

Mary Poole
State Director
Patrick Maley
Deputy Director
Rufus Britt
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
W. Chris Clark
Chief Financial Officer



COMMISSION
Gary C. Lemel
Chairman
Barry D. Malphrus
Vice Chairman
Robin B. Blackwood
Secretary
Eddie L. Miller
Stephanie M. Rawlinson
David L. Thomas

3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Home Page: www.ddsn.sc.gov

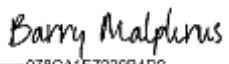
Reference Number: 800-06-CP

Title of Document: Video Recording and Meeting Records Retention for DDSN Commission Meetings

Date of Issue: September 21, 2017
Effective Date: September 21, 2017
Last Review Date: July 16, 2020
Date of Last Revision: July 16, 2020 **(REVISED)**

This policy was created in order to establish parameters for the purpose of posting and retention of meeting records and video recordings of DDSN Commission Meetings.

1. The DDSN Commission Meeting Minutes are completed in accordance with the South Carolina Freedom of Information Act (SCFOIA) and serve as the official record of the meeting. Meeting Minutes are posted on the DDSN website for a period of seven (7) years.
2. The video recordings of DDSN Commission Meetings are not the official record of the meeting and video recordings are not required to have a valid meeting.
3. DDSN will post a link to the DDSN Commission Meeting video recording on the DDSN Website. The video link will be posted within three (3) business days of the DDSN Commission Meeting.
4. After two (2) years the link to the video will be removed from the DDSN public website. DDSN will maintain a copy of the recording for seven (7) years.

DocuSigned by:

7/29/2020
078CA1E7220B4D2...
Barry D. Malphrus
Vice Chairman

DocuSigned by:

7/22/2020
8DA384E5FA043F...
Gary C. Lemel
Chairman