

**AGENDA**  
**Record Destruction Board Meeting**  
**July 29, 2025 10:00 a.m.**  
**4<sup>th</sup> Floor Room 412**  
**Capitol Building**  
**Pierre, South Dakota**

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

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- **Call meeting to order**
- **Roll call**
- **Introduction of BIT staff**
- **Conflict of Interest Disclosure**
- **Approve agenda**
- **Approve minutes from 07/30/2024 meeting**
- **Appoint vice chair**
- **Public Comment**

### **Department of Transportation**

Consider the current petition to *revise* three existing record series for the Department of Transportation having the record series number(s) of DOT-091, DOT-092, and DOT-093.

### **Unified Judicial System-Supreme Court**

Consider the current petition to *revise* one existing record series for the Supreme Court having the record series number(s) of UJS-1A.

### **Commission on Judicial Qualifications**

Consider the current petition to *approve* the Commission on Judicial Qualifications' records retention and destruction schedule with seven record series having the record series numbers of JQC-1 through JQC-7.

### **Department of Labor and Regulation-Division of Insurance**

Consider the current petition to *revise* thirty-one existing record series for the for the Division of Insurance having the record series number(s) of INS-2, INS-3, INS-4, INS-5, INS-6, INS-8, INS-9, INS-10, INS-12, INS-13, INS-11, INS-15, INS-16, INS-17, INS-18, INS-19, INS-20, INS-21, INS-22, INS-23, INS-24, INS-25, INS-26, INS-27, INS-28, INS-29, INS-30, INS-31, INS-32, INS-33, and INS-34; and *add* eleven record series having the record series number(s) of INS-3.1, INS-12.1, INS-11.1, INS-15.1, INS-24.1, INS-26.1, INS-29.1, INS-30.1, INS-30.2, INS-32.1, and INS-35.

### **South Dakota Investment Council**

Consider the current petition to *revise* twenty-three existing record series for the South Dakota Investment Council having the records series number(s) of SIC-1, SIC-3, SIC-4, SIC-5, SIC-6, SIC-7, SIC-8, SIC-13, SIC-14, SIC-15, SIC-17, SIC-18, SIC-19, SIC-25, SIC-37, SIC-26, SIC-31, SIC-32, SIC-35, SIC-44, SIC-39, SIC-40, and SIC-47; and *delete* three existing record series having the record series number(s) of SIC-22, SIC-28, and SIC-45.

### **Office of the State Auditor**

Consider the current petition to *revise* one existing record series for the Office of the State Auditor having the records series number(s) of AUD-36; and *add* one record series having the record series number(s) of AUD-38.1.

### **Department of Education**

Consider the current petition to *revise* thirty-nine existing record series for the Department of Education having the records series number(s) of DOE-1A, DOE-1D, DOE-81, DOE-73, DOE-238, DOE-96, DOE-68, DOE-68.3, DOE-143, DOE-241, DOE-243, DOE-244, DOE-245, DOE-246, DOE-247, DOE-79.2A, DOE-79.2, DOE-228, DOE-14, DOE-19, DOE-229, DOE-230, DOE-231, DOE-12, DOE-36, DOE-37, DOE-34, DOE-35, DOE-40, DOE-232, DOE-233, DOE-236, DOE-235, DOE-102.1, DOE-103, DOE-157.2, DOE-165, DOE-171, DOE-170; and *add* six record series having the record series number(s) of DOE-64.1A, DOE-79.3, DOE-79.4, DOE-79.5, DOE-79.6, and DOE-79.7.

### **Department of Health-Board of Examiners in Optometry**

Consider the current petition to *revise* eleven existing record series for the Board of Examiners in Optometry having the records series number(s) of BEO-1, BEO-5, BEO-7, BEO-8, BEO-10, BEO-15, BEO-16, BEO-18, BEO-9, BEO-18.1, and BEO-19; and *delete* two existing record series having the record series number(s) of BEO-11 and BEO-12.

### **Department of Health-Board of Massage Therapy**

Consider the current petition to *revise* eleven existing record series for the Board of Massage Therapy having the records series number(s) of BMT-4, BMT-5, BMT-8, BMT-9, BMT-10, BMT-12, BMT-13, BMT-18, BMT-23, BMT-28, and BMT-33; and *delete* one existing record series having the record series number(s) of BMT-25.

### **Department of Labor and Regulation-Real Estate Commission**

Consider the current petition to *revise* fifteen existing record series for the for the Real Estate Commission having the record series number(s) of REC-1, REC-2, REC-3, REC-4, REC-6, REC-7, REC-8, REC-9, REC-10, REC-12, REC-14, REC-16, REC-17, REC-18, and REC-22.

### **Department of Labor and Regulation**

Consider the current petition to *revise* fifteen existing record series for the for the Department of Labor and Regulations having the record series number(s) of 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-33, DOL-4, DOL-64, and DOL-76.1.