



104 S. Garfield Ave; Bldg E, Pierre, South Dakota 57501

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**South Dakota**

**Records Destruction Board Meeting**

**July 14, 2021 9:00 a.m.**

**Room 412**

**Capitol Building**

**UNAPPROVED RECORDS DESTRUCTION  
BOARD MEETING MINUTES**

**December 10, 2020 at 9:00 a.m.  
ZOOM Meeting and SD.net  
Pierre, South Dakota 57501**

The following members present: Pat Archer, Office of the Attorney General; Jenna Latham, Office of the State Auditor; Russ Olson, Department of Legislative Audit; Chelle Somsen, Department of Education, State Archives and Scott Bollinger, Bureau of Administration. Rick Augustin, Bureau of Administration was the recording secretary.

Others attended from agencies: Dana Hoffer, State Records Manager, Bureau of Administration (BOA); Leah Svendsen, Special Projects Coordinator, BOA; Andy Gerlach, Deputy Commissioner, BOA; Todd Mahoney, Bureau of Information and Telecommunications; Sandy Tillman, Office of the State Auditor; Tony Rae, Bureau of Information and Telecommunications; Marilyn Kinsman, Department of Social Services; Morgan Nelson, Department of Revenue; Roberta Adams, Department of Revenue; Lee DeJabet, Office of the State Treasurer; Dawn Hill, Department of Public Safety; Barbara Kennedy, Department of Social Services; Jennifer Stalley, South Dakota Athletic Commission; Amy Hartman, Volunteers of America, Dakotas; Jill Lesselyoung; Brooke Geddes, Spearfish, SD and South Dakota Public Broadcasting System.

**Call to Order and Roll Call**

**Chairman Scott Bollinger called the meeting to order at 9:01 a.m. Roll call was taken. Chairman Bollinger announced that a quorum was present.**

**Introduction of BIT Staff**

Tony Rae on behalf of the Bureau of Information and Telecommunications explained that both he and Todd Mahoney from BIT are present at the meeting to assist in any technology related aspects of retention rules.

**General Conflict of Interest Disclosure**

Chairman Bollinger requested that board members declare any Conflict of Interest at this time.

**Pat Archer recused herself from discussion or action on Office of the Attorney General items on the agenda. Jenna Latham recused herself from discussion or action on Office of the State Auditor items on the agenda.**

**Approval of Agenda**

**Russ Olson moved and Jenna Latham seconded to amend the agenda to move Department of Revenue to the beginning of the agenda. The motion passed unanimously by roll call vote.**

Chairman Bollinger      Aye  
Pat Archer                    Aye  
Chelle Somsen              Aye  
Jenna Latham                Aye  
Russ Olson                    Aye

**Jenna Latham moved and Pat Archer seconded to approve the amended agenda. The motion passed unanimously by roll call vote.**

Chairman Bollinger      Aye  
Pat Archer                    Aye  
Chelle Somsen              Aye  
Jenna Latham                Aye  
Russ Olson                    Aye

**Approval of Minutes**

**Russ Olson moved and Jenna Latham seconded to approve the minutes from the July 16, 2020 meeting. The motion passed unanimously by roll call vote.**

Chairman Bollinger      Aye  
Pat Archer                    Aye  
Chelle Somsen              Aye  
Jenna Latham                Aye  
Russ Olson                    Aye

**Public Comment**

Chairman Bollinger asked for public comment.  
No public comment. Chairman Bollinger closed the Public Comment session.

**Department of Revenue**

Chairman Bollinger asked the Board to consider the current petition to revise twenty-five existing record series for the Department of Revenue having the record series number(s) of DRR-1, DRR-10, DRR-11, DRR-12, DRR-36, DRR-37, DRR-38, DRR-39, DRR-40, DRR-41, DRR-87, DRR-88, DRR-89, DRR-103, DRR-93, DRR-97, DRR-98, DRR-99, DRR-100, DRR-101, DRR-102, DRR-105, DRR-107, DRR-108, and DRR-111; *add* one record series having the record series number(s) of DRR-103.1, and *delete* seven existing record series having the record series number(s) of DRR-42, DRR-92, DRR-95, DRR-96, DRR-104, DRR-109, and DRR-112.

The floor was open for discussion and/or motion.

Pat Archer made a point of discussion and requested the board reference the pdf page number or petition page number when discussing record series. Pat Archer questioned the changes being made for the record series related to cigarette taxes and other tobacco product taxes record series

numbers DRR-98 thru DRR-105 and wanted to know what changes were being made compared to the existing retention period. Roberta Adams stated that the Department of Revenue is very paper heavy on processes and was moving to electronic record keeping to bring their processes up to date with current practices. The department is also aware of the master settlement litigation and will not destroy any of those records

Morgan Nelson stated that the prior retention for record series DRR-98 was a retention of one year in office and send paper to storage. Destroy after 4 years. Morgan also stated that the new retention period works better for the electronic nature of most of the record series.

Chelle Somsen had a question regarding page 78, record series DRR-97; and asked if we needed to add a line as to when the scanned paper is destroyed. Dana Hoffer responded that they follow standard 3 business days listed in the Record Handling section of manual.

**Pat Archer moved and Russ Olson seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-011.

#### **Office of the State Treasurer**

Chairman Bollinger asked the Board to consider the current petition to revise five existing records series for the Office of State Treasurer having the record series of number(s) of TRS-62, TRS-64, TRS-65, TRS-66, and TRS-68.

The floor was open for discussion and/or motion.

Pat Archer questioned why still seeing the reference to microfilm. Dana Hoffer said that microfilm is still being utilized and is a recommendation to consider using microfilm for long-term retention periods.

**Russ Olson moved and Jenna Latham seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule’s foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-009.

**Office of the State Auditor**

Chairman Bollinger asked the Board to consider the current petition to revise fifty-nine existing record series for the Office of the State Auditor having the record series number(s) of AUD-2, AUD-3, AUD-5, AUD-6, AUD-9, AUD-10, AUD-11, AUD-14, AUD-15, AUD-16, AUD-17, AUD-18, AUD-19, AUD-21, AUD-22, AUD-23, AUD-26, AUD-27, AUD-28, AUD-33, AUD-38, AUD-61, AUD-46, AUD-41, AUD-42, AUD-43, AUD-48, , AUD-69, AUD-52, AUD-63, AUD-58, AUD-65, AUD-62, AUD-44, AUD-103, AUD-64, AUD-67, AUD-70, AUD-75, AUD-76, AUD-77, AUD-78, AUD-82, AUD-85, AUD-86, AUD-87, AUD-88, AUD-89, AUD-90, AUD-91, AUD-92, AUD-93, AUD-94, AUD-95, AUD-97, AUD-98, AUD-99, AUD-100, and AUD-102.; add three record series having the record series number(s) of AUD-46.1, AUD-42.1, and AUD-51.1; and delete sixteen existing record series having the record series number(s) of AUD-30, AUD-39, AUD-40, AUD-45, AUD-47, AUD-49, AUD-50, AUD-51, AUD-53, AUD-54, AUD-55, AUD-56, AUD-57, AUD-59, AUD-66, and AUD-68.

The floor was open for discussion and/or motion.

Russ Olson asked a question as far as a lot of records seemed to be deleted. Could someone please explain the process? Sandy Tillman stated that many of the reports were combined/condensed into 1 or 2 record series. Russ Olson stated, so basically consolidating the records? Sandy Tillman stated yes.

Chelle Somsen asked for clarification as to how they were storing and handling the electronic records for the series being retained for 99 years? She expressed concern that those records will need to be taken care of. Todd Mahoney stated as long as we stay with standards, we should be able to migrate the information.

**Pat Archer moved and Russ Olson seconded to approve the petition. The motion passed 4-0 by roll call vote. Jenna Latham recused herself due to a conflict of interest.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Recused</b>
<b>Russ Olson</b>	<b>Aye</b>

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-010.

### **Board of Addiction and Prevention Professionals**

Chairman Bollinger asked the Board to consider the current petition to delete two existing record series number(s) of CBADP-10 and CBADP-13; and update and consecutively re-number the Board of Addiction and Prevention Professionals' Records Retention and Destruction Schedule with thirty record series having the record series numbers of BAPP-1 through BAPP-30.

The floor was open for discussion and/or motion.

Commissioner Bollinger asked about the numbering of BAAP-30. Dana Hoffer responded that it was a typo and should have been listed as BAPP-30.

**Chairman Bollinger moved and Russ Olson seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-012.

### **Board of Examiners of Psychologists**

Chairman Bollinger asked the Board to consider the current petition to revise eight existing record series for the Board of Examiners of Psychologists having the record series number(s) of PS-2, PS-4, PS-5, PS-12, PS-16, PS-18, PS-19, and PS-21.

The floor was open for discussion and/or motion.

**Russ Olson moved and Chelle Somsen seconded to approve the petition. The motion passed unanimously by roll call vote.**

**Chairman Bollinger**            **Aye**  
**Pat Archer**                        **Aye**  
**Chelle Somsen**                **Aye**  
**Jenna Latham**                 **Aye**  
**Russ Olson**                      **Aye**

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-013.

### **Board of Social Work Examiners**

Chairman Bollinger asked the Board to consider the current petition to revise seven existing record series for the Board of Social Work Examiners having the record series number(s) of SW-2, SW-4, SW-5, SW-12, SW-18, SW-19, and SW-21.

The floor was open for discussion and/or motion.

Russ Olson asked regarding SW-2 on page 124, is this standard language?

Dana Hoffer responded, that yes, this is common and standard language.

**Chairman Bollinger moved and Pat Archer seconded to approve the petition. The motion passed unanimously by roll call vote.**

**Chairman Bollinger**            **Aye**  
**Pat Archer**                        **Aye**  
**Chelle Somsen**                **Aye**  
**Jenna Latham**                 **Aye**  
**Russ Olson**                      **Aye**

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-014.

### **Office of the Attorney General**

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Office of the Attorney General having the record series number(s) of AG-61.

The floor was open for discussion and/or motion.

**Russ Olson moved and Jenna Latham seconded to approve the petition. The motion passed 4-0 by roll call vote. Pat Archer recused herself due to a conflict of interest.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Recused</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-015.

### **Department of Public Safety**

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Department of Public Safety having the record series number(s) of DPS-4.3.

The floor was open for discussion and/or motion.

Pat Archer questioned whether the BIT 2-year email retention policy would supersede other retention policies. Tony Rae explained from a BIT perspective on how email records retention would be worked into the various agency retention policies.

Scott Bollinger asked Dana if we needed to contact agency records officer prior to the June 2021 meeting and ask them to review their retention manual for email record series and do a mass update if needed. Dana Hoffer stated that DPS and HSC were the only two agencies found who needed to update their record series.

**Russ Olson moved and Jenna Latham seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-016.



## Human Services Center

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Human Services Center having the record series number(s) of HSC-18.

The floor was open for discussion and/or motion.

**Russ Olson moved and Jenna Latham seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 20-017.

### Other Business

**Russ Olson moved to adjourn; Jenna Latham seconded. Motion carried unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Pat Archer</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

Adjourned meeting at approximately 09:46 a.m.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

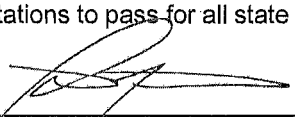
I, Steve Westra, acting in my position as Commissioner of the Governor's Office of Economic Development, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Governor's Office of Economic Development consists of 30 page(s) and contains record series number(s) GOED-1 (consecutively numbered) through GOED-51.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Governor's Office of Economic Development consists of 1 page(s) and contains record series number(s) TSD-4.


The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Steve Westra, Commissioner of the Governor's  
Office of Economic Development

5/20/2021

\_\_\_\_\_  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/21/2021  
\_\_\_\_\_  
Date

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management  
DIVISION: G.O.E.D.  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0128

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Governor's Office of Development.**

**Reason for Deletion:**

- **TSD-4. This series is maintained by the Bureau of Human Resources.**

**TSD-4. PERSONNEL FILES:**

**07-064**

This series is arranged alphabetically by name and contains a folder for each employee in the agency. Information may include, but is not limited to: applications for employment, personal data sheets, personnel action notices (PA 32's), position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. This record series is maintained to review work history of former employees who apply for work and for audit purposes.

**RETENTION:** Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

(Note: The previous record series numbers were GOED-39; DECA-347, TOUR-21; and TGR-16.)



GOVERNOR'S OFFICE OF  
ECONOMIC DEVELOPMENT

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
Records Management Program  
104 S Garfield Avenue; Building E  
c/o 500 East Capitol Avenue  
Pierre, South Dakota 57501-5070

2021

## PROJECT STAFF

Steve Westra, Commissioner Governor's Office of Economic Development	Dana Hoffer State Records Manager
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Travis Dovre, Records Officer Governor's Office of Economic Development	Connie Nold Records Management Specialist
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The employees of the Governor's Office of Economic Development who contributed their time to explain the purpose and review the content of each record.

## STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner Bureau of Administration (Chairman)	Office of the Attorney General
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Chelle Somsen, State Archivist Department of Education	Jenna Latham Office of the State Auditor
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Russell Olson, State Auditor General Legislative Audit	Dana Hoffer State Records Manager
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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE:

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. **This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions:** vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements for the transfer of records to state archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

## **South Dakota Codified Laws:**

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

**Notes:**

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

**Record Handling:**

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

**Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.



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**GOED-1. BUDGET REQUESTS:**

!@#\$

This series is arranged chronologically and contains the budget requests of the various programs throughout the Governor's Office of Economic. Information may include: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. This record series is used to formulate the newest budget request for the program and for reference to determine budget amounts for previous years.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

**GOED-2. CONTRACTS AND AGREEMENTS:**

!@#\$

This series contains contracts and agreements between the agency and other parities. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference, legal, and audit purposes.

**RETENTION:** Retain current in office. Transfer terminated to electronic storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parities. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed. The State Auditor's Office maintains the contract one year after terminated, then destroys.)

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**GOED-3. INCOMING CASH/CHECK LOG:**

!@#

This series is comprised of an Excel spreadsheet used to document the receipt of money. Information may include: date money was received, amount received, funds and accounts to be credited, amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-4. INVENTORY, CAPITAL ASSETS:**

!@#

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms that reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain procedures manuals current in office. Destroy superseded or obsolete.

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**GOED-5. OPEN RECORDS REQUESTS:**

!@#

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

**RETENTION:** DENIAL LETTERS: Retain permanently.

**ALL OTHER INFORMATION:** Retain 4 years, then provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-6. PERSONNEL/PAYROLL REPORTS:**

!@#

This series consists of bimonthly computer reports concerning payroll and personnel. Reports may include, but are not limited to: time keeping reports, export reports, and payroll distribution register. This record series is used to check accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving records have been resolved and final action has been

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**GOED-7. RECORDS MANAGEMENT FILE:**

**!@#**

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

**RETENTION:** RECORD DESTRUCTION AUTHORIZATION FORMS: Retain electronically for 3 years, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

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**GOED-8. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

**!@#**

These daily, weekly, monthly\*\*, and year-end\*\* computer reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher report\*, open purchase order report, available funds report\*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance\*, company general ledger trial balance\*, expenditure report\*, bank reconciliation report\*, employee receivable report\*, bank reconciliation report\*, encumbrance detail report\*, accounts payable report\*, projects report\*, cash center report\*, object/sub-object report\*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report\*, company 8000 trial balance by center\*, encumbrance balances report\*, and special travel expenditure report. This record series is maintained for audit purposes.

**RETENTION:** Retain monthly and year end reports electronically on a shared network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-9. SURPLUS PROPERTY FILES:**

!@#

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-10. VOUCHERS:**

!@#

This series contains copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting. The Office of the State Auditor maintains the original vouchers for 7 years.

**RETENTION:** Retain electronically for 3 years, then destroy.



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**GOED-11. SDCEC™ AUDIT FILES:**

!@#S

This series is arranged alphabetically by the name of the auditor and contains a folder for each producer that has been audited. Information may include, but is not limited to: audit forms, audit check lists, notices of inspection, audit results, and correspondence. Producer Audits are performed once each fiscal year to ensure producers are following all of the requirements of the program. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain 3 years in office, then transfer to storage for 2 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-12. SDCEC™ ENROLLMENT SPREADSHEET EMAILS:**

!@#S

This electronic folder contains the spreadsheets used to enroll cattle into the program. Information may include: Radio Frequency Identification (RFID) numbers, birthdates, and sex of the animals the producers want to enroll in their accounts. The spreadsheets are filed by year and must be submitted electronically to the department. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain files electronically for 5 years, then delete.

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**GOED-13. SDCEC™ INVOICE DATABASE:**

!@#S

This database series contains all of the billing information for the program. Information may include: account balances, payments received, and producer contact information. This record series is used to track the invoices that are billed and the payments made to the program. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain information for 5 years, then delete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-14. SDCEC™ PRODUCER BILLING:**

!@#S

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include: the invoices that are billed for licensing, enrollment, and transfer fees; and the receipts of payments for these invoices. The invoices are billed out on a monthly cycle. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-15. SDCECT™ PRODUCER DATABASE:**

!@#

This database series contains producer information. Information may include, but is not limited to: producer licensing, type of operation, contact information, invoices, receipts, Process Verified Program (PVP) documents, and audit information. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain current information in database. Update superseded or obsolete information as needed.

**GOED-16. SDCECT™ PRODUCER LICENSING:**

!@#

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include, but is not limited to: applications, evaluation forms, license agreements, retag affidavits, handbook self-tests, renewal forms, and letters regarding license approvals and renewals. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-17. SDCEC™ PRODUCER PVP:**

!@#

This series is arranged alphabetically by the last name and contains a folder for each producer that has completed Process Verified Program (PVP) training. Information may include: supplier profiles, training documentation, supplier audit records, and correspondence. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-18. SDCEC™ REFERENCE FILES:**

!@#

This series contains SDCEC™ reference files. Information may include, but is not limited to: miscellaneous copies of reports, program manuals, Standard Operating Procedures (SOP) manuals, handbooks, publication, regulations, and other non-record materials of significance to the program. This record series is used for reference purposes and is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

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**GOED-19. SDCEC™ TRANSFER WARRANTY CERTIFICATES:**

!@#

This series is arranged alphabetically by last name and contains a folder for each producer in the program. Information includes the transfer warranty certificates that are generated to track the movement of cattle to ensure their enrollment in the program. These certificates must be filed with the department to verify the cattle's source verification claim. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-20. ADMINISTRATIVE REFERENCE FILES:**

**!@#S**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Annual Reports, Community Reference Files, General Correspondence, Organizational Charts, and Publications are subject to archival screening by the State Archivist prior to disposal.)

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

**GOED-21. AGREEMENTS, STATE/FEDERAL:**

**!@#S**

This series contains copies of agreements between the state of South Dakota and federal agencies including Housing and Urban Development (HUD), Economic Development Administration (EDA), Department of Energy (DOE), Small Business Administration, and Department of Agriculture (DOA). Information may include: terms and conditions of the agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with the federal agency; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-22. AGRICULTURAL BONDS:**

!@#S

This series is arranged alphabetically and contains agriculture bonds for beginning farmers, agribusiness bonding program, and the nutrient management program. Information may include, but is not limited to: Value Added Agricultural Relending Program (VAARP), Value Added Sub Fund (VASF), ending applications, financial statements, appraisals, correspondence, forms, bond opinion letter, legal documents, and other closing documents. This record series is used to approve applications and to issue bonds to eligible applicants.

**RETENTION:** Retain active files in office. Transfer paid-in-full to electronic storage for 7 years. Destroy 7 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-23. AGRICULTURAL GRANTS:**

!@#S

This series is arranged by application and contains grants administered by the Finance Division. Information may include, but is not limited to: grant applications, working papers, grant documents, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to electronic storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-24. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FILE:**

!@#S

This series is filed by topic and documents information regarding each funded Community Development Block Grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with HUD; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-25. COMPANY PROSPECT/SUSPECT FILE:**

!@#S

This paper and database series is arranged alphabetically by company and contains the Department's work-up and reference material concerning either a "suspect" company (may justify further study concerning a move or expansion to South Dakota), or "prospect" company (definite possibility of a move to South Dakota). Information may include: bottom line comparisons, labor statistics, financial incentives, economic outlook, transportation infrastructure, community information, and proposals. This record series is maintained to keep current on all companies, which may either wish to or need to be convinced to relocate in the state.

**RETENTION: DATABASE:** Retain current. When file has been closed for 5 years, purge and delete.

**PAPER:** Retain active in office. Merge closed files with the company prospect/suspect central electronic file.



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**GOED-26. COMPANY PROSPECT/SUSPECT PROPOSAL:**

!@#\$

This series is arranged alphabetically by company name and contains proposals to bring and retain companies in South Dakota. Information may include: bottom line comparisons, labor statistics, financial incentives, transportation infrastructure, community information, and a letter from the Governor. This record series is maintained for tracking commitments made by the state.

**RETENTION:** Retain active in office. Purge and destroy superseded or obsolete data. Merge remaining closed files with the company prospect/suspect central file. Retain closed file electronically for 5 years, then destroy.

**GOED-27. DEPARTMENT OF AGRICULTURE (DOA) FILE:**

!@#\$

This series is filed by topic and documents information regarding each funded Department of Agriculture grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with DOA; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-28. DEPARTMENT OF ENERGY (DOE) FILE:**

!@#S

This series is filed by topic and documents information regarding each funded Department of Energy grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with DOE; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-29. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) FILE:**

!@#S

This series is filed by topic and documents information regarding each funded Economic Development Administration grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with EDA; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-30. ECONOMIC DEVELOPMENT FINANCE AUTHORITY BONDS:**

!@#S

This series contains files for the Economic Development Revenue bonds (Pooled Loan Program). Information may include, but is not limited to: terms of the loan, program documents, certificates, project documents, legal opinions, and miscellaneous documents. This record series is maintained for administrative purposes.

**RETENTION: SUCCESSFUL APPLICANTS:** Retain electronically for 6 years after the bond has been paid off, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**UNSUCCESSFUL APPLICANTS:** Retain electronically in office for 5 years from the loan application date, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Purge files yearly to avoid a build-up of superseded or obsolete material.)

**GOED-31. FINANCE ADMINISTRATIVE REFERENCE FILES:**

!@#S

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

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**GOED-32. FUTURE FUND GRANT PROJECT FILES:**

!@#\$

This series is arranged numerically by assigned approval number and contains the Future Fund Grant Project Files. Information may include: project description, contract award, contract agreement, correspondence, financial report, and narrative report. This record series is maintained for administering current grants, for reference when requesting new grants, for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain 1 year in office after close of project, then transfer to electronic storage for 3 years. Destroy 4 years after the project has been closed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-33. GUARANTEES, AG ENTERPRISE:**

!@#

This series contains Ag Enterprise program guarantees which may include, but is not limited to: Value Added Livestock (VALU), stock purchase cooperative quantity, and beginning farmer down pay quantity. Information may include: applications, signed agreements, financial documents, and personal background material. This record series is maintained for audit purposes.

**RETENTION:** Retain active files in office. Transfer inactive to electronic storage for 4 years. Destroy 4 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-34. LOANS, AG ENTERPRISE PROGRAM:**

!@#

This series contains Ag Enterprise program loans which may include, but is not limited to: Rural Development Loan Participation, Livestock Loan Participation, Conservation Tillage Equipment Loans, and all other loans. Information may include: applications, signed agreements, financial documents, and personal background material. This record series is maintained for audit purposes.

**RETENTION:** Retain active files in office. Transfer inactive to electronic storage for 4 years. Destroy 4 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-35. MARKETING/PR ADMINISTRATIVE REFERENCE FILES:**

!@#S

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

**GOED-36. MINUTES:**

!@#S

This series is arranged chronologically and contains the official minutes of the Revolving Economic Development and Initiative (REDI) Board, and the Economic Development Finance Authority (EDFA) Board. Information may include: date of the meeting, agenda, summarization of the discussion, actions taken, attendance sheet, and official signature of the recording secretary. This record series is maintained for reporting purposes and for documenting actions taken.

**RETENTION:** Retain electronically in office permanently.

BOARD PACKETS: Destroy after meeting.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

(Note: Consider converting electronic records to microfilm.)

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**GOED-37. MONTHLY SUMMARY OF ACTIVITY:**

!@#S

This series contains computer reports submitted by the Bank West, the State Treasurer's Office, and internally by the office. The reports are divided into sections for each type of loan. Information may include: account balance, interest paid, and other statistics. This record series is used for reference purposes, for monitoring principal and interest payments, for reconciling balances with the State's accounting balances, and for audit purposes.

**RETENTION:** Retain electronically for 10 years after the loan has been paid in full, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-38. NOTICES AND MINUTES OF PUBLIC HEARINGS:**

!@#S

This series is arranged chronologically and contains notices and minutes of public hearings. Information may include: newspaper clippings, radio and television public service announcements, copies of notices sent directly to municipal governments, locations, dates of meetings, topics discussed, actions taken, and authorized signatures. This record series is maintained to document that notices of public hearings were published as specified, for reference concerning topics discussed and actions taken, and for documentation of the meeting.

**RETENTION:** Retain current in office, then transfer to electronic storage for 5 years. Destroy after 5 years.

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**GOED-39. PERFORMANCE EVALUATION REPORTS (PER):**

!@#S

This annual report is submitted to HUD to fulfill federal requirement of the Community Development Block Grant Program. Information may include, but is not limited to: financial statements, written narratives, and civil rights compliance. This record series summarizes each grant year and is maintained for reference and documentation purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-40. PHOTOGRAPH/VIDEO FILE:**

!@#S

This series is filed alphabetically and may contains original photographs, slides, negatives, and video footage used by the department for its various publications and requests. This record series is used in departmental promotions, provided upon request to media and others, and maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Subject to archival screening by the State Archivist prior to disposal.)



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**GOED-41.    PORTFOLIO FINANCIAL REPORTS:**

!@#S

This series is produced using a financial software program and includes financial reports for loans and guarantees. Financial reports may include, but is not limited to: Rural Development Loan Participations, Livestock Loan Participations, Conservation Tillage Equipment Loans, Value Added Livestock Guarantees, and other guarantees. This record series is maintained for audit purposes.

**RETENTION:** Retain 1 year in office, transfer to electronic storage for 5 years. Destroy 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-42.    REDI LOAN FILES:**

!@#S

This series is arranged alphabetically by company name and contains information on each Revolving Economic Development and Initiative (REDI) Loan. Information may include: application documentation, comments and correspondence, security and collateral, financial statements, borrower's reporting requirements, records retention, legal documents, and reports and insurance. This record series is maintained for reference, for documenting compliance with terms and conditions of the loans, and for audit purposes.

**RETENTION: SUCCESSFUL APPLICANTS:** Retain electronically for 10 years after the loan has been paid off. Destroy 10 years after the loan has been paid off provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**UNSUCCESSFUL APPLICANTS:** Retain electronically for 5 years from the loan application date, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-43. RESEARCH DEVELOPMENT ADMINISTRATIVE REFERENCE FILES:**

!@#S

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

**GOED-44. SALES ADMINISTRATIVE REFERENCE FILES:**

!@#S

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

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**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Travis Dovre  
**RM CUSTOMER #:** 0128

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**GOED-45. SMALL BUSINESS ADMINISTRATION (SBA) FILE:**

**!@#**

This series is filed by topic and documents information regarding each funded Small Business Administration grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with SBA; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-46. SOUTH DAKOTA BUILDING SOUTH DAKOTA PROGRAM APPLICATIONS, UNSUCCESSFUL:**

**!@#**

This series is arranged chronologically by date received and contains unsuccessful applications for the Economic Development Partnership, Local Infrastructure Improvement, Reinvestment Payment, and SD Jobs programs. Information may include: applications and rejection letter. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically for 1 year, then destroy.

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**GOED-47. SOUTH DAKOTA BUILDING SOUTH DAKOTA PROGRAM PROJECT FILES:**

!@#S

This series is arranged numerically by assigned approval number and contains information for the Economic Development Partnership, Local Infrastructure Improvement, Reinvestment Payment, and SD Jobs programs. Information may include, but is not limited to: application, letter of agreement, award letter, timeline, filing of report procedures, amount awarded, compliance records, and correspondence. This record series is maintained for reference, for documenting compliance with terms and conditions of the award, and for audit purposes.

**RETENTION:** Retain open and active files electronically in office. Destroy 4 years after project has closed provided all litigation, claims, and audit findings have been resolved and final action has been taken.

**GOED-48. SOUTH DAKOTA ETHANOL INFRASTRUCTURE PROGRAM APPLICATIONS UNSUCCESSFUL:**

!@#S

This series is arranged chronologically by date received and contains unsuccessful applications for the South Dakota Ethanol Infrastructure Program. Information may include: applications and rejection letter. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically for 1 year, then destroy.

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**GOED-49. SOUTH DAKOTA ETHANOL INFRASTRUCTURE PROGRAM PROJECT FILES:**

!@#S

This series is arranged numerically by assigned approval number and contains information for the South Dakota Ethanol Infrastructure Program. Information may include, but is not limited to: application, letter of agreement, award letter, timeline, filing of report procedures, amount awarded, compliance records, and correspondence. This record series is maintained for reference, for documenting compliance with terms and conditions of the award, and for audit purposes.

**RETENTION:** Retain open and active files electronically in office. Destroy 4 years after project has closed provided all litigation, claims, and audit findings have been resolved and final action has been taken.

**GOED-50. SOUTH DAKOTA WORKFORCE DEVELOPMENT PROGRAM APPLICATIONS, UNSUCCESSFUL:**

!@#S

This series is arranged chronologically by date received and contains unsuccessful applications for the South Dakota Workforce Development Program. Information may include: applications and rejection letter. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically for 1 year, then destroy.

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**GOED-51. SOUTH DAKOTA WORKFORCE DEVELOPMENT PROGRAM**  
**PROJECT FILES:**

!@#

This series is arranged numerically by assigned approval number and contains information for the South Dakota Workforce Development Program. Information may include, but is not limited to: application, letter of agreement, award letter, timeline, filing of report procedures, amount awarded, compliance records, and correspondence. This record series is maintained for reference, for documenting compliance with terms and conditions of the award, and for audit purposes.

**RETENTION:** Retain open and active files electronically in office. Destroy 4 years after project has closed provided all litigation, claims, and audit findings have been resolved and final action has been taken.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, James Hagen, acting in my position as the Secretary of the Department of Tourism, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Tourism consists of 15 page(s) and contains record series number(s) TOUR-1 (consecutively numbered) through TOUR-25.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.


The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



\_\_\_\_\_  
James Hagen, Secretary of the Department  
of Tourism

05.13.2021  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.



\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/4/2021  
Date



DEPARTMENT  
OF  
TOURISM

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
Records Management Program  
104 S Garfield Avenue; Building E  
c/o 500 East Capitol Avenue  
Pierre, South Dakota 57501-5070

# 2021

## PROJECT STAFF

Jim Hagen, Secretary  
Department of Tourism

Dana Hoffer  
State Records Manager

Travis Dovre, Records Officer  
Department of Tourism

Connie Nold  
Records Management Specialist

The employees of the Department of Tourism who contributed their time to explain the purpose and review the content of each record.

## STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner  
Bureau of Administration  
(Chairman)

Jenny Jorgenson  
Office of the Attorney General

Chelle Somsen, State Archivist  
Department of Education

Jenna Latham  
Office of the State Auditor

Russell Olson, State Auditor General  
Legislative Audit

Dana Hoffer  
State Records Manager

## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE:

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements for the transfer of records to state archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

## **South Dakota Codified Laws:**

1-27-2. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

**Notes:**

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

**Record Handling:**

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

**Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

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DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0076

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-1. ADMINISTRATIVE REFERENCE FILES:**

!@#

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Annual Reports, Community Reference Files, General Correspondence, Organizational Charts, and Publications are subject to archival screening by the State Archivist prior to disposal.)

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

**TOUR-2. BUDGET REQUESTS:**

!@#

This series is arranged chronologically and contains the budget requests of the various programs throughout the Department of Tourism. Information may include: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. This record series is used to formulate the newest budget request for the program and for reference to determine budget amounts for previous years.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0076

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-3. CONTRACTS AND AGREEMENTS:**

!@#\$

This series contains contracts and agreements between the agency and other parities. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference, legal, and audit purposes.

**RETENTION:** Retain current in office. Transfer terminated to electronic storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parities. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed. The State Auditor's Office maintains the contract one year after terminated, then destroys.)



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**TOUR-4. INCOMING CASH/CHECK LOG:**

!@#

This series is comprised of an Excel spreadsheet used to document the receipt of money. Information may include: date money was received, amount received, funds and accounts to be credited, amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**TOUR-5. INVENTORY, CAPITAL ASSETS:**

!@#

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms that reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain procedures manuals current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0076

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-6. OPEN RECORDS REQUESTS:**

!@#

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

**RETENTION:** DENIAL LETTERS: Retain permanently.

**ALL OTHER INFORMATION:** Retain 4 years, then provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**TOUR-7. PERSONNEL/PAYROLL REPORTS:**

!@#

This series consists of bimonthly computer reports concerning payroll and personnel. Reports may include, but are not limited to: time keeping reports, export reports, and payroll distribution register. This record series is used to check accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving records have been resolved and final action has been

**STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)**

**DEPARTMENT:** Tourism  
**DIVISION:** Administration  
**OFFICE:** \_\_\_\_\_  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Travis Dovre  
**RM CUSTOMER #:** 0076

<b>RECORD</b>		<b>R.D.B.</b>
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		<b><u>NUMBER</u></b>

**TOUR-8. RECORDS MANAGEMENT FILE:**

!@#S

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department’s “Records Retention and Destruction Schedule” (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

**RETENTION:** RECORD DESTRUCTION AUTHORIZATION FORMS: Retain electronically for 3 years, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete.

**TOUR-9. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

!@#S

These daily, weekly, monthly\*\*, and year-end\*\* computer reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher report\*, open purchase order report, available funds report\*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance\*, company general ledger trial balance\*, expenditure report\*, bank reconciliation report\*, employee receivable report\*, bank reconciliation report\*, encumbrance detail report\*, accounts payable report\*, projects report\*, cash center report\*, object/sub-object report\*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report\*, company 8000 trial balance by center\*, encumbrance balances report\*, and special travel expenditure report. This record series is maintained for audit purposes.

**RETENTION:** Retain monthly and year end reports electronically on a shared network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0076

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-10. SURPLUS PROPERTY FILES:**

!@#

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**TOUR-11. VOUCHERS:**

!@#

This series contains copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting. The Office of the State Auditor maintains the original vouchers for 7 years.

**RETENTION:** Retain electronically for 3 years, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Arts Council  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0063

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-12. ADMINISTRATIVE REFERENCE FILE, ARTS COUNCIL:**

!@#

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Partnership Program Files and State Art Council Membership Files are subject to archival screening by the State Archivist prior to disposal.)

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

**TOUR-13. ARTS COUNCIL MEETING BOOKS:**

!@#

This series is arranged chronologically by fiscal year and contains the Arts Council Meeting Books. Information may include: meeting agenda, meeting minutes, financial statements, and projects. This record series is used for reference purposes.

**RETENTION:** Retain 5 years in office, then transfer to State Archives for final disposition.

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AUTHORIZATION FORM  
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DEPARTMENT: Tourism  
DIVISION: Arts Council  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0063

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-14. GRANT FILES:**

**!@#**

This series is arranged chronologically by fiscal year, then by category and contains grants awarded by the Arts Council. The types of grants may include: Artists Project Grants, Arts Challenge Grants, Project Grants, Statewide Service Grants, and Touring Arts Grants. Information may include: grant award letter, grant application, grant number, and supporting documentation. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain 4 years in office, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Marketing/Public Relations  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0076

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-15. ADMINISTRATIVE REFERENCE FILE, MARKETING/PR:**

!@#

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

**TOUR-16. PHOTOGRAPH/VIDEO FILE:**

!@#

This series is filed alphabetically and may contains original photographs, slides, negatives, and video footage used by the department for its various publications. This record series is used in departmental promotions, provided upon request to media and others, and maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Subject to archival screening by the State Archivist prior to disposal.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Media  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0076

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-17. ADMINISTRATIVE REFERENCE FILE, MEDIA:**

!@#\$

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)



**STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)**

**DEPARTMENT:** Tourism  
**DIVISION:** Research  
**OFFICE:** \_\_\_\_\_  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Travis Dovre  
**RM CUSTOMER #:** 0076

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**TOUR-18. ADMINISTRATIVE REFERENCE FILES, RESEARCH:**

**!@#S**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

**TOUR-19. RESEARCH:**

**!@#S**

This series is arranged chronologically and contains research studies and statistical reports done for the Department of Tourism, and complimentary studies pertaining to national trends and developments. Information may include, but is not limited to: annual reports, rural tourism research, visitation reports, marketing research and international research. This record series is maintained for reference purposes when planning the Department's program strategies and promotional efforts.

**RETENTION:** Retain electronically in office for 10 years, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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DEPARTMENT: Tourism  
DIVISION: Tourism  
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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0215

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**TOUR-20. ADMINISTRATIVE REFERENCE FILE, TOURISM:**

!@#

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: News Releases, Newsletters, and Publications are subject to archival screening prior to disposal.)

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

**TOUR-21. MARKETING PLANS:**

!@#

This series is arranged alphabetically within each year and serves as the central depository for each program's marketing plans. Information may include, but is not limited to: project planning sheets/project descriptions, program budgets, advertisement/print material copies, program reports, and general inquiry reports. Programs with information in this series include: Film Commission, Outdoor, International, Group, Rural Tourism, Public Relations, Hospitality, AAA/CAA, Information Centers, Co-op Advertising, Travel Shows, Publications, Photo Projects, Video Projects, Conferences, and Overall Advertising. This record series is used to plan future projects and to measure results on existing projects.

**RETENTION:** Retain electronically on a shared network computer drive for 5 years, then destroy.

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DEPARTMENT: Tourism  
DIVISION: Tourism  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0215

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**TOUR-22. MINUTES:**

!@#

This series is arranged alphabetically by organization/committee name and contains copies of minutes from each. Information may include: organization/committee name, dates of meetings, members present, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** Retain electronically in office for 3 years, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

**TOUR-23. PHOTOGRAPH/VIDEO FILE:**

!@#

This series is filed alphabetically and contains original photographs, slides, negatives, and video footage used by the Department of Tourism for its various publications and requests. This record series is used in Tourism promotions, provided upon request to media and others, and maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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RECORDS RETENTION &  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Trade  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0076

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-24. ADMINISTRATIVE REFERENCE FILES, TRADE:**

**!@#**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

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DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tourism  
DIVISION: Visitor  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0215

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**TOUR-25. ADMINISTRATIVE REFERENCE FILES, VISITOR:**

!@#

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

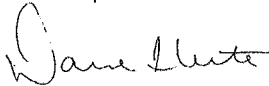
# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dave Flute, acting in my position as the Secretary of the Department of Tribal Relations, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Tribal Relations consists of 8 page(s) and contains record series number(s) DTR-1 (consecutively numbered) through DTR-14.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Dave Flute, Secretary of the Department of Tribal Relations

4/16/2021

Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.



Dana Hoffer, State Records Manager

4/20/2021

Date



DEPARTMENT  
OF  
TRIBAL RELATIONS

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
Records Management Program  
104 S Garfield Avenue; Building E  
c/o 500 East Capitol Avenue  
Pierre, South Dakota 57501-5070

# 2021

## PROJECT STAFF

Dave Flute, Secretary  
Department of Tribal Relations

Dana Hoffer  
State Records Manager

Travis Dovre, Records Officer  
Department of Tribal Relations

Connie Nold  
Records Management Specialist

The employees of the Department of Tribal Relations who contributed their time to explain the purpose and review the content of each record.

## STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner  
Bureau of Administration  
(Chairman)

Jenny Jorgenson  
Office of the Attorney General

Chelle Somsen, State Archivist  
Department of Education

Jenna Latham  
Office of the State Auditor

Russell Olson, State Auditor General  
Legislative Audit

Dana Hoffer  
State Records Manager





## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE:

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements for the transfer of records to state archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

## **South Dakota Codified Laws:**

1-27-3. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

**Notes:**

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

**Record Handling:**

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

**Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

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STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DTR-1. ADMINISTRATIVE REFERENCE FILES:**

!@#

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Annual Reports, Community Reference Files, General Correspondence, Organizational Charts, and Publications are subject to archival screening by the State Archivist prior to disposal.)

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

**DTR-2. BUDGET REQUESTS:**

!@#

This series is arranged chronologically and contains the budget requests of the various programs throughout the Department of Tribal Relations. Information may include: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. This record series is used to formulate the newest budget request for the program and for reference to determine budget amounts for previous years.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**DTR-3. BUSH FOUNDATION GRANT FILES:**

!@#

This series is arranged chronologically by fiscal year and contains grant files. Information may include: financial reports and supporting documentation. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain 4 years in office after the grant has been closed, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken

**DTR-4. CONTRACTS AND AGREEMENTS:**

!@#

This series contains contracts and agreements between the agency and other parities. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference, legal, and audit purposes.

**RETENTION:** Retain current in office. Transfer terminated to electronic storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parities. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed. The State Auditor's Office maintains the contract one year after terminated, then destroys.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**DTR-5. INCOMING CASH/CHECK LOG:**

!@#

This series is comprised of an Excel spreadsheet used to document the receipt of money. Information may include: date money was received, amount received, funds and accounts to be credited, amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DTR-6. INVENTORY, CAPITAL ASSETS:**

!@#

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms that reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain procedures manuals current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DTR-7. OPEN RECORDS REQUESTS:**

!@#

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

**RETENTION: DENIAL LETTERS:** Retain permanently.

**ALL OTHER INFORMATION:** Retain 4 years, then provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DTR-8. PERSONNEL/PAYROLL REPORTS:**

!@#

This series consists of bimonthly computer reports concerning payroll and personnel. Reports may include, but are not limited to: time keeping reports, export reports, and payroll distribution register. This record series is used to check accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving records have been resolved and final action has been



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**DTR-9. PHOTOGRAPH/VIDEO FILE:**

!@#S

This series is filed alphabetically and may contains original photographs, slides, negatives, and video footage used by the Department of Tribal Relations for its various publications. This record series is used in departmental promotions, provided upon request to media and others, and maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Subject to archival screening by the State Archivist prior to disposal.)

**DTR-10. RECORDS MANAGEMENT FILE:**

!@#S

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

**RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS:** Retain electronically for 3 years, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete.

**STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)**

**DEPARTMENT:** Tribal Relations  
**DIVISION:** Administration  
**OFFICE:** \_\_\_\_\_  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Travis Dovre  
**RM CUSTOMER #:** 0335

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**DTR-11. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

**!@#**

These daily, weekly, monthly\*\*, and year-end\*\* computer reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher report\*, open purchase order report, available funds report\*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance\*, company general ledger trial balance\*, expenditure report\*, bank reconciliation report\*, employee receivable report\*, bank reconciliation report\*, encumbrance detail report\*, accounts payable report\*, projects report\*, cash center report\*, object/sub-object report\*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report\*, company 8000 trial balance by center\*, encumbrance balances report\*, and special travel expenditure report. This record series is maintained for audit purposes.

**RETENTION:** Retain monthly and year end reports electronically on a shared network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DTR-12. SURPLUS PROPERTY FILES:**

!@#

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DTR-13. VOUCHERS:**

!@#

This series contains copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting. The Office of the State Auditor maintains the original vouchers for 7 years.

**RETENTION:** Retain electronically for 3 years, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Tribal Government  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DTR-14. ADMINISTRATIVE REFERENCE FILE, TRIBAL GOVERNMENT:**

!@#S

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: General Correspondence, Organizational Charts, News Releases, Newsletters, and Publications are subject to archival screening by the State Archivist prior to disposal.)

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Richard L. Sattgast, acting in my position as State Auditor, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Office of the State Auditor consists of 1 page(s) and contains record series number(s) AUD-70.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Office of the State Auditor consists of 1 page(s) and contains record series number(s) AUD-60.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Richard L. Sattgast, State Auditor

5-13-21  
\_\_\_\_\_  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/17/2021  
\_\_\_\_\_  
Date

**STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)**

**DEPARTMENT:** State Auditor  
**DIVISION:** State Auditor  
**OFFICE:** Administration  
**PROGRAM:** Old Age & Survivors Insurance  
**RECORDS OFFICER:** Jenna Latham  
**RM CUSTOMER #:** 0079

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**AUD-70. ACCUMULATED EARNINGS AND TAX REPORTS:**

**!@#**

This monthly computer report series is divided by agency and program and contains the end of the month accumulated earnings and tax reports for state employees paid through the central payroll. Information includes: center number, effective date, run date, page number; and for each employee the report lists employee name, social security number, gross pay, FIT wages, FIT withheld, earned income tax credit, O.A.S.I. wages, O.A.S.I. withheld, and net pay. The paper records are maintained for federal tax reporting, for reconciling with IRS W-2 forms, and for audit purposes. The COM is maintained to provide a record of wages and benefits paid by the state. The original COM is maintained at Records Management Storage.

**RETENTION: PAPER:** Scan and retain scanned paper for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on shared network drive for 99 years, then destroy.

Retain existing COM for 99 years, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: State Auditor  
DIVISION: State Auditor  
OFFICE: Administration  
PROGRAM: Fiscal Examination  
RECORDS OFFICER: Jenna Latham  
RM CUSTOMER #: 0028

<b>RECORD</b>		<b>R.D.B.</b>
<b>SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>AUTHORITY</b>
		<b>NUMBER</b>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the State Auditor.**

**Reason for Deletion:**

- **AUD-60. Series was missed for deletion at the December 10, 2020 meeting. Information is available on-line. The Bureau of Finance and Management retains the original report.**

**AUD-60. RECONCILIATION UPDATE (BA68UR30,28,29 OR BA68JS30,28,29):**

**90-001**

These Bureau of Finance and Management cyclical BA68UR30 or BA68JS30, BA68UR28 or BA68JS28, and BA68UR29 or BA68JS29, computer output microfiche (COM) series are arranged by bank account payment code and payment reference number and contain lists of all transactions added or updated to the accounts payable system. Information includes: bank account, bank account payment number, payment reference number, vendor name, payment type, payment date, payment amount, clear date, clear amount, and payment status. This information is used to reconcile payment transaction additions or updates to the accounts payable system. The Bureau of Finance and Management also maintains this report for two years.

**RETENTION:** Retain 2 years in office, then destroy provided an independent post-audit report has been received.

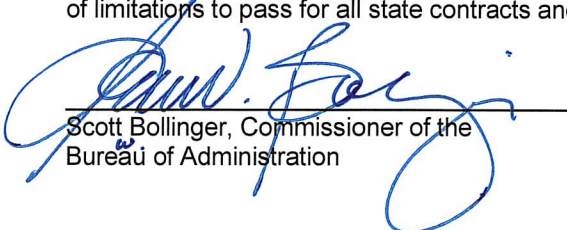
# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Scott Bollinger, acting in my position as Commissioner of the Bureau of Administration, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of Property Management consists of 1 page(s) and contains record series number(s) PM-3.1.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Scott Bollinger, Commissioner of the  
Bureau of Administration

5-15-2021  
\_\_\_\_\_  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/18/2021  
\_\_\_\_\_  
Date



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management  
DIVISION: Bureau of Administration  
OFFICE: Central Services  
PROGRAM: Property Management  
RECORDS OFFICER: Rick Augusztin  
RM CUSTOMER #: 0034

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**PM-3.1. INVENTORY, CAPITAL ASSETS:**

!@#

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms which reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained by property management for accountability purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain procedure manuals current in office. Destroy superseded or obsolete.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Mike Leidholt, acting in my position as Secretary of the Department of Corrections, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of Department of Corrections consists of 1 page(s) and contains record series number(s) DOC-39.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

*Mike Leidholt*

Mike Leidholt (May 13, 2021 17:52 CDT)

Mike Leidholt, Secretary of the Department  
of Corrections

05/13/2021

Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

*Dana Hoffer*

Dana Hoffer, State Records Manager

5/14/2021

Date

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Department of Corrections  
DIVISION: Office of Secretary  
OFFICE: Administration Office  
PROGRAM: Finance & Administration  
RECORDS OFFICER: Brittni Skipper  
RM CUSTOMER #: 0292

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**DOC-39. INMATE BANKING RECORDS:**

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This daily generated series is arranged numerically by inmate number and check number and contains the inmate banking records. Information may include: inmate name, inmate identification number, beginning balance, transactions for the day, ending balance, and check stubs. This record series is used for reference to inform each inmate of their ending balance and for reconciliation purposes.

**RETENTION: MONTHLY REPORTS/OTHER INFORMATION:**  
Retain electronically for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

CHECK STUBS: Retain 30 days in office, then destroy.

(Note: Check stub details is available in the Offender Management System.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Tiffany Sanderson, acting in my position as the Secretary of the Department of Education, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 13 page(s ) and contains record series number(s) DOE-44, DOE-111A, DOE-107, DOE-119, DOE-119.1, DOE-110, DOE-110.1, DOE-110.2, DOE-110.3, DOE-110.4, DOE-110.5, DOE-114, and DOE-133.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Tiffany Sanderson, Secretary of the Department of  
Education

6-21-21  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

6/22/2021  
Date

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Birth to Three  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-44. BIRTH TO 3 VOUCHERS:**

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This series is arranged by city/town and then by the child's name alphabetically and contains confidential information to meet the needs of Special Education children from the age of 0-3 years old. Information may include: child's name, services provided, provider of service, and dollar amount. This record series is used for reference and audit purposes.

**RETENTION:** Retain electronically for 3 fiscal years after the child's third birthday, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-99.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

**RECORD** **R.D.B.**  
**SERIES NO.** TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE **AUTHORITY**  
**NUMBER**

**DOE-111A. APPEALS, HEARINGS, AND SERIOUSLY DEFICIENT:**

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This series is arranged chronologically by year and then by Local Agency and contains requests for an appeal or hearing information for the USDA Child Nutrition Programs (National School Lunch Program, School Breakfast Program, Special Milk Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Child and Adult Care Food Program), Commodity Supplemental Food Program, and the Emergency Food Assistance Program. This series includes the seriously deficient process. Information may include: request for an appeal or hearing, appointment of appeal or hearing officers, notices of appeal or hearings, outcome, mediation, appointment letters, appeal or hearing date and alternative date, notice of seriously deficient and other documents to support seriously deficient process, correspondence, memos, and exhibits. This record series is maintained to document an appeal, hearing, or the declaration of a sponsor agency as seriously deficient.

**RETENTION:** Retain 6 years in office, then scan into EDMS and maintain electronically for 4 years. Destroy after 10 years provided, litigation, claims, seriously deficient process, and adult finding involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-107. CENTRAL CORRESPONDENCE FILE:**

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This electronic series is arranged chronologically by calendar year, then alphabetically by program and contains both official communication sent and received for all programs. Information may include: official program communication to and from the USDA FNS, official communication to and from Local Agencies. This record series is used for reference purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided that the Department's Legal Staff determine all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-226.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**DOE-119. LOCAL AGENCY FILES-CHILD AND ADULT CARE FOOD PROGRAM (CACFP):**

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This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains program information for Child and Adult Care Food Program. Information may include: signed copies of permanent agreements, amendments, copies of contracts, free and reduced policy statements, and agency reviews. This record series is maintained for reference purposes.

**RETENTION:** CONTRACTS, PERMANENT AGREEMENTS, & FREE AND REDUCED POLICY STATEMENT: Retain until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 3 years in office then scan into an EDMS and maintain electronically for 3 years. Destroy after 6 years provided all, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-247.)



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**DOE-119.1. LOCAL AGENCY FILES-COMMODITY SUPPLEMENTAL**  
**FOOD PROGRAM:**

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This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains program information for the Commodity Supplemental Food Program. Information may include: copies of agreements, copies of contracts, grant award notices, inventory records, use of, loss of, or damage commodity reports, results obtained from pursuit of claims arising in favor of the state or local agency, official USDA communication emails, and official program communication email to sponsor agencies. This record series is maintained for reference purposes.

**RETENTION:** CONTRACTS, PERMANENT AGREEMENTS, AND GRANT AGREEMENTS: Retain copies until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years from the end of the fiscal year. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

LOCAL AGENCY REVIEWS: Retain paper document in office 1 year then scan into EDMS for 2 years. Destroy after 3 years from the end of the fiscal year provided all, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain records for 3 years on office network drive from the end of the fiscal year, then destroy provided all, litigation, claims, and audit findings involving the records have been resolved and final action has been taken

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-110. LOCAL AGENCY FILES-FOOD DISTRIBUTION IN SCHOOLS AND SUMMER:**

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This electronic series is arranged by program (School or Summer), then alphabetically by Local Agency and contains commodity information for the Food Distribution Program for National School Lunch Program and Summer Food Service Program. Information may include: surveys (including bulk processing, Department of Defense Fresh FFAVORS, annual surveys, monthly processed item surveys), food orders, invoices for processed items, and checks received. This record series is used for reference purposes.

**RETENTION:** Retain electronically for 1 year then transfer to EDMS and maintain electronically for 3 years from the end of the fiscal year. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-229.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

**RECORD**  
**SERIES NO.    TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.**  
**AUTHORITY**  
**NUMBER**

**DOE-110.1.    LOCAL AGENCY FILES-SCHOOL NUTRITION PROGRAM:**

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This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains program information for School Nutrition Program (including National School Lunch Program, School Breakfast Program, Special Milk Program, After-school Snack, and Seamless Summer Option), Fresh Fruit and Vegetable Program, and NSLP Food Distribution. Information may include: signed copies of permanent agreements, free and reduce price policy statements, health inspections, management company contracts and renewals, and administrative reviews. This record series is maintained for reference purposes.

**RETENTION:** CONTRACTS, PERMANENT AGREEMENTS, & FREE AND REDUCED POLICY STATEMENT: Retain until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ADMINISTRATIVE REVIEWS:** Must be retained 5 years in a secure agency file and on network drive after the date the review is closed. Retain electronically in an EDMS for an additional 2 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**HEALTH INSPECTIONS:** Retain 1 year in office, then scan into an EDMS and maintain electronically for 3 years. Destroy after 4 years.

**ALL OTHER INFORMATION:** Retain 3 years in office then scan into an EDMS and maintain electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

**RECORD**  
**SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.**  
**AUTHORITY**  
**NUMBER**

**DOE-110.2. LOCAL AGENCY FILES-SNP COMMUNITY ELIGIBILITY**  
**PROVISION:**

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This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains School Nutrition Program information for Local Agencies that participate in the Community Eligibility Provision (CEP). Information may include: CEP applications and SNP applications, and supporting application documentation, approval. This record series is maintained for reference purposes.

**RETENTION:** PERSONALLY IDENTIFIABLE INFORMATION (PII): Retain securely for 7 years, then destroy.

**ALL OTHER INFORMATION:** Retain in office 2 years after the Local Education Agency Community Eligibility Provision expires or ends, then scan into an EDMS and maintain electronically for 4 years. Destroy 6 years after expiration of provision provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-110.3. LOCAL AGENCY FILES-SPECIAL PROVISION 2, AND 3:**

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This paper and electronic series is arranged alphabetically by Local Agency and then by program year and contains information for Local Agencies that operate under a special provision. Information may include: provision supporting documentation, claims, claiming percentages, and renewal requests with supporting documentation and approvals. This record series is maintained for reference purposes.

**RETENTION:** PERSONALLY IDENTIFIABLE INFORMATION (PII): Retain securely for 3 years past the expiration of the provision base year approval, then destroy.

**ALL OTHER INFORMATION:** Retain in office 2 years after the Local Education Agency's base year provision and all extension expire or are no longer in use, then scan into an EDMS and maintain electronically for 2 years. Destroy 4 years after expiration of provision provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

RECORD

R.D.B.  
AUTHORITY  
NUMBER

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**DOE-110.4. LOCAL AGENCY FILES-SUMMER FOOD SERVICE**  
**PROGRAM:**

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This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains information for the Summer Food Service Program. Information may include: signed copies of permanent agreements (including SFSP food distribution), amendments, health inspections (when applicable), and agency reviews. This record series is maintained for reference purposes.

**RETENTION:** CONTRACTS, PERMANENT AGREEMENTS, & FREE AND REDUCED POLICY STATEMENT: Retain until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HEALTH INSPECTIONS: Retain in 1 year in office, then scan into an EDMS and maintain electronically for 3 years. Destroy after 4 years.

ALL OTHER INFORMATION: Retain 3 years in office then scan into an EDMS and maintain electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM:  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**DOE-110.5. LOCAL AGENCY FILES-THE EMERGENCY FOOD ASSISTANCE PROGRAM:**

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This paper and electronic series is arranged by program and then alphabetically by Local Agency and contains information for The Emergency Food Assistance Program. Information may include: agreements, contracts, grant award notices, food orders, inventory, program reviews, and invoices for Local Agency shipping and storage costs. This record series is maintained for reference purposes.

**RETENTION: CONTRACTS & PERMANENT AGREEMENTS:**  
Retain Local Agency documents until amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ALL OTHER INFORMATION:** Retain 3 years in office then scan into an EDMS and retained electronically for 3 years. Destroy after 6 years provided all, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)**

**DEPARTMENT:** Education  
**DIVISION:** Educational Services & Support  
**OFFICE:** Child and Adult Nutrition  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Olivia Waggoner  
**RM CUSTOMER #:** 0012

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**DOE-114. STATE AGENCY-FOOD DISTRIBUTION FILES:**

**!@#S**

This paper and electronic series is arranged by program, then fiscal year, and then alphabetically by topic and contains food distribution information for The Emergency Food Assistance Program, The Commodity Supplemental Food Service Program and Food Distribution Program in Schools and the Summer Food Service Program. Information may include: reviews and inventories of contracted storage facilities, federal allocations, federal allocations, entitlement distribution, processor invoices, surveys, copies of contracts, processor monthly performance reports, and monthly food order documentation. This record series is maintained for management purposes.

**RETENTION:** CONTRACT & AMENDMENTS. Retain copies in office on network drive until contract and amendments expire, then scan into an EDMS maintain electronically for 6 years. Destroy 6 years after contract and amendments expire provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ALL OTHER INFORMATION:** Retain 4 years in office on network drive. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-233.)



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-133. TRAINING, WORKSHOPS, & REGISTRATIONS:**

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This paper and electronic series is arranged alphabetically by program, then by year, and then by workshop or training topic and contains training/workshop information. Information may include: training materials, registrations, sign-in sheets, contracts for speakers or presenters, and any receipts for purchases made for trainings. This record series is maintained for administrative and reference purposes.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy.

(Note: The previous record series number was DECA-252.1.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Kim Malsam-Rysdon, acting in my position as Secretary of the Department of Health, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Health consists of 1 page(s) and contains record series number(s) DOH-3.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

Kim Malsam-Rysdon  
Kim Malsam-Rysdon, Secretary of the Department  
of Health

6/8/21  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer  
Dana Hoffer, State Records Manager

6/9/2021  
Date

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Darcy McGuigan  
RM CUSTOMER #: 1078

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOH-3. CONTRACTS AND AGREEMENTS FILES:**

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This series contains contract and agreements between the Health Department and third parties or interagency agreements. The series is maintained to ensure compliance with terms, to draw up new agreements, for fiscal control, and for audit purposes.

**RETENTION:** FINANCE OFFICE: Scan paper and retain electronically for 15 years in an Electronic Document Management System (File Director). Destroy 15 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

MICROFILM: Retain existing microfilm for 15 years after terminated, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHERS: Retain reference copies current in office. Destroy terminated.

(Note: Previous record series number was HEA-8)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Joel Jundt, acting in my position as the Secretary of the Department of Transportation, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Transportation consists of 1 page(s) and contains record series number(s) DOT-046.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Joel Jundt, Secretary of the Department  
of Transportation

6-2-21  
\_\_\_\_\_  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

6/4/2021  
\_\_\_\_\_  
Date

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Transportation  
DIVISION: Finance & Management  
OFFICE: Accounting  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Nikole Miller  
RM CUSTOMER #: 1059

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**DOT-046. PROJECTS FILES, ACCOUNTING:**

!@#

This series is arranged by PCN and provides a financial summary for each department project. Information may include: Federal Aid Agreement, copy of vouchers, copy of contracts involved, project activity report, correspondence, copies of federal vouchers, billing information, project summaries, and original and revised estimates. The data is summarized in the department Internal Services Project Files and is used for both reference and audit purposes.

**RETENTION:** Retain until project is finalized, then scan all documents into EDMS and maintain electronic images for 4 years. Destroy electronic images after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Federal Aid Agreements and final vouchers will be maintained as part of the "Project Files, Central".)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Barb Abeln, acting in my position as Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 4 page(s) and contains record series number(s) SDDC-143, SDDC-59, SDDC-114.1, SDDC-207.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 1 page(s) and contains record series number(s) SDDC-206.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

**Barbara Abeln**

Barb Abeln, Director of the South Dakota  
Developmental Center

May 18, 2021

Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

**Dana Hoffer**

Dana Hoffer, State Records Manager

May 27, 2021

Date

Signature: Barbara Abeln  
Barbara Abeln (May 18, 2021 15:35 CDT)

Email: barb.abeln@state.sd.us

Signature: Dana Hoffer

Email: dana.hoffer@state.sd.us

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services  
DIVISION: SD Developmental Center  
OFFICE: Director  
PROGRAM: Budget and Finance  
RECORDS OFFICER: Erin Betten  
RM CUSTOMER #: 0206

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**SDDC-143. REQUEST TO ATTEND TRAINING/WORKSHOP:**

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This paper series is arranged chronologically by date and contains the request to attend training/workshop. Information may include: traveler's name, meeting or training title, location of meeting or training, if attending for continuing education or maintaining license, credit hours, how the traveler feel the trip will benefit the employee, how will it benefit the South Dakota Developmental Center, whether or not the employee would be willing to do a presentation on the information, and steps that need to be taken on return from travel. This record series is maintained for training information purposes.

**RETENTION:** Retain 7 years in office, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services  
DIVISION: SD Developmental Center  
OFFICE: Director  
PROGRAM: General  
RECORDS OFFICER: Erin Betten  
RM CUSTOMER #: 0206

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**SDDC-59. POLICIES AND PROCEDURES:**

!@#

This paper and electronic series is arranged alpha/numerical by procedural name and contains copies of the current policies and procedures. Information may include: South Dakota Developmental Center policies on abuse/neglect, individual's rights, disaster plan, and others. This record series is used to determine the proper course of actions to take in certain situations. The signed originals of current South Dakota Developmental Center policies and procedures, as well as the obsolete policies and procedures are maintained in the Administrative Office.

**RETENTION:** Retain current in administration office. Transfer terminated to storage for 10 years for legal purposes, then destroy.



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services  
DIVISION: SD Developmental Center  
OFFICE: Plant Operations  
PROGRAM: Powerhouse  
RECORDS OFFICER: Erin Betten  
RM CUSTOMER #: 0206

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**SDDC-114.1.FIRE ALARM AND/OR FIRE SUPPRESSION IMPAIRMENT**  
**WORKSHEET:**

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This series is arranged chronologically by date and contains information concerning fire alarm and/or fire suppression impairments Information may include: dates, building, type/extent of impairment, reason for impairment, person conducting work, notifications, and restoration. This record series is maintained to insure fire alarm and/or fire suppression impairments are restored.

**RETENTION:** Retain 2 years in office, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services  
DIVISION: SD Developmental Center  
OFFICE: Quality Management  
PROGRAM: Risk Management  
RECORDS OFFICER: Erin Betten  
RM CUSTOMER #: 0206

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**SDDC-207. SAFETY CHECKLISTS:**

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This paper series is arranged chronologically by date and contains a broad spectrum of safety checklists. Information may include: location, device/items, problem noted, and corrective action. This record series is used for an internal check to identify and report potential hazards.

**RETENTION:** Retain 1 year in office, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services  
DIVISION: SD Developmental Center  
OFFICE: Quality Management  
PROGRAM: Risk Management  
RECORDS OFFICER: Erin Betten  
RM CUSTOMER #: 0206

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Human Services Department, South Dakota Developmental Center.**

**Reason for Deletion:**

- **SDDC-206. This record is a duplicate and is also covered in SDDC-44. Individual Event Reports.**

**SDDC-206. INDIVIDUAL INCIDENT REPORT:**

**00-021**

This series is arranged chronologically by month, then by module, and then alphabetically and gives details of a particular incident. Information may include: individual's name, module or work area, time/date of occurrence, type of incident, apparent cause, place, description of what happened, prevention measures, follow-up form, medical information, follow-up review, and signatures of supervisor and persons involved. This record series is used to track problems that may occur.

**RETENTION:** Retain 3 years in office, then destroy.

(Note: Reports referred for Fact Finding are retained in office until the individual reaches the age of 21, then microfilm and maintain film for 7 years. Destroy 7 years after the individual reaches the age of 21 provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

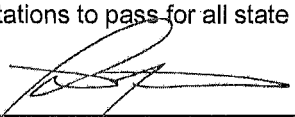
I, Steve Westra, acting in my position as Commissioner of the Governor's Office of Economic Development, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Governor's Office of Economic Development consists of 30 page(s) and contains record series number(s) GOED-1 (consecutively numbered) through GOED-51.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Governor's Office of Economic Development consists of 1 page(s) and contains record series number(s) TSD-4.


The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Steve Westra, Commissioner of the Governor's  
Office of Economic Development

5/20/2021

\_\_\_\_\_  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/21/2021  
\_\_\_\_\_  
Date

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Tribal Relations  
DIVISION: Tribal Government  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0335

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DTR-14. ADMINISTRATIVE REFERENCE FILE, TRIBAL GOVERNMENT:**

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This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: General Correspondence, Organizational Charts, News Releases, Newsletters, and Publications are subject to archival screening by the State Archivist prior to disposal.)

(Note: Review files yearly to avoid a build-up of superseded or obsolete materials.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS


I, Hunter Roberts, acting in my position as the Secretary of the Department of Agriculture and Natural Resources, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Agriculture and Natural Resources consists of 117 page(s) and contains record series number(s) DANR-1 (consecutively numbered) through DANR-208.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Agriculture and Natural Resources consists of 42 page(s) and contains record series number(s) SDDA-1, SDDA-2, SDDA-3, SDDA-4, SDDA-7, SDDA-8, SDDA-11, SDDA-12, SDDA-15, SDDA-16, SDDA-17, SDDA-18, SDDA-19, SDDA-20, SDDA-21, SDDA-22, SDDA-24, SDDA-25, SDDA-27, SDDA-28, SDDA-33, SDDA-34, SDDA-35, DENR-21, DENR-22, DENR-23, DENR-25, DENR-26, DENR-45.1, DENR-45.2, DENR-56.1, DENR-28, DENR-62, DENR-65, DENR-59, DENR-113, DENR-118, DENR-133, DENR-134, DENR-135, DENR-143, DENR-146, DENR-147, DENR-150, DENR-40, DENR-4, DENR-18, DENR-24, DENR-29, DENR-30, DENR-31, DENR-32, DENR-70, DENR-71, DENR-88, DENR-101, DENR-103, DENR-154, and DENR-160.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Hunter Roberts, Secretary of the Department  
of Agriculture and Natural Resources

6-4-2021  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

6/14/2021  
Date

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-1. Covered by an existing series, DANR-1. Administrative Reference File**

**SDDA-1. ADMINISTRATIVE REFERENCE FILES:**

**15-006**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, department program information, legislation, legislative task force information, property management information, news releases, monthly reports, reference manuals, logs; rules and regulations, mailing lists, and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy when superseded or obsolete.

(Note: Department of Agriculture News Releases is subject to screening by the State Archivist prior to disposal.)

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete material.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-2. Maintained at the program level.**

**SDDA-2. ADMINISTRATIVE RULES AND PROMULGATION FILES:**

**15-006**

This series is most often arranged by subject matter and contains administrative rules and promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that “each agency shall keep the original records, documents, and instruments required by the chapter.” There is no time frame included for these records. Since SDCL 1-26-6.8 provided that “No rule is enforceable in the Courts unless properly adopted,” the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26a-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

(Note: Consider maintaining on microfilm instead of paper and destroying paper after microfilm has been inspected and verified to meet quality standards.)



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- SDDA-3. Maintained by the Bureau of Human Resources.
- SDDA-4. Series is no longer necessary.

**SDDA-3. AFFIRMATIVE ACTION PLANS:**

**15-006**

This series is most often arranged chronologically and contains the plan developed by the agency for affirmative action. Information may include: correspondence, committee meeting notes, drafts of plans, and finalized plan of action. This record series is maintained to monitor compliance with existing affirmative action plans and to develop new affirmative action plans as needed.

**RETENTION:** SDDA PERSONNEL: Retain in office 2 years after superseded, then destroy provided no litigation is pending.

**SDDA-4. ASSOCIATIONS AND ORGANIZATIONS FILES:**

**15-006**

This series is most often arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Information may include: minutes of the association or organization meetings, conference agendas, participants' names, and examples of other states' legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization.

**RETENTION:** Retain 2 years in office, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<b>RECORD</b>		<b>R.D.B.</b>
<b>SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>AUTHORITY</b>
		<b>NUMBER</b>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-7. Covered by an existing series, DANR-13. Contracts, Leases, and Agreements.**

**SDDA-7. CONTRACTS, LEASES, AND AGREEMENTS:**

**15-006**

This series is most often arranged alphabetically and contains reference copies of contracts, leases, and agreements in which the agency may have an interest. It also contains the agency's copy of contracts, leases, and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain originals current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to work being performed.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-8.** Covered by an existing series, DANR-2. Correspondence.

**SDDA-8. CORRESPONDENCE, FEDERAL:**

**15-006**

This series contains both copies and originals of letters and memorandums sent to and received from any Federal agency. This record series is maintained for reference and for possible use when federal litigation, claims, or audits are pending.

**RETENTION:** Retain 1 year in office, transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-11. Covered by an existing series, DANR-16. Grant Files.**

**SDDA-11. GRANT FILES:**

**15-006**

This series contains information concerning the administration of funded grants. Information is maintained by the Finance Officer and may include: grant applications, working papers, grant documents, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** FINANCE OFFICER: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER PROGRAMS: Retain current in office. Destroy superseded or obsolete.

(Note: Grants may be retained electronically or in paper form.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-12. Maintained by the Bureau of Human Resources.**
- **SDDA-15. Series is obsolete. There are no department committees that DANR is aware of.**

**SDDA-12. GRIEVANCE FILES:**

**15-006**

This series is most often arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and Bureau of Human Resources findings (if applicable). This record series is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

**RETENTION: MANAGERS:** At your discretion retain copies 6 months, then destroy by shredding.

(Note: Bureau of Human Resources maintains the originals.)

**SDDA-15. MINUTES, DEPARTMENT COMMITTEES:**

**15-006**

This series is arranged alphabetically by committee name and contains copies of minutes from committee meetings. Information may include: date, committee name, members present, and topics discussed. Copies are sent to the director to keep informed of committee actions and are used for reporting purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-16.** Series is no longer needed, it is outside of state government business.
- **SDDA-17.** Maintained at the program level as General Correspondence.

**SDDA-16. MINUTES, OUTSIDE ASSOCIATIONS AND ORGANIZATIONS:**

**15-006**

This series is arranged alphabetically by organization name and contains copies of minutes from each. Information may include: organization name, dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

**SDDA-17. OPEN RECORDS REQUESTS:**

**15-006**

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

**RETENTION: DENIAL LETTERS:** Retain permanently.

**ALL OTHER INFORMATION:** Retain 1 year in office, then transfer to storage of 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-18. Maintained by the Bureau of Human Resources.**

**SDDA-18. PERFORMANCE APPRAISALS:**

**15-006**

These documents are most often arranged chronologically within the personnel file of every state employee. Information is maintained by the Bureau of Human Resources and may include: checklist denoting the areas discussed and supervisor and employee comments. Evaluations are required to ensure communication between supervisors and employees and to provide documentation of an employee's performance. This record series is maintained for audit purposes pursuant to Equal Opportunity Commission requirement.

**RETENTION: AGENCY MANAGERS:** At your discretion retain 6 months, then destroy by shredding.

(Note: Transfer to Bureau of Human Resources upon completion.)

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-19. DANR has on-line policy and procedure manual.**

**SDDA-19. POLICY AND PROCEDURES, AGRICULTURE DEPARTMENT:**

**15-006**

This series contains the current department procedures for each program area. Policy and procedures may be kept in paper form or within the division's electronic filing system. Information may include: rough drafts, research material, special project training guides, special project planning portfolios, and final copies of policies and procedures. This record series is maintained for historical and reference purposes.

**RETENTION:** SDDA SECRETARY: Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

(Note: Records are subject to screening by the State Archivist prior to disposal.)



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DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-20. Employees can access through internet or intranet.**
- **SDDA-21. Receipt Books are no longer retain. Information is available through online check register and credit card portals.**

**SDDA-20. POLICIES AND PROCEDURES:**

**15-006**

This series is most often arranged alphabetically by procedural name and contains the current procedure for each. Information may include: Correspondence Guidelines, Bureau of Human Resources policies and Bureau of Finance and Management policies. This record series is used to determine the proper course of action to take in certain situations.

**RETENTION:** Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

**SDDA-21. RECEIPT BOOKS:**

**15-006**

This series is most often arranged chronologically and contains forms issued to document the receipt of money. Receipts are maintained by the Finance Officer, are pre-numbered, and may include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

**RETENTION:** Retain 2 year in office, then transfer to storage for 3 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PROGRAM: Administrative  
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-22.** Covered by existing series, DANR-6. Records Management Files.

**SDDA-22. RECORDS MANAGEMENT FILES:**

**15-006**

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

**RETENTION:** RECORD DESTRUCTION AUTHORIZATION FORMS:  
Retain 3 years in office, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete.

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PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- SDDA-24. Maintained at the program level.

**SDDA-24. RULES AND REGULATIONS:**

**15-006**

This series is most often arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules and regulations may include administrative rules promulgated by other departments that have a bearing on the daily operation of this agency (i.e. Bureau of Human Resources, Bureau of Finance and Management, and Bureau of Administration). This record series is maintained for insuring compliance with current rules and regulations governing the administration and operation of the department.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete.

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PROGRAM: Administrative  
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-25. Collected electronically and included DANR-1 Administrative Reference File.**

**SDDA-25. STATUS REPORTS, DIVISIONS:**

**15-006**

This series is most often arranged chronologically and contains reports coming from individual program managers. Information may include: highlights of individual programs. This record series is used to prepare to the Governor's Monthly Report.

**RETENTION:** SDDA SECRETARY: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

ALL OTHERS: Retain 1 year in office, then destroy.

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-27. Covered by existing series, DANR-18. Surplus Property Files.**

**SDDA-27. SURPLUS PROPERTY FILES:**

**15-006**

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-28. Covered by existing series, DANR-14. Expenditures File.**

**SDDA-28. VOUCHERS:**

**15-006**

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

**RETENTION:** Retain in office 1 year following the close of the fiscal year in which the voucher was issued, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- SDDA-33. Covered by existing series, DANR-2. Correspondence.
- SDDA-34. Covered by existing series, DANR-2. Correspondence.

**SDDA-33. CORRESPONDENCE, GOVERNOR'S:**

**15-006**

This series is arranged by name of constituent and contains copies of letters written by the South Dakota Department of Agriculture for the Governor. Information is submitted both electronically and in paper form. This record series serves as a reference for draft correspondence. The Governor's Office receives the original.

**RETENTION:** Retain 2 years, then destroy.

**SDDA-34. CORRESPONDENCE, SECRETARY OF AGRICULTURE:**

**15-006**

This series is arranged by last name of constituent and date of correspondence may contain both copies of letters sent and originals of letters and memorandums received. This record series serves as reference and to aid the Secretary of the Department of Agriculture in the implementation of the Department's specific goals and to document actions of the administrative head.

**RETENTION: PAPER:** Scan and retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

**ELECTRONIC IMAGES/FILES:** Retain 2 years in the division's electronic filing system, then destroy at the discretion of the SDDA Secretary.

(Note: Information may be submitted both electronically and in paper form.)

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **SDDA-35. Series is obsolete. Strategic plans are no longer conducted and the current one is out of date.**

**SDDA-35. STRATEGIC PLAN OF SD DEPARTMENT OF AGRICULTURE:**

**15-006**

This series contains the five-year strategic plan for the entire department and is reviewed and revised annually by each program within the department. Information may include: mission statement, position statements for each division, goals and objectives, key strategies, and effective action plans for each division. This record series is maintained for sending final plans to the Governor and are used as a guide to budgeting, procurement, and application of new technology in State government.

**RETENTION:** Retain 5 years in office, then transfer to State Archives for final disposition.

(Note: File publications with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and file two copies with the State Archives.)



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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agric. & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-21. These graphs are no longer used.
- DENR-22. Radon concentrations are no longer measured/maintained.

**DENR-21. GRAPHS, CALIBRATION:**

**07-030**

This series contains the graphs, which are used to calibrate the air test results. Information may include: the actual calibration graph for each site, the date of the calibration, and the raw data gathered to make this calibration. This records series is used to analyze air quality tests, which were taken at different air speeds, and to compare them with a common denominator.

**RETENTION:** Retain 7 years, then destroy.

(Note: Previous record series number was DENR-23).

**DENR-22. MEASURED RADON CONCENTRATIONS:**

**07-030**

This series is arranged numerically by zip code and contains radon concentrations measured in various type of buildings by the State Health Laboratory. Information may include: radon levels measured in homes, schools, and offices. This record series is maintained for trend analysis and specific mitigation purposes.

**RETENTION:** Retain 5 years in office, then microfilm. Maintain film 10 years in office, then transfer to Archives for final disposition.

(Note: Previous record series number was DENR-24).

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 OFFICE: \_\_\_\_\_  
 PROGRAM: Air Quality  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: \_\_\_\_\_

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-23. This information is maintained within DANR-27 Air Quality State Implementation Plan.**
- **DENR-25. Installer certification will be handled by the Plumbing Commission as of July 1, 2021.**

**DENR-23. MINUTES, AIR QUALITY REVIEW BOARD:**

**07-030**

This series is arranged chronologically by meeting date and contains a copy of the Air Quality Review Board Minutes. Information may include: date of the meeting, agendas, summarization of the discussion, and signature of the Board secretary. The Program oversees the board, which addresses air quality issues on a local level. This record series is maintained for reference and review of the board meeting minutes.

**RETENTION:** Retain 50 years in office on microfilm, then destroy.

(NOTE: Paper and microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-200).

**DENR-25. ON-SITE WASTEWATER INSTALLERS CERTIFICATION:**

**07-030**

This series is arranged alphabetically and contains information on on-site wastewater system installers. Information may include: exams, overall list of certified installers, and correspondence. This record series is used for installer certification.

**RETENTION:** Retain 5 years in office, then destroy.

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PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-26. Radon information is no longer saved/recorded by the Air Quality Program.**

**DENR-26. RADON GAS INFORMATION:**

**07-030**

This series contains information concerning radon gas information. Information may include: radon testing methods, mitigation techniques, and health effects. This record series is used as reference material for public information requests.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was DENR-28).

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DIVISION: Agric. & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: IC&R  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-45.1. Information is maintained within DANR-53 Animal Feeding Operation Activities.**

**DENR-45.1. CONFINED ANIMAL FEEDING OPERATION (CAFO)  
HYDROLOGICAL REVIEW:**

**19-003**

This series is arranged chronologically by date, to the extent possible and contains information about subsurface/groundwater issues associated with lagoons,/manure management at certain CAFO's. Information may include: correspondence, assessments, supporting data, memos, and reference material. This record series is required by the DENR to document on-site conditions and DENR management decisions.

**RETENTION:** PAPER: Scan paper documents within 1 year. Maintain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images and data entry has been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 5 years on DENR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**GROUNDWATER MONITORING DATABASE:** Retain current.

(Note: Enter groundwater monitoring data into Groundwater Monitoring Database and Excel workbooks where applicable.)

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 PROGRAM: IC&R  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-45.2. Information is maintained within DANR-53 Animal Feeding Operation Activities.**

**DENR-45.2. CONFINED ANIMAL FEEDING OPERATION (CAFO) INSPECTION AND GROUNDWATER REVIEW:**

**19-003**

This series is arranged chronologically by date, to the extent possible and contains information about subsurface/groundwater issues associated with lagoons,/manure management at certain CAFO's. Information may include: inspection reports, correspondence, assessments, supporting data, memos, and reference material. This record series is required by the DENR to document on-site conditions and DENR management decisions.

**RETENTION:** PAPER: Scan paper documents within 1 year. Maintain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images and data entry has been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain on DENR's computer system (Network Drive) for 5 years post-facility closure, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**GROUNDWATER MONITORING DATABASE:** Retain current.

(Note: Enter groundwater monitoring data into Groundwater Monitoring Database and Excel workbooks where applicable.)

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PROGRAM: IC&R  
RECORDS OFFICER: Darcy Keiser  
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-56.1. DANR no longer regulates Class V.**

**DENR-56.1. UIC CLASS V RULE AUTHORIZATION:**

**19-003**

This series is arranged chronologically by date, to the extent possible and contains the Underground Injection Control (UIC) Class V rule authorization documentation. Information may include: correspondence, assessments, supporting data, and reference material. This record series is required to document state/federal agreements.

**RETENTION: PAPER:** Scan paper documents within 1 month of completion of assessment. Maintain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 5 years on DENR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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DIVISION: Agric. & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-28.** This information is no longer required to be tracked/maintained.
- **DENR-62.** No longer in use. Documents can be printed directly form the Exploration Notice of Intent File.

**DENR-28. TENNESSEE VALLEY AUTHORITY FILE:**

**07-030**

This series contains information concerning the Tennessee Valley Authority (TVA) and its current operation of the uranium mill in Edgemont, South Dakota. Information may include: TVA's clean up tailings, and semiannual release reports concerning radiation releases in Edgemont. This record series is used to monitor TVA's operation in Edgemont.

**RETENTION:** Retain 25 years on microfilm, then transfer to Archives permanently.

(Note: Previous record series number was DENR-32).

**DENR-62. EXPLORATION PERMIT FIELD FILE:**

**07-030**

This series is arranged alphabetically by permit name and contains a copy of the permit application. Information may include: copy of permit, past inspections, and inspector's handwritten notes. This record series is used during actual on site inspections for reference of past inspection findings.

**RETENTION:** Retain current in office. Destroy provided superseded or obsolete.

(Note: Previous record series number was DENR-71).

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OFFICE: Minerals and Mining  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

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<b>SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>AUTHORITY</b>
		<b>NUMBER</b>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-65. No longer in use. Documents can be printed directly from the Mine Permit File.**

**DENR-65. MINING PERMIT FIELD FILE:**

**07-030**

This series is arranged alphabetically by permit name and contains copies of the mining permit applications and inspections. Information may include: copies of the permit, past inspections, and inspector's handwritten notes. This record series is used during actual on site inspections for reference of past inspection findings.

**RETENTION:** Retain current in office. Destroy provided superseded or obsolete.

(Note: Previous record series number was DENR-75).



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agric. & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-59. Record series was merged with other records.

**DENR-59. ORGANIZATION REPORTS FORM 1:**

**07-030**

This series is arranged alphabetically and contains the operator's organization reports. Information may include: company, organization or individual name; address; plan of organization; principal officers or partners, titles, and address; directors name and address; and board approval. This record series is maintained for reference, documentation, and historical purposes.

**RETENTION:** Retain current in office, then microfilm and maintain film for 2 years. Destroy film 2 years after superseded or obsolete.

(Note: Previous record series number was DENR-303).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Fiscal and Technical Assistance  
OFFICE: \_\_\_\_\_  
PROGRAM: Fiscal  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-113. Receipt Books are no longer kept. Information is available through online check register and credit card portals.**

**DENR-113. RECEIPT BOOKS:**

**07-030**

This series contains forms issued to document the receipt of money. Receipts are renumbered and may include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of person receiving the money. This record series is maintained for audit purposes.

**RETENTION:** Retain full book 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was DENR-137)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Fiscal and Technical Assistance  
OFFICE: \_\_\_\_\_  
PROGRAM: Geological Survey  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-118.** The historical records for this data set have been published. Any new data will be entered into a water quality database. Any paper copies have been or will be destroyed.

**DENR-118. ISOTOPE DATING:**

**07-030**

This series is arranged by county and contains isotope analysis data. Information may include sampling data and sample age. This record series is maintained for scientific purposes and for interpreting hydrology and geology of an area.

**RETENTION:** Retain 5 years in office, then microfilm and maintain microfilm permanently.

(Note: Previous record series number was DENR-214)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Fiscal and Technical Assistance  
OFFICE: \_\_\_\_\_  
PROGRAM: Water and Wastewater Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-133. Program was deauthorized by congress--All project files are beyond original 20-year performance certification date.

**DENR-133. GRANT PROJECT FILES/WASTEWATER CONSTRUCTION GRANTS:**

**07-030**

This series is arranged alphabetically by project and contains the originals and copies of Wastewater Construction Grant Project Files. Information may include: applications, agreements, contracts, correspondence, change orders, O & M/ P & S/user charge, inspections, and payments. This record series is maintained for audit purposes and for compliance with State and EPA guidelines.

**RETENTION:** Microfilm when volume warrants and maintain film for 20 years. Destroy 20 years after performance certification date, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was DENR-151).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Fiscal and Technical Assistance  
OFFICE: \_\_\_\_\_  
PROGRAM: Water and Wastewater Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-134. Record series is no longer used. All information is accessible through online or other resources if necessary.
- DENR-135. Record series is no longer used. All information is accessible through online or other resources if necessary.

**DENR-134. HYDROLOGY REFERENCE FILE:**

**07-030**

This series is arranged alphabetically by site and contains the hydrology reference file. Information may include: data used for technical reference on climates, stream flow, and floods in South Dakota. This record series is maintained for administrative and historical purposes.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy after 10 years.

(Note: Previous record series number was DENR-152).

**DENR-135. MAPS:**

**07-030**

This series is arranged alphabetically by site and may contains maps of nearby states and bodies of water within each. This record series is maintained for administrative purposes.

**RETENTION:** Retain current map in office. Destroy superseded or obsolete.

(Note: Previous record series number was DENR-153)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Fiscal and Technical Assistance  
OFFICE: \_\_\_\_\_  
PROGRAM: Water and Wastewater Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-143. Record series is no longer used. All information is accessible through online or other resources if necessary.
- DENR-146. Record series is no longer used. DANR-101 Project Files, would allow for retention if necessary.

**DENR-143. RIVER FILES:**

**07-030**

This series is arranged alphabetically and may contain the original and copies of any and all information about the rivers in South Dakota. This record series is used as a reference on water development.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy film after 10 years.

(NOTE: Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-164).

**DENR-146. RURAL WATER SYSTEM FILES:**

**07-030**

This series is arranged alphabetically by water system and may contain information on each water system. This record series is maintained for water development and historical purposes.

**RETENTION:** Retain current in office. Transfer terminated to storage for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was DENR-167).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Fiscal and Technical Assistance  
OFFICE: \_\_\_\_\_  
PROGRAM: Water and Wastewater Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-147. Record series is no longer used. DANR-101 Project Files, would allow for retention if necessary.
- DENR-150. Record series is no longer used. DANR-101 Project Files, would allow for retention if necessary.

**DENR-147. SPECIAL PROJECTS:**

**07-030**

This series contains studies on floods, potential flood areas in various parts of South Dakota, droughts, or drought information. This record series is retained for historical purposes.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy after 5 years.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-168).

**DENR-150. US ARMY CORPS OF ENGINEERS FILE:**

**07-030**

This series is arranged alphabetically by project and may contain information on Corps' projects and activities. This record series is maintained for water development and historical purposes.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy 5 years after completion.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-170).

STATE OF SOUTH DAKOTA  
Resources  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural  
DIVISION: Office of Water  
OFFICE:  
PROGRAM: Drinking Water  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-40. No longer use index cards, everything is tracked in database in-house.

**DENR-40. PLANS AND SPECIFICATION INDEX CARDS:**

**07-030**

This series is arranged numerically by plans and specification number and contains the water and wastewater plans and specification index cards. Information may include: name of site, assigned plans and specification number, engineer's name, project title, date received, date approved, date approval letter was sent, and name of person receiving the approval. The information is used for administrative purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 49 years. Destroy film after 50 years provided the respective water and wastewater plans and specifications have been destroyed.

(Note: Previous record series number was DENR-48)



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Water  
OFFICE: \_\_\_\_\_  
PROGRAM: Surface Water Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-4. No longer receive the 104G grant for training.
- DENR-18. These files are maintained within DANR-130 SWDS Files.

**DENR-4. 104(G) OPERATOR TRAINING:**

**07-030**

This series is arranged chronologically, then alphabetically by facility name and contains 104(G) operator training grant information. Information may include: grant applications and work plans, correspondence, inspection reports, operator management evaluation final facility reports, and EPA guidance. This record series information is used in administering the 104(G) grant and to answer questions from facilities, consultants, and the EPA.

**RETENTION:** Retain 3 year in office, then transfer to storage for 2 years. Destroy after 5 years.

(Note: Previous record series number was DENR-42).

**DENR-18. CORRESPONDENCE, GENERAL:**

**07-030**

This series is arranged chronologically and may include: both copies of letters and memorandums sent, and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy

(Note: Previous record series number was DENR-19).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Water  
OFFICE: \_\_\_\_\_  
PROGRAM: Surface Water Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-24. These files are maintained within DANR-130 SWDS Files.
- DENR-29. These are available on-line and no longer retained in office.

**DENR-24. O AND M WASTEWATER TREATMENT PLANTS:**

**07-030**

This series is arranged alphabetically by facility and contains the Operation and Maintenance Manual for each treatment facility in the state. Information may include: facility components, shop drawings, sketches of plant, and operators procedures. This record series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

(Note: Previous record series number was DENR-26)

**DENR-29. TOPOGRAPHIC MAPS:**

**07-030**

This series is arranged by map key and contains topographic maps. Maps may include: topographic maps and wetland inventory maps. This record series are used for environmental reviews, SWDS, and water quality standards activities.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to Archives for final disposition.

(Note: Previous record series number was DENR-33).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Water  
OFFICE: \_\_\_\_\_  
PROGRAM: Surface Water Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-30. Permit guidance is available on-line and hard copies are no longer retained.
- DENR-31. This training is no longer provided.

**DENR-30. WASTEWATER TREATMENT AND PERMIT GUIDANCE CORRESPONDENCE:**

**07-030**

This series is arranged alphabetically and contains information on wastewater treatment and permit writing guidance. Information may include: correspondence with other States and the EPA. This record series is used for writing surface water discharge permits.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was DENR-36)

**DENR-31. WATER AND WASTEWATER OPERATOR COURSES:**

**07-030**

This series is arranged chronologically and contains information on water and wastewater operator courses. Information may include: attendees, course outlines, schedules, and operators attendance records. This record series is used for documenting the courses and planning future courses.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

(Note: Previous record series number was DENR-37)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Water  
OFFICE: \_\_\_\_\_  
PROGRAM: Surface Water Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-32. This information is maintained in a continuously updated Standard Operating Procedure Manual.**
- **DENR-70. Discharge monitoring reports are maintained within DANR-130 SWDS Files or are available online through the EPA ISIS portal.**

**DENR-32. WATER QUALITY MONITORING INFORMATION:**

**07-030**

This series is arranged chronologically and contains general information on surface water quality monitoring techniques. Information may include: 40 CFR 136, standard methods, and EPA guidance. This record series is used in maintaining the water quality monitoring network and for planning stream surveys.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was DENR-38).

**DENR-70. DISCHARGE MONITORING REPORTS:**

**07-030**

This series is arranged chronologically by year, then alphabetically by facility and contains discharge monitoring reports on wastewater permits. Information may include: report date, permit number, outfall number parameters, and number of days of discharge. This record series is used to determine compliance with the Surface Water Discharge Permit.

**RETENTION:** Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(Note: Previous record series number was DENR-235).

STATE OF SOUTH DAKOTA  
 RECORDS RETENTION &  
 DESTRUCTION SCHEDULE  
 AUTHORIZATION FORM  
 (Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
 DIVISION: Office of Water  
 OFFICE: \_\_\_\_\_  
 PROGRAM: Surface Water Quality  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: \_\_\_\_\_

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-71. TMDL files are maintained within DANR-130 SWDS Files.

**DENR-71. POINT SOURCE TOTAL MAXIMUM DAILY LOADS:**

**07-030**

This series is arranged alphabetically and contains information used to develop Total Maximum Daily Loading (TMDL) calculations for waterbodies in South Dakota. Information may include: scientific data, public notice affidavits, written comments on draft TMDLs, loading calculation documentation, and EPA approval letters. This record series is maintained for reference and administrative purposes.

**RETENTION:** Microfilm when volume warrants and maintain film for 7 years, then destroy.

(Note: Previous record series number was DENR-227).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Water  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-88. Series is obsolete.
- DENR-101. Series is obsolete.

**DENR-88. DRY DRAW INDEX CARDS:**

**07-030**

This series is arranged alphabetically by county and contains the dry draw index cards. Information may include: the location of the dry draw dam, the owner's name, and the location notice number. This record series is used as a quick reference source to locate location notices.

**RETENTION:** Retain active files in office on microfilm. Destroy film after 50 years provided files have been inactive for 50 years.

(Note: Previous record series number was DENR-101).

**DENR-101. WATER PERMIT/RIGHT, COUNTY LIST:**

**07-030**

This series is arranged alphabetically by county and contains a listing of all water permits/rights in each county. Information may include: brief summary of each water permit including the permit holder, amount of water appropriated, diversion point location, type of water use, and priority date. This record series is used to assist staff with preparing for permit investigations or assisting the public.

**RETENTION:** Retain current list in office. Destroy superseded or obsolete.

(Note: Previous record series number was DENR-116).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Water  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- DENR-103. Series is obsolete.

**DENR-103. WATER PERMIT/RIGHTS, INDEX CARDS:**

**07-030**

This index is arranged alphabetically by last name and by legal description and contains a summary of water permits/rights. Information may include: name of the permit/right holder, permit/right number, location of diversion point, type of use, amount of water appropriated and important dates (e.g. date issued, date to complete work, and date licensed). This record series is used by staff to determine if a permit/right exists and is used as a reference to basic information.

**RETENTION:** Retain in office 50 years after cancellation, then destroy.

(Note: Previous record series number was DENR-118).

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture and Natural Resources.**

**Reason for Deletion:**

- **DENR-154. Watershed protection no longer offers protection or rehab.**
- **DENR-160. Resource Conservation and Development Districts no longer exists.**

**DENR-154. GRANT FILE-POLLUTION PREVENTION:**

**07-030**

This series is arranged alphabetically by project and contains the pollution prevention grant file. Information may include: grant agreements, contracts, payments, match documentation, workplans, and interim reports related to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

**RETENTION:** Retain current in office, then transfer terminated to storage for 4 years. Destroy 4 years after termination provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was DENR-178).

**DENR-160. RESOURCE CONSERVATION AND DEVELOPMENT DISTRICTS:**

**07-030**

This series is arranged alphabetically by project, then by district and contains the resource conservation and development district files. Information may include: reference materials related to projects sponsored by the resource conservation and development district. This record series is used as a reference to specific projects underway by the division.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy 5 years after terminated.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-187).





DEPARTMENT OF AGRICULTURE  
AND  
NATURAL RESOURCES

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
Records Management Program  
104 S Garfield Avenue; Building E  
c/o 500 East Capitol Avenue  
Pierre, South Dakota 57501-5070

# 2021

## PROJECT STAFF

Hunter Roberts, Secretary  
Department of Agriculture and  
Natural Resources

Darcy Keiser, Records Officer  
Department of Agriculture and  
Natural Resources

The employees of the Department of  
Agriculture and Natural Resources who  
contributed their time to explain the purpose and  
review the content of each record.

Dana Hoffer  
State Records Manager

## STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner  
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Jenna Latham  
Office of the State Auditor

Dana Hoffer  
State Records Manager



## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE:

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements for the transfer of records to state archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

## **South Dakota Codified Laws:**

1-27-4. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

### **Notes:**

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

### **Record Handling:**

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

### **Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

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STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-1. ADMINISTRATIVE REFERENCE FILE:**

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This series may be arranged by subject matter and contains information used in the daily administration of the Department of Agriculture and Natural Resources. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulation; mailing lists; news releases and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: News Releases are subject to screening by State Archives prior to disposal.)

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-2. CORRESPONDENCE:**

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This series contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for occasional reference and documentation.

**RETENTION:** GENERAL CORRESPONDENCE: Retain electronically for 2 years, then destroy.

FEDERAL CORRESPONDENCE: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

OPEN RECORDS REQUESTS: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

OPEN RECORDS DENIALS: Retain electronically permanently.

(Note: The Department Secretary's Correspondence is subject to screening by State Archives prior to disposal.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-3. ELECTRONIC COMMUNICATION RECORDS:**

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This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

**RETENTION:** Effective September 4, 2020, retain email according to statewide email policy. Emails over 2 years old will be automatically deleted from an employee's inbox, stored in folders, and sent mail. If an email needs to be retained longer than 2 years, then it must be kept in approved locations.

If the email message is required to be retained longer than 2 years, transition to another storage system and store by position or topic rather than by person. Retain based on content and apply the retention period covered by an existing record series listed in this manual.

**NON-RECORD MESSAGES:** Retain until action has been taken, then destroy or delete.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**DANR-4. LEGISLATION FILES:**

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This series is arranged chronologically within the division's electronic filing system and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session, as well as for historical reference.

**RETENTION:** Retain 5 years, then destroy at your discretion superseded or obsolete.

**DANR-5. MINUTES, BOARDS AND COMMISSIONS:**

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This series is most often arranged alphabetically by board/committee name, and contains copies of minutes from each. Information may include: board/committee name, dates of meetings, members present, topics discussed, actions taken and authorized signatures. Boards and Commissions may include, but are not limited to: State Fair Commission, SD American Dairy Association, SD Wheat Commission, SD Oilseeds Council, SD Soybean Research Council, SD Brand Board, SD Corn Utilization Council, State Conservation Commission, Weed and Pest Commission, and Seed Certification Board. This records series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** STATE CONSERVATION COMMISSION: Retain 20 years in EDMS, then destroy. Transfer scanned paper records to State Archives for final disposition.

ALL OTHERS: Retain 20 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)



STATE OF SOUTH DAKOTA  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-6. RECORDS MANAGEMENT FILES:**

!@#

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

**RETENTION:** RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

**RECORD**  
**SERIES NO.**    **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**    **R.D.B.**  
**AUTHORITY**  
**NUMBER**

**DANR-7.    REQUEST FOR PROPOSAL (RFP):**

!@#

This series may contain RFPs for professional and non-professional services. Information may include: title of solicitation; proposal due date; RFP #; buyer's name and email address; agency name and address; primary contact information; vendor information; purpose of RFP; schedule of activities; number of copies to be submitted; offeror inquires; length of contract; terms and conditions of contracts; scope of work; proposal requirements and company qualifications; cost proposal; criteria for award selection, and authorized signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 6 years, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 5-18D-20. Register of proposals for professional service contract--Confidential information. A register of proposals shall be prepared and maintained by any state agency issuing a request for proposals for a professional service contract. The register shall contain the names of any person whose qualifications were considered and the name of the person that was awarded the contract. Any professional service contract and the documentation that was the basis for the contract is public except for proprietary information which shall remain confidential. The qualifications and any other documentation of any person not issued a contract shall remain confidential.)

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Communications  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-8. AGRICULTURAL POLICY:**

!@#S

This series is arranged within the division's electronic filing system by topic and contains background information on agriculture and natural resource policy topics. Information may include, but is not limited to: executive summaries, white papers, position papers, fact sheets, and court cases. This record series is used in developing State policy/position on agriculture and natural resource issues, to provide up-to-date briefings to the Governor and Department Secretary, for reference, and for historical purposes.

**RETENTION:** Retain electronically or in paper form for 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-9. AGRICULTURE STATISTICS:**

!@#S

This series contains statistics received from the United States Department of Agriculture annually and is kept in paper and digitally within the division's filing system. Information may include, but is not limited to: agricultural production; prices and cash receipts; and weather and farmland statistics. This record series is maintained for reference for the South Dakota Ag Bulletin, and much of the data has historical or research value.

**RETENTION:** Retain 15 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Communications  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

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**DANR-10. CONSERVATION RESERVE PROGRAM-HAY DISTRIBUTION:**

!@#S

This series is arranged by application and contains the producer application form and distribution records for the CRP Hay Distribution Program. Records are kept electronically within the division's filing system. Information may include, but is not limited to: applicant's name, address, and phone number; conditions of the program; county; signature; date; and the distribution spreadsheet. This record series is maintained for reference.

**RETENTION:** Retain 5 years, then destroy

**DANR-11. SPECIAL PROJECTS:**

!@#S

This series is arranged according to project and contains information regarding the planning and executing of department event such as Governor's Ag Summit, Environmental and Water Quality Conference, and Dakotafest activities. Special projects are maintained electronically within the division's electronic filing system. Information may include, but is not limited to: talking points, agendas, emails, sponsors, and contacts. This record series is maintained for reference.

**RETENTION:** Retain 4 years, then destroy

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Fiscal  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0320

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**DANR-12. BANK STATEMENTS:**

!@#S

This series is most often arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information is maintained by the Finance Officer and may include: date of statement, canceled checks, deposit records and bank balances. This record series is maintained for checking account reconciliation with bank balances and for reference and audit purposes.

**RETENTION:** Retain electronically on secured drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-13. CONTRACTS, LEASES, AND AGREEMENTS:**

!@#S

This series contains contracts, leases, and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically on network drive for 7 years. Destroy 7 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

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DEPARTMENT: Agriculture & Natural Resources  
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OFFICE: \_\_\_\_\_  
PROGRAM: Fiscal  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0320

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**DANR-14. EXPENDITURES FILE:**

!@#S

This series may contain: vouchers, requisitions, purchase orders, CRT's, and correction vouchers. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-15. FINANCIAL STATEMENTS:**

!@#S

This series provides an overview of the agency's financial condition for a given period of time. Statements and working papers may include, but are not limited to: WEF Condition Statements, Fee Fund Financial Statements, and Accrual Documents. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-16. GRANT FILES:**

!@#S

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information may include: grant applications, grant agreements, working papers, grant documentation, sub-recipient audit reports, and monitoring and account records. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain electronically on network drive for 4 years. Destroy 4 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-17. STATE REVOLVING FUND (SRF) FINANCIAL STATEMENTS:**

!@#S

The SRF Financial statements provide an overview of the SRF program's financial condition for a given year. Information may include, but is not limited to: Balance Sheets, Statements of Income and Retained Earnings, Cash Flow Statements, Trial Balances, working papers, and Drawdown and Payment Requests. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Fiscal  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0320

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**DANR-18. SURPLUS PROPERTY FILES:**

!@#S

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.



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OFFICE: \_\_\_\_\_  
PROGRAM: Outreach  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

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**DANR-19. MEDIATION RECORDS:**

!@#

This electronic confidential series contains individual mediation case files maintained in Mediation Services database. Information may include: requests for mediation, letters, and the mediator's case report. Information is maintained in accordance with South Dakota Agricultural Mediation Program and pursuant to SDCL 54-13.

**RETENTION:** Scan paper and retain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Secretariat  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
<b>DANR-20.</b>	<b><u>BOARD AND COMMISSION FILES:</u></b>  This series contains the Board and Commission files. Information may include: letters of appointment for board and commission members and miscellaneous background information regarding each. This record series is maintained for historical and reference purposes.  <b>RETENTION:</b> Retain electronically for 4 years, then destroy.  (Note: Subject to screening by State Archives prior to disposal.)	<b>!@#S</b>
<b>DANR-21.</b>	<b><u>CONTINUITY OF OPERATION PLANS/DISASTER RECOVERY PLANS:</u></b>  This series may contain Continuity of Operation Plans (COOP) and Disaster Recovery Plans.  <b>RETENTION:</b> Retain current. Destroy superseded or obsolete at the discretion of Department Secretary by shredding.	<b>!@#S</b>
<b>DANR-22.</b>	<b><u>STATUS REPORTS, SECRETARY:</u></b>  This electronic series is most often arranged chronologically and contains monthly reports sent to the Governor summarizing reports of agency and agency programs. Information may include: highlight activities of agency programs, and personnel updates. This record series is maintained for administrative, reporting, and reference purposes.  <b>RETENTION:</b> Retain electronically for 1 year, then destroy.  (Note: Subject to screening by State Archives prior to disposal.)	<b>!@#S</b>

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0317

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**DANR-23. AIR QUALITY COMPLIANCE AND EMISSION INVENTORY:**

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This series contains a file for every air pollution source in the State, both permitted and non-permitted sources. Information in each file may include: permit reports, inspection reports, annual air emission reports, air fee calculations, air fee collections, enforcement actions, and correspondence. This record series is used for permitting purposes.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for 10 years after the source ceases operation, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0317

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**DANR-24. AIR QUALITY GRANTS:**

!@#S

This series contains information concerning the administration of federal grants associated with the Air Quality Program (i.e., 103 grant, 105 grant, radon grant, and diesel emission grant reduction act), and also contains the reference copies of air quality contracts. Information may include: grant applications, grant amendments, grant documentation, reports, copies of contracts, copies of vouchers, and general correspondence. This record series is used for administering grants, for reference when requesting new grants, for EPA audit purposes; and is maintained to fulfill the terms of the contract, and conduct oversight of contractor's performance.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for 10 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0317

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**DANR-25. AIR QUALITY PERMITTING:**

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This series contains a file for every air pollution source in the State, both permitted and non-permitted sources. Information in each file may include: permit application, documentation related to issuing permits, and permits. This record series is used for permitting purposes.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES/FILES: Retain electronically on DANR's computer system for 10 years after the source ceases operation, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0317

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**DANR-26. AIR QUALITY SAMPLING:**

!@#

This series contains air quality samples from the Air Quality Program's monitoring network and special studies. Information related to the sampling may include: sample filters, recorder charts, monitoring site files, general monitoring correspondence, quality assurance reports, monitoring reports, and special study reports. This record series is used for future reference and if necessary, for further analytical testing.

**RETENTION: PAPER:** Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for 10 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**SAMPLES AND SUPPORTING INFORMATION:** Retain according to the Quality Assurance Plan. Transfer to storage for 5 years, then destroy provided the EPA has authorized the final disposition of the samples.

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DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0317

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**DANR-27. AIR QUALITY STATE IMPLEMENTATION PLAN:**

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This series contains information related to the development of new and updating of existing rules and regulations. In addition, this series also contains EPA submittals and correspondence related to the State Implementation Plans, delegation of EPA's regulations, and approval of permitting programs. Information may include: Air Quality Review Board meeting minutes, scientific data, meeting notes, LRC review, interim rule hearings, notices of public hearings, affidavits of publication of notices, written comments, and transcript of hearings, rules, and submittals to EPA. This record series serves to document the proper promulgation of rules and regulations pursuant to SDCL 34A-1 and SDCL 1-26 and to document EPA's approval of South Dakota's state implementation plan, delegation of federal regulations, and approval of permitting programs.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for as long as the rules are in effect, then destroy.

**MICROFILM:** Retain existing rolls of Air Quality Review Board Minutes for 50 years, then destroy.

(Note: Microfilm is subject to screening by State Archives prior to disposal.)

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Inspection Compliance & Remediation  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0307

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**DANR-28. ANIMAL REMEDIES:**

!@#

This series is arranged digitally and contains animal remedy information that is submitted both electronically and in paper form. Information may include, but is not limited to: registrations, labels, renewals, collection reports, sample analysis, and stop sale letters and responses. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-29. ATP-BID PACKAGE:**

!@#

This series is arranged numerically and contains the bid package for the removal of underground petroleum storage tanks as related to the Abandoned Tank Program (ATP). Information may include: bid forms, proof of insurance, contracts, invoices, consultant records, correspondence, change orders, site sketches and descriptions, copies of public notices, and bid tabulations. This record series is used as a reference to the awarding of contracts for the removal of underground petroleum storage tanks.

**RETENTION:** Retain in office until project closes (end of contract), then scan paper documents to digital images. Retain electronically for 7 years on DANR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.



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OFFICE: \_\_\_\_\_  
PROGRAM: Inspection Compliance & Remediation  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0307

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**DANR-30. BULK OEI:**

!@#S

This series is arranged digitally and contains bulk OEI information that is submitted both electronically and in paper form. Information may include, but is not limited to: site plans, bulk pesticide storage facilities inspections, maps of facilities, bulk commercial fertilizer storage facility inspections, and bulk permit history of the facilities. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically in the division's electronic filing system permanently.

**DANR-31. COLLECTION REPORTS:**

!@#S

This series is arranged chronologically by collection number and contains collection report information that is submitted both electronically and in paper form. Information may include, but is not limited to: collection reports, sample analysis, stop sale letters and responses (if applicable), and bait station data. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 2 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Inspection Compliance & Remediation  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0307

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**DANR-32. COMMERCIAL APPLICATORS LICENSE (CATS):**

!@#S

This series is arranged alphabetically by last name of applicator and contains commercial applicator license information that is submitted both electronically and in paper form. Information may include, but is not limited to: commercial pesticide applicator and dealer license application forms, aerial applicator application form, pesticide applicator certification examination identification/affirmation form, pesticide applicator certification, examination policy statement, exam bubble sheets, photo ID's, score letters, commercial applicator and pesticide dealer licenses, receipts for payments by check, reciprocal certification/license verification forms, return to sender envelopes, e-mail correspondence, and other letter correspondence. This record series serves as a history for commercial applicators training and certification.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-33. CORRESPONDENCE, GENERAL:**

!@#S

This series is arranged alphabetically by employees' name and then chronologically by date and contains letters and memorandums sent. This record series is used for occasional reference and documentation purposes.

**RETENTION:** Retain 3 years in office, then destroy.

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RECORDS OFFICER: Darcy Keiser  
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**DANR-34. ENVIRONMENTAL ASSESSMENTS:**

!@#

This series is arranged chronologically by date, to the extent possible and contains environmental assessments provided by DANR staff as requested. Information may include: correspondence, assessments, supporting data, and reference material. This record series is required by the DANR to document environmental conditions at proposed projects.

**RETENTION:** Scan paper documents within 1 month of completion of assessment. Retain electronically for 5 years DANR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**DANR-35. FEDERAL INSPECTIONS:**

!@#

This series is arranged digitally and contains federal inspection information that is submitted both electronically and in paper form. Information may include, but is not limited to: Federal Drug Administration (FDA) feed mill inspections, tissue sample reports, and bovine spongiform encephalopathy (BSE) reports. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-36. FEED AND FERTILIZER PROGRAMS:**

!@#S

This series is arranged alphabetically by the company name and contains feed and fertilizer program information that is submitted both electronically and in paper form. Information may include, but is not limited to: feed/fertilizer tonnage, feed/fertilizer applications, and information regarding small package feeds and specialty pet foods. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-37. INDUSTRIAL HEMP**

!@#S

This database and paper series is arranged chronologically by date issued, then numerically by license number 46\_0000 or SDP\_000 and contains information pertaining to industrial hemp grower and processor licensees. Information may include: applications, maps, licenses, laboratory analyses, letters, memos, inspection reports, photographs, and state and federal background information of licensees and key participants. This record series is maintained to comply with USDA requirements, SDCL 38-35 and ARSD 12:82.

**RETENTION:** PAPER: Encode application data into Industrial Hemp Database. Scan application data and all other paper documents. Retain electronically on DANR's computer system (Network Drive). Destroy superseded or obsolete data.

INDUSTRIAL HEMP DATABASE: Retain current.

BACKGROUND CHECK INFORMATION: Retain paper in office under lock for 3 years or until superseded background check information is submitted. Destroy superseded or obsolete background check information.

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**DANR-38. INSPECTION REPORTS:**

!@#S

This series is arranged first by type of report, then by company name and contains inspection information that is submitted both electronically and in paper form. Information may include, but is not limited to: commercial applicator inspections, restricted use pesticides inspections, storage and disposal inspections, re-packaging container inspections, pesticide container inspections, use inspections, marketplace inspections, retail facilities final inspections, and facility engineered plans inspections. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-39. INVESTIGATIONS:**

!@#S

This series is arranged by case number and contains investigation information that is submitted both electronically and in paper form. Information may include, but is not limited to: case files, complaints, inspection reports pertaining to cases or complaints, and collection data. This record series is maintained for historic reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 1 year after the case has been resolved, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain 15 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-40. LAB REPORTS:**

!@#S

This series may contain SDSU lab analysis reports for any commercially produced feed, remedy, fertilizer, soil amendment, pesticide, seed, dairy, and egg products. Information may include: report date, report ID, product name, collection site, inspector's name, inspector's number, collection date, date received, laboratory number, agent/owner, guarantor, name of labeler, condition of seal, weight of sample, label information, results, comments, and name of reviewer. No fees are collected for lab reports.

**RETENTION:** Retain 3 years, then destroy.

**DANR-41. LUST TRUST PROJECTS:**

!@#S

This series is arranged numerically, then chronologically by date and contains the LUST Trust Project files. Information may include, but is not limited to: workplans; billing vouchers; letters; memos; and corrective action, assessment, and monitoring reports. This record series is maintained to comply with LUST Trust Grant requirements and conditions.

**RETENTION:** Retain in office until project closes (end of contract), then scan paper documents to digital images. Retain electronically for 7 years on DANR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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**DANR-42. MEETING MINUTES & CORRESPONDENCE FOR SERC:**

!@#S

This series is arranged chronologically and contains the State Emergency Response Commission (SERC) meeting minutes (SDCL-1-25-3) and correspondence. Information may include: meeting agendas, meeting minutes, topics discussed, actions taken, and authorized signatures. This record series is an official record of commission meetings and is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years in office, then destroy provided images have been inspected and verified to be accurate and complete.

ELECTRONIC IMAGES/FILES: Retain permanently on DANR's computer system (Network Drive).

MICROFILM: Retain permanently.

**DANR-43. PESTICIDE PRODUCTS REGISTRATION:**

!@#S

This series is arranged digitally and contains pesticide product registration information that is submitted both electronically and in paper form. Information may include, but is not limited to: Section 24C's, Section 18's, EUP's, poison control center data, pesticide product renewals, and new pesticide product forms. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-44. PRIVATE APPLICATOR LICENSE (PATS):**

!@#

This series is arranged alphabetically by last name of applicator and contains private applicator license information that is submitted both electronically and in paper form. Information may include, but is not limited to: pesticide applicator certification, examination identification/affirmation form, pesticide applicator certification, examination policy statement, exam bubble sheets, photo ID's, score letters, certified private pesticide commercial pesticide applicator cards, return to sender envelopes, e-mail correspondence, and other letter correspondence. This record series serves as a history for private applicators training and certification.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-45. RODENT CONTROL:**

!@#

This paper and database series contains sales and applicator information regarding poison bait used to eradicate rodents. Information may include: invoice records, receipt records, applicator ID, and applicator card information. This record series is maintained for reference purpose.

**RETENTION:** Retain 3 years, then destroy.



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**DANR-46. SARA TITLE III- 302 TO 312:**

!@#

This database and paper series is arranged alphabetically, then numerically and contains the SARA Title III-302 to 312 files. Information may include, but is not limited to: Emergency Planning Notification, Tier II forms, chemical lists, material safety data sheets, fee payment records, and LEPC lists. The information is maintained for facility and State compliance with EPCRA.

**RETENTION: PAPER:** Encode Tier II data into Tier II database. Scan Tier II and all other paper documents within 1 year of receipt. Retain electronically for 5 years on DANR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

TIER II DATABASE: Retain current.

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**DANR-47. SARA TITLE III-TRI:**

!@#S

This database and paper series is arranged alphabetically, then chronologically by date and contains the Superfund Amendments and Reauthorization Act (SARA) Title III-TRI files. Information may include, but is not limited to: Form R reports, fee payment records, and correspondence. This record series is maintained to keep facilities and the State in compliance with Emergency Planning and Community Right-To-Know Act (EPCRA).

**RETENTION:** Scan paper documents within 1 year of receipt. Retain electronically for 5 years DANR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

TRI REPORT DATA: Retrieve from federal EPA via the node maintained by the Bureau of Information and Telecommunications (BIT) and download to the state TRI database.

TRI DATABASE: Retain current.

**DANR-48. SOIL AMENDMENTS:**

!@#S

This series is arranged digitally and contains soil amendment information that is submitted both electronically and in paper form. Information may include, but is not limited to: forms regarding tonnage registrations, labels, renewals, collection reports, sample analysis, and stop sale letters and responses. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-49. SPILL REPORTS/ENVIRONMENTAL EVENTS:**

!@#

This database, electronic, paper, and microfilm series is arranged chronologically by date, then numerically and contains spill reports and information pertaining to other environmental events. Environmental events may include, but is not limited to: property assessments, laboratory analyses, and documents pertaining to federal investigations (CERCLA, EPA cases). The information may include, but is not limited to: letters, memos, maps, photographs, and environmental reports pertaining to on-going and closed investigations. This record series is used to track spills and other reported environmental events.

**RETENTION:** Retain open and monitoring status case file records current in office. Scan closed, no further action, withdrawn, and tracking status case file records. Retain electronically on DANR's computer system permanently.

**MICROFILM:** Retain existing microfilm permanently.

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**DANR-50. STORAGE TANKS:**

!@#S

This paper and database series is arranged numerically and contains facility registration forms. Information may include: facility identification number, owners name, facility location, number of tanks, size of tanks, other tank specifics, and status (open or closed). This record series is used to track fuel storage statewide in compliance with State and Federal regulations; used for updating and scheduling inspections; and is maintained as the official record of compliance with ARSD 74:56:01 and 74:56:03.

**RETENTION:** Scan paper documents to digital images within 1 year of system approval. Retain electronically DANR's computer system (Network Drive). Destroy superseded or obsolete.

STORAGE TANK DATABASE: Retain current.

**DANR-51. STORAGE TANKS PLANS AND SPECIFICATIONS:**

!@#S

This series is arranged numerically by plans and specifications number and contains plans and specifications for regulated underground and above ground storage tank systems. Information may include: drawings for new or upgraded storage tank systems and detailed engineering specifications for each facility. This record series is maintained for administrative purposes; and as the official record of compliance with ARSD 74:56:01 and 74:56:03.

**RETENTION:** Scan paper documents to digital images within 1 year of system approval. Retain electronically DANR's computer system (Network Drive). Destroy superseded or obsolete.

PLANS & SPECIFICATIONS DATABASE: Retain current.

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**DANR-52. SUPERFUND:**

!@#

This series is arranged chronologically by date and contains the superfund files. Information may include, but is not limited to: letters, memos, general site information, schedules, technical documents, and reports. This record series is maintained pursuant to Federal law 40 CRF, Chapter 1, Sections 35.6700 and 35.6705.

**RETENTION:** Retain in office until final "Financial Status Report" is submitted to the US EPA. Destroy after 10 years provided written approval has been obtained from the EPA authorizing the final disposition of the records.

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PROGRAM: Livestock Services  
RECORDS OFFICER: Darcy Keiser  
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**DANR-53. ANIMAL FEEDING OPERATION ACTIVITIES:**

!@#

This series is arranged alphabetically by facility then chronologically and contains information on animal feeding operations falling under the department's regulatory activities. Information may include: permit applications, plans and specifications, nutrient management planning documents, inspection reports, correspondence, review information, testing results, approval/disapproval letters, notices of completion, and certificates of compliance. This record series is used in administering the department's animal feeding operation activities.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-54. DAIRY MATERIAL:**

!@#

This series is arranged digitally and contains dairy information that is submitted both electronically and in paper form. Information may include, but is not limited to: milk samples, bulk hauler inspections, lab technician reports, licenses, inspections, lab reports, manuals, pamphlets, and Appendix N violations. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 5 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-55. EGG FILE:**

!@#S

This series is arranged numerically by permit number and contains the egg files which authorizes and individual to sell or handle eggs. Information may include: license, application, and tests taken. This record series is used for regulatory purposes.

**RETENTION:** Retain 4 years, then destroy.

**DANR-56. INDIVIDUAL AND SMALL ON-SITE WASTEWATER SYSTEMS FILES:**

!@#S

This series is arranged chronologically by date of approval and contains individual and small on-site wastewater system information. Information may include: on-site system plans, approvals, and correspondence.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

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 PROGRAM: Minerals and Mining  
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**DANR-57. BOARD OF MINERALS AND ENVIRONMENT DIGITAL AUDIO RECORDINGS:**

!@#S

This series contains the verbatim voice recordings of meetings held by the Board of Minerals and Environment. This record series is maintained as records are transcribed into minutes.

**RETENTION:** Retain 25 years in office. Review every 25 years for final disposition.

**DANR-58. BOARD OF MINERALS AND ENVIRONMENT MEETING CORRESPONDENCE:**

!@#S

This series is arranged chronologically and contains Board of Minerals and Environment correspondence. Information may include, but is not limited to: meeting agendas, contested case and rule amendment hearing notices, pleadings, legal briefs, Findings of Fact, Conclusions of Law and Orders, petitions to intervene, exhibits, letters sent to the board from interested parties regarding hearings, and transcripts. The record series is maintained for reference and documentation purposes.

**RETENTION: PAPER:** Scan and retain 2 years in office, then destroy provided images have been inspected and verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain permanently on DANR's computer system (Network Drive).



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**DANR-59. EXPLORATION NOTICE OF INTENT FILE:**

!@#S

This series is arranged alphabetically and contains both active and inactive exploration files. Information may include, but is not limited to: Notice of Intent, bond, annual reports, inspection reports, reclamation plan, maps plotting points of exploration, and correspondence. This record series is used to monitor exploration activities in South Dakota.

**RETENTION:** Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.

**DANR-60. MINE LICENSE FILES:**

!@#S

This series is arranged alphabetically and contains both active and inactive mine license files. Information may include, but is not limited to: license issued, inspection reports, correspondence, and license renewals. This record series is used to monitor construction aggregate mining in South Dakota.

**RETENTION:** Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.

**DANR-61. MINE PERMIT FILES:**

!@#S

This series is arranged alphabetically and contains both active and inactive mine permit files. Information may include, but is not limited to: permit issued, bond, inspection reports, correspondence, renewals, plans and specifications, and maps. This record series is used to monitor mining activities in South Dakota.

**RETENTION:** Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.

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**DANR-62. MINING RULES AND REGULATIONS:**

!@#

This series is arranged numerically by rule number and may contain notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearing. These are also filed with Legislative Research Counsel and the Secretary of State. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Scan paper and retain electronically on DANR's computer system (Network Drive) for as long as rules are in effect. Destroy after 25 years provided rules and regulations have been superseded or become obsolete.

(NOTE: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

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**DANR-63. MINUTES, BOARD OF MINERALS AND ENVIRONMENT:**

!@#

This series is arranged chronologically and contains the official minutes (SDCL 1-25-3) of the Board of Minerals and Environment. Information may include: agendas, summarization of the discussion, copies of transcripts, and official signatures. This record series is maintained to provide official record of board proceedings and to provide for documentation of board actions.

**RETENTION:** PAPER: Scan and retain 2 years in office, then destroy provided images have been inspected and verified to be accurate and complete.

ELECTRONIC IMAGES/FILES: Retain permanently on DANR's computer system (Network Drive).

MICROFILM: Retain permanently.

(Note: Microfilm subject to screening by State Archives prior to disposal.)

**DANR-64. POLLUTION SOURCE FILES:**

!@#

This series is arranged alphabetically by operator name and contains the pollution source files. Information may include, but is not limited to: permit application, permit issued, correspondence, inspections, stack tests, and enforcement actions. This record series is maintained for reference and administrative purposes.

**RETENTION:** Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Agriculture & Natural Resources  
 DIVISION: Agriculture & Environmental Services  
 OFFICE: Minerals and Mining  
 PROGRAM: Oil and Gas  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: 0314

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**DANR-65. BOND FORM 3:**

!@#S

This series is arranged alphabetically and contains Plugging and Performance bonds. Information may include, but is not limited to: organization reports, surety liability, list of wells covered, and correspondence. This records series is maintained for administrative purposes.

**RETENTION:** Scan paper and retain electronically for 5 years on DANR's computer system (Network Drive), then destroy.

**DANR-66. INJECTION REPORT FORM 5A:**

!@#S

This series is arranged chronologically and contains the operator reports of the amount of fluid injected into a well and the number of days injection occurred. Information may include, but is not limited to: date, operator name and address, farm or lease name, county, field, well number, status, days injected, fluid injected, and signatures. The reports assist in ensuring the wells are operating within the conditions of the permit. This record series is used for geologically, engineering and hydrological analyses; future indicators; industry needs; and historical purposes.

**RETENTION:** Scan paper and retain electronically for 5 years on DANR's computer system (Network Drive), then destroy.

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PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

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**DANR-67. OIL & GAS ORDERS OF THE BOARD OF MINERALS AND ENVIRONMENT:**

!@#\$

This series is listed in reverse chronological order and may contain, but is not limited to: petitions, public notices, petitions for intervention, exhibits, board minutes, affidavits, green cards, maps, final orders of the Board. This record series is maintained for reference, documentation, and regulatory administration.

**RETENTION:** Scan paper and retain electronically on DANR's computer system (Network Drive) permanently.

**DANR-68. OIL & GAS PERMIT FILES:**

!@#\$

This series is arranged alphabetically and contains both active and inactive oil and gas files. Information may include, but is not limited to: applications for permit to drill, organization reports, permissions to inspect, certificates of negotiation, inspection reports, technical data and reports, logs, sundry notices, completion reports, and correspondence. This record series is used to monitor and regulate oil and gas exploration and production in South Dakota.

**RETENTION:** Scan paper and retain electronically on DANR's computer system (Network Drive) permanently.

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DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

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**DANR-69. PRODUCTION REPORT FORM 5:**

!@#S

This series is arranged chronologically and contains operator reports of each month's oil, gas, and water production. Information may include: date; operator name and address; farm or lease name; field; county; well number; status; amounts of oil, gas, and water taken from the well; and number of days amounts extracted from the well. This record series is used for geological, engineering and hydrological analyses; future indicators; industry needs; and historical purposes.

**RETENTION:** Scan paper and retain electronically for 5 years on DANR's computer system (Network Drive), then destroy.

**DANR-70. RULES AND REGULATIONS:**

!@#S

This series is arranged numerically by rule number and may contain: notices of public hearings, affidavits of publication of notices, written comments from the public and transcripts of hearing. These files are also filed with the Legislative Research Counsel and the Secretary of State. The files have little reference activity once the hearing has been held unless someone request a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Scan paper and retain electronically for on DANR's computer system (Network Drive) for as long as rules are in effect. Destroy after 25 years provided rules and regulations have been superseded or become obsolete.

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PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

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**DANR-71. UNDERGROUND INJECTION CONTROL CLASS II FILES:**

!@#\$

This series is arranged alphabetically by operator and contains both active and inactive Underground Injection Control Class II files. Information may include, but is not limited to: UIC Class II applications, UIC Class II permits, file reviews, major modification requests, and minor modification requests. This record series is used to administer the federally delegated UIC Class II program.

**RETENTION:** Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0070

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**DANR-72. ASBESTOS CERTIFICATION FORMS:**

!@#S

This series is arranged chronologically and contains asbestos certification forms. Information may include: name of applicant, height, weight, date of birth, address, name of company, and area of asbestos work to be certified in (i.e. planner, worker, supervisor). This record series is maintained as Certification is required by State law and rule to be able to conduct asbestos activity.

**RETENTION:** Scan paper and retain electronically for 3 years, then destroy.

**DANR-73. ASBESTOS ENFORCEMENT CASES:**

!@#S

This series is arranged chronologically and contains asbestos enforcement cases. Information may include: correspondence, legal action, settlement agreement, copies of checks, copies of receipts, violations, reports, and supporting documentation. This record series is maintained for legal purposes.

**RETENTION: PAPER:** Scan and transfer scanned documents to Record Management storage for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**MICROFILM:** Retain existing microfilm for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.



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PROGRAM: Waste Management  
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**DANR-74. ASBESTOS RENOVATION/DEMOLITION NOTIFICATIONS AND INSPECTIONS:**

!@#S

This series is arranged chronologically and contains asbestos inspections conducted throughout the state and the notification information regarding the renovation/demolition of asbestos containing property. Asbestos Inspections information may include: date of inspection, inspector's name, name of facility or building, inspection findings, and removal procedures. Asbestos Renovation/Demolition information may include: the source, date of activity, date of completion, name of company doing renovation/demolition work, and square footage of area affected. This record series is maintained pursuant to SDCL 34-44.

**RETENTION:** Scan paper and retain electronically for 2 years, then destroy.

**DANR-75. REGULATIONS, SOUTH DAKOTA:**

!@#S

This series contains the rules and regulations for solid and hazardous waste and asbestos. Information may include: drafts of the rules, final rules, and the signed forms authorizing the establishment of these rules. This record series is used to maintain current rules and regulations and for management of the programs.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

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PROGRAM: Waste Management  
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RM CUSTOMER #: 0070

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**DANR-76. SOLID WASTE FILES:**

!@#S

This series is arranged alphabetically by site and contains the documents used to administer solid waste disposal in the state. Information may include: inspection reports, complaints, permit information, photographs, and all necessary forms needed for the completion of the solid waste permit application. This record series is used to track the solid waste activities of each permitted facility and for completing the solid waste permit application.

**RETENTION:** PAPER: Scan and transfer scanned documents to Record Management storage for 10 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.

MICROFILM: Retain existing microfilm for 10 years, then destroy.

**DANR-77. SOLID WASTE PLANS AND SPECIFICATIONS:**

!@#S

This series contains the plans and specifications for solid waste facilities permitted in South Dakota. This record series is maintained as the plans and specification are used by staff in determining if a proposed facility meets all the required design criteria for the construction and operation of a solid waste facility.

**RETENTION:** PAPER: Scan and transfer scanned documents to Record Management storage for 10 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.

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RM CUSTOMER #: 0070

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**DANR-78. WASTE FACILITIES, REGULATED HAZARDOUS:**

!@#

This series contains the files of regulated facilities, which deal with hazardous waste. Information is broken down by facilities and may include: correspondence, telephone conversations, inspection reports, pictures, and field notes. The facilities are broken down by 1) Generators of hazardous materials, 2) Transporters of hazardous materials, and 3) Disposers of hazardous materials. This record series is used to monitor the operations in the state.

**RETENTION:** PAPER: Scan and transfer scanned documents to Record Management storage for 10 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.

MICROFILM: Retain existing microfilm for 10 years, then destroy.

(Note: Microfilm is subject to screening by State Archives prior to disposal.)

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DIVISION: Financial and Technical Assistance  
OFFICE: Environmental Funding  
PROGRAM: Environmental Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0065

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**DANR-79. AGREEMENTS, STATE/E.P.A.:**

!@#

This series contains the yearly final agreement between the State and the Environmental Protection Agency (E.P.A.) for the administration of the federally funded program. Information may include: a copy of the formal agreement and working papers used to draw up agreement. This record series is retained for reference to carry out the terms of the agreement. The originals are retained in the Division of Financial and Technical Assistance, Fiscal Office.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 2 years, then destroy.

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**DANR-80. ADMINISTRATIVE REFERENCE FILE:**

!@#S

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

**DANR-81. CASE FILES, ACTIVE AND INACTIVE:**

!@#S

This series is arranged by Petroleum Release Compensation Fund file number and contains both active and inactive case files. Information may include, but is not limited to: application forms, investigator's reports, invoices, subrogation assignment, W-9 form, contracts and approval letters, copies of checks, correspondence, worksheets, and environmental consultant reports. This record series is used for processing payments that are issued through the Petroleum Release Compensation Fund, for reviewing of project contracts, for reference when subsequent payments are requested, and for audit purposes.

**RETENTION:** Retain active in office, then transfer inactive to storage for 5 years. Microfilm or retain electronically in EDMS and maintain film/images for an additional 5 years. Destroy after 10 years provided all litigations, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Environmental consultant reports should be removed before microfilming or converting to EDMS.)

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DIVISION: Financial and Technical Assistance  
OFFICE: Environmental Funding  
PROGRAM: Petroleum Release Compensation Fund  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0230

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**DANR-82. CASE FILES, NO-PAYMENT & A.T.P.:**

!@#S

This series is arranged by Petroleum Release Compensation Fund file number and contains no payment case files and the Abandoned Tank Program (A.T.P.) case files. Information may include, but is not limited to: application forms, subrogation assignment, W-9 form, investigator reports, invoices, contracts, approval letters, copies of checks, correspondence, worksheets, and environmental consultant reports. This record series is used for project review, contract review and audit purposes.

**RETENTION:** Retain current in office. Transfer no-payment files and A.T.P. files to storage for 4 years. Destroy after 4 years provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-83. MINUTES, BOARD:**

!@#S

This series contains copies of minutes of the Petroleum Release Compensation Board meetings. Information may include: date, members present, and topics discussed. This record series is used for reporting purposes. Copies are sent to the director to keep informed of board actions.

**RETENTION:** Retain 4 years in office, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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RM CUSTOMER #: 0230

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**DANR-84. RULES AND REGULATIONS:**

!@#

This series is arranged alphabetically and contains copies of rules and regulations pertaining to the Petroleum Release Compensation Fund. Information may include, but is not limited to: federal grant management guidelines, procedural manuals, communication procedures, and other miscellaneous rules and regulations. This record series is used to document the most current rules and regulations and for reference concerning actions to be taken in certain situations.

**RETENTION:** Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded.

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RECORDS OFFICER: Darcy Keiser  
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**DANR-85. BOARD OF WATER AND NATURAL RESOURCES DIGITAL AUDIO RECORDINGS:**

!@#S

This series contains the verbatim voice recordings of meetings held by the Board of Water and Natural Resources. This record series is maintained as records are transcribed into minutes.

**RETENTION:** Retain 25 years in office. Review every 25 years for final disposition.

**DANR-86. CONSTRUCTION FACILITY PLANS:**

!@#S

This series contains the construction facility plans submitted for review by communities who are requesting grants/loans for wastewater treatment facility construction. Information may include: an engineering study that outlines construction alternatives to handle specific problems, the public participation documentation, and review letters from State and Federal agencies requesting comments on environmental impacts of the project. This record series is maintained for reference purposes.

**RETENTION:** Retain current projects in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 25 years, then destroy.

**MICROFILM:** Retain existing microfilm for 25 years, then destroy.



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PROGRAM: Water and Wastewater Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0072

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**DANR-87. DISTRICT FILES:**

!@#S

This series is arranged alphabetically by district type and then alphabetically by district and contains district files. District type may include, but is not limited to: Water Development Districts, Planning Districts, Watershed Districts, Water Use Districts, Irrigation Districts, and Sanitary Districts. Information may include: formation criteria, correspondence, district law, and proper procedures. This record series is maintained as reference material on each organized district in South Dakota.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-88. DISTRICT FORMATION PETITIONS:**

!@#S

This series is filed alphabetically by district type and then alphabetically by district name. District type may include, but is not limited to: Irrigation Districts, Water Use Districts, Water Project Districts, and Watershed Districts. Information may include: original petition with signatures requesting formation, maps, boundaries, and project description. The petitions must be approved by the Board of Water and Natural Resources for formation. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Destroy digital images after the District is dissolved or no longer exists.

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OFFICE: Environmental Funding  
PROGRAM: Water and Wastewater Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0072

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**DANR-89. ENVIRONMENTAL IMPACT STATEMENTS:**

!@#S

This series is arranged alphabetically by site and contains the environmental impact statements. Information may include the descriptions of ecological effects of proposed projects. This record series is used for reference and documentation purposes.

**RETENTION:** Retain in office until 1 year after project completion. Scan into an Electronic Document Management System (EDMS). Maintain digital images permanently.

**DANR-90. FINANCING FILES:**

!@#S

This series is arranged chronologically by source and may contain, but is not limited to information on: bonding agents, federal agencies, state agencies, and other possible sources of funding for water development projects. This record series is used as a reference for water development funding sources.

**RETENTION:** Retain 2 years in office, then cull and destroy superseded or obsolete material.

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RM CUSTOMER #: 0072

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**DANR-91. GRANT/LOAN PROJECT FILE/CLEAN WATER SRF:**

!@#S

This series is arranged numerically by facility number and contains Clean Water SRF project files. Information may include: applications, agreements, contracts, correspondence, change orders, Operation and Maintenance (O & M)/ Plans and Specification (P & S)/user charges, inspections, and payments. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-92. GRANT/LOAN PROJECT FILES-CONSOLIDATED WATER FACILITIES:**

!@#S

This series is arranged alphabetically by project and contains the Consolidated Water Facilities Construction Fund Project Files. Information may include, but is not limited to: applications, signed agreements, contracts, change orders, operation and maintenance reports, user charge information, rate information, plans and specifications, general project correspondence, payments, and inspection reports. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years. Destroy 5 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0072

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**DANR-93. GRANT/LOAN PROJECT FILE/DRINKING WATER SRF:**

!@#

This series is arranged numerically by facility number and contains Drinking Water SRF project files. Information may include: applications, agreements, contracts, correspondence, change orders, O&M/ P&S/ user charges, inspections, and payments. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-94. GRANT/LOAN PROJECT FILES-SOLID WASTE  
MANAGEMENT PROGRAM:**

!@#

This series is arranged alphabetically by project and contains originals and copies of the Solid Waste Management Program Grant/Loan Project Files. Information may include, but is not limited to: applications, signed agreements, contracts, plans and specifications, general project correspondence, payments, inspection reports, UCC filing, and final project report. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years. Destroy 5 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-95. MEETING BOARD PACKETS, BOARD OF WATER & NATURAL RESOURCES:**

!@#S

This series is arranged chronologically by meeting date and contains the Board of Water and NR Meeting Board Packets. Information may include: meeting agendas and meeting material, which the Board has taken action on. This record series is maintained for reference purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(Note: The Meeting Minutes are permanently retained on microfilm and electronically on DANR's computer system (Network Drive).)

**DANR-96. MINUTES, BOARD OF WATER AND NATURAL RESOURCES:**

!@#S

This series is arranged chronologically and contains the Board of Water and Natural Resources meeting minutes. Information may include: sound tapes, date of the meeting, members present, topics discussed, actions taken and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION: PAPER:** Scan and retain 2 years in office, then transfer to State Archives for screening and final disposition provided images have been inspected and verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain permanently on DANR's computer system (Network Drive).

**MICROFILM:** Retain permanently.

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OFFICE: Environmental Funding  
PROGRAM: Water and Wastewater Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0072

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**DANR-97. NEEDS SURVEY:**

!@#

This series is arranged alphabetically by community/site and contains the originals and copies of the Needs Survey used to determine the wastewater/infrastructure needs of communities in the state. Information may include, but is not limited to: community surveys, procedures followed, actual rankings, and computer printout of compiled survey information. This record series is maintained for administrative purposes and future development.

**RETENTION:** Retain 2 years in office after survey has been completed, then transfer to storage for 3 years. Destroy 5 years after survey has been completed.

**DANR-98. ORIGINAL FORMS:**

!@#

This series is arranged alphabetically by program and may contain the originals of forms used in the program. This record series is maintained for administrative purposes.

**RETENTION:** Retain in office until the projects/programs using the forms are obsolete. Destroy superseded or obsolete.

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**DANR-99. POWER FILES:**

!@#

This series is arranged alphabetically and contains information on the development of water resources for use in power generation. Information may include: Oahe dam, administration, studies conducted, actual findings, and any pertinent information related to the power generation. This records series is maintained for administrative purposes.

**RETENTION:** Retain current in office, scan when volume warrants. Maintain electronically for 7 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-100. PRIORITY LIST/INTENDED USE PLAN:**

!@#

This series is arranged chronologically and contains the information used to rank wastewater/infrastructure needs in a priority to assist funding decision. Information may include: ranking information, procedures to be followed, Board of Water and Natural Resources proceedings, public hearing information, and legal publication requirements. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically in office for 4 years, then destroy.

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**DANR-101. PROJECT FILES:**

!@#S

This series is arranged alphabetically by project name and may contain information on all current major or special projects in South Dakota. This record series is maintained for reference on formulating, financing, and operation the project.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-102. RIVERS, WILD, SCENIC AND/OR SCENIC RECREATION**  
**DESIGNATION:**

!@#S

This series contains progress reports on nominated rivers. Information may include: nomination, studies, and designation approval. This record series is used as reference for water development.

**RETENTION:** Retain 2 years in office or until implementation or designation is complete, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)



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**DANR-103. RULES/REPORTS CONSTRUCTION INFORMATION:**

!@#

This series is arranged alphabetically and contains rules/reports pertaining to the construction of State and Federally funded facilities. Information may include, but is not limited to: Solid Waste Management grant rules, State Revolving Fund (SRF) loan information, Consolidated Water Facilities Construction grants/loans, Water and Environment Fund grants/loans, grant management handbook, and annual reports. This record series is used for office reference.

**RETENTION:** Retain electronically in office for 4 years, then destroy.

**DANR-104. STATE WATER PLAN:**

!@#

This series is arranged chronologically by year, then alphabetically by application and contains the annual State Water Plan. Information may include: State Water Plan applications, annual plan developed by the department, annual plan approved by the Board of Water and Natural Resources to set priorities for water use in South Dakota. This record series is maintained for historical and administrative purposes.

**RETENTION:** Retain for 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-105. STATE REVOLVING FUND LOAN FILES:**

!@#

This series is arranged alphabetically by name and contains a folder for each State revolving fund loan file. Information may include: loan application, board review work papers, loan transcript, and all correspondence related to the loan. The record series is maintained for tracking of loans and audit purposes.

**RETENTION:** Retain electronically in office, until loan has been paid in full. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PROGRAM: Geological Survey  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0064

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**DANR-106. AERIAL PHOTOGRAPHS:**

!@#S

This photographic series is arranged alphabetically by county, then by legal location and constitutes the central depository of aerial photographs for South Dakota. This record series is maintained for reference as the photographs are used for environmental impact surveying purposes.

**RETENTION:** Retain permanently.

**DANR-107. ARTESIAN WELL MAPS:**

!@#S

This series is arranged alphabetically by county and may contains maps documenting the location of artesian wells. This record series is maintained for scientific research.

**RETENTION:** Retain permanently.

**DANR-108. GEOPHYSICAL WELL LOGS:**

!@#S

This is a computer file and contains the graphs depicting the properties of geological formations at a particular site. Information on the graphs may include: name of the well, owner, location, drilling date, gamma measurements, spontaneous potential measurements, and single point resistivity measurements. This record series is maintained for scientific research purposes and for studying the earth's hydrological and geological formations.

**RETENTION:** Retain permanently.

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**DANR-109. LITHOLOGIC LOGS:**

!@#S

This paper series is arranged alphabetically by county, then by legal location; has a corresponding database; and contains geological information gathered from tests holes and wells drilled in South Dakota. Information may include: legal location, county, land owner's name, project, date, well driller's name, geologist's name, well type, ground surface elevation, casing top elevation, drill hole depth, total casing and screen, casing type, casing diameter, screen type, screen length, well maintenance date, electric logs (spontaneous potential, single point resistivity, gamma), sample logs, and notes. This record series is maintained as a reference to the geological and hydrological formations in South Dakota; and for reference, research and scientific purposes.

**RETENTION:** Retain permanently.

(Note: Only current information is encoded and maintained in the database. As information becomes superseded or obsolete, the database is updated with the most current information.)

**DANR-110. PRIVATE DRILLERS LOGS:**

!@#S

This series is arranged alphabetically by county, then by legal location; has a corresponding database; and contains logs received from private drilling companies. Information may include: well location, well depth, well owner, address, well test data, type of construction, method of drilling, ground formation, remarks, and well driller. This record series is maintained for reference purposes; for collecting and preserving data with the respect to the occurrence, quantity, quality and hydraulic characteristics of underground water; and for identifying subsurface geological formations.

**RETENTION:** Retain permanently.

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**DANR-111. SOIL SURVEY MAPS:**

!@#S

This series is arranged alphabetically by county and contains soil survey maps. Information may include: soil survey reports, photographs, and maps. This record series is maintained as reference as the information is sent from the Natural Resource Conservation Services (NRCS) for use by Geological Survey when doing research.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-112. SURVEY PROJECTS:**

!@#S

This series is arranged chronologically by fiscal year, then by survey type (i.e. county, city) and contains financial information for survey projects completed by the program. Information may include: resource assessments, who paid, amount paid, amount contracted, effective dates, funding sources, and original contracts and agreements. This record series is maintained to ensure contracts and agreements have been satisfied and for auditing purposes.

**RETENTION:** Retain in office 6 years after project completion, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-113. WELL INVENTORY RECORDS:**

**!@#**

This series is arranged alphabetically by county and contains surveys completed by program personnel in regard to privately owned wells. Information may include: year private well was installed, well depth, location, and water quality. This record series is maintained for reference purposes; for collecting and preserving data with the respect to the occurrence, quantity, quality and hydraulic characteristics of underground water; and for identifying subsurface geological formations.

**RETENTION:** Retain permanently.

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OFFICE: \_\_\_\_\_  
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RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0074

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**DANR-114. BOTTLED WATER FACILITIES:**

!@#S

This series is arranged alphabetically by facility and contains documentation for each bottled water facility. Information may include: chemical analysis, surveys, correspondence, and plans and specifications. This record series is used for administrative purposes.

**RETENTION:** Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.

**DANR-115. CERTIFICATION, WATER AND WASTEWATER OPERATORS:**

!@#S

This series is arranged alphabetically by operator name and contains the certification of water and wastewater operators in South Dakota. Information may include: certification test results, miscellaneous information on the operator, operator name, operator number, and examinations for certification. This record series is used to certify water and wastewater operators.

**RETENTION:** Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.

**DANR-116. ENVIRONMENTAL REVIEW LETTERS:**

!@#S

This series is arranged numerically by specification number and contains drinking water quality determination that this particular project will not have adverse environmental effects to drinking water in this area. Information may include: approval letters, requests, specification number, project title, date approved, and person receiving the letter. This record series is maintained for documentation of grants.

**RETENTION:** Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.

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**DANR-117. MINUTES, STATE BOARD OF CERTIFICATION:**

!@#

This series is arranged chronologically by date and may contain the minutes of the meeting of the State Board of Certification. This record series is used as a reference record of board action dealing with the certification of drinking water and wastewater operators.

**RETENTION:** Retain 1 year in office, then scan paper and transfer paper to State Archives for screening and final disposition. Retain electronically for 10 years or until obsolete, then destroy.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**DANR-118. PLANS AND SPECIFICATION APPROVAL LETTERS:**

!@#

This series is arranged numerically by plan and specification number and contains the water and wastewater approval letters. Information may include: specification number, project title, date approved, and person receiving the approval letter. This record series is maintained for reference and documentation purposes.

**RETENTION:** Retain letters electronically until obsolete, then destroy.



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**DANR-119. PUBLIC NOTIFICATIONS:**

!@#

This series is arranged numerically and contains notices informing the public a drinking water violation has occurred. Information may include: affidavit of publication, newspaper clipping of actual drinking water violation, correspondence with the newspapers, requests to publish notices as a "display advertisement", and copies of the public notice sent to the newspapers. This record series is maintained to administer and enforce the provisions of the Federal Safe Drinking Water Act requiring all customers of a public water supply system to know of any problems being faced by the public water system and to ensure safe drinking water is available to all users of public water supply systems.

**RETENTION:** Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.

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**DANR-120. SOURCE WATER ASSESSMENTS:**

!@#

This series is arranged chronologically by date, to the extent possible and contains source water assessments available for public information. Information may include: correspondence, assessments, supporting data, and reference material. This record series is required by the Federal Safe Drinking Water Act, and the Department of Agriculture and Natural Resources is federally required to make the information available to the public.

**RETENTION:** Scan files within 1 year of completion of a source water assessment. Retain electronically on DANR's computer system (Network Drive) for 5 years post-closure, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**DANR-121. WATER AND WASTEWATER PLANS AND SPECIFICATIONS:**

!@#

This series is arranged numerically by plans and specification number and contains the oversized water and wastewater plans and specifications. Information may include: drawings for new or improved water and wastewater systems and detailed engineering specifications for each facility. This record series is maintained for administrative purposes.

**RETENTION:** Retain received plans and specifications electronically until obsolete, then destroy.

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**DANR-122. WATER PARAMETERS:**

!@#

This series is arranged alphabetically by site location, then chronologically and contains water parameters for facilities such as: drinking water facilities, beaches, wells, and pools. Information may include, but is not limited to: various pictures, sanitation surveys, correspondence, plans and specifications, approval letters, water test results, environmental fees, and schedules. Water test results may include, but are not limited to the readings of following: coliform, fluoride, common ions, lead/copper, VOCs, SOCs, THMs, IOCs, baces, and RADs. This record series is used for administrative purposes.

**RETENTION:** Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.

**DANR-123. WATER SUPPLY DATA ENTRIES OF PUBLIC WATER SYSTEMS:**

!@#

This database series is arranged chronologically by quarter and contains the water supply data entries for public water systems. Information may include: parameter readings from tests ran on drinking water systems, EPA identification number, and site. This record series is maintained for administrative purposes.

**RETENTION:** Retain database current.

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RM CUSTOMER #: 0315

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**DANR-124. 401 AND 404 REVIEWS:**

!@#S

This series is arranged alphabetically by county and contains the 401 and 404 reviews. Information may include: applications and review letters. This record series is used to answer question on the 401 and 404 reviews.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-125. BIOSOLIDS FILES:**

!@#S

This series is arranged numerically and contains both active and inactive biosolids files for facilities and cities with biosolids permits. Information may include: permits, monitoring reports, correspondence, inspection reports, audit reports, annual reports, and local ordinances. This record series is maintained to meet federal requirements.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-126. FISH FLESH ANALYSIS:**

!@#S

This series is arranged alphabetically by site and contains fish flesh analysis. Information may include reference material and studies. This record series is used to determine specific levels of contaminants in South Dakota fish.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

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**DANR-127. GROUND WATER DISCHARGE PLANS:**

!@#

This series is arranged chronologically by date to the extent possible and contains the ground water discharge plans. Information may include, but is not limited to: ground water discharge permits and/or ground water discharge variances, correspondence, memos, reports, and discharge applications. This record series is used as reference and to document ground water discharge permit activities under ARSD 74:54:02.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

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**DANR-128. PRETREATMENT FILES:**

!@#S

This series is arranged alphabetically and contains both active and inactive pretreatment files for industrial pretreatment users and cities with pretreatment programs. Information may include: permits, discharge monitoring reports, correspondence, inspection reports, audit reports, annual reports and local ordinances. This record series is maintained for reference purposes and to meet federal requirements.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-129. STORMWATER PERMITS:**

!@#S

This series is arranged numerically by permit number and contains information for the general stormwater permits which may include: Construction, Industrial, Temporary Discharge General Permits, and Municipal Separate Storm Sewer Systems permits. Information may include permit application forms and correspondence. This record series is maintained for administrative purposes.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

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**DANR-130. SWDS FILES:**

!@#S

This series contains SWDS permit information and is arranged alphabetically by permittee and then chronologically; except for SWD Industrial permittees, which are filed numerically by permit number. Information may include: applications, statements of basis, permits, inspections, monitoring reports, enforcement documents, and correspondence. This record series is used in administering the EPA delegated NPDES program.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-131. WATER QUALITY MONITORING NETWORK DATA:**

!@#S

This series is arranged numerically by site number and then chronologically by date and contains surface water quality data collected at water quality monitoring network sites. Information may include the laboratory analysis reports. This record series is maintained to reconcile problems with data encoded in the STORET database.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-132. WATER QUALITY REVIEWS:**

!@#S

This series is arranged numerically and contains water quality reviews. Information may include: applications and review letters. This record series is used to answer questions on projects that have received environmental reviews.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

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**DANR-133. ADMINISTRATIVE RULES:**

!@#

This series is arranged chronologically according to chapter number and contains administrative rules. Information may include: draft changes to rules, rules as adopted by the Water Management Board, and all related documentation required by the rules promulgation procedure. This record series provides a history of changes to administrative rules implemented by the program. Current rule versions are filed with the Secretary of State and Legislative Research Council.

**RETENTION:** Retain current rules in office. Destroy 50 years after superseded or obsolete.

**DANR-134. BENCH MARKS:**

!@#

This series lists the location of bench marks by geographic location. Information may include: legal description, construction details, and the mean sea level elevation of the bench marks. This record series is maintained as benchmarks are used for setting elevations of lake outlets, water levels, observation wells, and for resolution of water disputes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.



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**DANR-135. DAM FILES:**

**!@#S**

This series is arranged numerically by dam id number and contains dam file. Information may include, but is not limited to: phase I inspection reports; other inspection findings; maps; plans and specifications; hydrologic and geologic information; inspection photos; emergency preparedness plans; breach analyses, inundation maps, dam operation and maintenance manuals; and correspondence. This record series is maintained for reference purposes. Select official use only dam documents which are protected from digitization by signed nondisclosure agreements or are exempt from SD's sunshine laws may be retained in office as paper only documents.

**RETENTION:** Scan paper. Retain electronically on DANR's network until obsolete or superseded, then destroy. Any files that cannot be digitized should be retained in office until obsolete or superseded, then destroy.

(Note: Dam files may become obsolete only after a dam has been decommissioned or breached and will not be reconstructed or repaired using any portion of the original dam structure; the status of dam files as obsolete should be verified by the lead dam safety engineer for the program prior to destruction. Some superseded documents, such as emergency preparedness plans, may be destroyed if the superseded document does not need to be maintained as part of a dam's history under best practices for dam records retention for a dam safety program.)

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**DANR-136. DAM INVENTORY:**

!@#S

This electronic database is arranged numerically and contains the master listing of dams needing to comply with the dam safety rules. Information may include: details of dams within the state regarding dam location, physical characteristics, ownership, and other fields as needed for the purpose of providing information to the National Inventory of Dams. This record series is maintained for reference purposes. The database should be in a form that allows for easy export of the inventory for the purpose of providing updates to the National Inventory of Dams or responding to public inquiries for dam inventory information.

**RETENTION:** Retain a current version of the Dam Inventory electronically on the DANR's network. Destroy superseded or obsolete.

**DANR-137. DAM SAFETY BACKGROUND:**

!@#S

This series is arranged according to topic and contains general reference materials. Information may include: hydrologic/geologic information, dam safety standards, inspection guidelines, and other State programs. This record series is an important resource for maintaining an up-to-date program and incorporating new procedures as applicable. When possible an electronic version of the reference should be maintained on the DANR's network instead of a paper copy.

**RETENTION:** Retain paper current in office or electronically on DANR's network. Destroy superseded or obsolete.

(Note: The status of a general reference material as superseded or obsolete should be verified by the lead dam safety engineer for the program prior to destruction. Select superseded or obsolete dam reference materials that maybe commonly utilized/referenced by engineers submitting plans and specification to the program may be retained at the discretion of the lead dam safety engineer for the program.)

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**DANR-138. DRY DRAW LOCATION NOTICES:**

!@#\$

This series contains locations notices. Information may include: name of owner, date of filing, legal description of diversion point, amount of water claimed, size of structure, and signature. This record series is maintained as holders of location notices have a water right to impound water.

**RETENTION:** Scan and retain scanned paper 1 year in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

MICROFILM: Retain existing microfilm permanently.

**DANR-139. IRRIGATION QUESTIONNAIRES:**

!@#\$

This series is arranged according to water permit/right number and contains irrigation questionnaires. Information may include: pump rate, hours/days pumped, crop grown, water source, type of irrigation equipment, and power source. This record series is used to manage existing water permits/rights and determine if water is available for additional uses.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

MICROFILM: Retain existing microfilm permanently.

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**DANR-140. IRRIGATION QUESTIONNAIRE SUMMARIES:**

!@#S

This series is arranged according to drainage basin, aquifer, and county; and summarizes the information in the irrigation questionnaires. Information may include: permit/right number, amount of water used, and amount of water appropriated from the water source. This record series is maintained for reference purposes.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

**DANR-141. MAPS:**

!@#S

This series is arranged according to water permit/right number and contains the map(s) for each water permit/right. Information may include: the legal description of the water diversion point and acreage irrigated for irrigation permits. This record series is maintained as maps are part of the application for a water permit and assist with water permit investigations.

**RETENTION:** Scan paper as a PDF. Retain electronic PDF files permanently on DANR's network.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-142. MINUTES, WATER MANAGEMENT BOARD:**

!@#

This series is arranged chronologically and contains the official minutes (SDCL 1-25-3) of the State Water Management Board meetings. Information may include: contested case hearings conducted by the board, permitting issues, exhibits, adoption of rules, and any other issue under the board's jurisdiction. This record series is maintained to provide the official record of board proceedings and to provide documentation of board action.

**RETENTION:** Scan and retain scanned paper 2 years in office, then transfer to State Archives for screening and final disposition provided images have been inspected and verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain permanently on DANR's computer system (Network Drive).

**MICROFILM:** Retain permanently.

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**DANR-143. MISCELLANEOUS REFERENCE FILE, WATER RIGHTS:**

!@#\$

This series is arranged according to subject matter and source of the publication and contains general and technical information concerning water permits/rights administration. Information may include: aquifer information, geologic references, hydrology, flow records, irrigation, soils, pump specifications, water rights management, fees in other states, and water conservation. This record series is maintained as effective management of water resources requires use of current and comprehensive water rights-related reference materials. When possible an electronic version of the reference should be maintained on DANR's network instead of a paper copy. Unpublished information, documents, or reports the program determines need to be retained should be digitized and retained electronically if possible and should be marked as unpublished.

**RETENTION:** Retain paper current in office or electronically on the state network. Destroy superseded or obsolete.

(Note: Select superseded or obsolete reference materials that may be necessary for providing an understand of the history of a water source or area may be retained at the discretion of program.)

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**DANR-144. NON-IRRIGATION QUESTIONNAIRES:**

!@#S

This series is arranged according to water permit/right number and contains non-irrigation questionnaires. Information may include: water source and narrative concerning the water use. This record series is used to manage existing water permits/rights and determine if water is available for additional uses.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

**DANR-145. NON-IRRIGATION SUMMARIES:**

!@#S

This series summarizes the information in the non-irrigation questionnaires. Information may include: permit/right number, amount of water used, and amount of water appropriated. This record series is maintained for reference purposes.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

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**DANR-146. OBSERVATION WELL FILES:**

!@#

This series is arranged according to observation well number and county and contains observation well files. Information may include: water level readings, maintenance sheet, and water quality analyses for approximately 1,600 observation wells. This record series is used to quantify and manage the State's ground water resources.

**RETENTION:** Retain permanently on DANR's network.

**DANR-147. ORDINARY HIGH/LOW WATER MARK AND OUTLET ELEVATION REPORTS:**

!@#

This series is arranged alphabetically by county for each lake with an established ordinary high-water mark. Reports may include: elevation surveys, site observations, historical information, pictures, maps, and recommendations. This record series is maintained as reference for high water marks to establish public access; low water marks establish property boundaries; and outlet elevations affect lake water levels.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.



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**DANR-148. STREAM FILES:**

!@#

This series is arranged according to subject matter concerning several streams in South Dakota such as: the James River, Rapid Creek, and Spearfish Creek. Information may include, but is not limited to: stream flow information, hydrology studies, water permit/right information, water use disputes, and general reference material. This record series is maintained to assist with management of water resources.

**RETENTION:** Retain current in office. Destroy superseded or obsolete.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-149. TEMPORARY PERMITS:**

!@#

This series is arranged by date issued and by geographic region and contains temporary permits. Information may include: water source, amount of water needed, water use, diversion point legal description, and the permit holder. This record series is maintained for reference as temporary permits are issued to allow short term water use for construction projects such as: road construction or dewatering for building construction.

**RETENTION:** Scan and retain paper current in office for 1 year, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain 10 years, then destroy.

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**DANR-150. TOPOGRAPHIC MAPS:**

!@#\$

This series is arranged according to legal description and may contain topographic maps for all of South Dakota. Each map identifies surface topography with contour lines denoting mean sea level elevation and other surface features such as roads, parks, buildings, and landmarks. This record series is used as reference as maps are used for water permit investigations; water use and drainage disputes; safety of dams issues such as identifying dam locations and flood routing; and hydrologic analysis.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to State Archives for final disposition.

**DANR-151. VESTED DRAINAGE RIGHTS AND STATE ENGINEER COUNTY DRAINAGE FILINGS:**

!@#\$

This series is arranged according to legal description by county and contains vested drainage rights. Information may include: name and address of owner, legal description of acreage drained and acreage receiving water, physical description of drainage works, and direction of water flow. This records series is maintained as reference as the holder of vested drainage rights have legal authority to maintain drainage works as described on the filing. County drainage filings also provide a legal record of previous drainage activities.

**RETENTION:** Scan and retain electronically permanently.

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**DANR-152. WATER PERMIT/RIGHT FILES:**

!@#S

This series is arranged numerically and contains the official record for each water permit/right. Information may include, but is not limited to: permit application, maps, plans and specifications, fee receipts, test hole logs, transfers of ownership, staff report, chief engineer's recommendation, newspaper notice, petitions, and other supplemental information/correspondence. The water permit/right is similar to a property right and allows use of a specific amount of water for a specific beneficial use. Unless forfeited or abandoned, a water permit/right remains effective indefinitely. This record series is maintained for reference.

**RETENTION:** Scan paper as a PDF following the final disposition of the application. Retain electronic PDF files permanently on DANR's network.

**MICROFILM:** Retain existing microfilm permanently.

**DANR-153. WATER RIGHTS RECORD BOOK:**

!@#S

This bound book series is arranged numerically and contains old water rights. Information may include: water right holder, location of diversion, water source, amount of water claimed, and type of water use. This record series is maintained for reference as the books are being kept to assist with licensing old irrigation projects.

**RETENTION:** Transfer to State Archives for final disposition following completion of all investigations.

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**DANR-154. WELL DRILLER LICENSES:**

!@#

This series is arranged numerically and contains well driller licenses. Information may include: well driller license applications, well drillers license, and other related file documentation. This record series is used to document experience with well construction, well construction standards, and licensed to complete work in South Dakota.

**RETENTION:** Scan and retain paper 3 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain current. Destroy superseded or obsolete.

**DANR-155. WELL DRILLER'S REPORTS:**

!@#

This series is arranged according to legal description by county and contains well completion reports. Information may include: well location, depth of well, type of construction, water use, log of ground formations, pump rate, static water level, well owner, and well driller. This record series is used as reference as well completion reports document how a well is constructed and if the well meets construction standards; as well as providing hydrological, geological, and permitting information.

**RETENTION:** Scan and retain scanned paper 1 year in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

MICROFILM: Retain existing microfilm permanently.

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**DANR-156. WELL DRILLER'S WELL CONSTRUCTION VARIANCE:**

!@#S

This series no longer accumulates.

**RETENTION:** Retain existing microfilm for 50 years, then destroy.

**DANR-157. WELL PUMP INSTALLERS LICENSES:**

!@#S

This series is arranged numerically and contains well pump installer licenses. Information may include: well pump installer license applications, pump installers license, and other related file documentation. This record series is used to document experience with pump installation, well maintenance standards, well disinfection standards, and licensed to complete work in South Dakota.

**RETENTION:** Scan and retain scanned paper 3 years in office, then destroy provided staff verification of the completeness of the PDF files.

**ELECTRONIC PDFs:** Retain current. Destroy superseded or obsolete.

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**DANR-158. WITHDRAWAL NOTICES, US:**

!@#

This series is arranged numerically by US Withdrawal number. Information may include, but is not limited to: certificates, construction details, receipts, notices, and correspondence. A US Withdrawal is similar to a property right and allows use of a specific amount of water for a specific beneficial use. This record series is used for reference purposes and is maintained on the public website that is searchable.

**RETENTION:** Retain existing microfilm for 50 years after withdrawal(s) has been forfeited or abandoned, then destroy.

(Note: Unless forfeited or abandoned, the withdrawal remains effective indefinitely.)

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**DANR-159. ACCOMPLISHMENT REPORTS:**

!@#

This series is arranged according to subject matter and contains information regarding accomplishment reports. Reports are maintained electronically within the division's electronic filing system and in an Electronic Document Management System (EDMS). Reports may include, but is not limited to: monthly reports, staff reports, team reports, and division reports. Information may include, but it not limited to: accomplishments, number of training sessions, number of assists, special accomplishments, acres treated, etc. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 80 years, then transfer to State Archives for final disposition.

**DANR-160. BIG TREE REGISTER:**

!@#

This series contains spreadsheets and information pertaining to the State Big Tree Register. Information is maintained electronically within the division's electronic filing system and in an Electronic Document Management System (EDMS). Information may include, but is not limited to: correspondence, guidelines, master list of all trees and champion trees, new releases, nomination forms, and programs used by other States. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 4 years. Destroy 4 years after obsolete.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-161. CONSERVATION DISTRICT FILES:**

!@#

This series is arranged according to program and contains conservation district files. Files may be stored electronically within the division's electronic filing system or in paper form. Information may include, but is not limited to: annual reports, correspondence, meeting minutes, election results, and financial reports. This record series is maintained for reference purposes.

**RETENTION: MINUTES CONSERVATION DISTRICT:**  
Retain paper 1 year in office, then transfer to State Archives for permanent retention.

**ALL OTHER PAPER RECORDS:** Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain 10 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)



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**DANR-162. CONTEST RESULTS:**

!@#S

This series is arranged chronologically and contain contest results stored electronically in an Electronic Document Management System (EDMS) or in paper form. Contests may include, but is not limited to: Arbor Day Essay, Arbor Day Poster, Environmental Poster, and Resource Speech. Information may include, but is not limited to: contest rules, completed entry form, correspondence relating to various contests, and list of winners. This record series is maintained for historical and reference purposes.

**RETENTION:** Scan paper and retain electronically for 5 years, then destroy.

POSTERS: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-163. DIVISION HISTORY:**

!@#S

This series contains information regarding the history of the division and may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: reports, correspondence, and articles. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 80 years, then transfer to State Archives for final disposition.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Conservation and Forestry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0018

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**DANR-164. FAMILY FORESTS:**

!@#S

This series is arranged according to subject matter and contains information regarding the Family Forest and Tree Farm programs. Information may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: annual reports, correspondence, copies of minutes, and history of the program. This record series maintained for administrative purpose.

**RETENTION:** Retain 3 years in office, then destroy.

**DANR-165. FOREST INVENTORY REPORTS:**

!@#S

This series contains forest information documenting the number and type of trees found in South Dakota. Reports are compiled every 10 years and are used for base line inventory data. This record series may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 80 years, then transfer to State Archives for final disposition.

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OFFICE: \_\_\_\_\_  
PROGRAM: Conservation and Forestry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0018

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**DANR-166. FOREST MANAGEMENT FILES:**

!@#\$

This series is arranged by subject matter and contains forest management files. Files may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: landowner files, state land, timber sale appraisals, and forest stewardship files. This record series is maintained for reference purposes.

**RETENTION:** Retain 3 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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OFFICE: \_\_\_\_\_  
PROGRAM: Conservation and Forestry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0018

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**DANR-167. PROGRAM FILES:**

!@#S

This series is arranged according to program and contains the division's program files. Programs may include, but is not limited to: Project Learning Tree, Prairie Forestry, and Tree City USA. Files may be maintained both electronically within the division's electronic filing system and in paper form. Information may include, but is not limited to: project development plans, payment documentation, project reports, progress reports, field reports, assistance reports, meeting minutes, spreadsheets, and correspondence. This record series is maintained for reference and historical purposes.

**RETENTION:** PAPER: Retain 3 years in office, then transfer to storage for 3 years. Destroy 6 years after the close of the grant agreement provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES/FILE: Retain for the life of the program, then destroy.

(Note: Federal Program files should be retained electronically for the life of the program.)

(Note: Subject to screening by State Archives prior to disposal.)

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 OFFICE: \_\_\_\_\_  
 PROGRAM: Conservation and Forestry  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: 0018

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**DANR-168. REVOLVING LOAN FUND:**

!@#S

This series is arranged chronologically and by fund and contains revolving loan fund information. Information may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: application, progress report, record of payments, agreement form, UCC form, and correspondence concerning the loan. This record series is maintained for historical and reference purposes.

**RETENTION:** Retain active in office. Transfer inactive to storage for 4 years. Destroy 4 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0115

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**DANR-169. APIARY MATERIAL:**

!@#

This series is arranged digitally contains apiary information that is submitted both electronically and in paper form. Information may include, but is not limited to: entrance permits, compliance agreements, location registration permits, bee location permissions, and temporary pollination permits. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain current in the division's electronic filing system. Destroy superseded or obsolete.

**DANR-170. BEE MAPS:**

!@#

This series contains bee maps that are maintained electronically within the registration system. Maps show the location of hives of every beekeeper within each county. SDCL 38-18-3.1 requires a three-mile limit between apiaries.

**RETENTION:** Retain current. Destroy superseded or obsolete.

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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0115

**RECORD** **R.D.B.**  
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**DANR-171. COOPERATIVE AGRICULTURAL PEST SURVEY (CAPS) PROGRAM:**

!@#

This series is arranged digitally and contains Cooperative Agriculture Pest Survey (CAPS) program information that is submitted both electronically and in paper form. Information may include, but is not limited to: program documents, contracts, agreements, timesheets, and budget information. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 3 years or until an audit is complete, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain 3 years in the division's electronic filing system, then destroy.

**DANR-172. NURSERY MATERIAL:**

!@#

This series is arranged digitally and contains nursery information that is submitted both electronically and in paper form. Information may include, but is not limited to: applications, inspection reports, and correspondence. This record series is maintained for historic reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain current in the division's electronic filing system. Destroy superseded or obsolete.

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OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0115

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**DANR-173. SEED MATERIAL:**

!@#

This series is arranged digitally contains seed information that is submitted both electronically and in paper form. Information may include, but is not limited to: applications, inspections, and correspondence. This record series is maintained for historic reference.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain current in the division's electronic filing system. Destroy superseded or obsolete.

**DANR-174. WEED AND PEST GRANTS:**

!@#

This series is arranged digitally and contains weed and pest grant information that is submitted both electronically and in paper form. Information may include, but is not limited to: application and correspondence. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain 6 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.



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OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0115

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**DANR-175. WEED AND PEST MATERIAL:**

!@#

This series is arranged digitally and contains weed and pest information that is submitted both electronically and in paper form. Information may include, but is not limited to: in-transit certificates, County Weed Board minutes, Weed and Pest Commission Board minutes, phytosanitary certificates, quarantine forms, weed free forage applications, weed and pest enforcements, prairie dog complaints, and corn borer compliance information. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 5 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain 20 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 1178

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**DANR-176. AGNPS MODEL INFORMATION:**

!@#S

This database/paper series is arranged alphabetically by watershed and contains agricultural nonpoint source information. Information may include: preliminary assessments of watersheds specific land use; soil data, residue, lake, and stream information within the watershed. This record series is used for administrative purposes.

**RETENTION:** Retain electronically for 5 years, then destroy.

Retain database current.

**DANR-177. GRANT FILE-LAKE PROTECTION AND REHABILITATION:**

!@#S

This series is arranged alphabetically by project and contains the lake protection and rehabilitation grant file. Information may include: grant agreements, contracts, payments, match documentation, workplans, and interim reports relating to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

**RETENTION:** Retain electronically on network drive for 4 years. Destroy 4 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 1178

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**DANR-178. GRANT FILE-WATERSHED PROTECTION:**

!@#

This series is arranged alphabetically by project and contains the watershed protection grant file. Information may include: grant agreements, contracts, payments, match documentation, workplans, and interim reports related to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

**RETENTION:** Retain electronically on network drive for 4 years. Destroy 4 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-179. LAKE FILE:**

!@#

This series is filed alphabetically by site and contains the lake file. Information may include water quality data from various sources. This record series is used for office reference.

**RETENTION:** Retain electronically on network drive for 10 years, then destroy.

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RM CUSTOMER #: 1178

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**DANR-180. NPS MINUTES:**

!@#S

This series is arranged alphabetically by organization/committee name and contains copies of minutes from each. Information may include: organization/committee name, dates of meetings, members present, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** Retain electronically on network drive for 3 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-181. ORIGINAL FORMS:**

!@#S

This series is arranged alphabetically by program and may contain the originals of forms used in the program. This record series is maintained for administrative purposes.

**RETENTION:** Retain current form(s) electronically on network drive. Destroy superseded or obsolete.

**DANR-182. QUALITY ASSURANCE FILES:**

!@#S

This series is arranged alphabetically and contains information used to meet EPA quality assurance standards in measuring water quality. Information may include: EPA evaluations, training material, and sample water quality test results. This record series is used to maintain accuracy in testing performed by the program.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy.

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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 1178

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**DANR-183. STATEWIDE LAKES ASSESSMENT:**

!@#

This database/paper series is arranged alphabetically by site and contains lake assessments. Information may include raw data from 110 lake surveyed in South Dakota. This record series is used to determine the degree of eutrophication in lakes.

**RETENTION:** Retain electronically on network drive for 5 years, then destroy.

Retain database for the life of the lake.

**DANR-184. WATER QUALITY MONITORING REPORTS; LAKES AND STREAMS:**

!@#

This database/paper series contains active studies and reports used to monitor the water quality for lakes, streams and watersheds. Information may include: nonpoint source water quality problems; maps; water samples; testing results; and lake, stream, watershed name. This record series is maintained for administrative and historical purposes.

**RETENTION:** Retain electronically for 5 years, then destroy.

Retain database current.

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OFFICE: \_\_\_\_\_  
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RECORDS OFFICER: Darcy Keiser  
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**DANR-185. WETLANDS FILE:**

!@#

This series is arranged chronologically and contains folders of wetland information. Information may include but is not limited to: notes and data information from meetings with the State Technical Committee on Wetlands, grant proposals for EPA 104(b)(3) Wetland Grant Program, meeting notes and material from the SD Interagency Wetland Group and The Wetland Working Subgroup, promotional, and investigation and enforcement materials dealing with wetlands. This record series document progress of committee and group meetings and are required to track EPA grant awards. Investigations and enforcement information is useful to promote Wetland Conservation.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0119

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**DANR-186. ACCOUNTS PAYABLE PAYMENTS:**

!@#\$

This paper series contains information pertaining to the accounts payable through the South Dakota State Fair Office. Information may include: invoice amount, invoice number, date, vendor, and account number credited. This series is used to compile monthly profit and loss statements and is maintained for reference purposes.

**RETENTION:** Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The South Dakota State Fair Office maintains copies of these records and the originals are sent to the Pierre office.)

**DANR-187. ACCOUNTS RECEIVABLE:**

!@#\$

This electronic and paper series is arranged by fiscal year contains information pertaining to the accounts receivable through the South Dakota State Fair Office. Information may include: accounting records, summaries, listings, reports, and ledgers related to the collection of revenue. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0119

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**DANR-188. BANK STATEMENTS:**

!@#S

This paper series contains current and previous bank statements. Information may include: date of statement, canceled checks, deposit records, and bank balances. This record series is maintained for checking account reconciliation with bank balances and for reference purposes.

**RETENTION:** Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-189. CAMPING APPLICATIONS:**

!@#S

This electronic and paper series contains information and applications pertaining to camp sites for the South Dakota State Fair, Wheel Jam, and Wisconsin 100. Information may include, but is not limited to: name, address, phone numbers, email address, type of camper, length of camper, width of camper, area, lot #, total amount due, applicant's signature and date, payment method, date received, receipt number, and assignment number. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.



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**DANR-190. CAMPING MAPS:**

!@#S

This electronic and paper series contains information about the current year camping maps. Information may include: campground name, site number, size of site, tent spots, restroom location, and electrical AMPs. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-191. CITY OF HURON PERMITS:**

!@#S

This paper series contains information pertaining to permits acquired through the City of Huron. Permits may include, but is not limited to: raffle, parade, fireworks, liquor/malt beverage, road closure, and noise. Information may include: event, dates, hours, and explanation. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

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**DANR-192. CONTRACTS, LEASES, AND AGREEMENTS:**

!@#S

This series may contain reference copies of contracts, leases, and agreements in which the agency may have an interest. It also contains the agency's copy of contracts, leases, and agreements between the agency and other parties. Contracts may include, but are not limited to: cold storage, entertainment, events, judges, service, sponsorship, stall rental, and vendor. Agreements may include, but are not limited to: backrest, building, and leases. Information may include, but is not limited to: names of parties, terms and conditions, effective dates, termination dates, costs, funding sources, and signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

**DANR-193. EMPLOYMENT RECORDS:**

!@#S

This electronic and paper series is arranged by name and contains information pertaining to employment records of those hired through the South Dakota State Fair. Information may include: employee name, address, job descriptions, performance reviews, wage, and history. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for historic reference purposes.

**RETENTION:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The South Dakota State Fair Office maintains copies of these records and the originals are sent to the Pierre office.)

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**DANR-194. EVENT ENTRANT INFORMATION:**

!@#

This paper series contains event entrant information. Information may include, but is not limited to: South Dakota State Fair entrant waiver, Wheel Jam entrant waivers, and event entrant W9 waivers. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-195. EVENT PAYMENTS:**

!@#

This electronic and paper series is arranged by event name and contains information pertaining to event payments. Information may include: name, address, invoice or voucher, amount, date, and explanation of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes and to ensure payment.

**RETENTION:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-196. NSF'S, CERTIFIED LETTERS, & JUDGEMENTS:**

!@#S

This electronic and paper series is arranged by event name and contains information pertaining to NSF's, certified letters, and judgements. Information may include: returned checks, collection action taken, and related correspondence. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-197. PARKING PASS/GATE ADMISSION FORM:**

!@#S

This paper series contains information pertaining to parking passes and gate admission forms for the South Dakota State Fair. Information may include: name, address, phone number, number of purchases, type of pass, and method of payment. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: State Fair Park  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0119

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-198. PAYROLL RECORDS:**

!@#S

This paper series contains information pertaining to employee payroll records. Information may include: confidential employee information. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The Human Resource department maintains the paper records.)

**DANR-199. SOUTH DAKOTA STATE FAIR COMMISSION MINUTES:**

!@#S

This electronic and paper series contains the South Dakota State Fair Commission minutes from meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 6 years in office, then transfer to State Archives to be retained permanently.

**DANR-200. SOUTH DAKOTA STATE FAIR FOUNDATION MINUTES:**

!@#S

This electronic and paper series contains the South Dakota State Fair Foundation minutes from meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 6 years in office, then transfer to State Archives to be retained permanently.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: State Fair Park  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0119

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-201. SOUTH DAKOTA STATE FAIR LIVESTOCK ENTRIES:**

!@#S

This electronic and paper series contains information pertaining to livestock exhibitor entries for the South Dakota State Fair. Livestock exhibits may include: 4-H, beef, dairy cattle, dairy goats, FFA, horse, poultry and pigeon, rabbit, sheep, and swine. Information may include: name, address, phone number, animal breed(s), number of entries, and payment method. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-202. SOUTH DAKOTA STATE FAIR PREMIUM CHECKS:**

!@#S

This electronic and paper series contains information pertaining to premium checks for the South Dakota State Fair. Information may include: name, address, social security number, amount, and department. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

**RETENTION:** Retain 5 years, then destroy.



STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: State Fair Park  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0119

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-205. STATIC PREMIUM/LIVESTOCK PREMIUM BOOKS, SOUTH DAKOTA STATE FAIR:**

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This electronic and paper series contains information pertaining to record books for static and livestock premiums for the South Dakota State Fair. Information may include: schedule, rules and regulations, division and classes, entry form, W-9, and waivers. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-206. VENDOR APPLICATIONS:**

!@#S

This electronic and paper series is arranged by event, name, and year and contains information pertaining vendor applications. Information may include, but is not limited to: company name, contact person's name and contact information, type of vending, description of products or services, electrical and water needs, references, dollar amount due, and method of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-207. VENDOR MAPS:**

!@#S

This electronic and paper series is arranged by concessions/maps and contains information pertaining to vendor maps. Information may include: location name and number. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.



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RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0119

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-208. WHEEL JAM MINUTES:**

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This electronic and paper series contains Wheel Jam minutes form meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)