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September 7, 2017

Chief Mark A. Keel
Chair, Law Enforcement Training Council
Post Office Box 21398
Columbia, SC 29221

Director Lewis J. "Jackie" Swindler
Criminal Justice Academy
5400 Broad River Road
Columbia, South Carolina 29212

Dear Chief Keel and Director Swindler:

On August 16, 2017, the Law Enforcement and Criminal Justice Subcommittee presented its study of the Law Enforcement Training Council and Criminal Justice Academy to the House Legislative Oversight Committee. In preparation for the next full Committee meeting scheduled for October 16, 2017, the purpose of this letter is to request additional information from the agency. Please provide this information by Friday, October 6, 2017.

Records Management

- Is the agency current with transferring records, including electronic ones, to the Department of Archives and History? If not, why?
- Please provide the Committee a copy of the agency's records management policy, if any. If the agency does not have a records management policy, does the agency intend to create one?

Chief Keel and Director Swindler
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Study Recommendations

- Does the agency disagree with any of the recommendations arising from the study of the agency? If yes, please share the agency's reason(s) for disagreement.
- Has the agency implemented any of the recommendations arising from the study? If yes, please share which ones.
- Does the agency intend to implement any of the recommendations arising from the study? If yes, please share which ones and the anticipated date for implementation.

Thank you for your service to citizens of South Carolina and for your continued cooperation during the study process. The Committee looks forward to continuing its discussion of the study of the Law Enforcement Training Council and Criminal Justice Academy with you on Monday, October 16, 2017.

Sincerely,

A handwritten signature in black ink that reads "Wm. Weston J. Newton". The signature is written in a cursive, flowing style.

Wm. Weston J. Newton
Committee Chair

cc: House Legislative Oversight Committee Members