date, offense code, test refused, blood alcohol level, amount of fine, and amount of suspense.

**B. Retention:** 3 years; destroy

**CO-18-36. Training Files**

**A. Description:** Summary training information of all commissioned personnel. Records include appointment/commission; copies of application for the police academy, including photocopies of high school diplomas, General Educational Development (GED) certificate, or official transcript; certified copy of driver history, National Crime Information Center (NCIC) I and II, pre-placement medical history, and birth certificate; certification letter from the police academy; list of training completed, including firearms, emergency vehicle operations, bloodborne pathogens, cores, legal, baton certification, cap-stun certification, and crime to courts (including written and practical exercises); any other outside agency training received while employed by the sheriff's department; hepatitis B testing and results; equipment issue; equipment order; and disciplinary actions which relate to training.

**B. Retention:** 5 years after end of employment; destroy.

**CO-18-37. Uniform Crime Reports**

**A. Description:** Monthly statistics maintained by the sheriff's department and sent to South Carolina Law Enforcement Division (SLED) outlining criminal activity within the county. Information includes date, case number, description of crime, subject name, victim name, officer number, received by, received from, receipt number, and released to date.

**B. Retention:** 3 years; destroy.

**CO-18-38. Use of Force Report**

**A. Description:** Records documenting use of force incidents including when an officer discharges a firearm, uses a lethal or non-lethal weapon, or applies physical force resulting in the injury or death of a person. Records are used to monitor the incidents and ensure training and policies are current and appropriate force is used. Information includes incident data, officer data, subject data, and detailed information concerning the incident.

**B. Retention:** 5 years and until of no further administrative or legal value; destroy.

**CO-18-39. Writ Book (Receipt Book for Civil Papers Served)**

**A. Description:** Record of initial and intermediate civil processes served including writs, citations, subpoenas, notices, injunctions, or warrants (19th century volumes may include criminal processes). Information includes parties' names, attorneys, kind of writ, date of entry, by whom served, date of service, kind of service, sheriff's costs, and general remarks.

**B. Retention:**

- (1) Pre-1921 volumes: Permanent.
- (2) Post-1920 volumes: 10 years; destroy.

**Subarticle 19. Tax Assessor**

**CO-19-01. 6% Exempt Assessable Transfer of Interest Applications**

**A. Description:** Applications initiated by the property owner to receive an exemption from taxation of up to 25% of the Assessable Transfer of Interest (ATI) fair market value for real estate owned in the county as allowed by Act 57 of the South Carolina Code. Records consist of application and all supporting documentation.

**B. Retention:** 10 years or until no longer needed for reference; destroy.

**CO-19-02. Aerial Photographs**

**A. Description:** Aerial photographs of all real estate in the county. These photographs are used by the assessor's office for creating county tax maps.

**B. Retention:** Permanent.

**CO-19-03. Appeals of Assessment**

**A. Description:** Record of appeals and proceedings created as the result of an appeal from a property owner concerning the amount of taxes assessed. Information includes name, tax map number, address, and reason for appeal.

**B. Retention:** 3 years; destroy.

**CO-19-04. Applications for Special Assessment on Agricultural Real Property**

**A. Description:** Records consist of applications from property owners granted special tax assessments on real property used for agricultural purposes. Information includes name shown on property tax record, Social Security number, tax map sheet reference, location of tract of land, number of acres, tax district, purpose of use, portion used for non-agricultural purposes, signature of owner or agent, date, and information on soil class of timber and crop land.

**B. Retention:** Until superseded or no longer valid; destroy.

**CO-19-05. Applications for Special Assessment on Legal Residence**

**A. Description:** Records consist of applications completed by citizens requesting special assessment for owner-occupied residence in the county. Information includes name, address, Social Security number, tax map number, and signature of property owner validating information.

**B. Retention:** Until superseded or no longer valid; destroy.

**CO-19-06. Appraisal Records**

**A. Description:** Used to determine appraisal values of all parcels of land in the county. Information includes parcel number, building, heat area, heat pump, electric, baseboard, add-ons, fireplace, garage, carport, basement finished/unfinished, yard improvements, concrete paving, asphalt paving, parcel identification number, class, type, date of appraisal, and lump sum adjustment.

**B. Retention:** Permanent.

**CO-19-07. Assessment Change**

**A. Description:** Record of corrections made on assessment tax errors. Information includes tax map number, name/address of property owner, location of property, mobile home class/appraisal/assessment, class, acres/lots, appraisal acres or lots, and improvements.

**B. Retention:** 3 years; destroy.

**CO-19-08. Mobile Home Records**

**A. Description:** Records created by the county assessor pertaining to mobile homes in the county. Type of records may include mobile home license applications, moving permits, record cards, decal applications, transfers, listings, values lists, and assessment forms.

**B. Retention:** 3 years; destroy.

**CO-19-09. Multiple Lot Discount Applications**

**A. Description:** Records consist of applications submitted for a multiple lot discount. Information includes tax year, name of subdivision, total number of lots, total number of lots unsold, plat reference, deed book, deed book page, location, tax maps, tax district, improvements, mills per lot, and financing.

**B. Retention:** 3 years; destroy.

**CO-19-10. Notice of Classification, Appraisal, and Assessment**

**A. Description:** Records notifying taxpayers of property assessments. Information includes market value, ratio, assessment, tax map number, prior market value, percent of increase, property location, subdivision, legal description, mailing address, reason for change, tax district, and date of notice.

**B. Retention:** 1 year; destroy.

**CO-19-11. Property Record Cards**

**A. Description:** Cards arranged by tax map sheet, block, and lot numbers which record past and present ownership, appraisal information, and current assessments for each parcel of property in the county. Information includes property use, record number, tax district, tax map sheet number, block number, lot number, location, subdivision or parcel number, lot size, ownership, address, deed references, sales price, aerial photo number, sheet, parcel, acreage, plat reference, assessment, and acreage per planimeter.

**B. Retention:** Permanent.

**CO-19-12. Property Record Files**

**A. Description:** Files containing detailed information on all county tax parcels. Type of records include appraisal cards, property record cards, plats, copies of building permits, correspondence, appraisal sheets, appraisal reference sheets, soil sheets, copies of mobile home permits, real estate reviews, and appeals records.

**B. Retention:** Permanent.

**CO-19-13. Property Transfer Records**

**A. Description:** Record of property conveyances in the county used to update tax records. Information includes name, address of seller and buyer, map number, deed reference, plat book reference number, sales price, amount sold (acreage, lots, and buildings), and school district.

**B. Retention:** 3 years; destroy.

**CO-19-14. Real Estate Assessments**

**A. Description:** Records showing tax assessments to real estate property owners in the county. Information includes year, property owner's name, address, map block grid number, property type code, and tax assessment amount.

**B. Retention:** Until superseded; destroy.

**CO-19-15. Rollbacks**

**A. Description:** Used in creating the rollback tax bill which records a reduction in property taxes due to changes in the use of the property to a lower assessment usage. Information includes names, dates, map numbers, acreage, market value, use value, assessments, rollback amounts, and applicable year.

**B. Retention:** 5 years; destroy.

**CO-19-16. Sales Maps**

**A. Description:** Maps showing updates of property transactions indicated on map by area marking parcel of land that has recently changed ownership. Type of information includes aerial view of property, parcel numbers, and tax map numbers.

**B. Retention:** Until no longer needed for reference; destroy.

**CO-19-17. Soil Maps**

**A. Description:** Maps used by assessors to help determine assessment values for agricultural real property to be valued based on use. Information includes soil map numbers and contour lines with code numbers that are used to identify soil types.

**B. Retention:** Until superseded or no longer needed for reference; destroy.

**CO-19-18. Tax Maps**

**A. Description:** Maps graphically representing each parcel of property in the county. Information includes location, boundaries of individual parcels, tax map sheet numbers, block numbers, lot numbers, revisions, and scale.

**B. Retention:** Permanent.

**Subarticle 20. Tax Collector**

**CO-20-01. Abatement Lists**

**A. Description:** List maintained by the tax collector of those county taxpayers receiving abatements on their taxes. Information includes record type, date, receipt number, abatement reason, name, and amount.

**B. Retention:** 3 years; destroy.

**CO-20-02. Delinquent Tax Digest**

**A. Description:** Schedule of all taxable real estate and personal property in the county which has not been collected and is now considered delinquent. Information includes name and address of property owner, description of property, tax year, receipt number, map and parcel number, number of acres, number of lots, number of buildings, assessment value, and total tax amount.

**B. Retention:** 10 years; destroy.

**CO-20-03. Delinquent Tax Sales Records**

**A. Description:** Documents the seizure, levy, and sale of property for the non-payment of taxes. Information includes name of delinquent taxpayer, address, description of property seized, record of taxes due on described property, district, acres or lots, buildings, value, amount due, total, date of auction, date made out, signature of tax collector, dates advertised, total taxes, purchaser, advertising costs, bid price, amount overbid, mileage costs, redeemed by, date, auctioneer, deed made, total tax, and costs.

**B. Retention:** Permanent.

**CO-20-04. Delinquent Tax Settlement Records**

**A. Description:** Paid tax executions issued to taxpayers upon payment of taxes and penalties and maintained by the tax collector's office. Information includes tax execution receipt, name and address of owner, description of property, tax receipt number, taxes and penalties due, and total amount due.

**B. Retention:** 3 years; destroy.

**CO-20-05. Monthly Distribution**

**A. Description:** Used to track payments made on delinquent taxes due and summarized in the permanent record, Delinquent Tax Distribution. Information includes date, tax map number, fees, taxes due, receipt number, clerk's initials, name of taxpayer, and check number.

**B. Retention:** 3 years; destroy.

**CO-20-06. Mortgage Tax Payments**

**A. Description:** Record of real estate tax payments made by lending institutions or mortgage companies on behalf of taxpayers. Information includes mortgage company name and contact information; report of escrow information including taxpayer name, address, tax map number, receipt number of tax bill, amount of taxes due, and payment information such as check copies; and any other related records.

**B. Retention:** 5 years; destroy

**CO-20-07. Nulla Bona**

**A. Description:** Record documenting a request for change, addition, or deletion of taxes. Information includes date, taxpayer's name and address, year, receipt number, new receipt number, reason for change, old/new receipt number, original/new assessment, initials of staff working with original receipts, date, and owners signature.

**B. Retention:** 3 years; destroy.

**CO-20-08. Tax Execution Books**

**A. Description:** Record of delinquent taxes turned over for execution. Information includes number of tax execution, name of defaulter, date of entry, amount of taxes, and penalties collected. Later volumes may contain property valuations.

**B. Retention:**

(1) Pre-1901 Tax Execution Books: Permanent.

(2) Post-1900 Tax Execution Books:

(a) When corresponding auditor's and treasurer's Tax Duplicates are both missing:  
Permanent.

(b) When corresponding auditor's and treasurer's Tax Duplicates exist: 10 years, destroy.

## **Subarticle 21. Treasurer**

### **CO-21-01. Abatements**

**A. Description:** Record of tax assessment reductions for real estate taxes and personal property which were incorrect or no longer owed. Information includes year, date, receipt number, name, address, account number, district, tax assessment, amount of tax abated, reason for abatement, and authorizing signature.

**B. Retention:** 5 years; destroy.

### **CO-21-02. Abstract of Additional**

**A. Description:** Abstracts maintained by the treasurer's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of additional taxes assessed and paid in the county.

**B. Retention:** 3 years; destroy.

### **CO-21-03. Abstract of Annual Settlements**

**A. Description:** Abstracts maintained by the treasurer's office and forwarded to the Comptroller General each year. These abstracts summarize the annual settlements of the auditor's and treasurer's records.

**B. Retention:** 3 years; destroy.

### **CO-21-04. Abstract of Delinquent Taxes**

**A. Description:** Abstracts maintained by the treasurer's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of delinquent taxes assessed and paid for one fiscal year.

**B. Retention:** 3 years; destroy.

### **CO-21-05. Abstracts of Errors**

**A. Description:** Abstracts of errors made in tax assessments which are submitted to the Comptroller General. Information includes lots, value of land, value of buildings, real tax, personal tax, district, total value, property tax, poll tax, road tax, and total tax.

**B. Retention:** 3 years; destroy.

### **CO-21-06. Abstract of Executions**

**A. Description:** Abstracts maintained by the treasurer's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of delinquent taxes that went into execution for collection by the delinquent tax collector.

**B. Retention:** 3 years; destroy.

**CO-21-07. Abstracts of Motor Vehicles**

**A. Description:** Abstracts maintained by the treasurer's office and forwarded to the Comptroller General. These document taxes owed on motor vehicles in the county. Information is summarized in the Tax Duplicates.

**B. Retention:** 3 years; destroy.

**CO-21-08. Abstract of Nulla Bona**

**A. Description:** Abstracts maintained by the treasurer's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of property in the county for which no taxes could be collected.

**B. Retention:** 3 years; destroy.

**CO-21-09. Abstract of Personal Property**

**A. Description:** Abstracts maintained by the treasurer's office and forwarded to the Comptroller General each year. These abstracts contain summary totals of personal property returned for taxation in the county.

**B. Retention:** 3 years; destroy.

**CO-21-10. Additional**

**A. Description:** Record of additional taxes assessed and paid. Information includes identification number, name, addresses, assessments, totals, reasons, signatures, and dates. Information is summarized in Tax Duplicates.

**B. Retention:** 3 years; destroy.

**CO-21-11. Annual Budgets**

**A. Description:** Annual budgets showing projected receipts and expenditures from various offices and maintained by the treasurer's office. Approved budget appropriations are listed for each department.

**B. Retention:** Permanent.

**CO-21-12. Annual Report of Taxable Real and Personal Property**

**A. Description:** Annual reports of taxable real and personal property maintained by the treasurer's office and forwarded to the Comptroller General. Information includes listing of various types of taxable real property and cumulative totals of real and personal property tax valuations.

**B. Retention:** 3 years; destroy.

**CO-21-13. Audit Reports**

**A. Description:** Reports documenting the annual audit of county funds and maintained by the treasurer's office. These reports, prepared by an outside accounting firm, are categorized by the various county offices and are further classified by the funds or accounts to which they relate. This series also includes semiannual and special audits. Information includes balance sheet, summary of revenues and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, and statement of fines and fees.

**B. Retention:** Permanent.

**CO-21-14. Banking Records**

**A. Description:** Cancelled checks and deposit slips written by the county along with the statements issued by the bank and maintained by the treasurer's office. Information includes check listing date, to whom paid, amount, check number, signature of county treasurer, bank statements (list of checks for one month period, dates, beginning balance, ending balance) and deposit slips (date, amounts of deposits, and total deposit).

**B. Retention:** 3 years; destroy.

**CO-21-15. Bankruptcy Files**

**A. Description:** Files of bankruptcy cases involving property located in the county. Information includes legal court documents, legal papers, attached signatures, copies of tax assessment on property, and other legal papers. This information is filed with the United States Bankruptcy Court.

**B. Retention:** 10 years; destroy.

**CO-21-16. Cancelled Bonds and Coupons**

**A. Description:** Bonds and interest coupons issued by the county which have matured and been cancelled. Information includes county, title, amount, interest percentage, date issued, principal due date, interest payment dates, description, bond number, and authorizing signature.

**B. Retention:**

- (1) One bond and one coupon from each series: Permanent.
- (2) All other records: 10 years after cancellation; destroy.

**CO-21-17. Cash Books of School Funds**

**A. Description:** Record of receipts and disbursements in the county schools. Information includes school district, date, date of approval by superintendent of education, date of payment, school district number, contact information for superintendent of education and treasurer, name of payee, name of person presenting, amount of warrant, amount unexpended the previous year, amount poll tax, amount 3 mill tax, amount special tax, state aid, and total.

**B. Retention:**

- (1) Books generated during the years superintendent of education's ledgers are missing:  
Permanent.
- (2) Other cash books: 10 years, destroy.

**CO-21-18. Claims**

**A. Description:** Claims submitted to the treasurer's office requesting refunds of personal or vehicle taxes. Information includes receipt number, owner name, tax year, millage, property description, amount of taxes paid, date paid, reason for refund, owners' signature, mailing address, telephone number, Social Security number, refund information, and signature of approving authority.

**B. Retention:** 3 years; destroy.

**CO-21-19. Daily Abstract of Property and Poll Tax Collected**

**A. Description:** Daily record of property and poll taxes collected within each school district. Information includes date, school district number, name of person, amounts paid, bank deposit amount, and name of bank.

**B. Retention:** 3 years; destroy.

**CO-21-20. Daily Cash Report**

**A. Description:** Daily records of receipts and disbursements of county funds. Information includes date, purpose, amount, date paid, date received, and fund for which written.

**B. Retention:** 3 years; destroy.

**CO-21-21. Delinquent Tax Receipts**

**A. Description:** Receipts for taxes not yet paid by property owners in the county. Information includes lot number, property number, year delinquent, delinquent amount, tax due, location of property, and name and address of property owner.

**B. Retention:** 3 years; destroy.

**CO-21-22. General Cash Books**

**A. Description:** Monthly records of receipts and disbursements of state, county, and school taxes. Information includes debit/receipts (month, year, date, name, receipt numbers, explanation, state, county, schools, and total) and credit/disbursements (date, name, claim numbers, explanation, state, county, schools, and total).

**B. Retention:**

- (1) When corresponding general ledgers are missing: Permanent.
- (2) When corresponding general ledgers exist: 10 years; destroy.

**CO-21-23. General Ledgers**

**A. Description:** One or more series of financial ledgers providing final year-to-date summary accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions affecting all county funds and accounts. Includes receipts and expenditures from all revenue sources, both public and private.

**B. Retention:** Permanent.

**CO-21-24. Homestead Exemption Applications**

**A. Description:** Applications maintained by the treasurer's office and filed by persons who have been residents of the state for at least one year, are 65 years of age and over, are totally and permanently disabled, or are legally blind who are seeking homestead tax exemption. Information includes control number, Tax Map System (TMS) number, date of application, applicant's name and address, birth date, Social Security number, name of joint owner (if applicable), whether spouse, telephone number of applicant, location of dwelling, whether permanent home, whether any commercial property or multi-family dwelling on property, whether mobile home, whether property has been leased or rented in past year or will be leased or rented during the year for which the homestead is claimed, number of persons who share ownership if jointly owned, whether located within a municipality, name of municipality, source of proof of age, type of disability, signature of applicant, signature of county auditor, date, and homestead exemption application number.

**B. Retention:** 3 years after inactive; destroy.

**CO-21-25. Hospitality Fee Cash/Check Daily Closeout Report**

**A. Description:** Files containing remittance forms, check stubs, and envelopes used for internal audit purposes, appeal hearings, late penalty assessments, and customer requested verifications. Information includes list of all cash/checks receipted payments with business name, number, account number, general ledger entry postings, completed hospitality fee remittance forms filed by businesses, and other customer submitted documentation required as back-up such as change of ownership forms and business correspondence.

**B. Retention:** 7 years; destroy.

**CO-21-26. Income Files**

**A. Description:** Record of all monies received from various county offices along with supporting paperwork. Information includes origin of payment, data collected, and receipt issued.

**B. Retention:** 3 years; destroy.

**CO-21-27. Investment Records**

**A. Description:** Reports all investments made by the county. Information includes type of investment, fund number, account number, document number, purchase date, and remarks. This information is summarized in the General Ledger.

**B. Retention:** Permanent.

**CO-21-28. Magistrate Reports of Fines and Fees**

**A. Description:** Magistrates' monthly report to the county treasurer of fines and fees collected by their offices. Information includes record of fees, names, dates, criminal and traffic dockets with amounts, offenses, officers, dispositions, and receipt numbers.

**B. Retention:** 3 years; destroy.

**CO-21-29. Mobile Home Title List**

**A. Description:** Record of mobile home ownership in the county created by the South Carolina Department of Motor Vehicles and maintained by the treasurer's office. Information includes owner's last name, year, make, model, title, mortgage holder, and condition of mobile home (new/used).

**B. Retention:** Until no longer needed for reference; destroy.

**CO-21-30. Notice of Intent to Claim**

**A. Description:** Notification of the county's intent to file a claim for setoff debt collection for the amount of delinquent taxes owed. These debts are filed with the South Carolina Department of Revenue against returns, refunds, and entitlements until all indebtedness to the county has been satisfied. Information includes amount of delinquent taxes owed, property owner name, business name, and tax year(s).

**B. Retention:** 3 years after debt is satisfied; destroy.

**CO-21-31. Nulla Bona List**

**A. Description:** Lists of persons owing taxes that could not be collected. Information includes year, district, number, name, amount, and total.

**B. Retention:** 3 years; destroy.

**CO-21-32. Receipt Books**

**A. Description:** Receipts issued and maintained by the treasurer's office to document the payment of funds to the office. Information includes date, number, from whom received, amount, purpose, and signature of treasurer.

**B. Retention:** 3 years; destroy.

**CO-21-33. Refund for Overpayment of Taxes**

**A. Description:** Record of refunds granted for overpayment of taxes. Information includes date, receipt number, refund amount, name and address of taxpayer, and description/purpose of refund.

**B. Retention:** 3 years; destroy.

**CO-21-34. Rollbacks**

**A. Description:** Documents rollback tax differences computed when use of property changes upon conveyance of property to a new owner. Information includes name/address, tax map number, tax district, date, class, percent, acres/lots, number of improvements, assessed value, years, market value, use value, value tax, rollback tax, and year.

**B. Retention:** 5 years; destroy.

**CO-21-35. Tax Receipts**

**A. Description:** Receipts issued to taxpayers upon payment of county property taxes and maintained by the treasurer's office. Information includes receipt number, valuation of real property, total real, total personal, total tax levy, property tax, poll tax, road tax, dog tax, total taxes, penalty, total costs, total, name, address, location, district, and number and value of acres, lots, and buildings.

**B. Retention:** 3 years; destroy.

**CO-21-36. Transmittal Advice Sheets**

**A. Description:** Records used to document each time a county office deposits funds with the county treasurer's office. Information includes department name, date, amount, account number(s), payer, and description.

**B. Retention:** 3 years; destroy.

**CO-21-37. Treasurer’s Tax Duplicates**

**A. Description:** Schedule of all taxable real and personal property in the county with collections included. Information in the record is similar to that contained in the auditor’s Tax Duplicate books with the exception of the payment date, which is found in the treasurer’s Tax Duplicate books only. Information includes name of taxpayer, township or school district, address, date of payment, number and value of acres, lots, and building, value of all taxable real estate, value of all taxable personal property, total value of all taxable property, total tax levies, tax map number, and total for collection.

**B. Retention**

- (1) Pre-1921 Tax Duplicates:
  - (a) When corresponding auditor’s Tax Duplicates exist: Destroy.
  - (b) When corresponding auditor’s Tax Duplicates are missing: Permanent.
- (2) Post-1920 Tax Duplicates: Permanent.

**CO-21-38. Treasurer’s Tax Duplicates (Motor Vehicles)**

**A. Description:** Record of personal property tax assessments and collections for motor vehicles in the county. Information includes name and address of registered owner, make of vehicle, Vehicle Identification Number (VIN), tag number, district, receipt number, assessed value, total taxes, and date of payment.

**B. Retention:** 10 years; destroy.

**CO-21-39. Trial Balances**

**A. Description:** Summary information of receipts and expenditures of treasurer’s funds from various accounts used in balancing the general ledger. It is summarized by the year-end trial balance. Information includes account number, account name, beginning balance, total assets, total liabilities, adjustments, expected revenue, monthly receipts, month percent, uncollected balances, and breakdown of expenses.

**B. Retention:**

- (1) Year-to-date trial balances: Permanent
- (2) Other trial balances: 3 years; destroy.

**CO-21-40. Vehicle Tax Collection Register**

**A. Description:** Record of taxes collected on vehicles owned by county residents. Information includes date, receipt number, name, district, levy, date, make, body, identification number, and total taxes.

**B. Retention:** 3 years; destroy.

## **Subarticle 22. Veterans Affairs**

### **CO-22-01. Confederate Files**

**A. Description:** Defunct series containing information regarding individuals who served in the Confederacy. Documents include, but not limited to, Confederate Abstracts, Confederate Veterans Journals, Confederate Pension Roll Books, Confederate Pension Receipts and Checkbooks, and Confederate Roll Books.

**B. Retention:** Permanent.

### **CO-22-02. Index to Veterans Files**

**A. Description:** Serves as a finding aid to the veterans files. The index is arranged alphabetically by name of veteran and contains the following information: name, address, service number, date of entry into service, discharge date, and numerical references for veteran's files.

**B. Retention:** Permanent.

### **CO-22-03. Military Discharges**

**A. Description:** Record of military discharges registered with the county. Information includes, but not limited to, name, Social Security number, date of birth, branch of service, separation date, character of service, separation code, and reentry code.

**B. Retention:** Permanent.

### **CO-22-04. Official Roster of South Carolina Veterans**

**A. Description:** Roster compiled of military veterans within the county. Information includes name and address of veteran, date of entry, duty station, citations or medical records received, rank, date of separation, and type of discharge.

**B. Retention:** Permanent

### **CO-22-05. Veterans Files**

**A. Description:** Records used to assist veterans in securing the benefits to which they are entitled under the provisions of federal legislation and under the terms of insurance policies issued by the federal government for their benefit. Includes various forms documenting benefits as well as related correspondence.

**B. Retention:** Permanent.

## **Subarticle 23. Voter Registration and Elections**

### **CO-23-01. Absentee Ballot Requests (Applications for Absentee Ballots)**

**A. Description:** Documents official requests for sending out absentee ballot applications. Information includes request number, date, party, name of voter, voter's address, home address, precinct number, registration number, name of requester and address, name/address of voter's relative, phone number, comments, application number, and date mailed.

**B. Retention:** 22 months after date of election; destroy.

### **CO-23-02. Application to Register to Vote**

**A. Description:** Documents persons registering to vote in county elections. Records are classified as active, inactive, inactive-deceased, inactive-convicted, inactive-moved, and inactive-over 5 years. Information includes name, sex, race, Social Security number, address, date of birth, certificate number, and precinct assigned to.

**B. Retention:** Permanent.

### **CO-23-03. Authorized Representative Oath**

**A. Description:** Record used to certify that elector is being assisted by an authorized person to request an absentee ballot. Information includes registered voter's name, address, telephone number, and registration number. Identical information provided for the person requesting absentee ballot.

**B. Retention:** 22 months after date of election; destroy.

### **CO-23-04. Ballots**

**A. Description:** Consists of printed ballots from general elections. Information includes name of candidate, office running for, and space for write-in candidates.

**B. Retention:**

- (1) Marked ballots for uncontested elections: 22 months after certification of election, destroy.
- (2) Marked ballots for contested elections: 22 months after decision on contested results is made, destroy.
- (3) Unmarked ballots: 30 days after election, destroy.

**CO-23-05. Election Material (Used)**

**A. Description:** Materials used by the State Election Commission during an election to document the collection of ballot box keys and to verify the election was run correctly. Information includes plastic key to ballot boxes, spoiled ballots, ballot box verification form, name/address of verifier, red seal number (plastic key), type of election, name of witness, date, and computer diskettes used to tabulate election results.

**B. Retention:** 22 months after date of election; destroy.

**CO-23-06. Election Results**

**A. Description:** Records listing the precinct totals for candidates for political office. Information includes number of votes for each candidate and the total votes cast for election.

**B. Retention:** Permanent.

**CO-23-07. Federal Postcard Application and Registration**

**A. Description:** Postcards printed by the federal government used to mail information to the voter registration office. Information includes name, Social Security number, home address, mailing address, date of birth, and signature.

**B. Retention:** Permanent.

**CO-23-08. Inactive Voter List (Outdated Voter List)**

**A. Description:** Listing of outdated registrations. Information includes names, certificate number, address, Social Security number, date of birth, occupation, registration, date, sex, race, height, weight, and color of hair and eyes.

**B. Retention:** 22 months after date of election; destroy.

**CO-23-09. Petitions and Petition Summary Sheets**

**A. Description:** Used to nominate candidates for office, certify political parties, propose an ordinance, call for referenda on ordinances, call for a referendum, or change the existing form of government. Records include petitions (county, purpose of petition, signature and address of voters, registration certificate of voter, and precinct of voter) and petition receipt (name of candidate, name of office, date of election, number pages, total number signatures, date submitted, time submitted, signature of election commission member or clerk, number of signatures needed for petition approval, number of signatures found to be valid, number of signatures submitted on petition, signature of member of registration board or clerk, and date).

**B. Retention:** Permanent.

**CO-23-10. Political Maps**

**A. Description:** Maps created by the research and statistical services office showing political boundaries and numbers of political subdivisions.

**B. Retention:** Until superseded; destroy.

**CO-23-11. Poll Manager Applications and Tests**

**A. Description:** Record of individuals seeking a position as a certified poll manager, as well as poll manager test and test score. Information includes name, birth date, mailing address, telephone number, occupation, precinct, voter registration number, Social Security number, political party, applicant signature, test score, and date of application.

**B. Retention:** 5 years after date of test; destroy.

**CO-23-12. Returned Voter Mail**

**A. Description:** Mail sent to registered voters that has been returned by the United States Postal Service (USPS) as undeliverable. Information includes name, address, voter registration number, precinct, polling place, and date of birth.

**B. Retention:** 30 days; destroy.

**CO-23-13. South Carolina Election Commission Voter List**

**A. Description:** Listing of all registered voters in the county. Information includes election number, election date, county code, precinct code, names, certificate numbers, addresses, Social Security numbers, date of birth, and descriptions.

**B. Retention:** 4 years after date of election; destroy.

**CO-23-14. Statistical Tallies**

**A. Description:** Records generated by the State Election Commission showing a breakdown by race of the statistical data on various subdivisions. Information includes decode, school tally, city council tally, county council tally, congressional district tally, Senate district tally, House district tally, and race breakdown.

**B. Retention:** 10 years; destroy.

## Subarticle 24. Utilities

### CO-24-01. Backflow Prevention Files

**A. Description:** Files documenting the installation, maintenance, and testing of the backflow prevention device. Information includes backflow prevention device test (name, address, location of device, valve test, signature, date) and backflow prevention device certification (name, address, service address, file number, type of device, make, size, model number, serial number, tested by, and approved by).

**B. Retention:** 3 years; destroy.

### CO-24-02. Bacteriological Files

**A. Description:** Forms maintained by the county and sent to the Department of Environmental Services reporting amounts of bacteria in the drinking water. Information includes system number, name of water system, analytical method, contaminant identification, sample type, compliance period begin, compliance period end, number of samples required, number of samples taken, number of samples total coliform-positive, number of samples fecal coliform-positive, number of repeat samples required, number of repeat samples taken, number of repeat samples total coliform-positive, number of repeat samples fecal coliform-positive, number of days turbidity exceeded 1 NTU, number of samples collected due to elevated turbidity, laboratory identification, laboratory name, comments, signature, date, and system number.

**B. Retention:** 5 years; destroy

### CO-24-03. Delinquent Customer Files

**A. Description:** Record of customers' accounts that are referred to a collection agency for collection of a delinquent utility bill. Information includes customer name and address, current reading, date, consumption of water, sewer, total, balance, late charges, payments, cut-on date, and cut-off date.

**B. Retention:** 3 years; destroy.

### CO-24-04. Discharge Monitoring Reports

**A. Description:** Documents discharge of wastewater for the county to ensure that permitted amounts are not exceeded. Information includes permit number, discharge number, monitoring period, parameter, average, maximum units, minimum, average, frequency of analysis, sample type, name of principal executive officer, signature, telephone, date, comments, and explanations of violations.

**B. Retention:** 10 years; destroy.

**CO-24-05. Low Pressure Sewer System Files**

**A. Description:** Records documenting homeowner's agreements to sewer easements, individual grinder pump, and force main maintenance. Information includes homeowner name and address and office version of the notarized agreement.

**B. Retention:** 2 years after cancellation of service; destroy.

**CO-24-06. Meter Readings**

**A. Description:** Documents readings from customer meters. Information includes name, address, meter number, date set, date of meter reading, reading number, and total consumption.

**B. Retention:** 3 years; destroy.

**CO-24-07. Pump Station Reports**

**A. Description:** Individual station reports used to record run times and document maintenance for all booster and lift stations. Information includes name of station, date, maintenance, and repair information.

**B. Retention:** 1 year; destroy.

**CO-24-08. Utility Billing Register**

**A. Description:** Documents the payment/non-payment for utility services provided by the county. Information includes billing date, name, address, meter reading (previous and current), cost, tax, total charge, balance, number of bills printed, active meters, and consumption totals.

**B. Retention:** 5 years; destroy.

**CO-24-09. Utility Payment Stubs**

**A. Description:** Stubs from utility bills that have been returned with payment. Information includes account number, address, and amount due.

**B. Retention:** 1 year; destroy.

**CO-24-10. Utility Service Applications – Business and Residence**

**A. Description:** Record of municipal residences and businesses applying for utility services. Information includes name of applicant, mailing address, Social Security number or federal identification number, home office or business, owner's name, home addresses, telephone numbers (business and home), renting/leasing, buying, property owner's/rental agency name, business/home address, telephone number, applicant's signature and title, and any other related information.

**B. Retention:** 2 years after cancellation of service; destroy.

**CO-24-11. Work Orders**

**A. Description:** Record of services requested by customers and the subsequent services rendered by the county. Information includes account number, name and address of customer, service requested, service rendered (or explanation), date, and signature of service person.

**B. Retention:** 3 years; destroy.

AGENDA

ITEM #10

Administrator's Report

AGENDA

ITEM #11

Councilmember

Comments