



BUREAU OF ADMINISTRATION
RECORDS MANAGEMENT
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AGENDA

Records Destruction Board Meeting

Thursday, July 16, 2020

9:00 AM – 11:00 AM

Via Zoom or Conference Call

Livestream link <https://www.sdpb.org/live/4/>

Due to concerns regarding COVID-19, this meeting will be held via livestream with the participating via Zoom. To listen to the entire meeting at 9:00 a.m. CT on July 16th, livestream can be found at: <https://www.sdpb.org/live/4/>

Click on the link below to join Zoom Meeting. Depending on the application you use you may be required to enter the meeting ID and password. Remember to mute your microphone. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.

Join Zoom Meeting

<https://state-sd.zoom.us/j/98784066087?pwd=Q3VLTWpBbUNVOHVZNldsWUV0ejRhZ09>

Or by dialing in to:

+1 669 900 9128

Meeting ID: 987 8406 6087

Password: 199041

- **Call meeting to order**
- **Roll call**
- **Introduction of BIT staff**
- **Conflict of Interest Disclosure**
- **Approve agenda**
- **Approve minutes from 12/19/2019 meeting**
- **Public Comment**

Bureau of Administration-Property Management

Consider the current petition to *revise* one existing records series for Property Management having the record series of number of PM-8.

Department of Health

Consider the current petition *revise* six existing record series for the Department of Health having the record series numbers of DOH-109, DOH-110, DOH-113, DOH-146, DOH-148, and DOH-159; and *delete* four existing record series having the record series numbers of DOH-73, DOH-112, DOH-114, and DOH-138.

Unified Judicial System-Supreme Court

Consider the current petition to *revise* twenty-five existing record series for the Supreme Court having the record series numbers of UJS-2, UJS-8, UJS-9, UJS-10, UJS-11, UJS-12, UJS-16, UJS-17, UJS-18, UJS-19, UJS-20, UJS-23.1, UJS-24, UJS-25, UJS-4, UJS-35, UJS-34, UJS-22, UJS-32, UJS-33, UJS-36, UJS-41, UJS-43, and UJS-45; *add* one record series having the record series number of UJS-34.1; *delete* four existing record series having the record series numbers of UJS-21, UJS-26, UJS-31, and UJS-46.

Unified Judicial System-Circuit Courts

Consider the current petition to *revise* thirty existing record series for the Circuit Courts having the record series numbers of ADOPT-1, ADPOT-2, CAR-1, CAR-3, CAR-10, CIV-1, CIV-2, CIV-3, CIV-4, CIV-5, CIV-6, CIV-7, CIV-9, CIV-10, CR-3, CRM-1, CRM-2, FIN-1, FIN-2, FIN-3, GUARD-1, JURY-1, JUV-1, MIR-3, MIR-1, MISC-3, MISC-4, PRO-1, PSC-1, and PSC-2; *delete* twelve existing record series having the record series numbers of ADOPT-3, JAS-3, JAS-4, JAS-5, JAS-6, JAS-8, CP-1, CP-2, CP-3, CP-4, CRM-3, and CAR-9.

Department of Education

Consider the current petition to *revise* twelve existing record series for the Department of Education having the record series numbers of DOE-90, DOE-11, DOE-80, DOE-72, DOE-73, DOE-94, DOE-238, DOE-96, DOE-232, DOE-184, DOE-236, and DOE-235; *add* sixteen record series having the record series number of DOE-1A, DOE-1B, DOE-1C, DOE-1D, DOE-1E, DOE-1F, DOE-1G, DOE-1H, DOE-1I, DOE-1J, DOE-1K, DOE-1L, DOE-1M, DOE-1N, DOE-1O and DOE-79.2A; and *delete* thirty-nine existing record series having the record series numbers of DOE-2, DOE-3, DOE-4, DOE-5, DOE-7, DOE-8, DOE-13, DOE-15, DOE-41, DOE-43, DOE-49, DOE-30, DOE-83, DOE-101, DOE-62, DOE-63, DOE-65, DOE-66, DOE-75, DOE-106, DOE-157.5, DOE-122, DOE-127, DOE-155, DOE-162, DOE-163, DOE-164, DOE-166, DOE-185, DOE-192, DOE-183, DOE-105, DOE-248, DOE-249, DOE-202, DOE-204, DOE-221, DOE-224, and DOE-228.

Department of Veterans Affairs

Consider the current petition to *revise* twenty-nine existing record series for the Department of Veterans Affairs having the record series numbers of SVH-1, SVH-2, SVH-3, SVH-4, SVH-5, SVH-6, SVH-7, SVH-8, SVH-9, SVH-10, SVH-11, SVH-12, SVH-13, SVH-14, SVH-15, SVH-16, SVH-17, SVH-18, SVH-20, SVH-21, SVH-22, SVH-23, SVH-24, SVH-25, SVH-26, SVH-29, SVH-30, SVH-31, and SVH-32; and *delete* one existing record series having the record series number of VA-6.1.

Office of the Attorney General

Consider the current petition to *revise* seventy-four existing record series for the Office of the Attorney General having the record series numbers of AG-2, AG-3, AG-6, AG-11, AG-13, AG-16, AG-17, AG-19, AG-20, AG-21, AG-22, AG-23, AG-24, AG-25, AG-27, AG-28, AG-29, AG-30, AG-31, AG-32, AG-34, AG-35, AG-38, AG-39, AG-50, AG-54, AG-56, AG-57, AG-58, AG-59, AG-84, AG-61, AG-64, AG-65, AG-72, AG-78, AG-81, AG-82, AG-85, AG-88, AG-92, AG-94, AG-96, AG-104, AG-105, AG-107, AG-108, AG-109, AG-110, AG-113, AG-115, AG-116, AG-117, AG-118, AG-119, AG-121, AG-123, AG-124, AG-125, AG-126, AG-127, AG-127.1, AG-128, AG-131, AG-132, AG-134, AG-135, AG-136, AG-137, AG-138, AG-139, AG-140, AG-141, and AG-144; *add* five record series having the record series numbers of AG-2.1, AG-4.1, AG-5.1, AG-6.1, and AG-6.2; and *delete* fifteen existing record series having the record series numbers of AG-26, AG-44, AG-55, AG-60, AG-62, AG-67, AG-68, AG-71, AG-73, AG-74, AG-77, AG-79, AG-80, AG-83, and AG-91.

South Dakota Conservation Districts

Consider the current petition to *revise* forty-five existing record series for the South Dakota Conservation Districts having the record series numbers of CD-001, CD-002, CD-003, CD-005, CD-008, CD-009, CD-010, CD-012, CD-014, CD-016, CD-017, CD-018, CD-019, CD-020, CD-023, CD-0025, CD-027, CD-028, CD-029, CD-030, CD-031, CD-032, CD-033, CD-034, CD-035, CD-036, CD-037, CD-038, CD-042, CD-043, CD-045, CD-046, CD-048, CD-051, CD-052, CD-054, CD-055, CD-056, CD-057, CD-059, CD-059.1, CD-060, CD-062, CD-064, and CD-066; *add* twenty-two record series having the record series numbers of CD-001A, CD-004.1, CD-006.1, CD-012.1, CD-015.1, CD-015.2, CD-022.1, CD-034.1, CD-035.1, CD-036.1, CD-040.1, CD-040.2, CD-046.1, CD-055.1, CD-055.2, CD-057.1, CD-059.2, CD-062.1, CD-065.1, CD-065.2, CD-065.3, and CD-065.4, and AG-6.2; and *delete* seven existing record series having the record series numbers of CD-004, CD-015, CD-047, CD-049, CD-053, CD-058, and CD-061.