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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 (Ordinance #08-17)

To participate in a **Public Hearing for a specific agenda item**, email written public comments to comments@jaspercountysc.gov by 1:00 PM on Monday, August 3, 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



JASPER COUNTY COUNCIL COUNCIL MEETING

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

Monday, August 3, 2026

AGENDA

5:00 PM:

➤ 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 01.05.2026, 01.14.2026 and 01.15.2026

B) **Hunter Smiley** – Consideration of **3rd Reading** of Ordinance **#O-2026-21** 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). *(1st Reading 07.06.2026; Public hearing and 2nd reading 07.20.2026)*

C) **Hunter Smiley** – Consideration of **3rd Reading** of Ordinance **#O-2026-22** 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). *(1st Reading 07.06.2026 Public hearing and 2nd reading 07.20.2026)*

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:

(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 Jasper County Ridgeland - Claude Dean Airport

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. PRESENTATION:

Rev. Donald Sheftall – Presentation to Council on behalf of concerned citizens of Jasper County regarding a referendum for defined member districts.

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: **NONE**

9. PUBLIC HEARINGS, ORDINANCES AND ACTION ITEMS

- A) **Lisa Wagner** – **Public Hearing** and Consideration of **2nd Reading** of Ordinance **#O-2026-24** Authorizing the Grant of a Variable Width Drainage Easement Across Property Owned by Jasper County, South Carolina and Located in Cypress Ridge Industrial Park. *(1st Reading 07.20.2026)*
- B) **Hunter Smiley** - Consideration of **1st Reading** of An Ordinance To Amend Article 9.6 Accessory Structures Of The Jasper County Zoning Ordinance To Increase The Amount Of Dwelling Units Allowed For Real Property Over One Hundred (100) Acres That Is Protected Under Conservation Easement
- C) **Hunter Smiley** - CONSIDERATION OF **1st Reading** of An Ordinance Authorizing Amendment To The Official Zoning Map Of Jasper County By Rezoning That Certain Parcel Of Real Property Located Along Mendez Farm Road, Bearing Jasper County Tax Map Number 040-00-02-106 And Containing 1.0 Acre, From Residential District To Rural Preservation District.
- D) **Hunter Smiley** - Consideration of **1st reading** of An Ordinance Authorizing Amendment To The Official Zoning Map Of Jasper County By Rezoning That Certain Parcel Of Real Property Located Along South Okatie Highway, Bearing Jasper County Tax Map Number 039-00-08-190 And Containing 37.8 Acres From Rural Preservation District To Resource Conservation District.
- E) **Eric Larson** - Consideration of **1st Reading** of an Ordinance authorizing Jasper County to enter into a purchase and sale agreement with Boundless Enterprises, LLC for the purchase of improved real property with an address of 21563 Whyte Hardee Boulevard, Hardeeville, South Carolina, (TMS 029-38-03-002) and to approve the purchase of such property for use as a county office building and other matters related thereto.
- F) **Corey Bivens** - Consideration and Approval of a Parks and Recreation Logo for use with branding / marketing and communication effort for the Department.
- G) **Kimberly Burgess** – **Public Hearing** and Consideration of a **2nd Reading** of Ordinance **#O-2026-25** Authorizing Amendment to the Fiscal Year 2026-2027 Budget to Impose New Fees and Other Matters Related Thereto.*(1st Reading 07.20.2026)*
- H) **Kimberly Burgess** – **Public Hearing** and Consideration of **3rd Reading** of Ordinance **#O-2026-23** of Jasper County Council 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. *(1st Reading 07.06.2026; 2nd Reading 07.20.2026)*
- I) **Kimberly Burgess** – **Public Hearing** and Consideration of a **1st Reading** An Ordinance Amending The Fiscal Year 2025 – 2026 Jasper County Budget Originally Adopted June 30, 2025 By Ordinance No. O-2025-14 in Accordance With The Local Government Code of the State of South Carolina and the Ordinances and Rules of the County of Jasper, South Carolina; Where The Total Amount Appropriated Is Increased By \$321,090 to a Grand Total of \$67,576,330, With Revenue and Other Financing Sources Amended to Show an Increase of \$321,090 to a Grand Total of \$67,576,330, Appropriating the Various Amounts Thereof, and Repealing all Ordinances or parts of Ordinances in Conflict Therewith, and Providing an Effective Date. *(This item was tabled at the 07.20.2026 meeting).*

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 jcadministrator@jaspercountysc.gov no later than 48 hours prior to the scheduled meeting.

AGENDA

ITEM # 4A



JASPER COUNTY COUNCIL COUNCIL WORKSHOP AND MEETING

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

Monday, January 5, 2026

Minutes

Officials Present: Chairman Joey Rowell, Vice Chairman Joseph Arzillo, Councilman John Kemp, Councilman Chris VanGeison and Councilman Gene Ceccarelli

Staff Present: County Administrator Andrew Fulghum, Clerk to Council Wanda Giles, Kimberly Burgess, Lisa Wagner, James Iwanicki, Chief Russell Wells, and Videographer Jonathan Dunham.

5:30 PM : Workshop

- Review proposed Jasper Telfair Development

The workshop was called to order. Ms. Wagner was present to review the proposed Jasper Telfair Development. The purpose of the session was to provide an overview of the project, particularly for new council members, and to address long-standing concerns regarding traffic. The project overview was given consisting of the location and the current zoning as it stands. It was noted that some clearing had occurred under a grading permit. The PDD was previously tabled at its third reading in November 2024 to allow for an updated traffic impact study. The concept plan for the project was discussed.

Staff explained why the PDD was requested by the petitioning party. It was noted that the PDD explicitly bans "nuisance" commercial uses, including residential development, big-box retail, solar power generation, RV parks, mining, flea markets, truck stops, pawn shops, billboards, gun clubs, and vehicle repair.

One main focus of the workshop appeared to be the revised Traffic Impact Study. The original study from 2021/2022 was considered dated due to the widening of Highway 17 and the installation of a new traffic light. The applicant's engineer and the County's third-party reviewer (Stantech) have been in a year-long process of revising and reviewing the results. It was noted that the plan includes a full-access main entrance on Highway 17 and a right-in/right-out only entrance on Highway 315.

Council noted expressed serious safety concerns regarding 70-foot tractor-trailers attempting to turn left out of the Highway 17 entrance to head toward Savannah. There were concerns that the proposed 400-foot stacking lanes might actually only provide 200 feet of usable space, potentially leading to traffic congestion similar to Argent Boulevard. Acceleration Lanes were discussed.

Mr. Mark Barranow, the developer, expressed frustration over the continued delays, noting that they have followed all staff and engineer directions, including hiring professional traffic engineers and gaining approval

from the County's own third-party reviewer, Stantech. He noted that the expansion of Highway 17 and 315 has improved the situation compared to older studies.

Council requested official written confirmation and certificates of approval from SCDOT (specifically from Josh Turner) regarding traffic design. It was suggested that Stantech, the third-party reviewer, attend a future workshop to walk the Council through the technical details of the approved traffic report. The workshop was adjourned to move into the regular meeting.

6:00 PM: Council Meeting

1. Call to Order of the Jasper County Council Meeting by Chairman Kemp

Chairman Kemp called the meeting to order. The Report of Compliance with the Freedom of Information Act was read for the records as follows: *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.*

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. Closed captions are also available for all of our County Council videos.

2. Pledge to the Flag and the Invocation:

The Pledge to the Flag was led by the Chairman and the Invocation was given by Councilman ...

3. Election of Officers:

• Andrew Fulghum – Election of Chairman

The meeting was turned over to Mr. Fulghum for the Election of the Chairman. Mr. Fulghum asked for nominations. Councilman Ceccarelli nominated Councilman Rowell for the position of Chairperson of the County Council. The motion to close the nominations was made by Councilman Kemp and Councilman Arzillo seconded that motion. The Council unanimously approved this nomination. Mr. Fulghum declared Councilman Joey Rowell as the new Chairman to the County Council.

Mr. Fulghum turned the meeting was turned back over to Chairman Rowell.

• Chairman Rowell – Election of Vice Chairman

Chairman Rowell asked for nominations of the County Council's Vice Chairman. Councilman Kemp nominated Councilman VanGeison, and Councilman VanGeison declined. Councilman Ceccarelli nominated Councilman Arzillo for the position of Vice Chairman ,and Councilman Kemp seconded that motion. The Council unanimously approved this nomination.

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.

Motion to approve the Consent Agenda: Councilman Ceccarelli

Second: Councilman VanGeison

Vote: Unanimous

The motion passed.

5. CONSENT AGENDA ITEMS:

A) Approval of the Minutes of the 8.13.2025 Special Called Meeting and the Minutes of the 08.13.2025 Workshop.

B) Consideration of the 3rd Reading of Ordinance #O-2025-32 an Ordinance Authorizing The Execution And Delivery of a Special Source Revenue Credit Agreement By and Between Jasper County, South Carolina And Palmetto Plastics Innovations LLC, a Company Also Known as Project Pilgrimage, With Respect to Certain Economic Development Property in the County, Whereby Such Property Will Receive Certain Special Source Credits; and Other Matters Related Thereto. (1st reading 10.20.2025; Public Hearing 11.17.2025; 2nd reading 12.01.2025) (Project Pilgrimage)

This is the end of the Consent Agenda Items.

6. APPROVAL OF THE REGULAR AGENDA:

Motion to approve the Agenda: Councilman Ceccarelli VanGeison

Second: Councilman Ceccarelli

Vote: Unanimous

The motion passed.

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.

Rena Tuten discussed the sand mine and her concerns on this matter.

Nancy Wetworst from Barnwell noted her property was directly across from the Hiers Property. She noted she was opposed to this request.

Donna McKeiver noted that she was a mile from the sand mine and asked that the ordinance be tabled.

Glen Rivers noted that they did not have the infrastructure on the roads that they needed and pleaded to not let this happen.

8. RESOLUTIONS

A) Kimberly Burgess – Consideration of Resolution #R-2026-01 relating to the Business and Licensure of Peddlers and Hawkers.

Ms. Burgess was present to review and discuss the consideration of Resolution #R-2026-01 relating to the Business and Licensure of Peddlers and Hawkers

Motion to approve: Councilman VanGeison

Second: Councilman Kemp

Vote: Unanimous

The motion passed.

B) Eric Larson - Consideration of Resolution #R-2026-02 a Resolution of Jasper County, South Carolina County Council Directing Beaufort-Jasper Water and Sewer Authority to Allocate Local Government Partnership Program Funding Toward Water Resiliency and Infrastructure Projects; Authorizing the County Administrator to Execute and Deliver All Required Documentation to Memorial the County's Agreement and Participation in BJWSA's Funding Program; and other matters related thereto.

Mr. Larson was present to review and discuss the consideration of Resolution #R-2026-02 a Resolution of Jasper County, South Carolina County Council Directing Beaufort-Jasper Water and Sewer Authority to allocate local government partnership program funding toward water resiliency and infrastructure projects; authorizing the County Administrator to execute and deliver all required documentation to memorial the county's agreement and participation in BJWSA's Funding Program.

Motion to approve: Councilman VanGeison

Second: Councilman Ceccarelli

Vote: Unanimous

The motion passed.

C) Earl Bostick and Kimberly Burgess - Consideration of Resolution #R-2026-03 a Resolution of Jasper County, South Carolina County Council for the Emergency Procurement of a 1.5 Petabyte Network Attached Storage (NAS) Solution for the Jasper County Information Technology Department and the Emergency Services Department and matters related thereto.

Ms. Burgess was present to review and discuss the consideration of Resolution #R-2026-03 a Resolution of Jasper County, South Carolina County Council for the Emergency Procurement of a 1.5 Petabyte Network Attached Storage (NAS) Solution for the Jasper County Information Technology Department and the Emergency Services Department.

Motion to approve: Councilman Kemp

Second: Councilman VanGeison

Vote: Unanimous

The motion passed.

D) Kimberly Burgess - Consideration of Resolution #R-2026-04 a Resolution of Jasper County, South Carolina County Council to reject the bids received on December 11, 2025, at 2:00 PM in response to IVTB #2025-16, SJP Walkway, Pavilion Gazebo, Refurbish, and matters thereto.

Ms. Burgess was present to review and discuss the Consideration of Resolution #R-2026-04 a Resolution of Jasper County, South Carolina County Council to reject the bids received on December 11, 2025, at 2:00 PM in response to IVTB #2025-16, SJP Walkway, Pavilion Gazebo, and Refurbish.

Motion to approve the rejection of these bids: Councilman Kemp

Second: Councilman Ceccarelli

Vote: Unanimous

The motion passed.

9. PUBLIC HEARINGS, ORDINANCES, AND ACTION ITEMS

A). Lisa Wagner – Public Hearing and Consideration of the 2nd Reading of Ordinance #O-2026-01 to amend the Official Zoning Map of Jasper County so as to transfer two properties located along Pearlstine Drive, 1) bearing Jasper County Tax Map Number 080-00-03-044 consisting of 4.12 acres from the Mixed Business Zone to the Industrial Development Zone; and 2) bearing Jasper County Tax Map Number 080-00-03-121 consisting of 0.82 acres from the General Commercial Zone to the Industrial Development Zone on the Jasper County Official Zoning Map. (1st Reading 12.15.2025) -Here is a link to this item information:

☐ [Re-zoning Pearlstine Dr](#)

Ms. Wagner was present to review and discuss this request for the consideration of the 2nd Reading of Ordinance #O-2026-01 to amend the Official Zoning Map of Jasper County so as to transfer two properties located along Pearlstine Drive, 1) bearing Jasper County Tax Map Number 080-00-03-044 consisting of 4.12 acres from the Mixed Business Zone to the Industrial Development Zone; and 2) bearing Jasper County Tax Map Number 080-00-03-121 consisting of 0.82 acres from the General Commercial Zone to the Industrial Development Zone on the Jasper County Official Zoning Map. The public hearing was opened but there were no parties there to speak so the public hearing was closed.

Motion to approve: Councilman Ceccarelli

Second: Councilman VanGeison

Vote: Unanimous

The motion passed.

B) Lisa Wagner - Public Hearing and Consideration of the 2nd Reading of Ordinance #O-2026-02 to amend the Official Zoning Map of Jasper County so as to transfer a property located at 282 Nelsons Court, bearing Jasper County Tax Map Number 039-00-09-004, consisting of 5.0 acres from the Residential Zone to the Rural Preservation Zone on the Jasper County Official Zoning Map. (1st Reading 12.15.2025) - Here is a link to this item information: ☐ [Re-zoning Nelsons Court](#)

Ms. Wagner was present to review and discuss the consideration of the 2nd Reading of Ordinance #O-2026-02 to amend the Official Zoning Map of Jasper County so as to transfer a property located at 282 Nelsons Court, bearing Jasper County Tax Map Number 039-00-09-004, consisting of 5.0 acres from the Residential Zone to the Rural Preservation Zone on the Jasper County Official Zoning Map. Council reviewed and discussed this item with staff.

Motion to disapprove this request: Councilman VanGeison

Second: Councilman Kemp

Vote:

Yes, to Disapprove: Councilman Kemp; Councilman VanGeison and Councilman Ceccarelli

No, to Disapprove: Councilman Arzillo; and Chairman Rowell

The motion passed with a 3 to 2 vote to disapprove.

C) Lisa Wagner - Public Hearing and Consideration of the 2nd Reading of Ordinance #O-2026-03 Approving a Development Agreement by and between JH Hiers Construction, LLC., Hiers Pine Level, LLC. and Jasper County, Regarding Real Property Known as TMP # 052-00-03- 012, Consisting of Approximately 264.53 Acres, Pursuant to the South Carolina Local Government Development Agreement Act and Article IV, Title 20 of the Code of Ordinances of Jasper County, and Authorizing the Chairman of Jasper County Council to Execute said Development Agreement. (Pine Level DA) – Here is a link to this item information: [Heirs DA](#)

Here are the links to the current regulations for Jasper County:

JASPER COUNTY'S COMPREHENSIVE PLAN (Jasper's Journey) can be accessed here:

www.jaspercountysc.gov/media/4ixigsld/jaspersjourney_2018_final.pdf

JASPER COUNTY'S ZONING ORDINANCE can be accessed here: www.jaspercountysc.gov/services/planning-and-building/ordinances-regulations

JASPER COUNTY'S LAND DEVELOPMENT REGULATIONS can be accessed here:

www.jaspercountysc.gov/media/y4ekwlhi/land-development-regulations-revised-11-3-25.pdf

Ms. Wagner was present to review and discuss the consideration the 2nd Reading of Ordinance #O-2026-03 Approving a Development Agreement by and between JH Hiers Construction, LLC., Hiers Pine Level, LLC. and Jasper County, Regarding Real Property Known as TMP # 052-00-03- 012, Consisting of Approximately 264.53 Acres, Pursuant to the South Carolina Local Government Development Agreement Act and Article IV, Title 20 of the Code of Ordinances of Jasper County, and Authorizing the Chairman of Jasper County Council to Execute said Development Agreement.

The Public Hearing was opened. The following people spoke during the Public Hearing:

Glen River – He noted in opposition of this request.

Donna McEver – Discussed the 2 bridges and noted she was in opposition of this request.

Jonathan Crosby – He noted he was in opposition of this request.

Motion to table this item: Councilman VanGeison

Second: Councilman Ceccarelli

Vote: Unanimous
The motion passed.

D) Lisa Wagner – Consideration of 2nd Reading of an Ordinance #O-2025-23 to amend the Official Zoning Map of Jasper County so as to transfer a property consisting of approximately 264.53 acres and bearing Jasper County Tax Map Number 052-00-03-012, from the Rural Preservation Zone to the Resource Extraction on the Jasper County Official Zoning Map; And Other Matters Relating Thereto. (1st Reading July 21, 2025 and Public Hearing August 18, 2025 (2nd Reading tabled)) – Here is a link to this item information: 
[Heirs Rezoning](#)

Ms. Wagner was present to review and discuss the consideration of 2nd Reading of an Ordinance #O-2025-23 to amend the Official Zoning Map of Jasper County so as to transfer a property consisting of approximately 264.53 acres and bearing Jasper County Tax Map Number 052-00-03-012, from the Rural Preservation Zone to the Resource Extraction on the Jasper County Official Zoning Map.

Motion to table this item: Councilman VanGeison

Second: Councilman Arzillo

Vote: Unanimous
The motion passed.

E) Lisa Wagner - Consideration of 1st Reading of an Ordinance to amend Article 10 of the Jasper County Land Development Regulations, *Stormwater Management*, Section 10.2.B, *Applicability and Exemptions*, to provide a conditional exemption for new development of commercial sites located in a major subdivision that was previously approved and for which the stormwater infrastructure has been constructed; And Other Matters Relating Thereto.

Ms. Wagner was present to review and discuss the consideration of 1st Reading of an Ordinance to amend Article 10 of the Jasper County Land Development Regulations, *Stormwater Management*, Section 10.2.B, *Applicability and Exemptions*, to provide a conditional exemption for new development of commercial sites located in a major subdivision that was previously approved and for which the stormwater infrastructure has been constructed. She also reviewed her staff report from the agenda e-packet for further information.

Motion to approve: Councilman VanGeison

Second: Councilman Kemp

Vote: Unanimous
The motion passed.

F) Kimberly Burgess – Consideration of the 3rd Reading of Ordinance #O-2025-37 to Provide for the Issuance and Sale of Not to Exceed \$150,000,000 General Obligation Bonds of Jasper County, South Carolina Pursuant to the Authority and Direction of the Favorable Results of the Referendum Conducted on November 5, 2024; to Prescribe the Purposes for which the Proceeds Shall Be Expended; to provide for the Payment Thereof; and Other Matters Relating Thereto. (1st Reading 11.17.2025; Public hearing and 2nd Reading 12.15.2025)

Ms. Burgess was present to review and discuss the consideration of the 3rd Reading of Ordinance #O-2025-37 to provide for the issuance and sale of not to exceed \$150,000,000 General Obligation Bonds of Jasper County, South Carolina Pursuant to the authority and direction of the favorable results of the Referendum conducted on November 5, 2024; to prescribe the purposes for which the proceeds shall be expended; to provide for the payment.

Motion to approve: Councilman Kemp

Second: Councilman Ceccarelli

Vote: Unanimous

The motion passed.

G) Wanda Giles – Consideration of the Approval of the 2026 Jasper County Council Meeting Schedule.

Ms. Giles was present to review and discuss the consideration of the approval of the 2026 Jasper County Council Meeting Schedule. Council discussed the starting time of the regular session and decided to keep it at 6PM.

Motion to approve: Councilman VanGeison

Second: Councilman Kemp

Vote: Unanimous

The motion passed

10. Administrator's Report: Mr. Fulghum reviewed the information from his report that was provided in the agenda e-packet. There were no Action Items requiring a vote from the Council in the Administrator's Report

11. Councilmember Comments and Discussion: Councilmember Comments were given but there were no comments that required action.

12. 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) Attorney; (2) SCA Representation

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.

Motion to go into executive session: Councilman Arzillo

Second: Councilman Kemp

Vote: Unanimous

The motion passed.

13. Return to Open Session:

Motion to return to executive session: Councilman Ceccarelli

Second: Councilman Kemp

Vote: Unanimous

The motion passed.

14. 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.*

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. Closed captions are also available for all of our County Council videos. Just click the "**CC**" button to follow along.

15. Adjournment:

Motion to adjourn: Councilman Kemp

Second: Councilman Arzillo

Vote: Unanimous

The motion passed and the meeting adjourned.

Respectfully submitted:

Wanda Giles, Clerk to Council

W.J. Rowell III, Chairman



JASPER COUNTY COUNCIL SPECIAL CALLED VIRTUAL MEETING

Jasper County Clementa C. Pinckney Government Bldg.
358 3rd Avenue Ridgeland, SC 29936

Wednesday, January 14, 2026
Minutes

Officials Present: Chairman Joey Rowell, Vice Chairman Joseph Arzillo, Councilman John Kemp, Councilman Chris VanGeison and Councilman Gene Ceccarelli

Staff Present: County Administrator Andrew Fulghum, Interim County Attorney Lawrence Flynn, Clerk to Council Wanda Giles, Kimberly Burgess, Nicole Holt, Sheriff Chris Malphrus and Videographer Jonathan Dunham.

1. Call to Order of the Jasper County Council Meeting by Chairman Rowell

Chairman Rowell called the meeting to order. The Report of Compliance with the Freedom of Information Act was read for the records as follows: *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.*

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. Closed captions are also available for all of our County Council videos.

Pledge to the Flag and Invocation:

The Pledge to the Flag was led by the Chairman and the Invocation was given by Chairman Rowell.

Approval of Agenda:

Motion to approve the agenda: Councilman VanGeison

Second: Arzillo

Vote: Unanimous

The motion passed.

Agenda Item:

1: Mr. Lawrence Flynn - Consideration of Emergency Ordinance # O-2026-04 Approving the Transfer of Custody, Management and Operation of the Jasper County Detention Center to the Jasper County Sheriff Pursuant to S.C. CODE § ANN. 24-5-12, and Other Matters Related Thereto.

Mr. Flynn was present to address and review the consideration of Emergency Ordinance # O-2026-04 Approving the Transfer of Custody, Management and Operation of the Jasper County Detention Center to the Jasper County Sheriff Pursuant to S.C. CODE § ANN. 24-5-12.

Mr. Flynn presented a transition ordinance to move Jasper County Detention Center operations under the authority of the Jasper County Sheriff. While originally planned as a standard ordinance or agreement, personnel changes at the detention center (the loss of the executive and assistant directors) necessitated an expedited emergency process. Under state law, an emergency ordinance requires a supermajority vote and remains in effect for 60 days. This 60-day window allows the county to proceed with the traditional three-reading ordinance process, with the first reading by title only scheduled for January 20th and subsequent readings in February. Council discussed that the Sheriff officially took over operations on Monday, January 12th, at 8:00 AM. To clarify the timeline, Mr. Flynn proposed adding "Subsection D" to Section 2 of the ordinance to formally ratify the takeover as of that specific date and time. In regards to the Budget it was discussed that the Detention center funds will remain in a separate line item from the general Sheriff's budget to ensure clear tracking of expenses. Sheriff Malphrus confirmed that personnel working in both capacities (deputy and detention) would have their time coded appropriately through the ADP system. The Sheriff reported that 15 applications were received within three days of the transition. All current detention staff were sworn in as sheriff's deputies on January 13th, though their duties remain limited by their specific certifications. The Sheriff noted that his team was currently prioritizing facility issues, such as hot water repairs, and is reviewing previously approved resolutions for funds that were never utilized. It was noted that while this meeting was strictly for the ordinance, a placeholder for an executive session has been set for the January 20th meeting to discuss further details regarding the transition.

Chairman Rowell asked if there was a motion to approve Emergency Ordinance # O-2026-04 Approving the Transfer of Custody, Management and Operation of the Jasper County Detention Center to the Jasper County Sheriff Pursuant to S.C. CODE § ANN. 24-5-12, and other matters related thereto, including the added ratification date given at the beginning of the meeting.

Motion to move this ordinance forward : Councilman VanGeison

Second: Councilman Kemp

Vote: Unanimous

VI. Adjournment

A motion was made by Councilman Ceccarelli and seconded by Councilman Arzillo to adjourn the meeting. The motion was unanimously passed. The meeting was adjourned.

Respectfully submitted:

Wanda H. Giles, Clerk to Council

W.J. Rowell III, Chairman



JASPER COUNTY COUNCIL SPECIAL CALLED MEETING LOCATION: Offsite Location Site Visit Thursday, January 15, 2026 Minutes

Officials Present: Chairman Joey Rowell, Vice Chairman Joseph Arzillo, Councilman Chris VanGeison and Councilman Gene Ceccarelli **Absent:** Councilman Kemp

1. Call to Order by Chairman Rowell

Chairman Rowell called the meeting to order. The Report of Compliance with the Freedom of Information Act was posted for the records as follows: *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.*

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.

Council Member Site Location Visit (Approximate Arrival of 1:00 PM):

- Site #1 - 1985 Heritage Road (Tax Map Number 052-00-05-002)
- Site #2 – After existing Site #1, Council will visit Site #2, which located Immediately adjacent to 1985 Heritage Road and the intersection of Rivers Hill Road (Tax Map Number 052-00-03-012).
- Upon existing the Site Locations, the meeting with be adjourned.

Council Members arrived approximately at 1:00 PM.

NOTES:

- While a quorum of county council is expected to attend the site visits, no action is contemplated or will be taken while council is convened.
- Both site locations are situated on private property, and the owners have not invited or authorized public access. Accordingly, members of the public are not permitted to enter the site locations during the site visit, but may remain within the surrounding public rights-of-way. Any person choosing to access the public rights-of-way does so at their own risk. The County assumes no duty, responsibility, or obligation for the safety of any person accessing the public rights-of-way or attempting, whether permissibly or impermissibly, to enter the site locations.

As noted above Council Members were at the sites listed above. While a quorum of county council was present in attendance to the site visits, no action was contemplated and no action was taken while council was convened. At the conclusion of the site visits the Council Members left the site and the site meeting adjourned.

Respectfully submitted:

Wanda H. Giles, Clerk to Council

W.J. Rowell III, Chairman

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

Jasper County Council Staff Report

Meeting Date:	August 3, 2026
Project:	Zoning Map Amendment – Community Commercial
Applicant:	HRM Development LLC
Tax Map Number:	038-00-06-208
Submitted For:	3rd Reading
Recommendation:	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, SOUTH CAROLINA
ORDINANCE # O-2026-21**

**AN ORDINANCE AUTHORIZING AMENDMENT TO THE OFFICIAL ZONING
MAP OF JASPER COUNTY BY REZONING THAT CERTAIN PARCEL OF
REAL PROPERTY LOCATED ALONG LEVY ROAD, BEARING JASEPER
COUNTY TAX MAP NUMBER 038-00-06-208 AND CONTAINING 0.47 ACRES,
TO COMMUNITY COMMERCIAL 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 Levy Road consisting of approximately 0.47 acres and bearing County Tax Map Number 038-00-06-208 (the “**Property**”) has requested a change to the Official Zoning Map of the County by rezoning the Property from the “Residential” to the “Community Commercial”; 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 0.47 acres being depicted on the County Official Zoning Map in the Residential district, shall be reclassified to Community Commercial.
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 3rd day of August, 2026.

Jasper County, South Carolina

W. L. 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-2026-21

First Reading: **July 6, 2026**
Second Reading: **July 20, 2026**
Public Hearing: **July 20, 2026**
Third Reading: **August 3, 2026**

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



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

Owner or Owner-Authorized Applicant:	HRM Development LLC
Address:	18 Breezy Lane Hardeeville, SC 29927
Telephone:	843-628-6886
Email:	andy@cbmconcrete.com
Property Address or Physical Location:	2940 Levy Rd Hardeeville, SC 29927
Tax Map Number(s)	038-00-06-208
Gross Acreage:	.47 acres
Current Zoning	Residential
Proposed Zoning:	Community Commercial
Administrative Fee: ((\$300 per lot) except for PDD applications)	
Date Mailed or Hand Delivered:	
Reason for Request: (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)

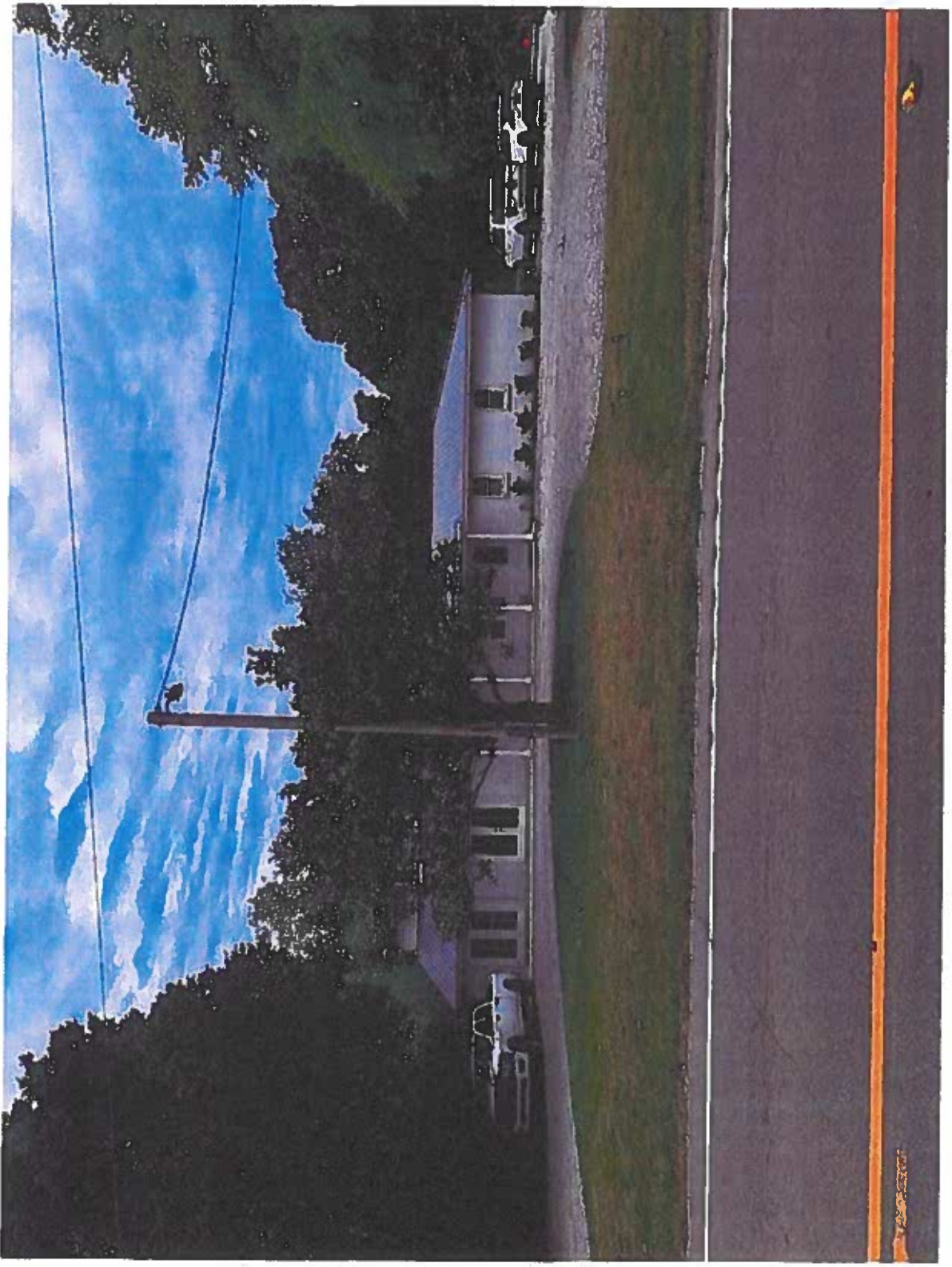
5-6-28

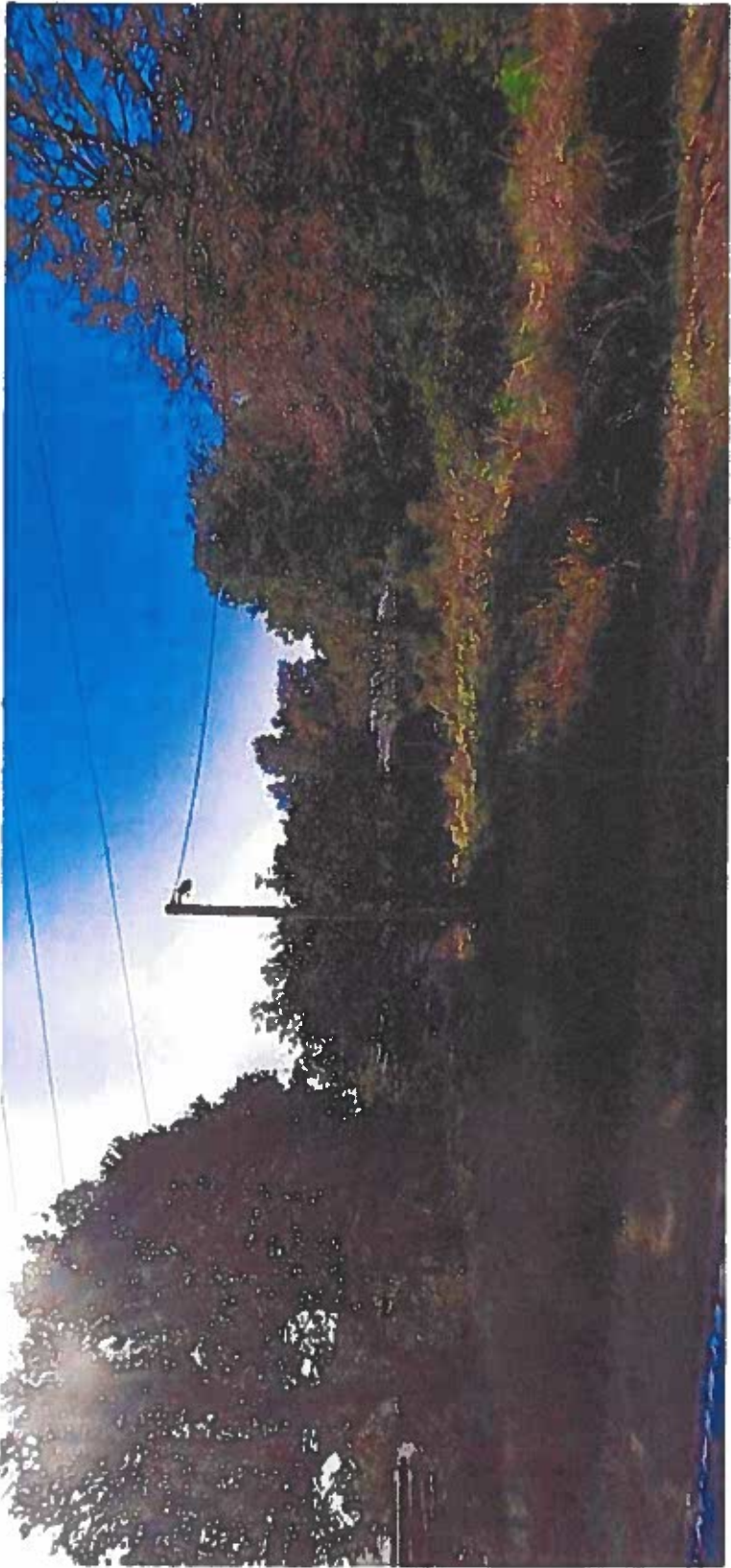
Date

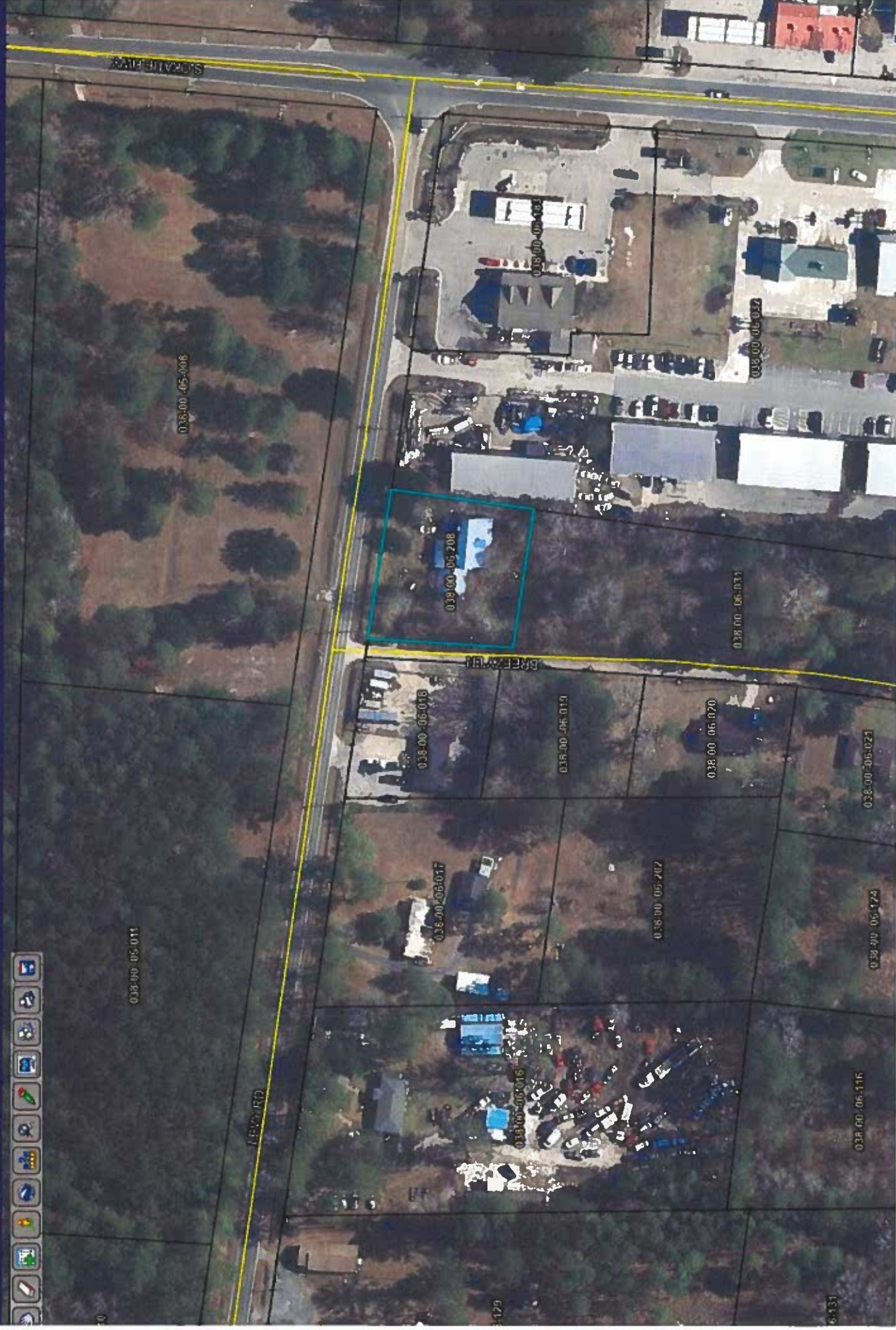
Internal Use Only

Date Received:	5/14/28
Amount Received:	\$300
Staff Member:	JS

Revised 6/1/23









AGENDA

ITEM # 4C



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

Jasper County Council Staff Report

Meeting Date:	August 3, 2026
Project:	Zoning Map Amendment – Rural Preservation
Applicant:	Madison Rosenlib
Tax Map Number:	024-00-05-021
Submitted For:	3rd Reading
Recommendation:	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, SOUTH CAROLINA
ORDINANCE # O-2026-22**

**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 3rd day of August, 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-2026-22

First Reading: **July 6, 2026**
Second Reading: **July 20, 2026**
Public Hearing: **July 20, 2026**
Third Reading: **August 3, 2026**

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



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

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

Madison Rosenlieb

05-12-26

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

Date

Internal Use Only

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

Revised 6/1/23

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.

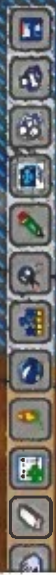
The proposed micro-farming operation is designed as a low-impact, passive use that prioritizes the "quiet enjoyment" of the surrounding area. By utilizing manual tools and small-scale electric equipment in place of heavy machinery, the farm will maintain a noise profile consistent with—or quieter than—standard 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





AGENDA

ITEM # 6

Presentation

* * No information for
the e-packet * *

AGENDA

ITEM # 7

Citizen Comments

AGENDA

ITEM # 8

Resolutions: None

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

Lisa Wagner, CFM
Director of Planning and Building Services
lwagner@jaspercountysc.gov

Jasper County Council Staff Report

Meeting Date:	August 3, 2026
Project:	Drainage Easement Agreement between Jasper County and S3P, LLC (Senn Brothers)
Submitted For:	Public Hearing and 2nd Reading

Description: S3P, LLC has requested a variable width drainage easement across a portion of Jasper County Property to facilitate proper conveyance of stormwater serving the Senn Brothers Produce site at Cypress Ridge Industrial Business Park. This ordinance will approve an agreement for the drainage easement between Jasper County and S3P, LLC and authorize a portion of the drainage infrastructure to be constructed on the County's property, which is adjacent to the Senn Brothers Produce site. The easement area is depicted and described in Exhibit C and Exhibit C-1 of the Drainage Easement Agreement.

Analysis: S3P, LLC and their engineers have worked with County staff to determine the layout of the drainage easement. The easement will run along the edge of the County property and along a future road right of way ensuring that there will be no negative impact on potential development of the County property. Staff is recommending that the County Council grants the drainage easement and authorizes the County Administrator to enter into an agreement with S3P, LLC for said drainage easement.

Attachments:

1. Ordinance
2. Drainage Easement Agreement

**JASPER COUNTY, SOUTH
CAROLINA ORDINANCE # O-2026-24**

**AN ORDINANCE AUTHORIZING THE GRANT OF A VARIABLE WIDTH
DRAINAGE EASEMENT ACROSS PROPERTY OWNED BY JASPER COUNTY,
SOUTH CAROLINA AND LOCATED IN CYPRESS RIDGE INDUSTRIAL PARK**

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 County is the owner of the certain parcel of real property identified by Jasper County TMS Number 048-00-01-005; (the “**County Property**”) and

WHEREAS, the County Property is adjacent to that certain parcel of real property identified by Jasper County TMS Number 048-00-01-054 owned by S3P, LLC (“**S3P Property**”); and

WHEREAS, S3P, LLC has requested a variable width drainage easement across a portion of the County Property to facilitate the construction, operation, maintenance, and access associated with drainage improvements serving the SP3 Property for the proper conveyance of stormwater; and

WHEREAS, the proposed easement is more particularly shown and delineated on the plat entitled, “*Plat Showing a New Variable Width Drainage Easement Across the Property of Jasper County, South Carolina,*” prepared by Hussey, Gay, Bell & DeYoung, Inc., Consulting Engineers of South Carolina, dated April 9, 2026, and further described in easement attached hereto as **Exhibit “A”** (the “**Easement**”); and

WHEREAS, County Council finds that it is in the best interest of the County to grant the Easement; and

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

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

1. Jasper County Council finds it appropriate for the County to grant the Easement in the form attached hereto and made a part hereof as **Exhibit “A”** to SP3, LLC, benefiting Jasper County Parcel 048-00-01-054 for the purposes described in the Easement.
1. The Chairman of the County Council and/or the County Administrator shall be and they are hereby authorized to execute and the Clerk of the Council is hereby authorized to

attest and deliver such Easement and other documents as may be necessary or desirable and in so doing, to bind the County as contemplated herein.

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 Jasper 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 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-2026-24

First Reading: **July 20, 2026**

Public Hearing: **August 3, 2026**

Second Reading: **August 3, 2026**

Third Reading: _____

Schedule "A"

Easement

(see attached)

Prepared by and after recording return to:
Burr & Forman LLP (WJN)
 1 Carecore Drive, Suite 202
 Bluffton, SC 29910-5235
 843-785-2171

STATE OF SOUTH CAROLINA)
)
COUNTY OF JASPER)

**CONSTRUCTION AND
DRAINAGE EASEMENT AGREEMENT**

THIS CONSTRUCTION AND DRAINAGE EASEMENT AGREEMENT (the "**Agreement**") is made this ____ day of _____, 2026, by and between Jasper County, South Carolina (the "**Grantor**"), and S3P, LLC, a South Carolina limited liability company (the "**Grantee**").

WHEREAS, Grantor owns certain parcel of real property bearing Jasper County TMS Number 048-00-01-005 and located in Jasper County, South Carolina, which is more particularly described in **Exhibit "A"**, attached hereto and made a part hereof (the "**Grantor Property**"); and

WHEREAS, Grantee owns that certain parcel of real property bearing Jasper County TMS Number 048-00-01-054 and located in Jasper County, South Carolina, which is more particularly described in **Exhibit “B”**, attached hereto and made a part hereof (the “**Grantee Property**”); and

WHEREAS, Grantee has requested a variable width drainage easement across a portion of the Grantor Property to facilitate the construction, operations, maintenance, and access association with drainage improvements and the proper conveyance of stormwater serving the SP3 Property; and

WHEREAS, Grantor has agreed to grant to Grantee a non-exclusive construction and drainage easement upon certain portions of the Grantor Property, as more particularly depicted and described on the exhibit entitled, *"Plat Showing a New Variable Width Drainage Easement Across the Property of Jasper County, South Carolina,"* prepared by Hussey, Gay, Bell & DeYoung, Inc., Consulting Engineers of South Carolina, dated April 9, 2026, attached hereto as **Exhibit "C" and Exhibit "C-1"**, made a part hereof (collectively, the **"Easement Area"**).

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS that Grantor, for and in consideration of Ten and No/100 Dollars (\$10.00), and no other valuable consideration, in hand paid, the receipt and legal sufficiency of which is hereby acknowledged, has bargained and sold, and by these presents does bargain, sell, convey, transfer and deliver unto the Grantee a permanent, non-exclusive construction and drainage easement, including the right to enter upon the Grantor Property to construct, extend, inspect, operate, replace, relocate, repair, and maintain various stormwater drainage facilities, and other usual fixtures and appurtenances as may from time to time be or become convenient for the provision of stormwater drainage (collectively, the "**Stormwater Infrastructure**") on, over, along,

across, through, under and within the Easement Area, together with the right of ingress, egress, and access to and from, and across and upon the Grantor Property as may be reasonably necessary or convenient for the purposes connected therewith (the "**Easement**").

To have and to hold said Easement, subject to the terms and conditions herein, unto the Grantee forever.

Grantor hereby covenants with the Grantee that it is lawfully seized and possessed of the Grantor Property, that it has the good and lawful right to convey it, or any part thereof, and that it shall warrant and forever defend the title thereto against the lawful claims of its successors and assigns.

Terms and Conditions:

a. The Grantee may use the Easement conveyed herein only for the purpose of construction, maintenance, and repair of the Stormwater Infrastructure for the purpose of conveying its services on, over, along, across, through, under and within the Easement Area, together with the right to excavate and refill ditches and/or trenches for the location of said Stormwater Infrastructure, and the further right to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction, and maintenance of said Stormwater Infrastructure.

b. The Grantee agrees to cause all work contemplated herein to be performed in a workmanlike fashion with such interference to Grantor, its successors and assigns, guests, invitees, licensees, and agents only as is necessary to accomplish the purposes described above.

c. The Grantee further agrees that all debris, construction materials and equipment shall be promptly removed from the Grantor Property upon completion of any work upon the Grantor Property undertaken pursuant to this Agreement.

d. The Grantee shall repair any alterations to the Grantor Property resulting from its use of this Easement, normal wear and tear excepted, by providing sod, plantings and shrubbery, and shall patch and repair asphalt and/or concrete pavement, in any and all trenches and/or holes wherever the same was removed, damaged or destroyed by the District during use of the Easement conveyed herein.

e. The Easement conveyed herein is subject and subordinate to all other present and future restrictions, easements, licenses, mortgages and conveyances of record, provided, however, that such subordination shall not operate to extinguish the rights and privileges granted herein, and such subordination shall not be inconsistent with the rights and privileges granted herein. The Easement conveyed herein is further subject to the rights herein reserved to the Grantor, its successors and assigns, to use the Grantor Property to the fullest extent possible, to grant additional underground utility easements over said Grantor Property, so long as it does not diminish the rights herein granted and to make such improvements on said Grantor Property, including landscaping and paving, as from time to time it elects which are not inconsistent with the Easement.

f. The Grantee shall ensure that all contractors, subcontractors, sub-subcontractors and all others employed by the Grantee to conduct any work on the Grantor Property granted herein shall have adequate insurance coverage, which, at a minimum, shall protect the Grantee and Grantor and all contractors from claims under worker's or workman's compensation acts and other employee benefit acts, claims for damages because of bodily injury, including death, and from claims for damages, to the work itself and to the Grantor Property which may arise out of the Grantee's use of the Easement, whether such

operations be by the Grantee or by any contractors, subcontractors, sub-subcontractors or anyone directly or indirectly employed by any of them.

g. The Grantee agrees to indemnify, save and hold harmless Grantor, its successors and assigns, from and against any and all claims, causes of action, liability or losses of any nature, including attorneys' costs and fees incurred by Grantor in responding to or defending against any such claims, arising from any acts or omissions of the Grantee, or its officers, agents, employees and/or contractors in the exercise of the rights granted hereunder.

To have and to hold said Easement unto the Grantee, and unto its successors and assigns, forever.

[Remainder of page intentionally left blank]

4

WITNESS the hands and seals of the undersigned as of the date and year first above written.

IN THE PRESENCE OF:

DISTRICT:

S3P, LLC

Signature of Witness #1

By: _____
Its: _____

Signature of Notary Public

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

ACKNOWLEDGMENT

I, the undersigned Notary Public, do hereby certify that _____,
as _____ of S3P, LLC, personally appeared before me this day and duly
acknowledged the execution of the foregoing instrument.

Witness my hand and official seal this _____ day of _____, 2026.

_____(SEAL)
Notary Public for _____
My Commission Expires: _____

Exhibit "A"

Grantor Property

AND ALSO All that certain piece, parcel or tract of land, situate, lying and being in Jasper County, South Carolina and consisting of 19.09 acres, more or less, and being shown as Parcel B on that certain Plat prepared at the request of Jasper County by Thomas G. Stanley, Jr., PLS, dated December 22, 2003 and recorded in Plat Book 27 at Page 80 in the Office of the Register of Deeds for Jasper County, South Carolina. For a more particular description as to courses, distances, metes and bounds, reference is made to the aforementioned plat of record.

TMS#: 048-00-01-005

Exhibit "B"

Grantee Property

ALL THAT CERTAIN PIECE, PARCEL OR LOT OF LAND containing 10.00 acres of land, more or less, without improvements more specifically identified as "A Portion of TMS# 048-00-01-005, 10.00 Acres" as shown on that certain plat with a surveyed date of October 3, 2024, entitled "Subdivision Boundary Plat of a portion of TMS# 048-00-01-005 for Jasper County Located in Cypress Ridge Industrial Park' by Garren B. Mullinax, R.L.S. No. 27456, and recorded in Plat Book 38 at Page 1042 in the Office of the Register of Deeds for Jasper County, South Carolina ("the 10 Acre Plat").

SUBJECT TO RESERVATION OF NON-EXCLUSIVE PERPETUAL EASEMENTS FOR STORM DRAINAGE AND UTILITY PURPOSES in favor of Jasper County and its successors and assigns, such easement areas being shown and depicted on the aforesaid 10 Acre Plat as "20" Storm Drain Easement ("the Easement Area") lying along the Eastern boundary of the Property being conveyed (the "Easement") in, to, through, under and over the Easement Area (being 10 feet in width either side of the center of the storm drainage piping and manhole) for the following purposes: (i) to construct, install, reconstruct, operate, use, enjoy, maintain, repair, replace, and remove all improvements necessary or convenient for the construction and operation of a storm water system to service the industrial park commonly known as the Cypress Ridge Industrial Park, including, without limitation, storm water sewer lines, manholes, mains, and related improvements (collectively, the "Improvements"); provided that at all times, Grantor and/or its successors and assigns utilizing the Improvements shall maintain the Improvements and the Easement Areas in a safe and attractive condition and in compliance with all applicable governmental requirements. Further, upon completion of any activities which disturb the surface of the Easement Areas, Jasper County and/or its successors and assigns causing the disturbance shall promptly restore the Easement Areas to the condition they were in immediately prior to such disturbance or as otherwise required by governmental authorities/agencies or as necessarily modified to accommodate the Improvements. The benefits and burdens of this reservation of easements shall inure to the benefit of and be binding upon the Grantor and Grantee and their respective legal representatives, successors, and assigns. The rights and obligations set forth in this reservation of easements are intended to run with the land.

AND ALSO SUBJECT TO the reservation of reversionary interests as set forth in the attached Exhibit "B" entitled Reversionary Clause Attachment to Deed."

Exhibit "C"

Easement Area

ALL THAT CERTAIN EASEMENT SITUATE, LYING AND BEING IN THE STATE OF SOUTH CAROLINA, COUNTY OF JASPER, NEAR THE TOWN OF RIDGELAND, BEING SHOWN AND DELINEATED AS "NEW VARIABLE WIDTH DRAINAGE EASEMENT" ON A PLAT ENTITLED "PLAT SHOWING A NEW VARIABLE WIDTH DRAINAGE EASEMENT ACROSS THE PROPERTY OF JASPER COUNTY, SOUTH CAROLINA", PREPARED BY HUSSEY, GAY, BELL & DEYOUNG, INC., CONSULTING ENGINEERS OF SC, DATED APRIL 9, 2026, SAID EASEMENT HAVING THE FOLLOWING METES AND BOUNDS TO WIT:

COMMENCING AT A 5/8" REBAR LOCATED ALONG THE WESTERN RIGHT-OF-WAY LINE OF CYPRESS RIDGE DRIVE, NEAR ITS INTERSECTION WITH CYPRESS RIDGE DRIVE N, THENCE TURNING AND PROCEEDING ALONG THE COMMON PROPERTY LINE OF JASPER COUNTY, SOUTH CAROLINA AND 719 HOLDINGS, LLC FOR THE FOLLOWING COURSES AND DISTANCES: IN A DIRECTION OF S60°23'18"W FOR A DISTANCE OF 701.82' TO A 5/8" REBAR; THENCE IN A DIRECTION OF S29°36'42"E FOR A DISTANCE OF 33.98' TO A COMPUTED POINT; THENCE TURNING AND PROCEEDING ALONG THE COMMON PROPERTY LINE OF JASPER COUNTY, SOUTH CAROLINA AND S3P, LLC IN A DIRECTION OF S17°01'01"E FOR A DISTANCE OF 17.17' TO A COMPUTED POINT, BEING THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE COMMON PROPERTY LINE OF JASPER COUNTY, SOUTH CAROLINA AND S3P, LLC IN A DIRECTION OF S17°01'01"E FOR A DISTANCE OF 24.04' TO A COMPUTED POINT; THENCE TURNING AND PROCEEDING WITHIN THE PROPERTY OF JASPER COUNTY, SOUTH CAROLINA FOR THE FOLLOWING COURSES AND DISTANCES: IN A DIRECTION OF N85°03'09"W FOR A DISTANCE OF 26.55' TO A COMPUTED POINT; THENCE IN A DIRECTION OF N30°22'17"W FOR A DISTANCE OF 135.20' TO A COMPUTED POINT; THENCE IN A DIRECTION OF S59°36'25"W FOR A DISTANCE OF 345.72' TO A COMPUTED POINT; THENCE IN A DIRECTION OF N30°23'35"W FOR A DISTANCE OF 20.00' TO A COMPUTED POINT; THENCE IN A DIRECTION OF N59°36'25"E FOR A DISTANCE OF 365.73' TO A COMPUTED POINT; THENCE IN A DIRECTION OF S30°22'17"E FOR A DISTANCE OF 142.05' TO A COMPUTED POINT; THENCE IN A DIRECTION OF S85°03'09"E FOR A DISTANCE OF 8.85' TO A COMPUTED POINT, THIS BEING THE POINT OF BEGINNING. THIS EASEMENT CONTAINS 0.236 ACRE/10,282 SQUARE FEET.

Exhibit “C-1”

Easement Area Exhibit

(see attached)

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

Jasper County Council Staff Report

Meeting Date:	August 3, 2026
Project:	Zoning Text Amendment
Submitted For:	1 st Reading
Recommendation:	Planning Commission recommends approval

Overview

The Planning Department received a request to consider a zoning text amendment that will allow more than 2 dwelling units on a large parcel of land that is under conservation without being made to subdivide the property. The proposed zoning text amendment would be similar to the County's regulations for *Hunt Camps and Rural Accessory Seasonal Dwelling Units*. The need for this zoning text amendment became apparent when the owner of 2,022 acres of Gregory Neck Plantation contacted the Planning Department about their development proposal, which is strictly for private residential use. The property is subject to a conservation easement, which limits how the property may be used and/or developed in the future, including further subdivision of the property.

The Jasper County Zoning Ordinance (JCZO) does not allow more than 2 single family homes to be built on the same parcel of land without subdividing the property. However, the JCZO does allow a provision for Hunt Camps and Rural Accessory Seasonal Dwelling Units, which allows 1 dwelling unit per 100 acres of land. Using the same methodology for large parcels of land that are under conservation, staff prepared an amendment to Article 9:6 of the Jasper County Zoning Ordinance, *Accessory Structures* that would allow 1 dwelling unit per 100 acres of land. Based on other properties in Jasper County that have been conserved over the last several years, staff believes this zoning text amendment will be beneficial to other properties that have been permanently protected.

Outline of Text Amendment

After the Planning Commission reviewed the proposed zoning text amendment at their July 14, 2026 Planning Commission Meeting, they recommended that "one dwelling unit for every 100 acres be based on uplands". The modifications that are being proposed to Article 9:6 of the Jasper County Zoning Ordinance would add a new subsection, 9:6.6, *Conservation Easements and*

Dwelling Units. These changes are shown below in **red lettering** and also include the recommendation from the Planning Commission:

These modifications are intended to:

- Allow for more than 2 residential units on large parcels of land that are conserved and subject to certain restrictions as dictated by the conservation easement without the need to subdivide the parcel.
- Establish provisions that must be met to qualify for this provision

9:6.6 Conservation Easements and Dwelling Units

For properties 100 acres and larger that are protected by conservation easements, multiple dwelling units are allowed without subdivision, provided:

1. A minimum of 25' between structures shall be maintained.
2. Building setback shall be 150' from any public roadway or property line.
3. One dwelling unit is allowed for every 100 acres of uplands.
4. Zoning and Building permits shall be attained prior to construction.

Findings & Analysis

The proposed text amendment would be compatible with current language in Article 9:6.5, Hunt Camps and Rural Accessory Seasonal Dwellings and would benefit large properties that have been permanently protected from commercial development and major subdivisions.

Attachments:

1. Ordinance

JASPER COUNTY, SOUTH CAROLINA
ORDINANCE # O-2026-__

AN ORDINANCE TO AMEND ARTICLE 9.6 ACCESSORY STRUCTURES OF THE JASPER COUNTY ZONING ORDINANCE TO INCREASE THE AMOUNT OF DWELLING UNITS ALLOWED FOR REAL PROPERTY OVER ONE HUNDRED (100) ACRES THAT IS PROTECTED UNDER CONSERVATION EASEMENT

WHEREAS, Jasper County, South Carolina (the “**County**”), acting through the 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 County Zoning Ordinance among other matters regulates the location and use of buildings, structures and land, the size of yards, the density and distribution of population, and establishes standards for the development of real property in the County; and

WHEREAS, the County Planning Commission (“**Planning Commission**”) recognizes that large parcels of real property placed under conservation easement differ from real property not subject to a conservation easement; and

WHEREAS, the Planning Commission has reviewed a proposed Zoning Text Amendment to Article 9.6.6 (“**Zoning Text Amendment**”) permitting properties of one hundred (100) acres or more which is subject to a conservation easement to have multiple dwelling units located thereon and finds that such proposed Zoning Text Amendment is consistent with the County’s Zoning objectives and its Comprehensive Plan; and

WHEREAS, the Planning Commission recommends approval by County Council of the proposed Zoning Text Amendment allowing multiple dwelling units on real property over one hundred (100) acres which is subject to a conservation easement; and

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

NOW THEREFORE, BE IT ORDAINED, by the Jasper County Council duly assembled and by the authority of same, adopting and incorporating by reference the foregoing premises:

1. Amend Jasper County Zoning Ordinance, Article 9.6.6 to read as follows:

9:6.6 Conservation Easements and Dwelling Units

For real property consisting of one hundred (100) acres or more that are subject to conservation easements, multiple dwelling units are allowed, provided:

1. A minimum of 25’ between structures shall be maintained.
2. Building setback shall be 150’ from any public roadway or property line.
3. One dwelling unit is allowed for every 100 acres of uplands.
4. Zoning and Building permits shall be attained prior to construction.

2. **Severability.** If any section, clause, paragraph, sentence or phrase of this ordinance, or the application thereof to any person or circumstances shall, for any reason, be held to be invalid or unconstitutional, such invalid section, clause, paragraph, sentence, phrase or application is hereby declared to be severable; and any such invalid or unconstitutional section, clause, paragraph, sentence, phrase or application shall in no way affect the remainder of this ordinance; and it is hereby declared to be the intention of the County Council that the remainder of this ordinance would have been passed notwithstanding the invalidity or unconstitutionality of any section, clause, paragraph, sentence or phrase thereof.
3. **This Ordinance shall take effect upon approval by Jasper County Council.**

Signatures on following page

W. L. 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
Partner

Date

ORDINANCE: # O-2026-__

First Reading: August 3, 2026

Second Reading: _____

Third Reading: _____

Considered by the Jasper County Planning Commission at its meeting on
July 16, 2026 and recommended for approval.

AGENDA

ITEM # 9C



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

Jasper County Council Staff Report

Meeting Date:	August 3, 2026
Project:	Zoning Map Amendment
Current Zoning District	Rural Preservation
Proposed Zoning District	Residential
Parcel Size:	1.0 acres
Applicant:	Walter Antonio Urquilla
Tax Map Number:	040-00-02-106
Submitted For:	1 st Reading

Overview

The applicant is requesting the rezoning of one parcel consisting of 1.00 acre from the **Rural Preservation (RP)** Zoning District to the **Residential (R)** Zoning District. The purpose of this rezoning is to allow for a second mobile home on the parcel. The Rural Preservation Zoning District requires a minimum lot size of 1 acre per dwelling unit, therefore requiring 2 acres for two units. However, the Residential Zoning District requires a minimum lot size of ½ acre per dwelling unit, therefore requiring 1 acre for two dwelling units. A second mobile home on the same property is a conditional use. The conditions include the following:

- Second unit must be for a family member
- There is a minimum ½ acre per dwelling unit in the Residential Zoning District and 1 acre per dwelling unit in the Rural Preservation Zoning District, so as not to increase the overall density.
- All applicable lot area and setback requirements are met for both units as if they were established separately on their own lots.
- Each unit must be served by individual septic tanks approved by SCDES.

If the rezoning request were approved, the applicant will be able to meet the conditions outlined above for the Residential Zoning District.

Site Information

The subject parcel is located on Mendez Farm Rd. It currently has a residential house on it. Adjacent areas are mostly used for residential purposes with Maurene Plantation directly east of the parcel. Most of the smaller parcels in the immediate vicinity are zoned Residential.

Findings & Analysis

As shown on the Aerial Maps, there are multiple Residential zoned parcels that surround the subject parcel. The purpose of the Residential district is "foster, sustain, and protect areas in which principal use of land is for single-family dwellings and related supported uses." Also seen on the aerial maps is the Rural Preservation district. The purpose of this district is to "preserve, sustain, and protect from suburban encroachment rural areas and resources, particularly forest and agricultural, and maintain a balanced rural-urban environment." Additionally, the Rural Preservation Zoning District is to provide for a rural environment of larger acreage lots.

	Jurisdiction	Zoning District	Use
North	Jasper County	RP	Single Family Residential
South	Jasper County	R	Single Family Residential
East	Jasper County	RP	Single Family Residential
West	Jasper County	R	Single Family Residential

Comprehensive Plan

According to the 2018 Jasper County Comprehensive Plan, the Future Land Use Map identifies this area as "Rural Transition". These are areas that are located in southern Jasper County and will likely face development pressure in the near future. Some characteristics of development should include small scale commercial, diversity of housing types, and mixed use to keep the scale and character of the surrounding area.

Traffic and Access

The subject property is accessed by Mendez Farm Road, which is a two-lane privately maintained road classified as a minor road in accordance with county standards.

Planning Commission Recommendation

The Planning Commission reviewed this application at their July 14, 2026 Planning Commission Meeting and recommends approval of the zoning map amendment from Rural Preservation Zoning District to the Residential Zoning District

Attachments:

1. Application
2. Aerial Maps
3. Ordinance



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

Owner or Owner-Authorized Applicant:	Walker Antonio Urquilla
Address:	522 McIndez Farm Rd. Hardeeville SC
Telephone:	843 3848800
Email:	walter.urquilla1000@gmail.com
Property Address or Physical Location:	
Tax Map Number(s)	040-00-02-106
Gross Acreage:	1
Current Zoning	Rural Preservation
Proposed Zoning:	Residential
Administrative Fee: (\$300 per lot) except for PDD applications	300
Date Mailed or Hand Delivered:	05-29-26
Reason for Request: (attach narrative if necessary)	For a second home on property reside


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

05-29-26
Date

Internal Use Only

Date Received:	05/29/26
Amount Received:	\$300
Staff Member:	



ELAINE FARM RD

MELENZ FARM RD

HONEY LN

040-00 -02-125

040-00 -02-069

040-00 -02-096

040-00 -02-051

040-00 -02-085

040-00 -02-097

040-00 -02-108

040-00 -02-152

040-00 -02-150

040-00 -02-151

040-00 -02-050

040-00 -02-054

039-00 -06-204

039-00 -06-033

039-00 -06-150

039-00 -06-036

039-00 -06-037

039-00 -06-198

039-00 -06-187

039-00 -06-207

039-00 -06-256

039-00 -06-257

039-00 -06-258

039-00 -06-205

039-00 -06-253

039-00 -06-254

039-00 -06-040



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 MENDEZ FARM ROAD, BEARING JASPER COUNTY TAX MAP NUMBER 040-00-02-106 AND CONTAINING 1.0 ACRE, FROM RURAL PRESERVATION DISTRICT TO RESIDENTIAL DISTRICT.

WHEREAS, Jasper County, South Carolina (the “**County**”), acting through the 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 real property (“**Owner**”) consisting of approximately 1.0 acre and bearing County Tax Map Number 040-00-02-106 on Mendez Farm Road (the “**Property**”) has requested a rezoning of the Property and a change to the Official Zoning Map of the County by rezoning the Property from Rural Preservation District to the Residential District; 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 ORDAINED 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, the Property, consisting approximately 1.0 acre bearing County Tax Map Number 040-00-02-106 being depicted on the County Official Zoning Map in the Rural Preservation District, shall be reclassified to Residential District.
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. L. 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
Partner

Date

ORDINANCE: # O-2026-__

First Reading: August 3, 2026

Second Reading: _____

Third Reading: _____

Considered by the Jasper County Planning Commission at its meeting on
July 16, 2026 and recommended for approval.

AGENDA

ITEM # 9D



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

Jasper County Council Staff Report

Meeting Date:	August 3, 2026
Project:	Zoning Map Amendment
Current Zoning District	Rural Preservation
Proposed Zoning District	Resource Conservation
Parcel Size:	37.8 acres
Applicant:	Taylor Logan, Planning Manager with BJWSA
Tax Map Number:	039-00-08-190
Submitted For:	1 st Reading

Overview

The applicant is requesting the rezoning of one parcel consisting of 37.8 acres from the **Rural Preservation (RP) Zoning District** to the **Resource Conservation (RC) Zoning District**. The purpose of this rezoning is to facilitate the future planned wastewater treatment capacity. The Beaufort-Jasper Water and Sewer Authority (BJWSA) is a regional public utility provider, serving more than 200,000 residents between both Beaufort & Jasper counties. The Authority operates integrated water supplies, treatment, distribution, and wastewater collection. The proposed zoning map amendment, according to the applicant, “will support BJWSA’s long-term planning strategy and will meet the needs of the community.”

Site Information

The subject parcel is located on the west side of Hwy 315 (S. Okatie Hwy.), just south of Mungin Creek Rd. and a little over a mile due west of the New River. The parcel is located within the general Levy Area. The parcel is surrounded on three sides by a large tract of land that is under conservation and the adjacent parcel to the east consists of environmentally sensitive land.

Findings & Analysis

The proposed zoning district of Resource Conservation is not adjacent to the parcel. However, it is important to note the limited impact of Resource Conservation, and its compatibility with the adjoining parcels. The purpose of the Resource Conservation district is to protect the natural landscape and environment of unincorporated Jasper County. The proposed rezoning does fit the

nature of the adjacent parcel that is under conservation and the nearby environmentally sensitive areas. These protected areas would serve as a buffer from any perceived impacts for nearby residential properties. Additionally, Resource Conservation is considered to be a down-zoning to Rural Preservation.

	Jurisdiction	Zoning District	Use
North	Jasper County	RP	Agricultural
South	Jasper County	RP	Agricultural
East	Jasper County	RP	Agricultural
West	Jasper County	RP	Agricultural

Comprehensive Plan

According to the 2018 Jasper County Comprehensive Plan, the Future Land Use Map identifies this area as “Rural Transition”, which are areas located in southern Jasper County that will likely be under pressure to develop within the foreseeable future. Development proposals in existing communities, such as Levy-Limehouse, should complement the scale and character of the area.

Traffic and Access

The subject property is accessed by Hwy. 315, which is a two-lane state-maintained road. The access point for the parcel is off Hwy. 315.

Planning Commission Recommendation

The Planning Commission recommends approval of the zoning map amendment from the Rural Preservation Zoning District to the Resource Conservation Zoning District

Attachments:

1. Application
2. Submittal Package provided by applicant including a variety of maps
3. Wetland Map
4. Ordinance



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

Owner or Owner-Authorized Applicant:	
Address:	
Telephone:	
Email:	
Property Address or Physical Location:	
Tax Map Number(s)	
Gross Acreage:	
Current Zoning	
Proposed Zoning:	
Administrative Fee: (\$300 per lot) except for PDD applications	
Date Mailed or Hand Delivered:	
Reason for Request: (attach narrative if necessary)	

Taylor Lopez

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

Date

Internal Use Only

Date Received:	
Amount Received:	
Staff Member:	



6 SNAKE ROAD, OKATIE, SC 29909-3937
Phone 843.987.8100 | Fax 843.548.0096
Customer Service 843.987.9200
Operations & Maintenance 843.987.8046
Engineering 843.987.8065
www.bjwsa.org

Our mission: Provide quality water and wastewater services to our current and future customers in the Lowcountry

VERNA ARNETTE, GENERAL MANAGER

June 22, 2026

Jasper County Planning Commission
Jasper County Planning and Building Services
358 Third Avenue
Ridgeland, South Carolina 29936

RE: Rezoning Application – Rural Preservation (RP) to Resource Conservation (RC)
Property: New River Site | Tax Map Number: A portion of 039-00-08-190

Dear Members of the Planning Commission:

Beaufort-Jasper Water and Sewer Authority (BJWSA or Authority) respectfully submits this application for rezoning of approximately ±38 acres from Rural Preservation (RP) to Resource Conservation (RC). The purpose of this request is to facilitate acquisition of the property for a planned future wastewater treatment plant.

The proposed rezoning is consistent with the stated intent of the Resource Conservation district, which emphasizes quality development that does not misuse and is respectful of the County's environmentally sensitive areas. In alignment with current municipal and county land use plans, there is a great need to optimize our treatment facilities to relieve pressure on our Cherry Point Water Reclamation Facility and enhance routing of collection system infrastructure while considering environmental priorities. Additionally, this project could enhance environmental protection for area residents as an alternative to septic systems. The subject property is well-positioned to accommodate this intent due to its location adjacent to the New River. This project is beneficial towards providing a strategic opportunity to optimize our planning and treatment operations so that we may continue to effectively serve the community.

The enclosed materials include a detailed narrative and supporting exhibits to assist with the County's review of this request. We are committed to working collaboratively with staff, the Planning Commission, and County Council to ensure that the proposed development aligns with the Comprehensive Plan and promotes BJWSA's commitment to our customers and service area.

Please do not hesitate to contact us should additional information be required.

Respectfully submitted,

Verna Arnette
General Manager
Beaufort-Jasper Water and Sewer Authority

GREGORY A. PADGETT
CHAIR

MICHAEL L. BELL
VICE CHAIR

ANDERSON M. KINGHORN, JR.
SECRETARY/TREASURER

JAMES E. BAKER, JR.
IMMEDIATE PAST CHAIR

JEFFERSON P. ACKERMAN, P. E.
R. THAYER RIVERS, JR.

LORRAINE W. BOND
WILLIAM SINGLETON,
Ed. D

CARL KILPATRICK
DAVID R. STRANGE

J. ROBERT McFEE, P. E.

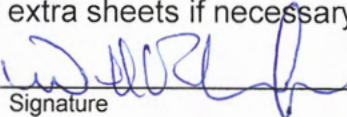
PROPERTY OWNER AUTHORIZATION LETTER

Parcel Number(s):	039-00 -08-190
Parcel Address(s):	Okatie HWY South
Property Owner or Representative:	Levy Center II LLC, William Rhangos, Manager William@savannahhardscapes.com
Applicant Name and Title:	Taylor Logan, Planning Manager
Applicant Organization:	Beaufort-Jasper Water and Sewer Authority

This letter shall serve to notify Jasper County and verify that I/we am/are the legal owner/s of the property described and do hereby authorize the named applicant to file application(s) pertaining to the development of the above-referenced parcel(s). Such application(s) may include but are not limited to those for Jasper County Zoning and Land Development Review such as a Zoning Map Amendment, Minor Subdivision, Zoning Verification, Plat Stamping, or Major Site Plan; and to allow for making related submittals for Jasper County's Development Services Representatives (DSR).

OWNER(S) OF RECORD¹ (Include extra sheets if necessary):

William Rhangos
Printed Name


Signature

5/6/2026
Date

Printed Name

Signature

Date

¹ If the property management company or leasing manager is signing on behalf of the Owner of Record, a letter must be provided giving the property owner permission to the signing agent.



INTRODUCTION

The Beaufort-Jasper Water and Sewer Authority (BJWSA or Authority) is a regional public utility providing water and wastewater services across the Lowcountry of South Carolina, serving more than 200,000 residents in Beaufort and Jasper Counties. The Authority operates a complex system of water supply, treatment, distribution, wastewater collection, treatment and water reclamation, functioning as a core infrastructure provider supporting residential, commercial, and industrial customers throughout the service area. BJWSA is recognized for reliable service delivery and a sustained commitment to its employees, customers, and the environment.

BJWSA is requesting approval to rezone ±37.8 acres from Rural Preservation (RP) to Resource Conservation (RC) to facilitate this future planned wastewater treatment capacity, which supports the Authority's mission and long-term strategy and will meet community needs.

SITE LOCATION AND CONTEXT

The Property is located on the west side of South Okatie Highway (315), about 500 feet south of Mungin Creek Road and a little over a mile due west of the New River. It is undeveloped and surrounded on three sides and across the highway by larger parcels of land under conservation/ environmental protection that are also undeveloped. The property is not currently under any environmental protection or restrictions.

The Mungin Creek neighborhood is about 500-feet to the north. Cook's Landing Road is about one mile to the south. The proposed access point for the property is South Okatie Highway.

Adjacent Land Zoning and Uses		
	Existing Uses	Zoning
Subject Parcel	Undeveloped	Rural Preservation
North	Conservation Area- Undeveloped	Rural Preservation
South	Conservation Area- Undeveloped	Rural Preservation
West	Conservation Area- Undeveloped	Rural Preservation
East	Conservation Area- Undeveloped	Rural Preservation



COMPATABILITY WITH RESOURCE CONSERVATION INTENT

The intent of the Resource Conservation zoning district is to protect the county's environmentally sensitive areas from misuse or inadvertent contamination and to preserve the ecosystem for future generations while not discouraging quality development. The proposed rezoning aligns with this intent by providing a community service that is inherently environmentally friendly as a water resource recovery facility. The future intended use for the property will be to provide wastewater treatment for up to 5.0 million gallons per day (MGD), developed over time in two 2.5 MGD phases. This is less than half the capacity of Cherry Point, our largest treatment facility for wastewater reclamation. BJWSA is proposing a lower impact use that can be developed with respect to any existing environmentally sensitive conditions on the site.

The subject parcel is currently zoned Rural Preservation, which does not permit the proposed use. This rezoning is necessary to provide for the intended wastewater treatment uses allowed by the Resource Conservation zoning district while maintaining consistency with the surrounding area. The neighboring parcels are under conservation protection, which helps isolate the use from adjacent neighbors and serves as a buffer from any perceived impact to the residential community or future residential development in the area. Please refer to the attached exhibits, which illustrate the current and proposed zoning classifications and highlight the existing conditions.

CONSISTENCY WITH THE COMPREHENSIVE PLAN

The 2018 Jasper County Comprehensive Plan Land Use Map identifies this area as undeveloped with some residential areas. Due to the rural nature of portions of the County adjacent to this location with the development potential offered by the Rural Preservation zoning and Levy-Limehouse Overlay District, the character area is Rural Transition, adjacent to the Levy Hamlet and within the Conservation Corridor. Since the proposed rezoning is a self-contained community facility operation, it is a compatible use and will remove almost 38 acres of property frontage on the highway from possible future intense use development pressure.

This project will take pressure off an existing plant and provide a low impact land-use pattern for this natural conservation area. Rezoning will allow for the optimization of BJWSA facilities so that high quality service can continue to effectively support the region and protect the environment. Additionally, these objectives enhance potential environmental protection opportunities for current area residents as an alternative to septic systems. The proposed capacity of the plant at 5.0 MGD is designed to meet permitting requirements and alleviate flow pressure from the Cherry Point plant while helping to optimize routing of collection system infrastructure.



INFRASTRUCTURE AND DEVELOPMENT

The development timeline for the property is dependent upon Board approval of capital investment funding but proposed to begin in fiscal year 2030 with site planning and design. Required permitting through relevant state agencies has already begun.

BJWSA will operate the site in compliance with Jasper County zoning and permitting requirements, South Carolina Department of Environmental Services regulations, and all applicable local, state, and federal standards. Best management practices will be implemented to ensure the site is operated responsibly and with consideration for surrounding properties.

COMMUNITY ENGAGEMENT

The Authority's staff has worked to engage and inform nearby residents of the future project. Engagement efforts have included attending a Levy Limehouse Community Association meeting to discuss the need for the project and potential locations, as well as answering questions.

In May 2026, BJWSA staff visited the properties along Mungin Creek Road. Staff members went door-to-door to inform neighbors about BJWSA's intent to locate the project to their south and get feedback. Additional communications planning is underway.

EXHIBITS INDEX

1. Exhibit A – Property Description
2. Exhibit B – Existing Zoning
3. Exhibit C – Proposed Zoning
4. Exhibit D – Survey
5. Exhibit E – Aerial Image



EXHIBIT A: PROPERTY DESCRIPTION

ALL that certain piece, parcel or tract of land situate, lying and being in Jasper County, South Carolina, being more particularly depicted, described and referenced as "Parcel 'B' (consisting of 37.8 Acres), a portion of PIN: 039-00-08-190, Levy Center II, LLC" on that certain Drawing prepared by Beaufort-Jasper Water & Sewer Authority, a copy of which is attached to this application as Exhibit D.

Jasper County Tax Ref: 039-00-08-190 (portion of)

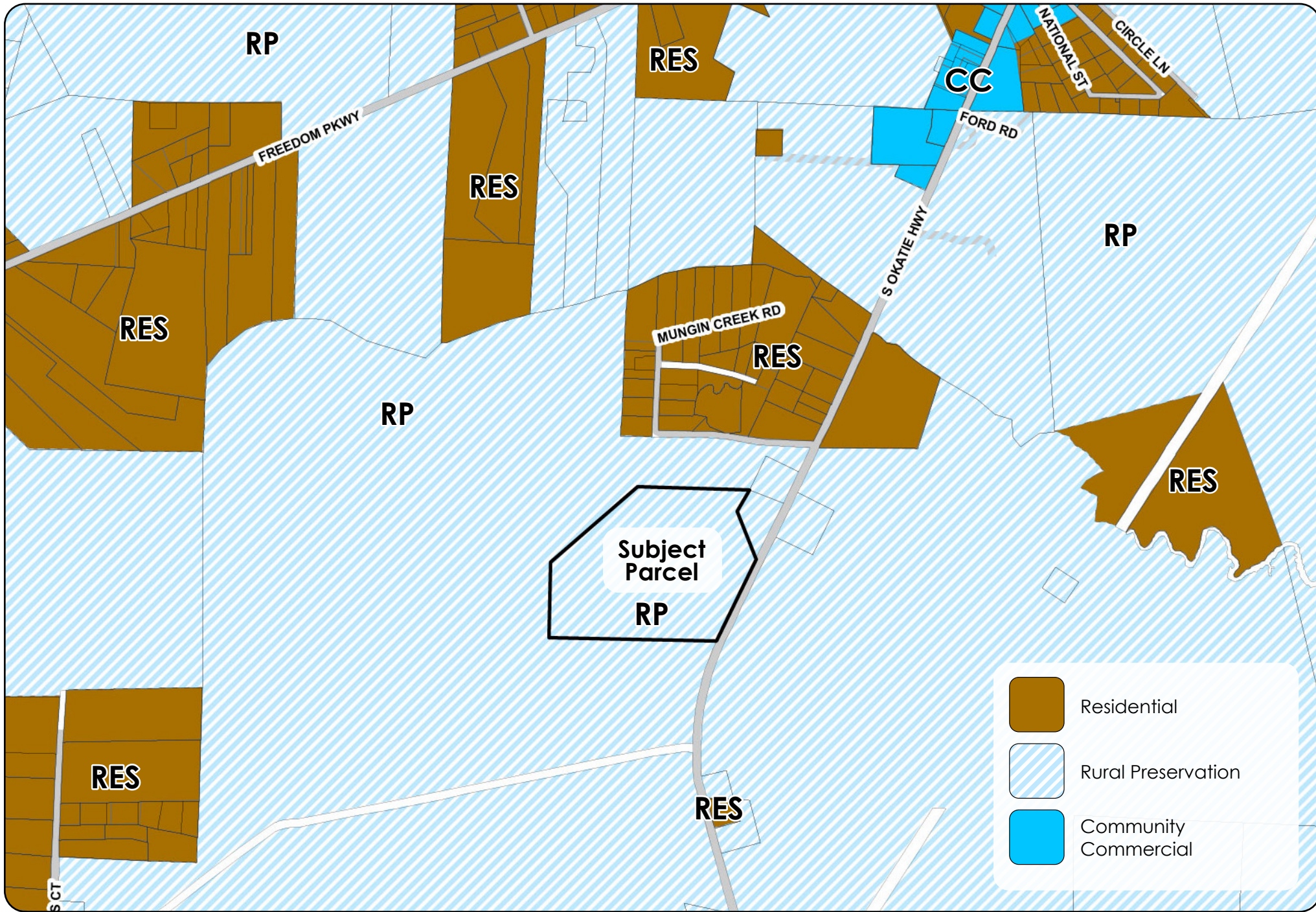
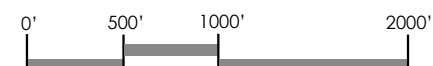


EXHIBIT B EXISTING ZONING

AREA MAP
SCALE: 1" = 1,000'
June 22, 2026



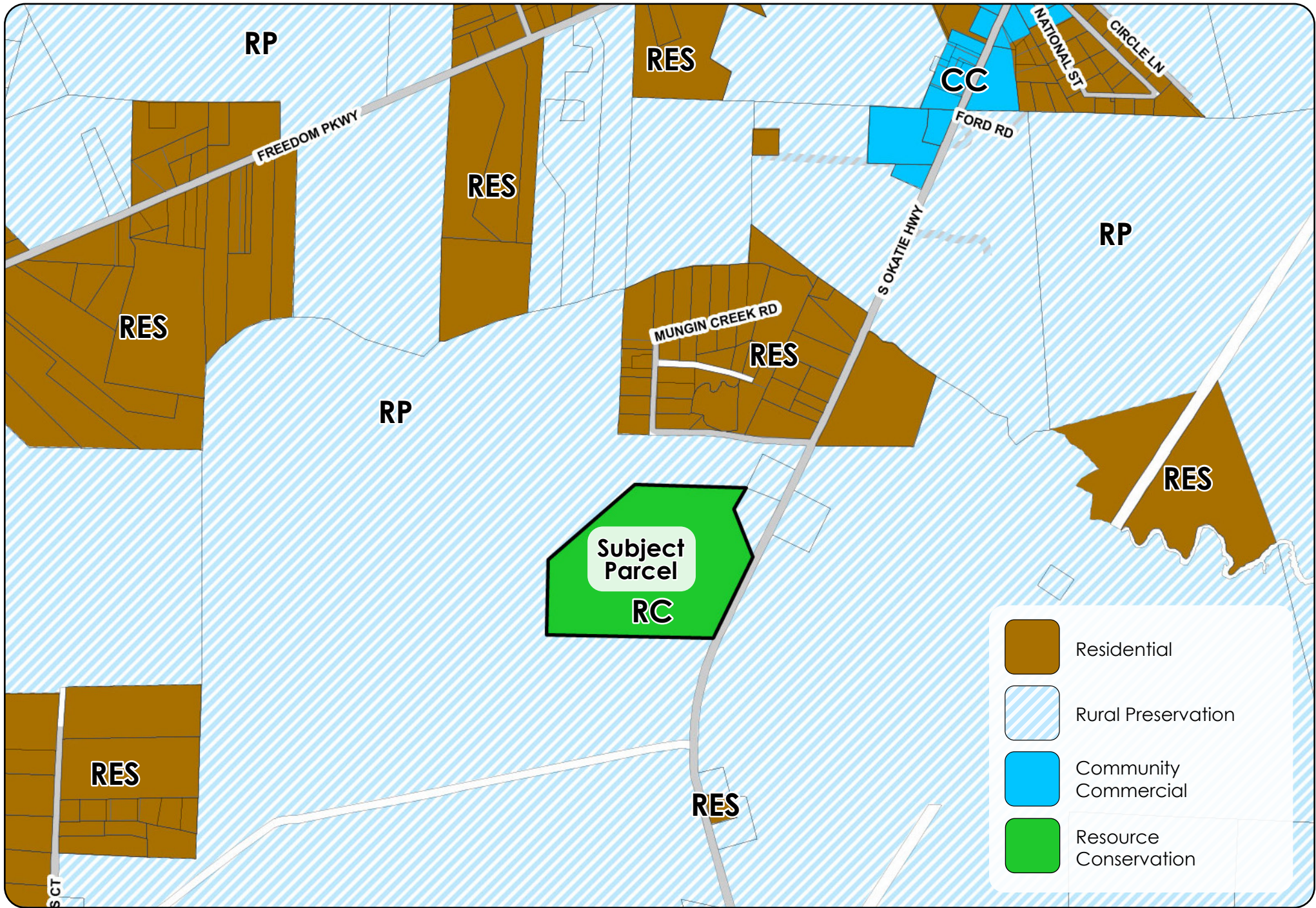
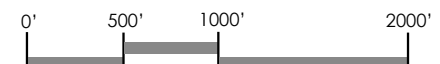


EXHIBIT C PROPOSED ZONING

AREA MAP
SCALE: 1" = 1,000'
June 22, 2026



LEGEND

- RBS ○ 5/8" IRON REBAR SET W/CAP
 RBF ● IRON REBAR FOUND
 PIN PARCEL ID NUMBER
 N.P.L. NEW PROPERTY LINE
 --- PROPERTY LINE
 --- ADJACENT PROPERTY LINE
 /// EDGE OF PAVEMENT



This plat is exempt from the requirements of the Jasper County Land Development Regulations, pursuant to Section:

2.1.2 Minor
 Date 6/22/26
 Signed [Signature]

OR BK38 PG 1479 - 1479 (1)
 Doc No: 202600004628
 Recorded: 06/22/2026 10:28:53 AM
 PLAT Fee Amt: \$25.00
 State Tax: \$0.00 Local Tax: \$0.00
 Filed for Record in Jasper County, SC ROD
 Vanessa Wright, Registrar



NOTES

- THIS PARCEL APPEARS TO LIE IN FLOOD ZONE X, COMMUNITY 450112, MAP NUMBER 45053C0500D.
- BUILDING SETBACKS ARE TO BE DETERMINED BY THE PROPER AUTHORITIES, AND MUST BE VERIFIED PRIOR TO DESIGN & CONSTRUCTION.
- COORDINATES AND DIRECTIONS SHOWN ON THIS SURVEY ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD 83). DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.
- UNLESS ONE IS IDENTIFIED HEREON, NO TITLE PACKAGE PROVIDED PRIOR TO THE DATE SHOWN ON THIS SURVEY. ALL EASEMENTS AND APPURTENANCES AFFECTING THIS PROPERTY NOT NECESSARILY SHOWN.

N/F
 NEW RIVER
 PROPERTY, LLC.
 PIN: 039-00-08-048
 PB: 35 PG: 243
 DB: 988 PG: 562

N/F
 NEW RIVER
 PROPERTY, LLC.
 PIN: 039-00-08-048
 PB: 35 PG: 243
 DB: 988 PG: 562

N/F
 NEW RIVER
 PROPERTY, LLC.
 PIN: 039-00-08-181
 PB: 35 PG: 243
 DB: 988 PG: 562

PREPARED FOR:
 LEVY CENTER II
 A SUBDIVISION PLAT OF
 WEST PARCEL 4

TAX PARCEL No.
 039-00-08-190
 NEAR LEVY
 JASPER COUNTY, SOUTH CAROLINA

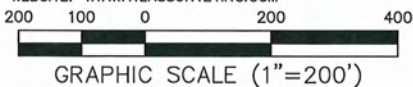
FIELD WORK: JLG
 FIELD CHECK: JWR
 DRAWN BY: DTJ
 FIELD DATE: 05-22-2026
 PLAT DATE: 06-10-2026
 SCALE: 1"=200'
 PROJECT No.: BFT-17289
 FILE: BFT-17289 SUB4.DWG

N/F
 LEVY CENTER II
 (REMAINING PORTION
 OF WEST PARCEL 4)
 PIN: 039-00-08-190
 (OLD AREA)
 1,742,484 S.F.
 40.002 AC.
 (NEW AREA)
 1,646,644 S.F.
 37.802 AC.

LINE TABLE		
LABEL	BEARING	DISTANCE
L1	S64°05'18"E	290.40'
L2	S25°54'42"W	479.61'
L3	N18°14'08"W	416.94'
L4	N25°54'42"E	180.44'
L5	N25°54'42"E	300.00'
L6	N25°54'42"E	300.00'
L7	S64°05'18"E	290.40'

ATLAS SURVEYING

168 BOARDWALK DRIVE, SUITE A.
 RIDGELAND, SC 29936.
 PHONE: (843) 645-9277
 WEBSITE: WWW.ATLASSURVEYING.COM



REFERENCES

- DB: 965 PG: 792
- PB: 35 PG: 243
- DB: 965 PG: 731

N/F
 NEW RIVER
 PROPERTY, LLC.
 PIN: 039-00-08-048
 PB: 35 PG: 243
 DB: 988 PG: 562



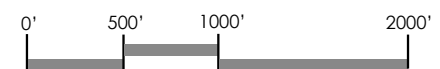
I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

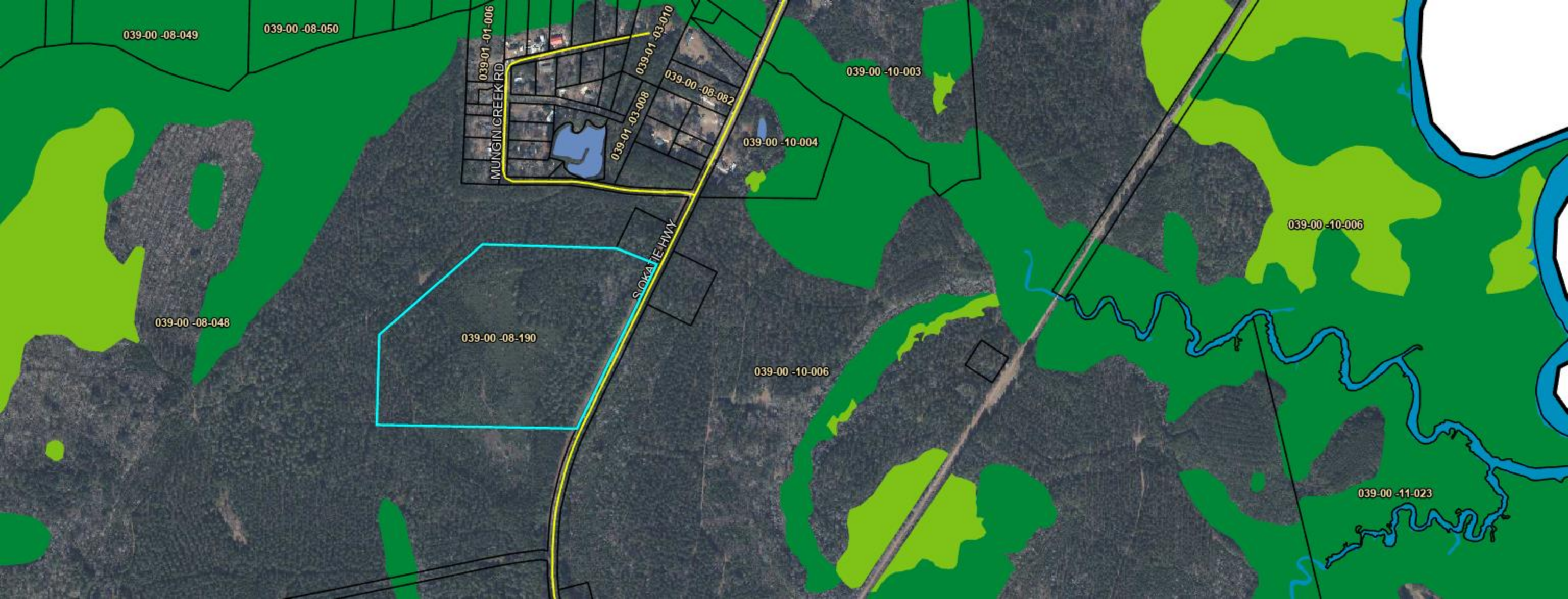
[Signature]
 JEREMY W. REEDER
 S.C.P.L.S. No. 28139
 NOT VALID UNLESS CRIMPED WITH SEAL



EXHIBIT E AERIAL IMAGERY

AREA MAP
SCALE: 1" = 1,000'
June 22, 2026





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 SOUTH OKATIE HIGHWAY, BEARING JASPER COUNTY TAX MAP NUMBER 039-00-08-190 AND CONTAINING 37.8 ACRES FROM RURAL PRESERVATION DISTRICT TO RESOURCE CONSERVATION DISTRICT.

WHEREAS, Jasper County, South Carolina (the “**County**”), acting through the 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 real property (“**Owner**”) consisting of approximately 37.8 acres bearing County Tax Map Number 039-00-08-190 and located along South Okatie Highway (the “**Property**”) has requested a change to the Official Zoning Map of the County by rezoning the Property from the Rural Preservation District to Resource Conservation District; and

WHEREAS, the Owner submitted its 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 ORDAINED, 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, the Property consisting of approximately 37.8 acres bearing County Tax Map Number 039-00-08-190 being depicted on the County Official Zoning Map in the Rural Preservation District, shall be reclassified to Resource Conservation District.
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. L. 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
Partner

Date

ORDINANCE: # O-2026-__

First Reading: August 3, 2026

Second Reading: _____

Third Reading: _____

Considered by the Jasper County Planning Commission at its meeting on
July 16, 2026 and recommended for approval.

AGENDA

ITEM # 9E



Jasper County Development Services Department

358 Third Avenue
Ridgeland, South Carolina 29936
Phone (843) 717-4119

Name: Eric W. Larson
Title: Development Services Director
Email address: ewlarson@jaspercountysc.gov

Jasper County Council Staff Report

Meeting Date:	Aug. 3, 2026
Agenda Item:	
Project:	Purchase of approximately 0.87 acres of real property located in Hardeeville, South Carolina (TMS #029-38-03-002) from Boundless Enterprises, LLC.
Request:	Consideration of 1st Reading of an Ordinance authorizing Jasper County to enter into a purchase with Boundless Enterprises, LLC for the purchase of improved real property with an address of 21563 Whyte Hardee Boulevard, Hardeeville, South Carolina, (TMS 029-38-03-002) and to approve the purchase of such property for use as a county office building and other matters related thereto.
Action Needed:	Approve the Purchase for the acquisition of the property located at TMS #029-38-03-002
Recommendation:	Staff recommends approval of the Purchase and Sale Agreement with Boundless Enterprises, LLC and authorization for the County Administrator to execute all necessary closing documents, subject to the terms and conditions contained in the agreement.

Description: The proposed Purchase and Sale Agreement provides for Jasper County's acquisition of approximately 0.87 acres of improved property located in Hardeeville, South Carolina, for a purchase price of \$950,000. The agreement provides the County with a 90-day due diligence (inspection) period to conduct inspections, obtain surveys, environmental reports, and perform any additional evaluations deemed necessary. During this period, the County may terminate the agreement for any reason without further obligation. Closing is scheduled to occur within thirty (30) days following completion of the inspection period and satisfaction of all closing conditions. The agreement also makes the purchase contingent upon approval by Jasper County Council through the adoption of an ordinance. Until Council approval is granted, the agreement is not binding on the County.

Staff Recommendation: Approval of the 1st reading of an Ordinance for the Purchase and Sale Agreement for the acquisition of the property located at TMS #029-38-03-002

Approval of Ordinance 2026-

JASPER COUNTY, SOUTH CAROLINA
ORDINANCE # O-2026-_____

AN ORDINANCE AUTHORIZING JASPER COUNTY TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH BOUNDLESS ENTERPRISES, LLC FOR THE PURCHASE OF IMPROVED REAL PROPERTY WITH AN ADDRESS OF 21563 WHYTE HARDEE BOULEVARD, HARDEEVILLE, SOUTH CAROLINA, AND TO APPROVE THE PURCHASE OF SUCH PROPERTY FOR USE AS A COUNTY OFFICE BUILDING AND OTHER MATTERS RELATED THERETO.

WHEREAS, Jasper County, South Carolina (the “**County**”), acting through the 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, Boundless Enterprises, LLC (“**Seller**”) is the owner of that certain real property consisting of approximately 0.87 acres with improvements thereon located at 21563 Whyte Hardee Boulevard, Hardeeville, SC and bearing Jasper County Parcel Numbers TMS 029-38-03-002 (the “**Property**”); and

WHEREAS, the County has a current need for additional office space for employees of the County; and

WHEREAS, the County has determined that the Property meets the needs of the County; and

WHEREAS, the County has conducted inspections and reviewed appraisals of the Property and believes the Property will benefit the citizens of the County by providing additional County office space and is the best value currently available to the County; and

WHEREAS, the County and the Seller have agreed to terms as described in the Purchase and Sale Agreement attached hereto as Exhibit A and made a part hereof (the “**PSA**”); and

WHEREAS, the County Council is enacting this Ordinance in order to: (i) authorize the purchase of the Property under the terms of the PSA; and (ii) authorize the execution and delivery of the PSA by the County acting through proper officials.

NOW THEREFORE BE IT ORDAINED by the County Council in council duly assembled and by the authority of the same:

Section 1. Ratification of the Findings

The County Council ratifies and confirms the aforesaid recitals and incorporates the same herein.

Section 2. Authorization for Purchase.

A. Under the laws of the State, the County is authorized to purchase real property.

B. The PSA shall be executed and delivered on behalf of the County by the Interim County Administrator, or his assigns (the “**County Administrator**”) in the form substantially conforming to the draft attached to this Ordinance as Exhibit A, but with such non-material changes as the County Administrator, on the advice of legal counsel, determines to be in the best interest of the County. Following execution, the County Council shall be timely informed of the execution of the PSA and informed as to the final terms thereof and such changes from the current draft as the County Administrator determined necessary to carry out the purposes of this Ordinance. The consummation of the transactions and undertakings described in the PSA, and such revisions and undertakings as may be determined by the County Administrator, in consultation with legal counsel, to be necessary or advisable in connection therewith, are hereby approved.

Section 4. Other Documents; Ratification of Prior Actions

In connection with the execution and delivery of the PSA, the County Administrator is additionally authorized to prepare, review, negotiate, execute, deliver, and agree to such additional agreements, certifications, documents, closing proofs, and undertakings as he shall deem necessary or advisable. Any actions previously undertaken by the County Administrator, County Council or County staff in connection with the execution and delivery of the PSA prior to the enactment of this Ordinance are hereby ratified and confirmed.

Section 5. Severability

If any one or more of the provisions of this Ordinance should be contrary to law, then such provision shall be deemed severable from the remaining provisions, and shall in no way affect the validity of the other provisions of this Ordinance.

Section 6. Repealer

Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired or liability incurred, or any cause of action acquired or existing, under any act or ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 7. Inconsistency

All ordinances, resolutions or parts of any ordinances or resolutions inconsistent or in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict or inconsistency.

Section 8. Effect

This Ordinance shall be enacted upon third and final reading by the County Council.

JASPER COUNTY, SOUTH CAROLINA

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

ATTEST:

Wanda Simmons-Giles, Clerk to Council

ORDINANCE: # O- 2026-__

First Reading: _____
Second Reading: _____
Public Hearing: _____
Enactment: _____

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

PURCHASE AND SALE AGREEMENT.
“Exhibit A”

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

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

Date

EXHIBIT “A”

Purchase and Sale Agreement

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (this “**Agreement**”) is made and entered into by and between **Jasper County**, a political subdivision of the State of South Carolina (the “**Purchaser**”) and **Boundless Enterprises, LLC**, a South Carolina limited liability company (the “**Seller**”) intended to be effective the date last signed by the parties (the “**Effective Date**”).

W I T N E S S E T H:

WHEREAS, Seller currently owns certain real property consisting of approximately 0.87 acres with improvements thereon located in the Hardeeville, South Carolina, and bearing Jasper County Parcel Numbers TMS 029-38-03-002 more particularly described on **Exhibit “A”**, attached hereto and made a part hereof (the “**Property**”); and

WHEREAS, the parties have had discussions with respect to the sale and purchase of the Property and the method, procedure, manner and timing of the acquisition thereof and it is their desire to finalize and document their understandings with respect thereto.

NOW, THEREFORE, for and in consideration of the above-recited premises, the mutual covenants and agreements hereinafter set forth, the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the parties hereto do hereby covenant and agree as follows:

1. PURCHASE / SALE / PRICE.

- (a) Purchase/Sale. Seller hereby agrees to sell to Purchaser and Purchaser agrees to purchase from Seller, upon the terms and conditions hereinafter set forth, the Property, which terms include, as is condition. without limitation, all improvements, easements, appurtenances, hereditaments and rights appurtenant thereto or otherwise arising in connection therewith.
- (b) Purchase Price. The Purchase Price for the Property is **\$950,000.00**, payable in cash or immediately available funds at Closing.

2. CLOSING DOCUMENTS.

- (a) Deed to Be Delivered. Subject to performance by Purchaser of its obligations under this Agreement, Seller agrees to execute and deliver to Purchaser by general warranty deed conveying good and marketable fee simple title to the Property, subject only to those exceptions acceptable to the Purchaser and set forth in the title commitment referenced in Paragraph 4 of this Agreement.
- (b) Other Documents. At Closing, Seller shall also execute and deliver all other documents contemplated by this Agreement, including but not necessarily limited to an absolute and general assignment of other rights, approvals, entitlements, warranties, etc. relating to the Property.



3. **CLOSING DATE.** The Closing of the transactions contemplated by this Agreement shall occur on or before thirty (30) days after the Inspection Period as hereinafter defined and satisfaction of all Purchaser's Closing Conditions described in Section 12 (the "**Closing**" or "**Closing Date**") in the office of Burr & Forman LLP in Bluffton, South Carolina, or other location mutually agreeable to Purchaser and Seller. The parties may also decide to conduct Closing remotely. Notwithstanding the foregoing, Purchaser reserves the right to close on the Property early upon ten (10) days prior written notice to Seller.
4. **TITLE.** Purchaser shall obtain within the Inspection Period, as hereinafter defined, at Purchaser's sole cost and expense, a title examination and survey (the "**Survey**") of the Property and a title insurance commitment covering the Property (the "**Title Commitment**"). Purchaser agrees to notify Seller in writing of any matters which Purchaser may have as to any matters reflected in the Title Commitment or Survey no later than ten (10) business days prior to the expiration of the Inspection Period. If an owner's title commitment can be issued by an ALTA insurance company without any unusual exceptions, this shall constitute marketable title. Seller may, but shall not be obligated to cure any matter objected to by Purchaser pursuant to this Paragraph 4, and Seller shall respond to Purchaser's objections no later than five (5) business days prior to the end of the Inspection Period. If such objections are not cleared by Seller, then Purchaser shall have the right to waive such objections and proceed to Closing. Purchaser's right to examine title and notify Seller of Purchaser's title objections shall extend until the completion of the Inspection Period.
5. **INSPECTION PERIOD / CONTINGENCIES.**
 - (a) Purchaser or its agents shall have the privilege at any time during the ninety (90) days from the Effective Date (the "**Inspection Period**"), of going upon the Property to inspect the overall condition of the Property, obtain environmental reports, examine, survey, and any other tests which Purchaser may deem necessary, at Purchaser's expense. No destructive testing shall be done unless approved in writing in advance by Seller. Purchaser shall at Purchaser's expense, restore the Property to its former condition in the event Purchaser does not acquire the Property. Seller shall allow Purchaser to inspect the property without Seller.
 - (b) Promptly upon execution of this Agreement and in any event no later than five (5) days from the Effective Date, Seller shall provide to Purchaser without warranty of any kind legible copies of any and all leases, surveys, plans, reports, existing deeds, title insurance policies, environmental reports, wetland survey or determination letter, property assessments and other similar non-proprietary and non-confidential documents or reports concerning the Property in Seller's possession or control (collectively "**Seller's Deliveries**").
 - (c) Purchaser may terminate this Agreement, in its sole discretion, for any reason, at any time during the Inspection Period by delivering written notice of such termination to Seller. In the event of such termination no party hereto shall have any further rights, liabilities or obligations hereunder.
6. **POSSESSION.** Subject to Purchaser's compliance with its undertakings and agreements as set out in this Agreement, Seller agrees to deliver possession of the Property to Purchaser at Closing. Seller shall retain all risk of loss, and shall maintain all insurance coverage, with respect to the Property until midnight on the Closing Date.



7. **ADJUSTMENTS AND PRORATIONS.** All taxes, including, without limitation, real estate taxes and personal property taxes, if any, charges for utilities, including water and sewer, and for any utility services and all other operating costs and expenses and all other income, costs and charges of every kind, which in any manner relate to the operation of the Property shall be prorated as of midnight on the Closing Date. Seller shall assist Purchaser with the collection of this information. The parties shall execute and deliver a tax proration agreement at Closing to address any taxes, assessments or other sums not due and payable at Closing.
8. **CLOSING COSTS.** Seller agrees to pay, in connection with the transfer of the Property, their attorney's fees and the South Carolina statutory recording fee (formerly documentary stamps). Purchaser agrees to pay its own attorney's fees, local municipal transfer fees (if any), and all title examination and title insurance costs and closing, settlement and escrow fees to the Escrow Agent. Seller agrees to execute such normal and customary affidavits required by the title company to allow standard title exceptions to be deleted.
9. **BROKERAGE.** Seller warrants and represents that it has dealt with only Vonnie Majewski with VM Real Estate, Inc. in connection with this transaction ("**Seller's Broker**"). Purchaser warrants and represents that they have dealt with no brokers or finders in connection with this transaction other than Seller's Broker in the capacity as customer. Seller shall indemnify and save the Purchaser harmless from and against all costs, claims, expenses or damages, including reasonable attorneys' fees, resulting from or related to any brokerage commission due or alleged to be due by Seller's acts or omissions. Seller's obligation to indemnify shall survive the expiration, consummation or earlier termination of this Agreement until midnight of the date on which the appropriate statute of limitations period expires. At Closing, Seller shall pay Seller's Broker a commission equal to four percent (4%) of the Purchase Price.
10. **SURVIVAL.** Subject to the time and liability limitations expressly set forth otherwise elsewhere in this Agreement, all indemnities, warranties, representations and covenants made by Seller or Purchaser in this Agreement and in any document, instrument or certificate executed and delivered pursuant hereto or in connection herewith shall terminate at Closing. The provisions of this Paragraph 10 need not be restated in any document or agreement made or delivered at Closing; provided, however, that at Purchaser's request, Seller will execute at Closing a certification to Purchaser that, as of the time of Closing, all representations and covenants made by the Seller are true and correct to the best of Seller's knowledge.
11. **REPRESENTATIONS AND WARRANTIES OF SELLER.** Seller hereby makes those representations and covenants as described on **Exhibit "B"**, attached hereto and incorporated herein, each of which is material and is relied upon by Purchaser. The obligations of Purchaser to purchase the Property are expressly made subject to the fact that said representations shall be true and correct and accurate as of Closing. Except as expressly set forth in this Agreement, Seller is conveying Property "as-is, where-is" with no representations or warranties as to condition. Purchaser must satisfy itself as to all conditions of the Property prior to the expiration of the Inspection Period or Inspection Period Extension.
12. **PURCHASER'S CONTINGENCIES; COUNTY COUNCIL APPROVAL.** This Agreement, when executed and delivered by Purchaser and approved by County Council will be a valid and binding obligation of the Purchaser in accordance with its terms. **Until this Agreement is approved by County Council pursuant to an Ordinance, this Agreement is not effective and does not bind the County to purchase the Property or expend any County funds.**

The County makes no representations as to the availability of funding to purchase the Property until this Agreement is approved by County Council. In the event this Agreement is not ratified within the Due Diligence Period, this Agreement shall be null and void and each Party's rights and obligations hereunder shall be terminated.

13. **ESCROW AGENT.** Burr & Forman LLP shall serve as Escrow Agent. The Escrow Agent shall not be charged with any knowledge until such facts are communicated to the Escrow Agent in writing. The Escrow Agent shall not be required to institute or maintain any litigation unless indemnified to its satisfaction for its counsel fees, costs, disbursements and all other expenses and liabilities to which it may, in its judgment, be subjected in connection with this action. The Seller and Purchaser shall at all times indemnify the Escrow Agent against all actions, proceedings, claims or demands arising out of this transaction. Upon the failure of Purchaser to comply with the requirements as set forth herein, Escrow Agent shall be empowered to dispose of the any deposit as provided for herein without incurring any liability. In the event of a dispute by and between the Seller and Purchaser which cannot be resolved, Escrow Agent shall have the option of depositing any earnest money deposit into the Clerk of Court's office for Beaufort County pending resolution of the disposition of said funds and upon depositing said funds, Escrow Agent shall bear no further responsibility.
14. **COVENANTS OF SELLER.** In addition to the covenants, agreements and obligations of Seller contained elsewhere in this Agreement, Seller hereby agrees with and covenant to Purchaser as follows:
 - (a) **Violations, Etc.** Seller shall give prompt written notice to Purchaser of (a) any notice or allegation of violation of any laws, ordinances, rules or regulations with respect to the Property, (b) any suit, judgment or other proceeding filed, entered or threatened with respect to the Property or Seller's use or ownership thereof, and (c) any actual or contemplated changes in the zoning of the Property or any other requirements which would materially adversely affect the use, ownership, maintenance or leasing of the Property.
 - (b) **Action.** Seller shall not take or permit any action which would render untrue or incorrect any of the warranties and representations made by Seller herein.
15. **CASUALTY.** If the Property, or any part thereof, should suffer material damage prior to Closing from fire or other casualty, then Purchaser may either (a) terminate this Agreement, whereupon neither party shall have further rights or obligations pursuant to this Agreement, except with respect to those matters which by their terms survive termination of this Agreement; or (b) consummate the Closing whereupon the award of the insurance proceeds shall be assigned to Purchaser, with no reduction, offset, or abatement to the Purchase Price.
16. **CONDEMNATION.** If, prior to Closing, action is initiated or overtly threatened to take all or any portion of the Property, Purchaser may either (a) terminate this Agreement, whereupon neither party shall have further rights or obligations pursuant to this Agreement, except with respect to those matters which by their terms survive termination of this Agreement; or (b) consummate the Closing, whereupon the award of the condemning authority shall be assigned to Purchaser at Closing, with no reduction, offset, or abatement in the Purchase Price.
17. **ASSIGNMENT.** This Agreement may be assigned by Purchaser without consent of Seller, provided that such assignment is accomplished no later than five (5) days prior to Closing and



provided that such assignee assumes and agrees to pay and/or perform all obligations and liabilities of Purchaser under this Agreement, and that Purchaser and such assignee shall each remain jointly and severally liable for all of Purchaser's performance, obligations, and liabilities under this Agreement.

18. **NOTICES.** Except as may otherwise be provided for in this Agreement, all notices or demands required or permitted hereunder shall be delivered by electronic delivery, Federal Express, UPS, or similar overnight delivery service prepaid to the following addresses for the parties:

If to Seller: Boundless Enterprises, LLC
Attn: Janine Namdar
2711 Knowles Island Road
Ridgeland, SC 29936
E-mail: sweetness240@msn.com

with copy to: _____
Attn: _____

E-mail: _____

If to Purchaser: Jasper County
Attn: County Administrator
358 Third Avenue
Post Office Box 1149
Ridgeland, SC 29936
E-mail: jlwanicki@jaspercountysc.gov

with a copy to: Burr & Forman LLP
Attn: Walter J. Nester, III
23-B Shelter Cove Lane, Suite 400
Hilton Head Island, SC 29928
E-mail: wnester@burr.com

If to Escrow Agent: Burr & Forman LLP
Attn: Walter J. Nester, III
23-B Shelter Cove Lane, Suite 400
Hilton Head Island, SC 29928
E-mail: wnester@burr.com

All notices required or permitted under this Agreement shall be deemed to have been given when actually delivered to the offices of the receiving party at the addresses above stated.

19. **MISCELLANEOUS.**

- (a) **Governing Law.** This Agreement is made and entered into as a contract for the purchase and sale of real property to be interpreted under and governed and enforced according to the laws of the State of South Carolina.

- (b) Terminology; Captions. The term "Agreement," as used herein, as well as the terms "herein," "hereof," "hereunder" and the like mean this Agreement in its entirety and all exhibits attached hereto and made a part hereof. The captions and paragraph headings hereof are for reference and convenience only and do not enter into or become a part of the context. All pronouns, singular or plural, masculine, feminine or neuter, shall mean and include the person, entity, firm or corporation to which they relate as the context may require. Wherever the context may require, the singular shall mean and include the plural and the plural shall mean and include the singular.
- (c) Default.
- (i) Upon the failure of Seller to comply with the terms hereof within the stipulated time and after receipt of notice of said default with a ten (10) day right to cure, it is understood and agreed by and between the parties hereto that Purchaser may cancel the Agreement and shall have the right of specific performance against Seller, these being the sole remedies of Purchaser. In the event the Closing does not occur in accordance with the terms of this Agreement because of the inability of the Seller to convey good and marketable fee simple title to the Property because of title defects or objections, the Purchaser's sole right and exclusive remedy shall be either to (a) terminate this Agreement in which event the Earnest Money previously paid by Purchaser shall be immediately refunded to the Purchaser or (b) waive such inability and proceed to close the transaction without regard thereto. Despite the provisions of this Paragraph 19(c)(ii), Purchaser may cure any monetary liens created, assumed or suffered by Seller against the Property and pay the same at Closing from the purchase price in accordance with the provisions of Paragraph 4 of this Agreement.
- (ii) If either party is required to institute suit against the other party to enforce its rights under this Agreement, and if such party obtains a valid non-appealable judgment against the other party the non-prevailing party agrees to pay all reasonable costs, expenses and reasonable attorney's fees of the prevailing party attributable to the enforcement of this Agreement.
- (d) Conduct of the Parties. No conduct or course of action undertaken or performed by the parties hereto shall have the effect of, or be deemed to have the effect of modifying, altering or amending the terms, covenants and conditions of this Agreement. Failure of any party to exercise any power or right given hereunder or to insist upon strict compliance with the terms hereof shall not be, or be deemed to be, a waiver of such party's right to demand exact compliance with the terms of this Agreement.
- (e) Binding Effect. The terms, covenants and conditions of this Agreement shall be binding upon and shall inure to the benefit of Purchaser and Seller and their respective successors, permitted assigns, heirs and legal representatives. Purchaser shall have the right to assign this Agreement to an affiliate entity upon written notice to Seller prior to Closing, but shall remain responsible for Purchaser's obligations hereunder up to and including the Closing Date.
- (f) Modification. This Agreement may not be modified, altered or amended except by a written instrument executed by Purchaser and Seller.

- (g) Entire Agreement. This Agreement constitutes the entire and complete agreement of Purchaser and Seller with respect to the transaction contemplated hereby, and conversations, undertakings, representations, promises, inducements, warranties or statements not reduced to writing and expressly set forth herein shall be of no force or effect whatsoever. The invalidity or unenforceability of any one provision herein shall not affect the validity or enforceability of any other provision.
- (h) Dates. If the final date of any time period or the date for the performance of any obligation hereunder falls upon a Saturday, Sunday, or a bank holiday under the laws of the State of South Carolina, then the time of such period or the time for the performance of such obligation shall be extended to the next day which is not a Saturday, Sunday, or bank holiday under the laws of the State of South Carolina.
- (i) Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original. Each party may be entitled to rely upon a facsimile or an electronic version of this Agreement, either of which shall be deemed to be sufficient.
- (j) Confidentiality. Purchaser and Seller agree to keep confidential any information exchanged between the parties, except disclosure to attorneys, consultants such as engineers and planners, lenders or as may be required by law, through the Closing.

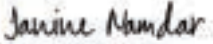
Signatures on following page

Initial
JW

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the date referenced below.

SELLER:

Boundless Enterprises, LLC

Signed by:

CC5A4694810648D
By: Janine Namdar
Its: Owner
Date: 7/23/2026

PURCHASER:

Jasper County


By: James M Iwanicki
Its: Interim Administrator
Date: July 22, 2026

Exhibit "A"

Legal Description

ALL THAT CERTAIN PIECE, PARCEL OR LOT OF LAND, LYING AND BEING SITUATED IN THE TOWN OF HARDEEVILLE, JASPER COUNTY, SOUTH CAROLINA, BEING KNOWN AND DESIGNATED AS PARCEL "A", CONTAINING .877 ACRE, MORE OR LESS, AS SHOWN ON THAT CERTAIN PLAT PREPARED AT THE REQUEST OF C. E. & LEATHARD WARREN BY FORREST F. BAUGHMAN, SC R.L.S., DATED SEPTEMBER 25, 1975 AND RECORDED IN PLAT BOOK 16 AT PAGE 112 IN THE OFFICE OF THE ROD FOR JASPER COUNTY, SOUTH CAROLINA. FOR A MORE PARTICULAR DESCRIPTION AS TO COURSES, DISTANCES, METES AND BOUNDS REFERENCE IS MADE TO THE AFOREMENTIONED PLAT OF RECORD.

TMS No.: 029-38-03-002

Initial
JW

Exhibit "B"

Representations and Warranties of Seller

1. **Title to Property.** Seller is the sole owner of good, marketable and insurable fee simple title to all of the Property.
2. **Authority of Seller.** Seller has the right, power and authority to enter into this Agreement and sell the Property in accordance with the terms and conditions hereof and the necessary corporate, partnership or trust action to authorize this Agreement has taken place. Seller is in good standing in South Carolina and has authority to transact business in South Carolina.
3. **Compliance with Existing Laws.** The Property is, to the best of Seller's knowledge, not in violation of, and Seller has not received notice of the violation of, any applicable building, zoning, or other ordinances, resolutions, statutes or regulations or any government, governmental agency, in respect to the use and condition of the Property.
4. **Condemnation Proceedings; Roadways.** There are no condemnation or eminent domain proceedings pending or contemplated, to the best of Seller's knowledge, against the Property or any part thereof and the Seller has received no notice, oral or written, of the desire of any public authority or other entity to take or use the Property or any part thereof.
5. **Mechanic's Liens.** To the best of Seller's knowledge, no payments for work or improvements furnished to the Property are due or owing or will become due or owing at Closing. There are no materialmen's or mechanic's liens filed of record affecting the Property and no work has been performed for which a mechanic's or materialmen's lien can be claimed.
7. **Events Prior to Closing and Other Information.** Seller will not cause any action to be taken which would cause any of the foregoing representations or warranties to be untrue as of the Closing. Seller agrees to notify Purchaser in writing of any event or condition which occurs prior to Closing hereunder, which causes a change in the facts related to, or the truth of any of the above representations. Seller has disclosed to Purchaser any and all facts necessary to prevent the statements herein and in the attached exhibits from being incorrect.
8. **No Defaults.** Neither the execution of this Agreement nor the consummation of the transaction contemplated hereby will: (i) conflict with, or result in a breach of, the terms, conditions or provisions of, or constitute a default under, any agreement or instrument to which Seller is a party, or (ii) violate any restriction to which the Seller is subject, or (iii) to the best of Seller's knowledge, constitute a violation of any applicable code, resolution, law, statute, regulation, ordinance, rule, judgment, decree, or order, or (iv) result in the acceleration of any deed of trust or note pertaining to the Property or the cancellation of any contract or lease pertaining to the Property, or (v) result in the creation of any lien, charge, or encumbrance upon any of the properties or assets to be sold or assigned to Purchaser pursuant to the provisions of this Agreement.
9. **Environmental.** To the best of Seller's knowledge, without inquiry, neither the Property nor any portion thereof is in violation of any federal, state or local law, ordinance or regulation relating to any Hazardous Substances and there exists no presence, use, treatment, storage, release or disposal of any Hazardous Substances at, on or beneath the Property which has created or is likely to create any liability (public or private) of owners or occupants of the Property under any current federal, state or local law or regulation or which would require reporting to a governmental agency. No Hazardous Substances are present at, on or beneath any parcel of property or property adjacent to the Property and no parcel or property adjacent to the Property is in violation of any laws, ordinances, rules or regulations with respect to Hazardous Substances. As used herein, the term "Hazardous Substances" means petroleum, petroleum products, asbestos, asbestos containing materials, polychlorinated bi-phenyls ("PCBs") any other

hazardous, toxic or dangerous substance, material, or waste as defined for purposes of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. Section 9601 ("CERCLA"); Hazardous Materials Transportation Act, 49 U.S.C. Section 1802 ("HMTA"); the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 ("RCRA"), and all amendments to the foregoing, or any other federal, state or local law, ordinance, rule or regulation applicable to the Property, and establishing liability, standards or required action as to discharge, spillage, storage, uncontrolled loss, seepage, filtration, disposal, removal, use or existence of a hazardous, toxic or dangerous substance, material or waste. No asbestos, asbestos containing materials or PCBs are contained in or stored on or under the Property. There has never been a landfill containing decomposable material, petroleum wells, mineral-bearing mines, sewage treatment facilities, storage tanks, sink holes, radon or other toxic emissions in, on or under the Property.

Initial
JW

AGENDA

ITEM # 9F



Jasper County Park and Recreation Department

1458 Red Dam Road
Hardeeville, South Carolina 29936
Phone (843) 784-5130

Name: Corey Bivens
Title: Parks and Recreation Director
Email address: cbivens@jaspercountysc.gov

Jasper County Council Staff Report

Meeting Date:	August 3, 2026
Agenda Item:	Item 9I
Project:	Parks and Recreation Logo / Branding
Request:	Approve use of a Parks and Recreation Logo
Action Needed:	Approval to adopt the Parks and Recreation Logo
Recommendation:	Approval

Description:

A separate logo for Jasper County Parks & Recreation is essential because it establishes a distinct identity for the department while continuing to represent Jasper County Government. Parks & Recreation serves a unique role by providing recreational programs, maintaining parks and facilities, hosting community events, promoting tourism, and engaging residents of all ages. A dedicated logo allows the department to build a recognizable brand that is easily identified by citizens, visitors, sponsors, volunteers, and community partners.

The Parks & Recreation logo enhances marketing and communication efforts by creating a consistent visual identity across signage, uniforms, vehicles, social media, websites, brochures, event materials, and promotional merchandise. This recognition helps increase participation in programs, strengthens community engagement, and reinforces the department's mission to improve the quality of life for residents.

Using a department-specific logo also aligns with best practices followed by many local governments, where departments with significant public interaction maintain their own branding while remaining part of the overall county organization. The county seal or logo continues to represent Jasper County Government for official governmental business, while the Parks & Recreation logo serves as the public-facing identity for recreational services and community programming.

A dedicated Parks & Recreation logo does not replace the county's identity; rather, it complements it by providing a recognizable brand that reflects the department's mission, promotes community pride, and supports the continued growth of parks, recreation programs, tourism, and public engagement throughout Jasper County.

Staff Recommendation:

Staff recommends approval of the Parks and Recreation Logo for use marketing and communication efforts.

Attachment(s):

Parks and Recreation Logo Recommendation



Jasper County **Parks&Recreation**

Building a Better Community

AGENDA

ITEM # 9G

**JASPER COUNTY, SOUTH CAROLINA
ORDINANCE # O-2026-25**

**AN ORDINANCE AUTHORIZING AMENDMENT TO THE FISCAL
YEAR 2026-2027 BUDGET TO IMPOSE NEW FEES AND OTHER
MATTERS RELATED THERETO.**

WHEREAS, Jasper County, South Carolina (the “**County**”), acting through the 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, on June 29, 2026, County Council approved the Fiscal Year 2026-2027 Budget (the **FY 27 Budget**); and

WHEREAS, County Council desires to amend the FY 27 Budget to add fees not included in the FY 27 Budget when approved; and

WHEREAS, County Council desires to adopt a revised FY 27 Budget Fee Schedule attached hereto and made a part hereof as Exhibit “A” (“**Fee Schedule**”); and

WHEREAS, County Council is enacting this Ordinance in order to adopt the Fee Schedule.

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

1. The County Council ratifies and confirms the aforesaid recitals and incorporates the same herein.
2. County Council hereby amends the FY 27 Budget to include the Fee Schedule as described in Exhibit “A” attached hereto and made a part hereof.
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 the 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 reading.

AND IT IS SO ORDAINED, ENACTED AND ORDERED AS OF, this _____ day of _____, 2026.

Jasper County, South Carolina

W. L. 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
Partner

Date

ORDINANCE: # O-2026-25

First Reading: 7/20/2026

Second Reading: 8/03/2026

Public Hearing: 8/03/2026

Third Reading: _____

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

“Exhibit A”
Fee Schedule

**Jasper County
Budget Ordinance
Fee Schedule
Fiscal Year 2026-2027**

<u>Department</u>	<u>Fee Description</u>	<u>Amount</u>
All Departments	Returned Check Fee (in addition to bank returned check fee)	\$ 35.00
	Copy Fee (per page, 8-1/2" x 11")	\$ 0.50
	Certified Letter for returned checks (in addition to postage)	\$ 10.00
Animal Shelter	Adoption fees, Dogs	\$ 100.00
	Adoption fees, Cats	\$ 100.00
	Reclaim Fees	TBD
Assessor	8-1/2" x 11" Map	\$ 3.00
	11" x 17" Map	\$ 4.00
	24" x 36" Map without aerials	\$ 15.00
	24" x 36" Map with aerials	\$ 20.00
	Manufactured home decal	\$ 5.00
Coroner	Autopsy Report	\$ 125.00
	Toxicology Report	\$ 100.00
	Cremation Permit	\$ 25.00
	Coroner's Report	\$ 25.00
GIS (Mapping)	Wall - Multiple Architect E (Paper Color Plots)	\$65.00 per page
	Architect - E 36 x 44 (Paper Color Plots)	\$ 60.00
	Architect - D 24 x 36 (Paper Color Plots)	\$ 55.00
	Architect - C 18 x 24 (Paper Color Plots)	\$ 50.00
	Legal - B 11 x 17 (Paper Color Plots)	\$ 35.00
	Letter - 8.5 x 11 (Paper Color Plots)	\$ 30.00
	Vector Data by Planning Area - Digital Data (Unincorporated Jasper County, City of Hardeeville, and Town of Ridgeland)	\$100.00 per layer
	Aerial Imagery - Digital Data (2019, 2023)	\$50.00/tile
	LiDAR - Digital Data (2022)	\$50.00/tile
	Entire Jasper County Street Atlas with Binder	\$ 150.00
Public Works	Container rentals (dismantlers, retailers)	\$ 400.00
	Culverts \$11.00/ft. plus tax (per joint)	\$ 113.36
	Dirt (self load) per yard	\$ -
	Dirt (loaded) per yard	\$ -
Register of Deeds	Copy - Plat, Arch D - 26" x 36" (per page)	\$ 3.00
	Copy - Plat, Tabloid - (per page)	\$ 1.00
	Copy - Plat, 8-1/2" x 11" (per page)	\$ 0.50
	Copy - Deeds, Mortgages, Power of Attorney, etc. (per page)	\$ 0.50
	Certified Copies - \$1.00 per page and \$2.00 to certify	Certified Copies - \$1.00 per page and \$10.00 to certify
Tax Collector	Rollover from current to delinquent	\$ 15.00
	Certified mailings	\$ 20.00
	Posting of property	\$ 36.00
	Advertising properties (published in local newspaper for three consecutive weeks prior to tax sale)	\$ 10.00
	Deed Preparation Fee	\$ 250.00
	Bidder Registration Fee	\$ 25.00
	Bidder Default Fee	\$ 500.00
	Title Search Fee	\$ 50.00
Sargeant Jasper Park (SJP)	SJP Banquet Hall (before 6pm)	8am-12pm \$300 1pm-5pm \$300 or All day \$500
	each additional hour from 6 pm - 10pm	\$ 50.00
	SJP Picnic Shelter (before 6pm)	\$ 150.00
	each additional hour from 6 pm - 10pm	\$ 50.00
	SJP Gazebo (before 6pm)	\$ 150.00

**Jasper County
Budget Ordinance
Fee Schedule
Fiscal Year 2026-2027**

<u>Department</u>	<u>Fee Description</u>	<u>Amount</u>
	each additional hour from 6 pm - 10pm	\$ 50.00
	Innova Disc rentals per Disc	\$ 2.00
	Discs for Purchase	\$ 9.00
	Discs for Purchase	\$ 10.00
	Discs for Purchase	\$ 11.00
	Discs for Purchase	\$ 13.00
	Fishing per Adult, from age 13 and up, 65 years and older are free	\$ 10.00
	Fishing per Child 7-12 years old (all day) under 7 free	\$ 2.00
	Fishing Pass for 6 months	\$ 100.00
	Fishing Pass yearly	\$ 180.00
	Kayak/Canoe (Rental) 1-4 hours per vessel	\$ 10.00
	Kayak/Canoe (Rental), each additional hour	\$ 10.00
	Kayak/Canoe (Bring Your Own) Launching Fee	\$ 2.00
	Jon Boat (Bring Your Own) Launching Fee	\$ 5.00
	Jon Boat - Group Rate: 10 or more (4 hours)	\$ 100.00
	Jon Boat - Group Rate: 10 or more (All day)	\$ 150.00
	Life Vest Rental	\$ 5.00
	Refundable Deposit	\$ 200.00
Parks & Recreation	Community Centers 1-4 hours (Levy Limehouse, Tillman-Wagon Branch, Tarboro, and Robertville)	10am-8pm \$300
	Community Center, each additional hour after 4 hours (up to 11pm)	After 8pm \$50 per hour
	Picnic Shelters at Small Community Parks 1-4 hours (Grays Hill and Cherry Hill) (Open from Dusk to Dawn)	\$ 100.00
	Picnic Shelters, each additional hour after 4 hours	After 6pm \$50 per hour
	Jasper County Farmers Market - Rental Fee	\$ 600.00
	Jasper County Farmers Market - Security Deposit (8am to 11pm)	\$ 200.00
	Fields and Courts--Baseball, Softball, Soccer and Basketball (all day) Includes the following: Airport Field, Cherry Hill Park Field, Tarboro Fields, Mitchellville Court, Coosawatchie Fields, JYRB Field, Tillman Wagon Branch, Robertville, and Levy.	\$ 100.00
	Refundable Deposit	\$ 200.00
	Non Jasper County Residents an additional rental fee of \$50.00	



SCHEDULE OF FEES Ridgeland – Claude Dean Airport
FY 26 - 27

Fuel (Aviation Gasoline) Full-Service	Commodity Pricing
Fuel (Jet -A) Full-Service	Commodity Pricing
After Hours Fee (Prior Notice Requested)	\$250 per hour
Crew/Pax Transport Fee (Flat Rate)	\$80
Daily Outdoor Basing Fee Grass (Piston)	\$10
Monthly Outdoor Basing Fee (Single-Engine Piston)	\$60
Monthly Outdoor Ramp Fee (Single Engine Piston)	\$120
Monthly Outdoor Ramp Fee (Light Piston Twin)	\$150
Monthly Outdoor Ramp Fee (Heavy Piston Twin)	\$550
Monthly Outdoor Ramp Fee (Turbine)	\$550
Daily Ramp Fee (SE Piston), waived with 15-gallon fuel purchase	\$10
Daily Ramp Fee (Piston, Multi-Engine), waived with 20-gallon fuel purchase	\$15
Daily Ramp Fee (Turbo Prop) waived with 60-gallon fuel purchase	\$140
Daily Ramp Fee Twin Turbo Prop waived with 120-gallon fuel purchase	\$280
Daily Ramp Fee Very Light Jet waived with 110-gallon fuel purchase	\$250
Daily Ramp Fee Light Jet waived with 180-gallon fuel purchase	\$380
Daily Ramp Fee Midsize Jet waived with 250-gallon fuel purchase	\$580
Daily Ramp Fee Super Mid-Size Jet waived with 325-gallon fuel purchase	\$700
Daily Ramp Fee Large Jet waived with 475-gallon fuel purchase	\$1046
Long-term Vehicle Parking Fee, Monthly	\$60
Vehicle Parking Daily	\$10
Hangar Ground Lease Rate (per square foot)	Pending Council Approval
Ice	\$7
GPU Air Start (Turbine)	\$65 Per Start
GPU (Piston)	\$35 Per Start
Airplane Towing (Turbine)	\$80 Per Tow
Airplane Towing (Piston)	\$35 Per Tow
Lavatory Service	\$90 Per Service
FBO Conference Room (FBO Customer)	No Charge
Conference Room (Others)	\$40 Per Hour

AGENDA

ITEM # 9H

**JASPER COUNTY, SOUTH CAROLINA
ORDINANCE # O-2026-23**

**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 3rd day of August, 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-2026-23

First Reading: July 6, 2026

Second Reading: July 20, 2026

Third Reading: August 3, 2026

Public Hearing: August 3, 2026

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

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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.
- **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.
 - 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.
- **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. 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.

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 # 9I

**JASPER COUNTY, SOUTH CAROLINA
ORDINANCE # O-2026-__**

AN ORDINANCE AMENDING THE FISCAL YEAR 2025 – 2026 JASPER COUNTY BUDGET ORIGINALLY ADOPTED JUNE 30, 2025 BY ORDINANCE NO. O-2025-14 IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF SOUTH CAROLINA AND THE ORDINANCES AND RULES OF THE COUNTY OF JASPER, SOUTH CAROLINA; WHERE THE TOTAL AMOUNT APPROPRIATED IS INCREASED BY \$321,090 TO A GRAND TOTAL OF \$67,576,330, WITH REVENUE AND OTHER FINANCING SOURCES AMENDED TO SHOW AN INCREASE OF \$321,090 TO A GRAND TOTAL OF \$67,576,330, APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jasper County, South Carolina (the “**County**”), acting through the 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, on June 30, 2025, County Council approved the Fiscal Year 2025-2026 Budget (the “**FY 26 Budget**”) by Ordinance No. O-2025-14; and

WHEREAS, County Council desires to amend the FY 26 Budget to include expenditures and transactions that occurred during the 2025-2026 Fiscal Year; and

WHEREAS, County Council is enacting this Ordinance in order to amend the FY 26 Budget to include expenditures and transactions that occurred during the 2025-2026 Fiscal Year.

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

1. The County Council ratifies and confirms the aforesaid recitals and incorporates the same herein.
2. County Council hereby amends the FY 26 Budget to increase the appropriated by amount by \$321,090 to \$67,576,330, with revenue and other financing sources amended to show an increase of \$321,090 for a grand total of \$67,576,330.
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 the 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 reading.

AND IT IS SO ORDAINED, ENACTED AND ORDERED AS OF, this _____ day of _____, 2026.

Jasper County, South Carolina

W. L. 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
Partner

Date

ORDINANCE: # O-2026-__

First Reading: 8/03/2026

Public Hearing: 8/03/2026

Second Reading: _____

Third Reading: _____

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

“Exhibit A”
Budget Amendment Detail

Jasper County
Fiscal Year 2025-2026
Budget Amendment
First Reading Ordinance #2026-__

Department	Account Name/Description	Account Number	Debit	Credit	Explanation
Development Service	LOCAL ACCOM/HOSP TAX REVENUE	010-074-1594	82,000		Transfer funds to Parks & Recreation from Development Services (Council approved 12/1/2025)
Development Service	SPECIAL PROJECTS	010-074-2606		82,000	Transfer funds to Parks & Recreation from Development Services (Council approved 12/1/2025)
Parks and Recreation	PARK DEVELOPMENT	010-078-5040	82,000		Transfer funds to Parks & Recreation from Development Services (Council approved 12/1/2025)
Interdepartmental	PUBLIC BUILDING INSURANCE	010-062-2820	172,300		Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-045-2820		9,000	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-051-2820		15,000	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-054-2820		4,600	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-056-2820		47,300	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-057-2820		1,700	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-058-2820		17,000	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-063-2820		18,000	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-070-2820		7,800	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-071-2820		6,400	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-073-2820		3,500	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-076-2820		2,000	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-077-2820		7,500	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-078-2820		20,300	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-080-2820		6,000	Amend budget to reclass building inurance to department 62
Interdepartmental	PUBLIC BUILDING INSURANCE	010-103-2820		6,200	Amend budget to reclass building inurance to department 62
Assessor	SALARIES & WAGES	010-069-2000	41,600		Amend budget for two new positions approved by Council January 20, 2026 (Resolution #R-2026-06)
Assessor	FICA-EMPLOYER CONTRIBUTION	010-069-2030	3,182		Amend budget for two new positions approved by Council January 20, 2026 (Resolution #R-2026-06)
Assessor	SC RETIRMENT-EMPLOYER	010-069-2036	7,721		Amend budget for two new positions approved by Council January 20, 2026 (Resolution #R-2026-06)
Assessor	MEDICAL INSURANCE	010-069-2040	6,464		Amend budget for two new positions approved by Council January 20, 2026 (Resolution #R-2026-06)
Interdepartmental	SALARY ADJUSTMENTS	010-062-2012		58,967	Amend budget for two new positions approved by Council January 20, 2026 (Resolution #R-2026-06)
Capital Improvements	GRANT MATCHING FUNDS	010-095-2615	500,000		Amend budget for project grant match expenditures
Capital Improvements	BUILDING REPAIRS	010-095-5095		500,000	Amend budget for project grant match expenditures
Capital Improvements	CAPITAL OUTLAY	010-095-3752	478,180		Amend budget for purchase of Network Attached Storage (NAS) Solution (Resolution #R-2026-03)
Capital Improvements	BUILDING REPAIRS	010-095-5095		239,090	Amend budget for purchase of Network Attached Storage (NAS) Solution (Resolution #R-2026-03)
Interdepartmental	DEBT PRINCIPAL	010-062-5700	725,000		Amend budget for reclassification of debt principal
Interdepartmental	DEBT INTEREST	010-062-5701		725,000	Amend budget for reclassification of debt principal
Data Processing	PAYROLL PROCESSING	010-052-2520	25,600		Amend budget for increase due to new payroll processing contract
Interdepartmental	CONSULTING SERVICES	010-062-2405		25,600	Amend budget for increase due to new payroll processing contract
	Total Debits and Credits		2,124,047	2,124,047	
		Curr. Budget	Increase	Amended Budget	
	Total Budgeted Revenue prior to Ord. #O-2026-__	67,255,240	321,090	67,576,330	
	Total Budgeted Expenditures prior to Ord. #O-2026-__	67,255,240	321,090	67,576,330	

AGENDA

ITEM # 10

Administrator's Report



OFFICE OF THE JASPER COUNTY ADMINISTRATOR

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 1149
Ridgeland, South Carolina 29936 - 843-717-3690 – Fax: 843-726-7800*

James "Jim" Iwanicki, P.E.
Interim County Administrator

jiwanicki@jaspercountysc.gov

Tisha L. Williams
Executive Assistant

tlwilliams@jaspercountysc.gov

AUGUST 3, 2026 - COUNCIL MEETING

ADMINISTRATOR'S REPORT

1. Councilperson VanGeison and I met with Beaufort County Officials to discuss opportunities to work together on animal control. There appears to be a willingness on both sides to explore opportunities. Councilperson VanGeison will be attending a meeting with Beaufort County on August 3rd, and I will be attending their August 10th Council Meeting.
2. I requested all departments submit capital improvement projects over \$50,000 to me by August 5th.
3. There is a Coosawhatchie Community Center Workshop August 25 at 6 pm.
4. Calendar Year 2026 Special Called Meetings and Workshops:
Updated spreadsheet follows this report.

The following Workshops should be Scheduled:

- Strategic Planning Session
- FY 2028 Budget Planning Session
- Capital Improvement Workshop
- Joint Economic Development Workshop

PROGRESS REPORT **July 14, 2026 – July 26, 2026**

1. Held an in-person Team meeting with my direct reports on July 14.
2. On July 14 I met with our roadway sales tax project manager to discuss the Argent and US 278 projects.

3. On July 14 I had a meeting with the Coroner to discuss his workload and his request for a full-time assistant.
4. Held a meeting with elected officials on July 15 to exchange information and update them on various topics. This is a monthly meeting that is held on the third Wednesday of each month.
5. Met with legal counsel to discuss employee matters on July 15.
6. Attended the Beaufort County Civil Engineering Club Meeting on July 16.
7. Met with Councilperson VanGeison to discuss Airport issues on July 17.
8. Met with legal counsel to discuss existing lawsuits.
9. Met with staff, legal counsel, and Councilperson VanGeison to discuss animal control ordinances on July 20.
10. Attended July 20 council meeting.
11. Held an in-person Team meeting with my direct reports on July 21.
12. Met with Airport Manager and Director of Development Services to discuss Airport Operations on July 22.
13. Attended the July 22 Council Workshop on Animal Control and Shelter.
14. Attended the agenda setting meeting for the August 3 Council Meeting on July 23.
15. Met with Ridgeland's Town Manager to discuss Farmers Market on July 24.
16. Councilperson VanGeison and I met with Beaufort County Officials to discuss animal control ordinances and other opportunities that might benefit both counties on July 24.

County Council
2026 Workshops

	Topic	Type of Meeting	With Council Meeting or Stand Alone	Day	Date	Time	Venue
1	Jasper Telfair Development	workshop	w/ council meeting	Monday	1/5/2026	5:30pm	Council Chambers
2	Transfer of Custody - Detention Center	special meeting	stand alone	Monday	1/14/2026	4:00pm	Virtual
3	Jasper County Greenbelt Program	workshop	w/ council meeting	Monday	1/20/2026	5:00pm	Council Chambers
4	Business Items and Financial Retreat	special meeting	stand alone	Monday	1/26/2026	9:30pm	Council Chambers
5	Personnel Matters & AUP	executive session	stand alone	Monday	2/5/2026	2:00pm	Council Chambers
6	Intergovernmental Agreements	executive session	stand alone	Monday	2/9/2026	5:00pm	Hardeeville City Hall
7	Euhaw Overlay District	workshop	stand alone	Monday	3/23/2026	1:00pm	Council Chambers
8	Budget Workshop - Board of Elections	workshop	w/ council meeting	Monday	4/6/2026	4:00pm	Council Chambers
9	Shared Services Town of Ridgeland	executive session	stand alone	Wednesday	4/15/2026	4:00pm	Town of Ridgeland
10	Jasper Telfair PDD and Development Agreement	workshop	w/ council meeting	Monday	4/20/2026	4:00pm	Council Chambers
11	Shared Fire and EMS Services Hardeeville	special meeting	stand alone	Wednesday	5/5/2026	10:00am	Hardeeville City Hall
12	Budget Workshop - Clerk of Court & General Info	workshop	w/ council meeting	Monday	5/18/2026	4:00pm	Council Chambers
13	Shared Hardeeville Services & Budget Workshop	special meeting	stand alone	Wednesday	5/27/2026	10:00am	Council Chambers
14	School System Budget Workshop & Budget Workshop	workshop	w/ council meeting	Monday	6/1/2026	4:00pm	Hardeeville City Hall
15	Budget Workshop	workshop	stand alone	Wednesday	6/10/2026	3:00pm	Council Chambers
16	Budget Workshop	workshop	w/ council meeting	Monday	6/15/2026	4:00pm	Council Chambers
17	Budget Workshop	workshop	stand alone	Monday	6/22/2026	3:00pm	Council Chambers
18	Budget Workshop	special meeting	stand alone	Wednesday	6/24/2026	3:00pm	Council Chambers
19	Budget	special meeting	stand alone	Monday	6/29/2026	10:00am	Council Chambers
20	Employee Handbook Workshop	workshop	w/ council meeting	Monday	7/20/2026	5:00pm	Council Chambers
21	Animal Shelter Workshop	workshop	stand alone	Wednesday	7/22/2026	2:00pm	Council Chambers
22	Strategic Planning Session	workshop	TBA	TBA	TBA	TBA	TBA
23	Capital Improvement Workshop	workshop	TBA	TBA	TBA	TBA	TBA
24	Fy 2028 Budget Planning Session	workshop	TBA	TBA	TBA	TBA	TBA
25	Joint Meeting re: Economical Development	workshop	TBA	TBA	TBA	TBA	TBA

Completed 

Budget Adoption Schedule
First Reading **5/18/2025**
Public Hearing and Second Reading **6/15/2026**
Third and final Reading **6/29/2026**

AGENDA

ITEM # 11

Council Member's
Comments