

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Samuel L. Wilkins

DATE: August 15, 2007

SUBJECT: Organizational Charts Reminder

Section 1-1-970 of the SC Code of Laws and Proviso 72.72 of the 2007-2008 Appropriation Act require all agencies, departments, and institutions of State Government to submit organizational charts to the Office of Human Resources (OHR) no later than September 1st of the current fiscal year. If you have already provided OHR with updated organizational charts, we thank you. If you have yet to submit an updated copy of your agency's organizational chart, we are writing to remind you of the requirement to do so by **September 1, 2007**. The proviso requires that the organizational charts should include all authorized positions, both filled and vacant, and their class title and pay band.

If you have any questions, please call your HR Consultant at 737-0900.