

South Dakota

Records Destruction Board Meeting

July 13, 2023 10:00 a.m.

Via Microsoft Teams

UNAPPROVED RECORDS DESTRUCTION BOARD MEETING MINUTES

**December 12, 2022, at 10:00am
Capitol Building – Room 412
Pierre, South Dakota 57501**

The following members present: Jenny Jorgenson, 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 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, Department of Revenue; Olivia Waggoner, Department of Education; Kendra Kuiper, Board of Regents, Kayla Bastian, Board of Regents; Tony Rae and Dino Brooks, Bureau of Information and Telecommunications; and Michelle Humann, South Dakota Retirement System.

Call to Order and Roll Call

Chairman Bollinger called the meeting to order at 10:00 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 and Dino Brooks of the Bureau of Information and Telecommunications were present to assist in any technology related aspects of retention rules.

General Conflict of Interest Disclosure

Commissioner Bollinger requested that board members declare any conflict of interest at this time.

Chairman Bollinger recused himself from discussion or action on Bureau of Administration items and Chelle Somsen recused herself from discussion or action on the State Historical Society and the Department of Education items on the agenda.

Approval of Agenda

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

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Approval of Minutes

Jenny Jorgenson moved and Russ Olson seconded to approve the minutes from the July 19, 2022 meeting. The motion passed unanimously by roll call vote.

Chairman Bollinger	Aye
Jenny Jorgenson	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.

South Dakota Board of Regents

Chairman Bollinger asked the Board to consider the current petition to *revise* two existing record series for the South Dakota Board of Regents having the record series number(s) of REG-128 and REG-266.

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.

Chairman Bollinger	Aye
Jenny Jorgenson	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) 22-006.

Department of Agriculture and Natural Resources

Chairman Bollinger asked the Board to consider the current petition to *revise* two existing record series for the Department of Agriculture and Natural Resources having the record series number(s) of DANR-63 and DANR-95.

The floor was open for discussion and/or motion.

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

Chairman Bollinger	Aye
Jenny Jorgenson	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) 22-007.

State Historical Society

Chairman Bollinger asked the Board to consider the current petition to *revise* one existing record series for the State Historical Society having the record series number(s) of SHS-71.

The floor was open for discussion and/or motion.

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

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Recused
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) 22-008.

Department of Education

Chairman Bollinger asked the Board to consider the current petition to *revise* five existing record series for the Department of Education having the record series number(s) of DOE-1, DOE-68.2, DOE-70.2, DOE-79, and DOE-79.1; *add* two record series having the record series number(s) of DOE-64.1 and DOE-64.2; and *delete* one existing record series having the record series number(s) of DOE-186.

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

Chairman Bollinger	Aye
Jenny Jorgenson	Aye

Chelle Somsen
Jenna Latham
Russ Olson

Recused
Aye
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) 22-009.

Bureau of Administration-Office of the State Engineer

Vice Chairman Jorgenson asked the Board to consider the current petition to *revise* two existing record series for the Office of the State Engineer having the record series number(s) of OSE-1 and OSE-3.

The floor was open for discussion and/or motion.

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

Chairman Bollinger
Jenny Jorgenson
Chelle Somsen
Jenna Latham
Russ Olson

Recused
Aye
Aye
Aye
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 Records Destruction Board number (RDB) 22-010.

Department of Revenue

Chairman Bollinger asked the Board to consider the current petition to *revise* four existing records series for the Department of Revenue having the record series number(s) of SDL-82, SDL-83, SDL-96, and SDL-98.

The floor was open for discussion and/or motion.

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

Chairman Bollinger
Jenny Jorgenson
Chelle Somsen
Jenna Latham
Russ Olson

Aye
Aye
Aye
Aye
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) 22-011.

South Dakota Retirement System

Chairman Bollinger asked the Board to consider the current petition to *delete* seventy-seven existing record series for the South Dakota Retirement System having the record series number(s) of LBR-135, LBR-136, LBR-144, LBR-145, LBR-146, LBR-149, LBR-153, LBR-155, LBR-157, LBR-158, LBR-159, LBR-161, LBR-162, LBR-163, LBR-164, LBR-165, LBR-172, LBR-174, LBR-175, LBR-177, LBR-183, LBR-184, LBR-188, LBR-191, LBR-194, LBR-195, LBR-196, LBR-197, LBR-198, LBR-201, LBR-202, LBR-203, LBR-204, LBR-206, LBR-207, LBR-208, LBR-209, LBR-210, LBR-211, LBR-213, LBR-214, LBR-215, LBR-216, LBR-218, LBR-218A, LBR-219, LBR-220, LBR-221, LBR-222, LBR-223, LBR-224, LBR-225, LBR-226, LBR-227, LBR-228, LBR-229, LBR-230, LBR-231, LBR-232, LBR-233, LBR-234, LBR-235, LBR-237, LBR-239, LBR-240, LBR-241, LBR-244, LBR-245, LBR-246, LBR-247, LBR-249, LBR-251, LBR-253, LBR-255, LBR-258, LBR-259, and LBR-260; and *update* and consecutively re-number the South Dakota Retirement System's Records Retention and Destruction Schedule with fifty-four record series having the record series number(s) of RET-1 through RET-54.

The floor was open for discussion and/or motion.

Russ Olson requested to amend the audit language used in the retention for RET-1 through RET-15; RET-17, RET-18, RET-19; RET-22; RET-24; RET-28 through RET-35; RET-38 through RET-43; RET-45 through RET-48; RET-51; RET-53; and RET-54; provided all litigation, claims and audit findings involving the records have been resolved and final action has been taken. Amend RET-31 and add the following. Records are subject to screening by State Archives prior to disposal.

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

Chairman Bollinger	Aye
Jenny Jorgenson	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) 22-012.

Other Business

Jenny Jorgenson moved to adjourn, and Russ Olson seconded. Motion carried unanimously.

Adjourned meeting at approximately 10:17 a.m.

UNAPPROVED

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 2 page(s) and contains record series number(s) HP-8, HP-9, and HP-2.

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

5/20/23

Date

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



Dana Hoffer, State Records Manager

6/1/23

Date

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

DEPARTMENT:	<u>Public Safety</u>
DIVISION:	<u>Enforcement</u>
OFFICE:	<u>Highway Patrol</u>
PROGRAM:	<u>Law Enforcement</u>
RECORDS OFFICER:	<u>Dawn Hill</u>
RM CUSTOMER #:	<u>0126</u>

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

HP-8. K-9 TRAINING AND SEARCH RECAP FILES:

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This electronic series is arranged chronologically by calendar year, then alphabetically by handler name and contains search recap information and training records for both service and drug detection canines. Information may include: search recaps reports summarizing the K-9 deployment into the field and the filed searches; training records describing the training events in which the dog and handler participate; and the police service dog training and deployment records. The information is maintained for evidentiary and legal proceedings.

RETENTION: Retain all electronic files in the K-9 Activity Training System (KATS) for 99 years, then destroy.

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

DEPARTMENT:	<u>Public Safety</u>
DIVISION:	<u>Enforcement</u>
OFFICE:	<u>Highway Patrol</u>
PROGRAM:	<u>Law Enforcement</u>
RECORDS OFFICER:	<u>Dawn Hill</u>
RM CUSTOMER #:	<u>0126</u>

<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-9. RECRUIT TRAINING RECORDS AND SCHEDULES:

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This paper and electronic series is arranged chronologically by recruit class and contains recruit training records and daily recruit training schedules. Information may include: recruit background investigations, recruit training manuals, field training performance evaluations and reports, recruit school test results, final recruit evaluations, and miscellaneous notes. The information is used to plan activities, to administer all events for the recruits in a planned and systematic manner, to document student certification, and for possible future legal proceedings.

RETENTION: PAPER: Scan into the Computer Aided Dispatch (CAD)/Records Management System (RMS). Destroy paper after images have been verified for readability.

ELECTRONIC: Retain all electronic files in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

HP-2. SHIFT LOGS:

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This electronic series is arranged chronologically and contains an itemized log of activities during each shift. Information may include: time, officer name, mileage, duties performed, extra duties performed, fire alarms, panic alarms, burglar alarms, status reports, itemized list of areas checked, and follow-up reports to incidents discovered during routine checks.

RETENTION: Retain shift logs electronically in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

PETITION FOR AUTHORITY TO DESTROY RECORDS

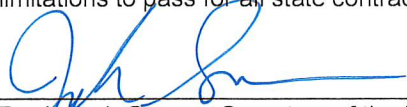
I, Dr. Joseph Graves, acting in my position as the Secretary of the Department of Education, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 7 page(s) and contains record series number(s) DOE-24, DOE-233, DOE-184, DOE-234, DOE-188, DOE-191, DOE-203, and DOE-206.

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 1 page(s) and contains record series number(s) DOE-237.

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.



Dr. Joseph Graves, Secretary of the Department of Education

5.26.2023

Date

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



Dana Hoffer, State Records Manager

6/1/23

Date

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Finance and Management</u>
OFFICE:	<u>Accounting & Financial Reporting</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-24. GRANT AWARD DOCUMENTS:

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This electronic series is arranged chronologically by fiscal year and contains various grants awarded to the Department of Education. Information may include: grant award notification, cover letter, and reporting information. This record series is used for reference purposes and establishing a grant ledger.

RETENTION: 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.

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Learning and Instruction</u>
OFFICE:	<u>Assessment and Accountability</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-233. ACCOUNTABILITY SPI BUSINESS DOCUMENTS:

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This series is arranged alphabetically by school district and contains materials associated with how to calculate and the process of compiling the annual accountability report card process as required by federal education law. Information may include: the technical manual for how to produce the report card, the accountability workbook, formal appeals filed by schools about the DOE's report card calculations, business rules guiding production of the report card, and the deliberative results of the small school audits. This record series is maintained for reference purposes.

RETENTION: TECHNICAL MANUALS, FORMAL APPEALS, & BUSINESS RULES: Retain in office 2 years past the end of useful life, then destroy.

ACCOUNTABILITY WORKBOOK: Retain 5 years in office, then destroy.

SMALL SCHOOL AUDIT RESULTS: Retain 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Learning and Instruction</u>
OFFICE:	<u>Title Programs</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-184. CONSOLIDATED GRANT FILES:

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This electronic series is arranged chronologically by year, then alphabetically by school district and contains the Title programs grant information. Information may include: grant application, correspondence, amendments, monitoring plans, risk assessments, monitoring forms, and corresponding documentation. Grants Management maintains the financial sections of these grants. This record series is maintained for audit and monitoring 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: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

(Note: All previous years beyond the six most recent will be archived on the GMS server as practicable by the vendor. Previous years' applications cannot be destroyed as this could impact the successive years' applications. Archived applications will not be viewable to the general population, but will remain in the system background to ensure continuity of the other applications.)

(Note: Electronic files are stored in the Grants Management System (GMS), Title I Crate, or on the Department's shared drive.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Learning and Instruction</u>
OFFICE:	<u>Title Programs</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-234. FEDERAL COMPLIANCE:

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This series is arranged chronologically and contains materials related to compliance with federal education laws. Information may include: official correspondence with the U.S. Department of Education requesting waivers from certain provisions, formulation of the state plan required by law, and records of significant deliberative processes. This record series is maintained for reference purposes.

RETENTION: Retain in office 5 years past the end of useful life, then destroy.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

DOE-188. FEDERAL REVIEW REPORTS:

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This series is arranged chronologically by fiscal year and contains federal review team reports. Information may include: correspondence, reviews, and compliance. This record series is maintained for compliance purposes.

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.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Learning and Instruction</u>
OFFICE:	<u>Title Programs</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-191. MIGRANT RECORD FILES:

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This series contains information on migrant students and migrant workers in South Dakota. Information may include, but is not limited to: Certificates of Eligibility (COEs), records transfers, grant applications, consortium information, basic program, evaluations, information shared through the Federal MSIX (Migrant Student Information Exchange) system, and industry surveys. Grants Management maintains the financial sections of this program. This record series is used to track students that move from school to school or across state lines with families because of agricultural related jobs, and to generate federal funding for migrant students for school districts.

RETENTION: Retain physical COE in office while student is an active Migrant student under a qualifying move (may be up to 3 years for each move). Retain an additional 3 years after student becomes inactive, then destroy 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 destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>State Library</u>
OFFICE:	<u>SD Accessible Library Services</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-203. APPLICATION FOR LIBRARY SERVICES:

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This series is arranged alphabetically by last name and contains applications for service for the Blind and Print Disabled patrons. Information on the application includes: applicants name, telephone number, address, date of birth and gender, contact person, type of disability, signatures, dates, school name, address, and telephone number. Information also may include: book order request, copy of purchase orders, transfer notice, notice of decease, and a change in the type of service. Federal Regulations require that the originals be maintained.

RETENTION: TRANSFERS: Retain until applicant has been transferred to another state, then transfer file to the appropriate state.

SUSPEND/INACTIVE: Retain 5 years after patron service has been suspended or has become inactive, then destroy.

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>State Library</u>
OFFICE:	<u>SD Accessible Library Services</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-206. BRAILLE & TALKING BOOKS READING PROGRAM FILE:

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This series is arranged chronologically by year and contains reading program information for visually and physically handicapped patrons. Information may include: registration forms, certificates, awards, letters from the Governor, correspondence, participants, and written speeches. This record series is used for reference and administrative purposes.

RETENTION: STATS (participants, award winners, and Governor's letters): Retain 10 years, then destroy.

ALL OTHER INFORMATION: Retain 5 years, then destroy.

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Learning and Instruction</u>
OFFICE:	<u>Assessment and Accountability</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

RECORD		R.D.B.
<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-237. This series is obsolete.

DOE-237. TEST SECURITY AFFIDAVITS FOR HOME SCHOOL:

16-007

This series is arranged alphabetically by school district and contains the signed security affidavits completed by parents administering the SAT 10 to their home-schooled students. Information will include: school district, parent name, test form name and number of tests signed out to the parent. This record series is maintained for security purposes.

RETENTION: Retain 2 years in office, 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, Marcia Hultman, acting in my position as the Secretary of the Department of Labor and Regulation, 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 Board of Technical Professions consists of 8 page(s) and contains record series number(s) BTP-2, BTP-3, BTP-8, BTP-9, BTP-10, BTP-11, BTP-13, BTP-15, BTP-16, and BTP-17.

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.



Marcia Hultman, Secretary of the Department of
Labor and Regulation

5-25-23

Date

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



Dana Hoffer, State Records Manager

6/1/23

Date

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretary</u>
OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Board of Technical Professions</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>1191</u>

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BTP-2. ADMINISTRATIVE RULE PROMULGATION FILES:

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This series is arranged chronologically and contains administrative rule promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comments from the public, transcripts from the 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 record must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL1-26A-2, which cures all defects in the adoption of the rules appearing in the 1974 printed ARSD.)

(NOTE: Previous record series number was TPR-01.)

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BTP-3. APPLICATIONS:

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This series is arranged alphabetically and contains Comity/Reciprocity and Business applications to be reviewed by the Board and applications of individuals who appear for examination. The electronic application is saved to the profile in database and creates the registrant's profile. Information may include: application, references, experience verifications, college verifications, and verifications from other states. This record series is used for emailing notices and for reporting purposes.

RETENTION: Retain 3 years after license has lapsed, then destroy by shredding.

(Note: A digital copy of the application reviewed by the Board shall be stored in the applicant's database profile and a portable document format (PDF) file.)

(NOTE: Previous record series number was TPR-02.)

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BTP-8. COMPLAINT FILES:

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This series is arranged chronologically and contains all related correspondence received from either the general public or initiated by the Board of Technical Professions concerning problems which have occurred with engineers, land surveyors, or architects, landscape architect, and petroleum assessors or remediators. Information may include: nature of complaint, signature of party filing the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, and related materials. This record series is used by the Board to determine if a complaint is substantiated, and if so, to take corrective action. If complaints are substantiated this information is placed in each respective "Registrant Database".

RETENTION: UNSUBSTANTIATED: Retain file digitally. Destroy 3 years after determined unsubstantiated provided no litigation is pending.

SUBSTANTIATED: Retain original paper documents along with the digital file until case is closed, then transfer any original documents to digital file provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. Retain for 50 years or for the duration of the related license, whichever is longer, then delete.

(NOTE: Previous record series number was TPR-11.)

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BTP-9. CONTRACT AND AGREEMENT FILES:

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This series is arranged chronologically and contains contract and agreements between the Board of Technical Professions 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 documentation purposes.

RETENTION: Retain reference copies current in office. Destroy reference copy upon termination of contract.

(Note: All contracts are retained by the Administrative Services Division for 6 years.)

(Note: SDCL 1-24-1 requires that a copy of all consultant contracts be filed with the State Auditor.)

(NOTE: Previous record series number was TPR-12.)

BTP-10. ENGINEER-IN-TRAINING AND LAND SURVEYOR INTERN:

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This series contains personal information about engineers in training and land surveyors in training. Information may include: name, address, college attended, degree awarded, graduation date, examination grade, and enrollment date. This record series is used to document the enrollment of all engineers-in-training and land surveyors in training.

RETENTION: DATABASE: Retain 10 years, then purge and delete.

(Note: Electronic application is saved to profile in database and creates registrant profile. A digital copy of the application reviewed by the Board shall be stored in the applicant's database profile as a portable document format (PDF) file.)

(NOTE: Previous record series number was TPR-14.)

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BTP-11. MINUTES, BOARD OF TECHNICAL PROFESSIONS:

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This series is arranged chronologically and contains the official minutes of the Board meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, approving signatures, copies of budget reports, application records, and inspection reports. This record series is used for occasional reference and documentation purposes of Board actions taken.

RETENTION: Retain file digitally on the Board's SharePoint site permanently.

(Note: Annually send a digital copy of meeting minutes to State Archives.)

(Note: Minutes are available on the Board's website dating back to January 19, 2007 and copies of agenda for meetings are available back to September 23, 2011.)

(NOTE: Previous record series number was TPR-18.)

BTP-13. RECEIPT FILES:

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This computer database series is arranged chronologically and documents all receipts of money. Receipts are generated from database after payment is made. Information may include: date issued, received of, address, amount, form of payment, purpose, and received by signature. This record series is maintained for audit purposes.

RETENTION: Retain 4 years, then delete 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 TPR-22.)

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BTP-15. REGISTRANT DATABASE:

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This database series is arranged alphabetically or numerically and is used to register all licenses issued by the Board of Technical Professions. The electronic application is saved to the profile in database and creates the registrant's profile. Information is obtained from applications submitted, Registrant Files, and Engineer-in-Training and Land Surveyor Intern database. Information may include: licensee name, license number, personal information, change of address/employer information, whether individual was licensed by comity or by exam, continuing education hours, license renewal date, receipt of fees paid by licensee (amount and date received), name of employer or business, and any disciplinary action taken against the licensee. This record series is used for quick reference and updating licensee records.

RETENTION: Retain 3 years after license has lapsed, then purge from database provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The records of deceased licensees can be deleted 1 year after their death.)

(NOTE: Previous record series number was TPR-23.)

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BTP-16. REGISTRANT FILES:

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This series is arranged alphabetically and documents those engineers, architects, land surveyors, business firms, landscape architects, petroleum assessors, and petroleum remediators registered by the Board. Information may include: applications, college verifications, experience verifications, verification in other states, correspondence, registration numbers, fees paid, receipt number, and Board action taken for Class 2 registration by comity (reciprocity). Class 3 registrations also includes dates of examinations and scores. This record series is used to document the registration and renewal processes of all registrants.

RETENTION: CLASS 3 FILES: Transfer to respective "Registrant Files, Historical Class Three."

ALL OTHERS: Retain 3 years after expiration, then purge from database.

(Note: All information is encoded into the Board's licensing database.)

(NOTE: Previous record series number was TPR-24.)

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BTP-17. REGISTRANT FILES, HISTORICAL CLASS THREE:

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This series is arranged alphabetically and contains information on class three registrants (those individuals who took their original registration examination in South Dakota.) Information may include: applications, college verifications, experience verifications, correspondence, examinations, examination scores, registration numbers issued, renewal applications, fees paid, receipt numbers, and Board action taken. This record series is maintained for historical purposes.

RETENTION: Retain 50 years, then purge from database.

(NOTE: Previous record series number was TPR-25.)