

Charleston County Coroner's Office Policy #35	
Title: Records Management	Page: 1 of 2
Effective Date: 2/4/2019 Updated: 08/24/2021 Reviewed: 1/29/2024 Authorized By: Bobbi Jo O'Neal, Coroner	

35.1 POLICY

Traditional paper case files, historical records, and Coroner's Books Of Inquest are retained indefinitely and are stored in the Charleston County Coroner's Office secured records room by year/case number at all times unless removal is needed to update or review an older case by a staff member. These files and online digital records are the property of the Charleston County Coroner's Office.

35.2 PROCEDURE

1. All records or digital files may only be accessed for official business and are not to be disposed of, shared, or viewed by unauthorized persons unless otherwise directed by the Coroner.
2. Removal of paper records or files from the premises shall only be authorized by the Coroner.
3. The death investigation records which are in a physical form (created prior to January 1, 2017) are kept in a locked storage room with high-density shelving. Paper records, books, and case files shall be kept in order by year/number. Access to the room is controlled and recorded by a key fob. The room is located behind two access-controlled doors and is not visible to

Records Management

the public. These paper case files may be digitized and shredded at the direction of the Coroner.

4. The door to the records room shall always remain secured unless movement in and out warrants leaving the door open. Access to the room is directed by the Coroner and managed by the Chief Deputy. Any person who is not a staff member shall be escorted while in the room.
5. Since January of 2017, the Coroner's Report, other reports such as the autopsy and toxicology reports, law enforcement reports, medical records, other scanned documents and information, scene and autopsy photographs and the communication log for each case are recorded or scanned into an online records management system called MDILog. Access to those digital records is granted by the Coroner through an email/password system.
6. The current records management system utilized by this office is the Medicolegal Death Investigation Log, MDI Log which is a computerized information management system. In this system, all records and photographs for a particular case are organized, accessed, and archived under a unifying case number, and the name of the decedent where known. All data sent to MDILog is encrypted via Secured Sockets Layer (SSL) which forms an encrypted tunnel between the client and the server. The "tunnel" protects all case information including passwords, photos, video, audio, and text files.