



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

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**South Dakota**

**Records Destruction Board Meeting**

**July 19, 2022 9:00 a.m.**

**Room 412**

**Capitol Building**

**UNAPPROVED RECORDS DESTRUCTION  
BOARD MEETING MINUTES**

**December 8, 2021 at 9:00 a.m.  
Capitol Building – Room 412  
Pierre, South Dakota 57501**

The following members present: Jenny Jorgenson, Office of the Attorney General; Peggy Livingston, Office of the State Auditor; Russ Olson, Department of Legislative Audit; Chelle Somsen, Department of Education, State Archives; and Chairman Scott Bollinger, Bureau of Administration (BOA). Rick Augusztin, BOA was the recording secretary.

Others attended from agencies: Dana Hoffer, State Records Manager, BOA; Kirsten Jasper, General Counsel, BOA; Dawn Kramme, Office of the Attorney General; Karen Cudmore, South Dakota Board of Examiners for Counselors and Family and Marriage Therapists; Mellisa Taylor, South Dakota Department of Human Services; Roberta Adams, Department of Revenue; Morgan Maier, Department of Revenue; Jim Dornbusch, Department of Labor and Regulation; Nina Ripley, South Dakota Plumbing Commission; Lennis Folk, Bureau of Administration – Property Management; Darcy Keiser, Department of Agriculture and Natural Resources; Andrew Gerlach, Bureau of Administration; and Tony Rae, Bureau of Information and Telecommunications; Bob Mercer, Keloland News.

**Call to Order and Roll Call**

Chairman Bollinger called the meeting to order at 9:00 a.m. Roll call was taken. Chairman Bollinger announced that a quorum was present.

**Introduction of BIT Staff**

Chairman Bollinger noted the presence of Tony Rae of the Bureau of Information and Telecommunications was present 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.

Jenny Jorgenson recused herself from discussion or action on Office of the Attorney General items and Chairman Bollinger recused himself from discussion or action on Bureau of Administration items on the agenda.

**Approval of Agenda**

**Russ Olson moved and Peggy Livingston seconded to approve the agenda. The motion passed unanimously by roll call vote.**

Chairman Bollinger                      Aye

Jenny Jorgenson           Aye  
Chelle Somsen            Aye  
Peggy Livingston         Aye  
Russ Olson                Aye

**Approval of Minutes**

**Russ Olson moved and Chelle Somsen seconded to approve the minutes from the July 14, 2021 meeting. The motion passed unanimously by roll call vote.**

Chairman Bollinger       Aye  
Jenny Jorgenson         Aye  
Chelle Somsen            Aye  
Peggy Livingston         Aye  
Russ Olson                Aye

**Public Comment**

Chairman Bollinger asked for public comment.

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

**Department of Agriculture and Natural Resources**

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Department of Agriculture and Natural Resources having the record series number(s) of DANR-49.

The floor was open for discussion and/or motion.

**Jenny Jorgenson moved and Peggy Livingston seconded to approve the petition. The motion passed unanimously by roll call vote.**

Chairman Bollinger       Aye  
Jenny Jorgenson         Aye  
Chelle Somsen            Aye  
Peggy Livingston         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) 21-012.

**Board of Pharmacy**

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Board of Pharmacy having the record series number(s) of PH-5, PH-6, PH-7, PH-8, PH-17, PH-22,

PH-24, PH-26, PH-28, PH-29, and PH-31; and delete two existing record series having the record series number(s) of PH-1 and PH-19.

The floor was open for discussion and/or motion.

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

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	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 RDB 21-013.

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

Chairman Bollinger asked the Board to consider the current petition to revise twenty-one existing record series for the Office of the Attorney General having the record series number(s) of AG-75, AG-97, AG-100, AG-104, AG-105, AG-107, AG-108, AG-110, AG-113, AG-115, AG-116, AG-117, AG-118, AG-121, AG-123, AG-124, AG-125, AG-126, AG-127, AG-127.1, and AG-132; add one record series having the record series number(s) of AG-75.1; and delete one existing record series having the record series number(s) of AG-101.

The floor was open for discussion and/or motion.

**Russ Olson moved and Chelle Somsen seconded to approve the petition. The motion passed 4-0 by roll call vote. Jenny Jorgenson recused herself due to a conflict of interest.**

Chairman Bollinger	Aye
Jenny Jorgenson	Recused
Chelle Somsen	Aye
Peggy Livingston	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 RDB 21-014.

#### **Bureau of Administration - Records Management**

Vice Chairman Jorgenson asked the Board to consider the current petition to revise ten record series for Records Management having the record series number(s) of RM-6, RM-7, RM-9, RM-11, RM-12, RM-

15, RM-16, RM-20, RM-21, and RM-22; and delete one existing record series having the record series number(s) of RM-4.

The floor was open for discussion and/or motion.

**Russ Olson moved and Peggy Livingston seconded to approve the petition. The motion passed 4-0 by roll call vote. Chairman Bollinger recused himself due to a conflict of interest.**

Chairman Bollinger	Recused
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	Aye
Russ Olson	Aye

Vice Chairman Jorgenson 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 RDB 21-015.

#### **Bureau of Administration - Property Management**

Vice Chairman Jorgenson asked the Board to consider the current petition to revise two record series for Property Management having the record series number(s) of PM-7 and PM-8; and delete one existing record series having the record series number(s) of PM-7.1.

The floor was open for discussion and/or motion.

**Russ Olson moved and Peggy Livingston seconded to approve the petition. The motion passed 4-0 by roll call vote. Chairman Bollinger recused himself due to a conflict of interest.**

Chairman Bollinger	Recused
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	Aye
Russ Olson	Aye

Vice Chairman Jorgenson 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 RDB 21-016.

#### **Department of Revenue**

Chairman Bollinger asked the Board to consider the current petition to revise seven existing records series for the Department of Revenue having the record series number(s) of DRR-74, DRR-77, DRR-78, DRR-80, DRR-82, DRR-84, and DRR-86; and delete two existing record series having the record series number(s) of DRR-81 and DRR-85.

The floor was open for discussion and/or motion.

**Russ Olson moved to amend DRR-78' electronic retention period from 1 year to 3 years. Jenny Jorgenson seconded the motion to amend. The motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	Aye
Russ Olson	Aye

**Jenny Jorgenson moved and Peggy Livingston seconded to approve the petition as amended. The motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	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 RDB 21-017.

#### **Board of Examiners for Counselors and Family and Marriage Therapists**

Chairman Bollinger asked the Board to consider the current petition to delete one existing record series for the Board of Examiners for Counselors and Family and Marriage Therapists having the record series number(s) of CE-15; and update and consecutively re-number the Board of Examiners for Counselors and Family and Marriage Therapists' Records Retention and Destruction Schedule with twenty-nine record series having the record series number(s) of BEC-1 through BEC-29.

The floor was open for discussion and/or motion.

**Russ Olson moved, and Peggy Livingston seconded to approve the petition. The motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	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 (RDB 21-018).

### South Dakota Developmental Center

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the South Dakota Developmental Center having the record series number(s) of SDDC-169; and delete three existing record series having the record series number(s) SDDC-178, SDDC-179, and SDDC-181.

The floor was open for discussion and/or motion.

**Jenny Jorgenson moved, and Russ Olson seconded to approve the petition. The motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	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 RDB 21-019.

### South Dakota Plumbing Commission

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the South Dakota Plumbing Commission having the record series number(s) of PC-18.

The floor was open for discussion and/or motion.

**Russ Olson moved, and Peggy Livingston seconded to approve the petition. The motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	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 RDB 21-020.

### Department of Labor and Regulation

Chairman Bollinger asked the Board to consider the current petition to revise forty-two existing record series for the Department of Labor and Regulation (DLR) having the record series number(s) of DOL-3, DOL-6, DOL-8, DOL-11, DOL-12, DOL-12.1, DOL-13, DOL-9, DOL-25.1, DOL-25.2, DOL-27, DOL-

27.1, DOL-27.2, DOL-27.3, DOL-26.1, DOL-26.2, DOL-26.3, DOL-26.4, DOL-26.5, DOL-26.6, DOL-36, DOL-50, DOL-52, DOL-53, DOL-4, DOL-57, DOL-58, DOL-59, DOL-60, DOL-61, DOL-63, DOL-64, DOL-67, DOL-69, DOL-72, DOL-73, DOL-73.1, DOL-75, DOL-76, DOL-76.1, DOL-77, and DOL-78; and delete two existing record series having the record series number(s) of DOL-10 and DOL-62.

The floor was open for discussion and/or motion.

**Celle Somsen moved a motion to amend DOL-27 by replacing the bottom two “Notes” with the publication “Note” found at the end of DOL-26.5 for consistency. Russ Olsen seconded the motion to amend and the motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Celle Somsen	Aye
Peggy Livingston	Aye
Russ Olson	Aye

**When questioned regarding the change in the electronic retention period from five years to two in DOL-52 Jim Dornbusch, with the DLR, indicated the two-year timeframe was adequate.**

**After the clarity of the electronic image retention language in DOL-57 was questioned, Dana Hoffer indicated there appeared to be a missing period and the typo would be fixed.**

**Celle Somsen moved and Peggy Livingston seconded to approve the petition as amended. The motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Celle Somsen	Aye
Peggy Livingston	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 RDB 21-021.

### **Email Records Retention**

Consider the request to approve the Bureau of Information and Telecommunications’ statewide email records retention for state agencies of the Executive Branch under the purview of the Governor.

**Tony Rae responded to a couple of questions regarding BIT’s intent for where messages could be stored and maintained if needed longer than two years.**

**Jenny Jorgenson moved and Peggy Livingston seconded to approve the petition. The motion passed unanimously by roll call vote.**



Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	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 RDB 21-022.

**Dana Hoffer requested the Board reconsider its approval of the Department of Labor and Regulation's petition, as he reviewed DOL-57's submission and there was an oversight that should be corrected.**

**Russ Olson moved to reconsider the approval of DLR's petition and Peggy Livingston seconded the motion to reconsider and the motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	Aye
Russ Olson	Aye

**Russ Olson moved amend DOL-57 by removing "Convert to microfilm as volume warrants and maintain film and images for 80 years, then destroy" from the electronic image retention section. Jenny Jorgenson seconded the motion to amend. The motion passed unanimously by roll call vote.**

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Peggy Livingston	Aye
Russ Olson	Aye

**Russ Olson moved and Peggy Livingston seconded to approve the petition with the amendments to DOL-27 and DOL-57. The motion passed unanimously by roll call vote.**

<u>Chairman Bollinger</u>	<u>Aye</u>
<u>Jenny Jorgenson</u>	<u>Aye</u>
<u>Chelle Somsen</u>	<u>Aye</u>
<u>Peggy Livingston</u>	<u>Aye</u>
<u>Russ Olson</u>	<u>Aye</u>

Chairman Bollinger then reauthorized the destruction of the records described in DLR's amended petition and that authority is granted under RDB 21-021.

**Other Business**

**Jenny Jorgenson moved to adjourn, and Peggy Livingston seconded. Motion carried unanimously.**

Adjourned meeting at approximately 09:34 a.m.

UNAPPROVED

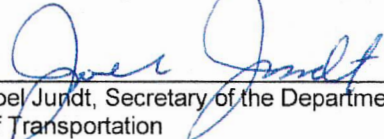
# PETITION FOR AUTHORITY TO DESTROY RECORDS

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 3 page(s) and contains record series number(s) DOT-031.1A, DOT-043, and DOT-049.1A.

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

6-29-22  
Date

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

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

6/29/2022  
Date

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

DEPARTMENT: Transportation  
DIVISION: Secretary  
OFFICE: Legal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Nikole Miller  
RM CUSTOMER #: 1072

RECORD

R.D.B.  
AUTHORITY  
NUMBER

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

**DOT-031.1A. OPEN RECORDS REQUESTS:**

!@#

This series may contain formal and informal open record requests received by the Department of Transportation pursuant to SDCL 1-27. Information may include: open records requests, 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:** DOT LEGAL: Retain denied request(s) permanently.

DOT LEGAL: Transfer informal requests received to "Correspondence, Attorneys" file. Retain 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER DOT OFFICES: Retain 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: Transportation  
DIVISION: Finance & Management  
OFFICE: Accounting  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Nikole Miller  
RM CUSTOMER #: 1059

<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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**DOT-043. CONTRACTS, LEASES, AND AGREEMENTS:**

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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 in EDMS. Destroy 10 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.

(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 the State Auditor prior to the work being performed.)

(Note: Civil Rights maintains working papers until audited by Internal Audits.)

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

<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>

**DOT-049.1A. VOUCHERS-DEPOSITS AND LOCAL CHECKING:**

!@#

This series is arranged chronologically and contains the daily deposits received by the Finance Office and local checking account information. Information may include: deposit vouchers along with all checks and all paperwork for closed local checking accounts. This record is used to assist with discrepancies while doing cash reconciliation.

**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.

# 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 4 page(s) and contains record series number(s) DANR-81, DANR-82, DANR-121, and DANR-122.

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.

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

6-3-2022  
Date

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

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

6/3/2022  
Date

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

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Financial and Technical Assistance  
OFFICE: Environmental Funding  
PROGRAM: Petroleum Release Compensation Fund  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0230

<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-81. CASE FILES, ACTIVE AND INACTIVE:**

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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, 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: PAPER:** Scan upon receipt and retain scanned paper for 3 business days, then destroy provided a system-level backup has occurred and all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain electronically on network drive or in an EDMS while active. Destroy inactive files after 10 years provided all litigations, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Photographs and photograph descriptions will be maintained for future reference.)



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

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Financial and Technical Assistance  
OFFICE: Environmental Funding  
PROGRAM: Petroleum Release Compensation Fund  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0230

<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-82. CASE FILES, NO-PAYMENT & A.T.P.:**

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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, 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:** PAPER: Scan upon receipt and retain scanned paper for 3 business days, then destroy provided a system-level backup has occurred and all images have been verified to be accurate and complete.

ELECTRONIC IMAGES/FILES: Retain electronically on network drive or in an EDMS for 4 years. Destroy 4 years after the case is resolved provided all litigations, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Photographs and photograph descriptions will be maintained for future reference.)

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: Drinking Water  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0074

<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-121. WATER AND WASTEWATER PLANS AND SPECIFICATIONS:**

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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 electronic plans and specifications electronically until obsolete, then destroy.

Retain hard copy plans and specifications in office for 1 year, then transfer to storage for 4 years. Destroy after 5 years.

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: Drinking Water  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0074

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

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

**DANR-122.    WATER PARAMETERS:**

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This series is arranged alphabetically by site location, then chronologically and contains water parameters for facilities such as: drinking water facilities and wells. 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:** PAPER: Scan as received and retain scanned paper in office for 3 months, then destroy.

Retain electronically until obsolete, then destroy.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

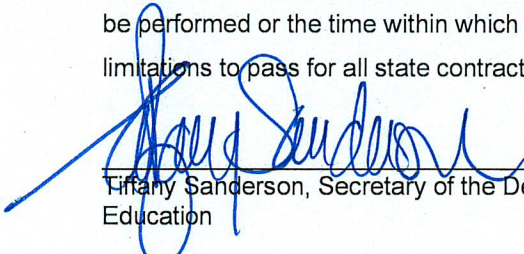
I, Tiffany Sanderson, acting in my position as the Secretary of the Department of Education, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 9 page(s) and contains record series number(s) DOE-1J, DOE-89, DOE-90, DOE-91, DOE-93, DOE-82, DOE-85, DOE-86, DOE-87, DOE-32, and DOE-38.

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 Education consists of 7 page(s) and contains record series number(s) DOE-88, DOE-239, DOE-102, DOE-54, DOE-159, DOE-216, and DOE-222.

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

6.6.22  
\_\_\_\_\_  
Date

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

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

6/7/2022  
\_\_\_\_\_  
Date

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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
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-1J. MINUTES, BOARDS AND COMMISSIONS:**

!@#

This paper and electronic series is arranged alphabetically by board/committee name and contains official minutes from each. Information may include: board/committee name, date of meetings, members present, topics discussed, actions taken and authorized signatures. This records series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** Scan and retain electronically in EDMS permanently.

(Note: Transfer scanned paper to State Archives after the electronic images have been inspected and verified.)

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Professional Practices  
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-89. PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:**

!@#S

This series is arranged chronologically by meeting date and contains meeting minutes of the Professional Administrators Practices and Standards Commission. Information may include: meeting minutes, action taken, discussion, and agendas. This record series is used for reference purposes.

**RETENTION:** Scan and retain electronically in EDMS permanently.

**DOE-90. PROFESSIONAL PRACTICES AND STANDARDS COMMISSION:**

!@#S

This series is arranged alphabetically by topic and contains ethics and policies of the Professional Teachers Practices and Standards Commission as well as the Professional Administrators Practices and Standards Commission. Information may include: general files, appointments to the commission, Attorney General Opinions, complaints, correspondence, meeting minutes, administrative rules, hearings, hearing decisions, finding of facts, and conclusion of laws. This record series is used daily in handling commission business.

**RETENTION:** Scan and retain electronically current. Destroy superseded or obsolete.

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

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Professional Practices  
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-91. PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:**

!@#S

This series is arranged chronologically by meeting date and contains meeting minutes of the Professional Teachers Practices and Standards Commission. Information may include: meeting minutes, action taken, discussion, and agendas. This record series is used for reference purposes.

**RETENTION:** Scan and retain electronically in EDMS permanently.

**DOE-93. REVOCAION AND SUSPENSION OF TEACHER'S CERTIFICATE FILE:**

!@#S

This series is arranged alphabetically by name and contains revocation and suspension of a teacher's certificate. Information may include: teacher certificate record, copy of the hearing procedures, reporting to clearing house, continuing correspondence, Hearing Officer's decision, and court record decision. This record series is maintained for documentation and reference purposes.

**RETENTION:** PAPER: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed.

ELECTRONIC IMAGES/FILES: Retain 75 years, then destroy.

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

DEPARTMENT: Education  
DIVISION: Accreditation and Certification  
OFFICE: Accreditation  
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-82. ALTERNATIVE INSTRUCTION NOTIFICATION:**

!@#

This series contains the notifications of alternative instruction from public school attendance. Information may include: student's name, school district's name, parent(s) or guardian name, birth date of child to appear on the notification, and signatures of parent(s)/guardian(s). This record series is maintained pursuant to SDCL 13-27-3 and 13-27-7.

**RETENTION:** Retain 5 years in office past the age out date of child, 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: Accreditation and Certification  
OFFICE: Accreditation  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**DOE-85. HEARING FILES, PROFESSIONAL ADMINISTRATORS**  
**PRACTICES AND STANDARDS COMMISSION:**

!@#\$

This series is arranged chronologically by calendar year, then numerically by assigned complaint number and contains files for complaints against administrators. Information may include: complaint, correspondence, memos, investigation reports; written response to the complaint; hearing files; notes; attorney notes; written transcript; hearing tapes; final disposition (findings of fact and conclusion of law/order); appeals; and exhibits. This record series is maintained to document the results of the hearings.

**RETENTION:** PAPER: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed.

ELECTRONIC IMAGES/FILES: Retain 75 years, then destroy.

TAPES: Destroy 10 years after final decision.

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

DEPARTMENT: Education  
DIVISION: Accreditation and Certification  
OFFICE: Accreditation  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**DOE-86. HEARING FILES, PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION:**

!@#S

This series is arranged chronologically by calendar year, then numerically by assigned complaint number and contains files for complaints against teachers. Information may include: complaint; correspondence; memos; investigation reports; written response to the complaint; hearing files; notes; attorney notes; written transcript; hearing tapes; final disposition (findings of fact and conclusion of law/order); appeals; and exhibits. This record series is maintained to document the results of the hearings.

**RETENTION:** PAPER: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed.

ELECTRONIC IMAGES/FILES: Retain 75 years, then destroy.

TAPES: Destroy 10 years after final decision.

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

DEPARTMENT: Education  
DIVISION: Accreditation and Certification  
OFFICE: Accreditation  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**DOE-87. OFFICE OF SECRETARY, HEARING FILES:**

!@#

This series is arranged chronologically by fiscal year, then numerically by assigned complaint number and contains the Office of the Secretary Hearing Files, which may include: Student Assignment (SA), Minor Boundary (MB), Teacher Revocation (TR), Tuition Waiver (TW), and Appeals, general (AP). Information may include, but is not limited to: appeal forms, hearing date, disposition, notes, tapes, the complete legal process, requests for revocation, formal findings, investigative material, certified legal court documents, and final decisions. This record series is maintained to document the results of the hearings.

**RETENTION: MINOR BOUNDARY:** Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed. Retain electronically in EDMS permanently.

**TEACHER REVOCATION:** Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed. Retain electronically in EDMS for 75 years, then destroy.

**ALL OTHER HEARING FILES:** Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed. Retain electronically in EDMS for 10 years, then destroy provided no pending litigation.

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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: State Aid & School Finance  
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-32. BOUNDARY CHANGES:**

!@#

This series is arranged alphabetically by county and contains copies of boundary changes, which are property transfers from one school district to the other. Information may include: a copy of the boundary changes and board meeting minutes. This record series is used for reference purposes.

**RETENTION:** Scan and retain electronically current in EDMS. Destroy superseded or obsolete.

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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: State Aid & School Finance  
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-38. SCHOOL DISTRICT REORGANIZATION PLANS:**

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This series is arranged by school district name and contains plans or proposals submitted to the department for review from districts considering school consolidation or reorganization. Information may include: reorganization plans, correspondence, results of elections, and official notifications by the department to affected school boards, county commissions, and county auditors. This record series is maintained for reference purposes.

**RETENTION:** Scan and retain electronically in EDMS permanently.

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

DEPARTMENT: Education  
DIVISION: Accreditation and Certification  
OFFICE: Accreditation  
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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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- DOE-88. Duplicate series and is covered by DOE-90.

**DOE-88. PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION:**

07-018

This series is arranged alphabetically by topic and contains ethics and policies of the Professional Administrators Practices and Standards Commission. Information may include: general files, appointments to the commission, Attorney General Opinions, complaints, correspondence, meeting minutes, administrative rules, hearings, hearing decisions, finding of facts, and conclusion of laws. This record series is used daily in handling commission business.

**RETENTION:** Retain current in office, destroy superseded or obsolete.

(Note: Purge files on a yearly basis to avoid buildup of superseded or obsolete material.)

(Note: The previous record series number was DECA-25.)

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

DEPARTMENT: Education  
DIVISION: Accreditation and Certification  
OFFICE: Certification  
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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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- DOE-239. Duplicate series and is covered by DOE-93.

**DOE-239. REVOCATION AND SUSPENSION OF TEACHER'S CERTIFICATE FILE:**

**16-007**

This series is arranged alphabetically by name and contains revocation and suspension of a teacher's certificate. Information may include: teacher certificate record, copy of the hearing procedures, reporting to clearing house, continuing correspondence, Hearing Officer's decision, and court record decision. This record series is maintained for documentation and reference purposes.

**RETENTION:** Retain 75 years in office, then destroy.

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

DEPARTMENT: Education  
 DIVISION: Finance and Management  
 OFFICE: Administration  
 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>

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

**Reason for Deletion:**

- **DOE-102. Duplicate series and is covered by DOE-21.**

**DOE-102. E-RATE FEDERAL FUNDING FILES:**

**07-018**

This series is arranged alphabetically by school and contains the documentations for the federal funding source for all K-12 telecommunication lines (video, data, or voice) related to technology use by school districts for educational purposes. Information may include: technology plans; the signed 479 and 480 forms, which verify the school district is in compliance with the Federal E-rate program requirements; and other complaint forms/documents. This record series is maintained for audit purposes.

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

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-303.1.)



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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: Grants Management  
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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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- DOE-54. Record series is obsolete.

**DOE-54. PAUL DOUGLAS TEACHER SCHOLARSHIP:**

**07-018**

This series is arranged alphabetically by student name, and contains the recipients of the Paul Douglas Teacher Scholarship. Information may include: application, award agreement, and verification of teaching commitment. This record series is used to verify that a teacher, who is a recipient of the Paul Douglas Teacher Scholarship has fulfilled their obligation.

**RETENTION:** Retain current in office. Destroy once the teaching obligation has been met and 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-10.)

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

DEPARTMENT: Education  
DIVISION: Special Ed & Early Learning  
OFFICE: Special Education  
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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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- DOE-159. Duplicate series and is covered by DOE-157.3.

**DOE-159. COMPLAINT INVESTIGATION FILES:**

**18-010**

This paper and electronic series is arranged alphabetically by school district and contains complaints filed against school districts. Information may include: letter of complaint, notes, investigation, findings, and corrective action from the school district. This record series is used for compliance purposes.

**RETENTION:** Retain paper and electronic files for 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic files are stored on the DOE "N" drive.)

(Note: The previous record series number was DECA-307.)

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

DEPARTMENT: Education  
 DIVISION: State Library  
 OFFICE: Outreach, Develop & Tech Supp  
 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>

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

**Reason for Deletion:**

- **DOE-216. Duplicate series and is covered by DOE-61.**

**DOE-216. ADMINISTRATIVE RULES PROMULGATION FILES:**

**07-018**

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. These are also filed with the Code Counsel and Secretary of State. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** 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 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. Consider maintaining on microfilm instead of paper and destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: The previous record series number was DECA-485.)

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

DEPARTMENT: Education  
DIVISION: State Library  
OFFICE: Outreach, Develop & Tech Supp  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<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 Education.**

**Reason for Deletion:**

- **DOE-222. Series is obsolete. Solo Artist in Libraries (SAILS) program was discontinued in 2005. No files exist anymore.**

**DOE-222. SAILS FILE:**

**07-018**

This series is arranged chronologically and contains Solo Artist in Libraries (SAILS) programs that artists have performed at different libraries in conjunction with the Art Council and the State Library. Information includes: application, final reports, grant award letters, and announcements. This record series is used for reference and administrative purposes.

**RETENTION:** Retain 5 years, then destroy.

(Note: The previous record series number was DECA-519.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Scott W. Bollinger, acting in my position as the 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.


Authority is requested to delete "Records Retention and Destruction Schedule" Authorization of Fleet and Travel Management consists of 1 page(s) and contains record series number(s) FTM-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.

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

6-3-2022  
Date

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

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

6/3/2022  
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: Fleet & Travel Management  
RECORDS OFFICER: Rick Augusztin  
RM CUSTOMER #: 0324

<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 BOA-Fleet and Travel Management.**

**Reason for Deletion:**

- FTM-4. This series is obsolete.

**FTM-4. DOT HIGHWAY MAINTENANCE SHOP BILLINGS:**

**07-007**

This series is arranged chronologically by month and contains Department of Transportation (DOT) highway maintenance shops billings. Information may include: non-cash voucher, accounts receivable billing report, and accounts receivable issuance receipts. This record series is used to verify bills received from the shops, to monitor expenses, and for audit 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.

(Note: Previous record series number was FTM-4.)

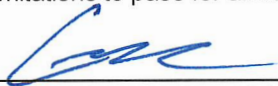
# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Craig Price, acting in my position as the Secretary of the Department of Public Safety, 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 Public Safety consists of 3 page(s) and contains record series number(s) SDDA-94, SDDA-95, and HP-10.1.

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.

  
\_\_\_\_\_  
Craig Price, Secretary of the Department of Public Safety

7/7/22  
\_\_\_\_\_  
Date

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

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

7/11/2022  
\_\_\_\_\_  
Date

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

DEPARTMENT: Public Safety  
DIVISION: Emergency Services  
OFFICE: Wildland Fire  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0752

<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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**SDDA-94. LANDOWNER FUELS REDUCTION GRANTS-CONSENT FORMS:**

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This series contains the signed form submitted by landowners authorizing the State to burn slash pile in their property. Information may include, but is not limited to: landowner consent forms, and pile burn consent forms. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain for 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 3 years after project has closed, 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: Public Safety  
DIVISION: Emergency Services  
OFFICE: Wildland Fire  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0752

<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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**SDDA-95. LANDOWNER FUELS REDUCTION GRANTS PROGRAM:**

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This series is arranged by subject matter and contains landowner fuel reduction grant information. Information maintained electronically in an Electronic Document Management System (EDMS), and in paper form. Information may include, but is not limited to items in the 50% landowner Packet which may include: request forms, assessment bids, bid accept letters, certification of completion, proof of payment, vouchers, and project billing and match statements. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain for 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 after project has closed, 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: Public Safety  
DIVISION: Enforcement  
OFFICE: Highway Patrol  
PROGRAM: Law Enforcement  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0126

<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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**HP-10.1. VIDEO RECORDINGS:**

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This series contains video recordings taken by SD Highway Patrol troopers and motor carrier inspectors during completion of their assigned duties, such as training, traffic stops and check points, injury, non-injury and fatal crashes, commercial motor vehicle inspections, investigations, administrative review procedures, etc. Videos may be used for training purposes, evidence, criminal court proceedings, civil complaint investigations, internal procedures, etc. Videos may contain personally identifiable information (PII) and/or confidential material.

**RETENTION: TRAFFIC STOPS, MOTOR CARRIER INSPECTIONS, OR NON-EVENTS:** Retain video recordings 120 days, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

**DUI STOPS, INJURY AND NON-INJURY CRASHES, CRIMINAL INVESTIGATIONS, AND PURSUITS:** Retain video recordings 1,095 days, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

**TRAINING, FATAL CRASHES, AND ADMINISTRATIVE REVIEW PROCEDURES:** Retain video recordings permanently.