

South Dakota

Records Destruction Board Meeting

July 29, 2025 10:00 a.m.

**4th Floor Room 412
Capitol Building**

**UNAPPROVED RECORDS DESTRUCTION
BOARD MEETING MINUTES
July 30, 2024, at 9:00am
Capitol Building – Room 412 & Microsoft Teams**

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 Jason Kettwig, Bureau of Human Resources and Administration (BHRA). Rick Augusztin, BHRA, was the recording secretary.

Others attended from agencies: Dana Hoffer, State Records Manager, BHRA; Anita Fuoss, Counsel, BHRA; Juanita Anderson, Office of State Auditor; Jason Lutz, Bureau of Finance and Management (BFM), Colin Keeler, BFM; Wanda Goodman, Department of Tourism; Todd Hight, South Dakota Housing Development Authority (SDHDA) and Roger Getz, BHRA. Attending via Microsoft Teams: Dino Brooks, Bureau of Information and Telecommunications (BIT); Chris Gukiesen, BHRA and Marcia Walter, Department of Health - South Dakota Board of Chiropractic Examiners.

Statement regarding Delegation:

Chairman Kettwig made the following statement:

Darin Seeley as Commissioner of BHRA has delegated the authority and duties of the commissioner in relation to the records destruction board to me as the Deputy Commissioner. The delegation includes acting as the chairman and executive secretary under the administrative rules. Accordingly, I call this meeting to order.

Call to Order and Roll Call

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

Introduction of BIT Staff

Dino Brooks from BIT was present via Teams, to assist in any technology related aspects of retention rules.

General Conflict of Interest Disclosure

Chairman Kettwig requested that board members declare any conflict of interest at this time.

Chairman Kettwig recused himself from discussion or action on the Bureau of Human Resources and Administration 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 Kettwig	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 13, 2023 meeting. The motion passed unanimously by roll call vote.

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

Public Comment

Chairman Kettwig asked for public comment.

No public comment. Chairman Kettwig closed the Public Comment section.

Bureau of Human Resources and Administration – Office of the State Engineer

Vice Chairman Jorgenson asked the Board to consider the current petition to ***add*** two record series for the Office of the State Engineer having the record series number(s) of OSE-7 and OSE-8.

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. The motion passed by 4-0 by roll call vote. Chairman Kettwig recused himself due to a conflict of interest.

Chairman Kettwig	Recused
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Vice Chairman Jorgenson authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 24-001.

Department of Tourism

Chairman Kettwig asked the Board to consider the current petition to *revise* eleven existing record series for the Department of Tourism having the record series number(s) of TOUR-1, TOUR-2, TOUR-3, TOUR-13, TOUR-14, TOUR-17, TOUR-18, TOUR-19, TOUR-20, TOUR-24, and TOUR-25; and *add* one record series having the record series number(s) of TOUR-3.1.

The floor was open for discussion and/or motion.

Discussion between Russ Olson and Wanda Goodman regarding the language needed to be added for grants files.

Motion by Jenny Jorgenson to amend retention for TOUR-3.1 and TOUR-14 to read as follows: Retain electronically for 4 years after period of performance, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. Seconded by Russ Olson.

Motion by Russ Olson and seconded by Jason Kettwig to approve petition as amended. The motion passed unanimously by roll call vote.

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

Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 24-002.

Department of Health – Board of Chiropractic Examiners

Chairman Kettwig asked the Board to consider the current petition to *revise* three existing record series for the Board of Chiropractic Examiners having the records series number(s) of BCE-5, BCE-7, and BCE-11; *add* two record series having the record series number(s) BCE-2.1 and BCE-4.1; and delete four existing record series having the record series number(s) of BCE-3, BCE-4, BCE-10, and BCE-17.

The floor was open for discussion and/or motion.

Chelle Somsen requested one copy of the Annual Reports get transferred to State Archives.

Motion by Russ Olson and Seconded by Jenna Latham to add a note to transfer one copy of the annual report to State Archives BCE-2.1.

Motion by Russ Olson and Seconded by Chelle Somsen to approve the petition as amended. The motion passed unanimously by roll call vote.

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

Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 24-003.

Department of Health

Chairman Kettwig asked the Board to consider the current petition to *revise* one existing record series for the Department of Health having the records series number(s) of DOH-6.

The floor was open for discussion and/or motion.

Motion by Jenny Jorgenson and seconded by Jenna Latham to approve the petition. The motion passed unanimously by roll call vote.

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

Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 24-004.

South Dakota Housing and Development Authority

Chairman Kettwig asked the Board to consider the current petition to *revise* nine existing record series for the South Dakota Housing and Development Authority having the records series number(s) of SDHDA-4, SDHDA-5, SDHDA-116, SDHDA-134, SDHDA-159, SDHDA-160, SDHDA-162, SDHDA-163, and SDHDA-178.

The floor was open for discussion and/or motion.

Discussion between Jenny Jorgenson and Todd Hight (SDHDA) regarding how and where records are being stored. Discussion between Jenny Jorgenson and Chelle Somsen regarding specifying the format the permanent records are being maintained. Discussion between Todd Hight (SDHDA) and Chairman Kettwig regarding whether SDHDA needed to follow the state retention

laws/administrative rules. This particular discussion will be brought up at the next Records Destruction Board meeting.

Motion by Jenny Jorgenson and seconded by Russ Olson to add electronically to the retention for SDHDA-4 and SDHDA-5. Motion by Chelle Somsen and seconded by Jenny Jorgenson to remove the last sentence from the description for SDHDA-178. Motion by Russ Olson and seconded by Chelle Somsen to approve petition as amended. The motion passed unanimously by roll call vote.

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

Other Business

Jason Lutz from BFM provided an update/overview of Project Bison.

Jenna Latham moved to adjourn, and Russ Olson seconded.

Adjourned meeting at 9:50am.

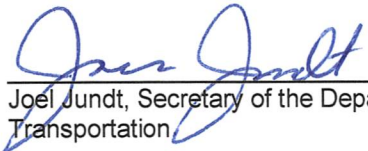
PETITION FOR AUTHORITY TO DESTROY RECORDS

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 2 page(s) and contains record series number(s) DOT-091, DOT-092 and DOT-093.

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

5-5-25
Date

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


Dana Hoffer, State Records Manager

6/4/2025
Date

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

DEPARTMENT:	<u>Transportation</u>
DIVISION:	<u>Finance & Management</u>
OFFICE:	<u>Aeronautics, Railroad, & Transit</u>
PROGRAM:	<u>Transit</u>
RECORDS OFFICER:	<u>Nikole Miller</u>
RM CUSTOMER #:	<u>1170</u>

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

DOT-091. PROJECT FILES, CAPITAL OUTLAYS:

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This series contains the financial record of Sections of the Federal Transit Act (FTA), Title IIIB of Older American Act, and State funds used for capital. Information may include: application for grant, requested grants, bid and purchase prices, public notice to bidders, agreement to purchase vehicle or equipment, purchase contract, and inspection reports. The program allows the use of federal funds to purchase vehicles, communication equipment, facility equipment, wheelchairs, lifts, etc. This record series is maintained for project documentation purposes.

RETENTION: Retain 7 years in EDMS, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOT-092. PROJECT FILES, OPERATING ASSISTANCE:

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This series contains the financial record of Sections of the Federal Transit Act (FTA), Title IIIB of the Older American Act, and State funds used for operating and planning, and the Rural Technical Assistance Program (RTAP) funds. Information may include: review certification and agreement record, project budget, federal authorization, application for grant, requested grants, and copies of direct vouchers. The program allows for the use of federal funds to assist in public planning projects. This record series is maintained for planning purposes.

RETENTION: Retain 7 years in EDMS after project is 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:	<u>Transportation</u>
DIVISION:	<u>Finance & Management</u>
OFFICE:	<u>Aeronautics, Railroad, & Transit</u>
PROGRAM:	<u>Transit</u>
RECORDS OFFICER:	<u>Nikole Miller</u>
RM CUSTOMER #:	<u>1170</u>

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

DOT-093. PROJECT FILES, TRANSIT:

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This series documents the state's involvement of general transit related information. Information may include: review certification, reviews, audits, studies, history, correspondence, reports, authorizations, and copies. This record series is maintained for project documentation purposes.

RETENTION: Retain 7 years in EDMS after project is closed, 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, Gregory L. Sattizahn, acting in my position as the State Court Administrator, 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 Unified Judicial System Supreme Court consists of 1 page(s) and contains record series number(s) UJS-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.



Gregory L. Sattizahn, State Court Administrator

4/30/25

Date

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



Dana Hoffer, State Records Manager

6/4/2025

Date

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

DEPARTMENT: Unified Judicial System
DIVISION: Supreme Court
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Tara Hicks
RM CUSTOMER #: 0162

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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UJS-1A. ATTORNEY FILES:

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This series is arranged chronologically by year and contains attorney files maintained by the Supreme Court Clerk of Court. Information may include, but is not limited to: applications, National Conference of Bar Examiner's request for preparation of character report, character and fitness information, various letters from the Board of Bar Examiners, letters from clerks' offices, admittance materials, orders admitting applicants to the State Bar, photographs of applicants, scores from tests if they failed the exam before they were admitted, Bar applications from other States if they were admitted there, and reference materials. This record series is maintained in case there is disciplinary actions or transfer to another State.

RETENTION: Retain permanently or microfilm, as directed by SCAO.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Robert Morris, acting in my position as the Chairman of the Commission on Judicial Qualification, 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 Commission on Judicial Qualification consists of 3 page(s) and contains record series number(s) JQC-1 (consecutively numbered) through JQC-7.

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.



Robert Morris, Chairman
Commission on Judicial Qualification

05-19-2025
Date

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



Dana Hoffer, State Records Manager

6/4/2025
Date



COMMISSION ON JUDICIAL QUALIFICATION

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Human Resources and Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Human Resources and Administration
Records Management Program
1320 East Sioux Avenue
Pierre, South Dakota 57501

2025

PROJECT STAFF

The members of the Judicial Qualification Commission who contributed their time to explain the purpose and review the content of each record.

Dana Hoffer
State Records Manager

STATE RECORD DESTRUCTION BOARD

Jason Kettwig, Deputy Commissioner
Bureau of Human Resources
and Administration (Chairman)

Steven Blair
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager

South Dakota Codified Laws:

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

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

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

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

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

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

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

INTRODUCTION:

Except for financial records, and except as otherwise required by law, all records and proceedings of the Commission are confidential. See SDCL § 16-1A-4; Rule I, Section 3; Rule III, Section 1. Nothing in this manual shall act to limit or to waive the confidentiality of the records and the proceedings of the Commission.

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

DEPARTMENT: Unified Judicial System
DIVISION: Judicial Qualification Comm.
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Tara Hicks
RM CUSTOMER #: 0163

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

RETROACTIVE APPLICATION:

Except for documents described herein for which permanent retention is required, all documents dated or generated prior to January 1, 2016, shall be destroyed upon adoption of this Manual and all necessary approvals hereof.

JQC-1. APPLICATIONS:

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This series contains all applications for judicial appointments and supporting documents, including credit reports, background checks, and writing samples. This series also includes correspondence to the applicant and to the Office of the Governor.

RETENTION: PAPER: Retain 5 years in office, then destroy.

ELECTRONIC FILES: Retain 10 years, then destroy.

JQC-2. COMPLAINTS AND RESOLUTION OF COMPLAINTS:

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This series contains complaints against Judges, including all supporting documentation, such as copies of pleadings and transcripts provided by the complaining party. This series also includes supporting documentation gathered by the Commission as a part of its investigation, including but not limited to memoranda, and correspondence with the complaining party and the subject Judge, including but not limited to deferred discipline agreements and other resolution related documents.

RETENTION: PAPER: Retain 5 years in office, then destroy.

ELECTRONIC FILES: Retain 10 years, then destroy.

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

DEPARTMENT: Unified Judicial System
DIVISION: Judicial Qualification Comm.
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Tara Hicks
RM CUSTOMER #: 0163

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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JQC-3. FINANCIAL RECORDS:

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This series contains budget requests, billings for investigators, transcripts, and retained legal counsel; vouchers from Commission members and others; and any other records of receipts or payments which are the responsibility of the Commission.

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

JQC-4. GENERAL CORRESPONDENCE:

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This series contains both copies of letters and memoranda sent, and the originals of letters and memoranda received. This record series is maintained for occasional reference and documentation.

RETENTION: Retain in office for 2 years in electronic format, then destroy.

JQC-5. LEGAL CORRESPONDENCE AND DOCUMENTS:

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This series includes correspondence, memoranda, copies of pleadings, and other documentation relating to the retention by the Commission of outside counsel.

RETENTION: Retain in office permanently in electronic format.

DEPARTMENT:	<u>Unified Judicial System</u>
DIVISION:	<u>Judicial Qualification Comm.</u>
OFFICE:	<u></u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Tara Hicks</u>
RM CUSTOMER #:	<u>0163</u>

JQC-6. MINUTES:

!@# \$

RETENTION: Retain in office permanently in electronic format.

JQC-7. NOTICES OF VACANCIES:

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This series contains documentation of notification to members of the State Bar and others of existing or pending vacancies, including evidence of publication in the newsletter of the State Bar of South Dakota.

RETENTION: Retain in office 5 year in electronic format, then destroy.

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 Division of Insurance consists of 20 page(s) and contains record series number(s) INS-2, INS-3, INS-3.1, INS-4, INS-5, INS-6, INS-8, INS-9, INS-10, INS-12, INS-12.1, INS-13, INS-11, INS-11.1, INS-15, INS-15.1, INS-16, INS-17, INS-18, INS-19, INS-20, INS-21, INS-22, INS-23, INS-24, INS-24.1, INS-25, INS-26, INS-26.1, INS-27, INS-28, INS-29, INS-29.1, INS-30, INS-30.1, INS-30.2, INS-31, INS-32, INS-32.1, INS-33, INS-34, and INS-35.

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

4-29-25

Date

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



Dana Hoffer, State Records Manager

6/4/2025

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>Insurance</u>
OFFICE:	<u>Insurance</u>
PROGRAM:	<u>Insurance</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0006</u>

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

INS-2. ADMINISTRATIVE RULES PROMULGATION FILES:

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This series contains documentation of administrative rule promulgation files. Information may include: notice of public hearings, affidavits of publication of notice, written comments from the public, written minutes of public hearing, materials incorporated by reference, and final rules. The 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 RULES: 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 this chapter." There is no time frame included for retention of 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.)

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>Insurance</u>
OFFICE:	<u>Insurance</u>
PROGRAM:	<u>Insurance</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0006</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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**INS-3. ANNUAL AND QUARTERLY STATEMENTS,
INSURANCE COMPANIES:**

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This series consists of the company's annual and quarterly statements of operations as submitted to the Division. Files are domestic companies and may contain, but are not limited to: officer and trustee signatures, statement of assets, statement of liabilities (surplus and other), statement of changes in financial position, underwriting and investment exhibit, reconciliation of ledger assets, schedule of examination and exhibit of premiums written. This series constitutes the Division's central file concerning insurance companies' financial status for the relevant reporting period.

RETENTION: Retain company statements electronically in an EDMS for 7 years, then destroy.

INS-3.1. ASSIGNED RISK POOL RECORDS:

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This series contains meeting notes, filings, approvals, data and other information about assigned risk pools within the Insurance Code. The record series is the Division's record of pool operations.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy.

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>Insurance</u>
OFFICE:	<u>Insurance</u>
PROGRAM:	<u>Insurance</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
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INS-4. BAIL BONDSPERSON RECORDS:

!@#\$

This series documents the licensure of bail bondspersons in South Dakota. Information may include: bondsperson name, social security number, address, telephone number, and testing information. This record series is used as a record of bail bondspersons currently licensed in South Dakota.

RETENTION: Retain electronically in an EDMS. Purge and destroy superseded or obsolete files 7 years after terminated or from last complaint if subject of complaint, or 15 years from last enforcement file if subject of enforcement file.

Destroy criminal background information collected during the application process after final disposition of an application.

**INS-5. BROKER-DEALER/INVESTMENT ADVISER
EXAMINATIONS:**

!@#\$

This series contains documents and materials gathered during examinations of broker/dealer firms. Information may include: broker/dealer, single agent offices, branch offices, investment advisers, and investment adviser's representatives. This record series is maintained for administrative and reference purposes.

RETENTION: Retain active examinations in office. Retain inactive examinations electronically in an EDMS for 7 years, then destroy.

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INS-6. BROKER AND INDEPENDENTLY PRODUCED
SURPLUS LINES TAX:

!@#\$

This series ensures that correct taxes are collected from surplus lines insurance for risk where South Dakota is the home state. Information may include: reports, the company lines are written for, item or person insured, and the name of the agent. This record series is maintained to record insurance producers who are authorized to sell surplus lines insurance in South Dakota and those who independently procure surplus lines coverage.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy.

INS-8. CAPTIVE SUPERVISION FEE FORMS:

!@#\$

This series is arranged by date and contains captive insurance company annual supervision fee forms and calculations.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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INS-9. COMPLAINT FILES:

!@#\$

This series is arranged numerically by file number and contains complaint files. Information may include: type and nature of complaint, producer's name and address, and name and address, correspondence, analysis, and name and address of person filing the complaint. Information is used to document the complaint. This record series is used to document the Division's response and actions taken to satisfy the complaint. The file is also used as a record of the number and type of complaints against each licensed or registered entity.

RETENTION: Retain complaint files electronically in an EDMS for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

INS-10. CONTINUING EDUCATION RECORDS:

!@#\$

This series is arranged by date and name and contains documentation regarding continuing education courses, course providers, instructors, course offerings, and rosters electronically submitted to the Division for approval and producer compliance. Information may include: names, addresses, course offering dates, attendee lists, and Division approval dates. This record series is used to document continuing education compliance.

RETENTION: Retain courses electronically in an EDMS for 5 years after inactivation, then destroy.

Retain course offerings and rosters electronically in an EDMS for 5 years after the course offering date, then destroy.

Destroy all obsolete or superseded data.

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INS-12. EXTERNAL REVIEW FILES:

!@#\$

This series is arranged numerically by file number and contains medical documentation regarding insurance claims to be submitted to an independent review organization for analysis, type and nature of external review, insurance company and independent review organization name and address, correspondence, and name and address of person filing and/or authorized representative of the external review. Information is used to document the external review. This record series is used to document the facilitation process for the external review. The file is also used as a record of the number of external reviews requested for each insurance company.

RETENTION: Retain electronically in an EDMS for 7 years, then destroy provided all litigation and claims have been addressed.

INS-12.1. FINANCIAL ANALYSIS FILES:

!@#\$

This series consists of work product and documentation relating to the financial condition of licensees including working papers, financial statements, correspondence, analysis, and other records by Division staff, contract examiners, and other contracted professionals. This record series is used to evaluate the financial condition of licensees.

RETENTION: Retain electronically in an EDMS 7 years, then purge and destroy superseded or obsolete files.

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INS-13. **FRANCHISE AND BUSINESS OPPORTUNITY**
REGISTRATION FILES:

!@#\$

This series contains registration and updates which are required to be filed with this office by State statute. Registration and updates include: an offering circular, accompanying supplemental documents, and necessary application forms. These offering circulars and amendments are renewed on a yearly basis.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy.

Retain physical media until all images have been uploaded and verified to be accurate and complete, then destroy.

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INS-11. INSURANCE EXAMINATIONS:

!@#\$

This series consists of analysis files, working papers, correspondence, and computations of Division Staff, insurance examiners, and other contracted professionals. This record series is used for ongoing review and study prior to future insurance company examinations.

RETENTION: Retain active examinations in office. Retain inactive examinations electronically in an EDMS for 7 years, then destroy.

INS-11.1. INSURANCE GUARANTY FUND FILES:

!@#\$

This series consists of correspondence, reports, Division approvals, and other documents relating to the South Dakota Insurance Guaranty Association and South Dakota Life and Health Insurance Guaranty Association. This record series is used to preserve guaranty association documents and approvals as required by statute.

RETENTION: Retain current records electronically in an EDMS for 20 years, then purge and destroy superseded or obsolete files.

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INS-15. INSURANCE PRODUCER RECORDS:

!@#\$

This database series documents the licensure of insurance producers in South Dakota. Producers include business entities, travel retailers, portable electronics vendors, rental car agents, surplus lines brokers, and managing general agents. Information may include: producer or business entity name, social security number, address, telephone number, type of license, appointed insurance companies, temporary license information, and types of insurance tests passed. This record series is used as a record of insurance producers currently licensed to sell, solicit, or negotiate insurance in South Dakota.

RETENTION: Retain current records electronically in an EDMS. Purge and destroy superseded or obsolete files 7 years after terminated or from last complaint if subject of complaint, or 15 years from last enforcement file if subject of enforcement file.

INS-15.1. INSURANCE RECEIVERSHIP FILES:

!@#\$

This series consists of all correspondence, working papers, legal documents, corporate documents, bank statements, memoranda, and all other documents pertaining to entities under a receivership initiated by the Division of Insurance under SDCL Ch. 58-29B. This record series is used to document receiverships.

RETENTION: Retain current records electronically in an EDMS for 7 years, then purge and destroy superseded or obsolete files or as ordered by the Court.

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INS-16. INVESTIGATION FILES:

!@#\$

This series is arranged numerically by file number and documents investigations by the Division against insurance agents, companies, and other licensees. Information may include: official transcripts of the hearing, findings of fact, and any related evidence or documentation. This record series is maintained as documentation for possible legal action.

RETENTION: Retain electronically in an EDMS for 15 years, then destroy.

INS-17. MANUAL PAGES, PROPERTY AND CASUALTY:

!@#\$

This series is used for reference and documentation purposes concerning current rules and rates charged by insurance companies in South Dakota as filed into an electronic portal. Information may include: correspondence, any new rules or rule changes, and rates charged. The files are updated as new information is received from the various companies.

RETENTION: Retain filings electronically in an EDMS permanently.

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INS-18. MEDICAL MALPRACTICE REPORT:

!@#\$

This series is encoded into a database and is sent monthly to the various medical boards across the state. Information may include: name of insurer, date, name of insured, type and description of injury, nature and/or substance of claim, and amount of settlement awarded. This record series is used to inform the boards of numbers and types of malpractice suits that have occurred. The paper report is maintained by this office for one year and then is destroyed by shredding after verification of encoding accuracy.

RETENTION: Encode paper to database immediately.

Retain reports electronically in an EDMS for one year after database encoding, then destroy.

Retain 7 years in database, then delete.

INS-19. MISCELLANEOUS ENTITY RECORDS:

!@#\$

This series is arranged by the entity name receiving license, registration, or approval. Entities in this record series include: Discount Medical Plan Organizations (DMPOs), Utilization Review Organizations (UROs), Third-Party Administrators (TPAs), Independent Review Organizations (IROs), Pharmacy Benefit Managers (PBMs), and Managed Care Contractors (MCCs). Information may include: applications, supporting documentation, and financial statements, FEIN, social security number, address, telephone number, and testing information. This record series is used as a record of those entities currently licensed in South Dakota.

RETENTION: Retain electronically in an EDMS. Destroy files images 7 years after terminated or from last complaint if subject of complaint, or 15 years from last enforcement file if subject of enforcement file.

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INS-20. MULTIPLE EMPLOYER TRUST FILES:

!@#\$

This series is arranged by trust name and documents Multiple Employer Trusts (METs) receiving an Authorization to do business in the State. Information may include: bylaws, correspondence, reinsurance agreements, articles of incorporation, examination reports, and initial applications. This series is the Division's central file of METs operating in the State.

RETENTION: Retain active MET files electronically in an EDMS. Destroy 5 years after the MET is no longer authorized to do business in the State.

INS-21. POLICY FORMS, HEALTH AND LIFE:

!@#\$

This series contains life and health insurance policy forms as submitted by the various insurance companies into electronic portals. These forms are submitted for approval or disapproval by the Division or the Interstate Insurance Product Regulation Commission. Information contained on the policy form may include: type of policy, insurance company, date, and policy terms.

RETENTION: Retain filings electronically in an EDMS permanently.

INS-22. POLICY FORMS, PROPERTY AND CASUALTY:

!@#\$

This series contains property and casualty insurance policy forms as submitted by various insurance companies into an electronic portal. These forms are submitted for approval or disapproval. Information contained on the policy form may include: type of policy, insurance company, date, and policy terms.

RETENTION: Retain filings electronically in an EDMS permanently.

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INS-23. PREMIUM TAX RETURNS:

!@#

This series is arranged by tax year and then alphabetically by company name and contains completed tax statements as submitted by insurance companies and other licensees doing business in South Dakota. Information may include: name and address of insurer, state of incorporation or entry, materials furnished, premium taxes, fire marshal's taxes, fees, summations of taxes payable, authorized signature, documentation of tax credits or exemptions, and notary public signatures. This record series is used to compile, audit, and remit insurance company taxes due.

RETENTION: Retain electronically in an EDMS for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

INS-24. PRIVATE PLACEMENT EXEMPTIONS:

!@#

This series contains private placement memorandums. This record series may be used in legal proceedings.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy.

INS-24.1. RATING AND ADVISORY ORGANIZATIONS:

!@#

This series consists of applications, correspondence, and all other documents pertaining to rating and advisory organizations licensed by the Division of Insurance. This record series is used to track and maintain rating and advisory organization information.

RETENTION: Retain electronically in an EDMS for 5 years after the organization is no longer licensed, then purge and destroy superseded or obsolete files.

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INS-25. REINSURANCE APPLICATIONS:

!@#\$

This series is arranged chronologically by date received and contains documentation regarding reinsurance company applications for certification, accreditation, or other authorization under SDCL Ch. 58-14. Information may include contract provisions, trust provisions, applications, financial statements, or other supporting documentation required or requested for Division review.

RETENTION: Retain electronically in an EDMS for 5 years after terminated, then destroy.

INS-26. REINSURANCE FILINGS:

!@#\$

This series contains documentation regarding reinsurance filings. Information may include contract provisions, trust provisions, annual or other financial statements, or other supporting documentation required or requested for Division review.

RETENTION: Retain electronically in an EDMS for the duration of contract effectiveness. Destroy obsolete or superseded filings.

INS-26.1. SCHOLARSHIP GRANTING ORGANIZATION FILES:

!@#\$

This series contains applications, tax forms, and other documents submitted by scholarship granting organizations. This record series is used to compile and audit insurance company tax credits under the Partners in Education Tax Credit Program.

RETENTION: Retain electronically in an EDMS for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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INS-27. SECURITIES EXEMPTIONS INCLUDING NOTICE FILINGS:

!@#

This series contains exemptions from securities registration. Information may include, but is not limited to: application forms, exemption letters, memorandums, and request and approval letters. This record series is maintained for possible use in legal proceedings.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy.

INS-28. SECURITIES FAIRNESS HEARING FILES:

!@#

This series is arranged chronologically by filer and contains investment offering materials, disclosures, contracts, correspondence, transcripts of hearings, evidence presented, Division analysis, Division decisions, and other information required to be filed by statute or as requested by the Division. The filings can be used as evidence in court proceedings.

RETENTION: Retain electronically in an EDMS for 5 years after final disposition, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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INS-29. SECURITIES INVESTIGATION AND COMPLAINT FILES:

!@#

This series is numbered sequentially and contains documents, materials, and correspondence gathered in various securities, franchise, and business opportunity investigations. The documents are used as evidence in administrative hearings or in court proceedings.

RETENTION: Retain electronically in an EDMS for 15 years, then destroy.

INS-29.1. SECURITIES OPINION LETTERS AND DIVISION
DECLARATORY RULING PROCEEDINGS:

!@#

This series consists of securities opinion letters issued by the Division and declaratory ruling proceedings before the Division. This record series is maintained to permanently preserve these records.

RETENTION: Retain electronically in an EDMS. Purge and destroy superseded or obsolete opinions.

INS-30. SECURITIES REGISTRATION AND MUTUAL FUND
NOTICE FILINGS, BOTH INTERSTATE AND
INTRASTATE:

!@#

This series contains securities registrations which are filed with this office pursuant to State statute. Registrations must be approved before any offer of sale can be made in the State. Information may include: prospectus, application forms, registration statements, and appropriate extensions and amendments. This record series is used to verify that investor disclosures from the corporation are consistent with those on file with the Division.

RETENTION: Retain records electronically in an EDMS for 5 years, then destroy.

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INS-30.1. SERVICE OF PROCESS FILES:

!@#\$

This series consists of service of process against licensees as received by the Division of Insurance as the statutory agent for service of process. This record series is maintained to confirm receipt and forwarding of service of process served on the Division.

RETENTION: Retain records electronically in an EDMS for 7 years, then purge and destroy files.

INS-30.2. SOUTH DAKOTA ACCREDITATION FILES:

!@#\$

This series consists of confidential internal correspondence, working papers, memoranda, and all other documents pertaining to the Division's accreditation with the National Association of Insurance Commissioners. This record series is used to document the Division's compliance with state-based accreditation standards.

RETENTION: Retain records electronically in an EDMS for 7 years, then purge and destroy files.

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INS-31. SOUTH DAKOTA DOMESTIC COMPANY FILE:

!@#\$

This series is arranged by company name and documents domestic companies doing business in the State. Information may include: bylaws, correspondence, reinsurance agreements, articles of incorporation, updated examination reports, final decisions and dispositions, holding company files, and initial admission packets. This series is the Division's central file of domestic insurance companies operating in the State.

RETENTION: Retain active company files electronically in an EDMS. Destroy 5 years after the company is no longer licensed to do business in the State.

Review files annually. Destroy obsolete or outdated material.

INS-32. STATE REGISTERED INVESTMENT ADVISOR & BROKER-DEALER/AGENT APPLICATIONS:

!@#\$

This series is numbered sequentially and is maintained to document compliance with the requirement of State registered investment advisers and their agents, and State registered broker-dealers and their agents to file applications with this Division. This record series covers the history of the investment adviser, the agent who works for the company, and the history of broker-dealers and the agents who work for the company. If bonds are filed, they are used as insurance in the event of investment adviser and investment adviser agent default. The bonds include: name and address of company, amount of bond, effective dates, and authorized signatures.

RETENTION: Retain records electronically in an EDMS. Purge and destroy superseded or obsolete files 7 years after terminated or 15 years from the closure of the last investigation or complaint file.

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INS-32.1. STATUTORY DEPOSITS:

!@#\$

This series consists of bank statements, documents, correspondence, and other records regarding security deposits by insurance companies and other regulated entities or persons required to file statutory deposits with the Division as security. This record series is used to confirm compliance regarding statutory deposits.

RETENTION: Retain current records electronically in an EDMS. Purge and destroy files after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

INS-33. SUBSEQUENT INJURY FUND (SIF) ASSESSMENT FILES:

!@#\$

This series is arranged chronologically and contains documentation of assessments made to Insurer's licensed by the Division to write workers' compensation business in South Dakota, and to self-insured employers authorized and certified by the South Dakota Department of Labor and Regulation to self-insure for purposes of workman's compensation. The assessment takes place anytime the fund falls below \$200,000. Information may include: workers' compensation company listings; computed assessments; listings of self-insured employers from the Department of Labor and Regulation correspondence; completed affidavits; copies of checks; and invoices. This record series is maintained for reference purposes and pursuant to SDCL 62-4-34.7.

RETENTION: Retain in office until all assessments are paid and all issues have been resolved, then retain electronically in an EDMS. Destroy files after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Insurance</u>
OFFICE:	<u>Insurance</u>
PROGRAM:	<u>Insurance</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0006</u>

<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>

INS-34. SUBSEQUENT INJURY FUND (SIF) FILES:

!@#\$

This series is arranged by file number and alphabetically by name of injured employee and contains documentation of workers' compensation claims for reimbursement from the subsequent injury fund. Information may include: findings of fact, conclusions of law and order, notices, correspondence, supporting documentation, medical records and billings, whether a claim is approved or denied, and letter of dismissal (only if a claim is dismissed). This record series is maintained for reference purposes.

RETENTION: Retain in office until closed, then retain electronically in an EDMS. Destroy files after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Files were previously culled regarding notices, correspondence and supporting documentation establishing eligibility prior to scanning and destruction. For older files, only finding of facts, conclusions of law, and orders were maintained.)

INS-35. VOUCHERS:

!@#\$

This series may contain: copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DIRECT VOUCHERS: Scan daily before sending originals to the Office of the State Auditor for processing.

ALL OTHER VOUCHERS: Scan weekly and retain paper for 6 months, then destroy provided scanned images have been verified to be accurate and complete.

PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Investment Council consists of 19 page(s) and contains record series number(s) 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.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Investment Council consists of 2 page(s) and contains record series number(s) SIC-22, SIC-28, and SIC-45.

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.


Matthew L. Clark, State Investment Officer

4/29/2025
Date

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


Dana Hoffer, State Records Manager

6/4/2025
Date

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-1. ADMINISTRATIVE REFERENCE FILES:

!@#\$

This series is arranged by subject matter and contains information used in the daily administration of the agency. Information may include, but is not limited to: policies and procedures, code of ethics and conflict of interest policies and reports, reference manuals, surveys, vendor information, position descriptions, mailing lists, records management, and other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office destroy superseded or obsolete.

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

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-3. ANNUAL REPORTS, INVESTMENT COUNCIL:

!@#\$

This series is arranged chronologically by year and contains copies of “Annual Reports” issued by the Investment Council. Information may include: South Dakota Retirement Fund summary, Trust Fund summaries, Cash Flow Fund summary, various portfolio summaries, the Certificate of Deposit Program summaries, and working papers which include rough drafts, accounting sheet summaries, and computations. This record series serves as a yearly report concerning the operation of the Investment Council and is maintained as documentation of figures in the report. The information is reviewed each year for accuracy and corrected in subsequent reports if an error is found. The Annual Report is required pursuant to SDCL 4-5-36.

RETENTION: Retain one paper copy and the electronic report on the network drive permanently in office.

Retain working papers until obsolete, then destroy.

(Note: Annual Reports are available on the South Dakota Investment Council’s website for 10 years, then removed.)

(Note: File the annual report with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06, and file one copy with the State Archives.)

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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**SIC-4. ASSET MATURITY SCHEDULES/PORTFOLIO HOLDINGS
REPORT:**

!@#\$

This series is arranged chronologically by month and contains the accounting system generated reports. Reports include Asset Maturity Schedules, which lists maturity dates for fixed income securities held by the Investment Council; and Portfolio Holdings, which lists all securities held in the internal equity accounts. Information may include: security name, security description, maturity date, ticker, company name, shares held, and cost of shares. This record series is useful when scheduling maturity dates for all new securities purchased by the Investment Council, for quick reference concerning maturity dates of existing securities, and for quick reference for inventory records. Both reports are for internal purposes only.

RETENTION: Retain current month on network drive. Destroy superseded.

**SIC-5. AUDIT AND AGREED UPON PROCEDURES ENGAGEMENT
PREPARATION FILE:**

!@#\$

This series is arranged chronologically by year and contains documentation prepared to aid Legislative Audit in conducting Investment Council Audits and Agreed Upon Procedures (AUP) testing. Information may include, but is not limited to: statements of change in net position, statement of net position, portfolio analysis, cost and fair value flows, analysis worksheet, internal control narratives and flow charts, and employee compliance with office policies and procedures which may include but not limited to conflict of interest and personal transactions.

RETENTION: Retain 2 years in office, then destroy provided 1 year has passed since an independent post-audit report has been received.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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**SIC-6. AUDIT AND AGREED UPON PROCEDURES ENGAGEMENT
REPORTS:**

!@#\$

This series contains both Department of Legislative Audit, AUP, and private audit reports concerning the expenditures and administration of state funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report. Legislative Audit maintains the Audit Reports and AUP permanently. Annual audit is required pursuant to SDCL 4-5-35.

RETENTION: Retain 3 years in office, then destroy provided 1 year has passed since an independent post-audit report has been received.

(Note: Audit Reports are available on the South Dakota Investment Council's website for 10 years, then removed.)

SIC-7. BANK RECONCILIATIONS:

!@#\$

This series is arranged chronologically by month and contains copies of "Statement of Securities Held" issued by the custodian bank. Information includes: par value, description of security, security, and identification number. This record series is used by the Investment Council to verify state-owned securities.

RETENTION: Retain monthly statements for 1 year, then destroy. After the year-end audit is complete, retain the June 30th reconciliation for 1 year until superseded by the following year, then destroy.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-8. BROKERS' COMMISSION FILE:

!@#\$

This series contains a list of cumulative totals of commissions paid to each broker the Investment Council trades with. This file includes: separate reports for fixed income and equity trades. This record series is maintained for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-13. CASH RECEIPT TRANSMITTALS:

!@#\$

This series is arranged chronologically by month and contains the standard forms used to deposit funds in the State Treasury. Information includes: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's Office prepares and provides the State Investment Council with the details. The State Treasurer's Office maintains the originals.

RETENTION: Retain 4 years in office, 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 &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	State Treasurer
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OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-14. CERTIFICATE OF DEPOSIT LISTINGS, SOUTH DAKOTA
BANKS:

!@#\$

This series contains manually prepared listings of Certificates of Deposit which the Investment Council currently maintains. Information includes: name of the institution the CD was drawn from, maturity date, interest rate, allocation schedule, and the net increase/decrease in each. The listing provides the names of the institutions providing CD's to the Council, and is used to record the growth ratio of each. The State Treasurer's Office maintains the original CDs

RETENTION: Retain 5 years in office, then destroy.

SIC-15. COMPREHENSIVE INTERNAL PERFORMANCE ANALYSIS:

!@#\$

This series is arranged chronologically by month and contains a detailed performance history of the Investment Council. The performance analysis is from inception to current quarter. The information in this file is used to disclose performance in the annual report, letters to the council, etc.

RETENTION: Retain permanently in office.

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

DEPARTMENT: State Treasurer
DIVISION: Investment Council
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Sarah Rust
RM CUSTOMER #: 0170

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

**SIC-17. CUSTODIAL INSTITUTIONS: CUSTODIAL BANK/PRIME
BROKER AND FUTURES STATEMENTS:**

!@#\$

This series is arranged chronologically by month contains information received from the Council's custodial bank and prime brokers. The bank statements received lists cash balances, pending items, failing items, and trades authorized through Depository Trust Corporation. In addition, there are files listing cash balance breakdowns, a problem file, daily transaction reports for all portfolios, and security lending files. Also included are details on securities held including par value, description of security, and security identification number. This record series is used by the Investment Council to verify state-owned securities. The bank statements and daily transaction reports are summarized in the downloaded monthly reports from the custodial institutions.

RETENTION: BANK STATEMENTS AND DAILY TRANSACTIONS REPORTS: Retain 1 month in office or until the monthly statement report is downloaded and saved to the network drive, then destroy.

CASH BALANCES, PROBLEM FILES, AND SECURITY LENDING: Retain previous year and current fiscal year in office, then destroy.

MONTHLY REPORT: Retain 2 years, then destroy provided 1 year has passed since an independent post-audit report has been received.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SIC-18. DISASTER RECOVERY PLAN:

!@#\$

This series contains the initial procedures to be followed in case the office sustained a fire or other disaster. Information may include: items for the front office, research area, investment accounting, and investment personnel.

RETENTION: Retain current in office and on the network drive. Destroy superseded or obsolete.

(Note: Consider storing a copy of the Disaster Recovery Plan at a secure off-site location.)

SIC-19. ECONOMIC AND FINANCIAL MARKETS REFERENCE FILES:

!@#\$

This paper and electronic series is filed by subject matter and contains information relating to the general economy and financial markets. The series is made up of research on the economy and financial markets and is used primarily as a reference source when making investment decisions.

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

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-25. INVESTMENT ACCOUNTING, DAILY ACTIVITY:

!@#\$

This series is arranged chronologically by day and contains information which describe and record the daily activity of all internal accounts. Information includes: trade tickets received from traders and the Depository Trusts Corporation's Confirms. The information is maintained for quadrennial review period. Quadrennial review is required pursuant to SDCL 3-12-118.

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

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

**SIC-37. INVESTMENT BOOK OF RECORD (IBOR) ASSET
STATEMENTS AND TRANSACTIONS:**

!@#\$

This series is arranged chronologically by month and contains monthly asset statements as well as Investment Council transactions. Information includes: transaction date, settle date, broker name, shares or par value, description whether coupons or dividends are involved, maturity dates, unit price, cost and market value. This record series is used as support for performance evaluations, audit purposes, and for monthly reporting required pursuant to SDCL 4-5-32.

RETENTION: Retain 2 years in office, then destroy provided 1 year has passed since an independent post-audit report has been received.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-26. INVESTMENT EARNINGS AND ANALYSIS FILE:

!@#\$

This series is arranged chronologically by month and contains the investment earnings and analysis files. Information includes: date, average balance of investments, total earnings for the period, accrued interest, total interest, and average yield. This record series is used to document the monthly rate of return for investments made by the Investment Council.

RETENTION: Retain current month on the network drive. Destroy superseded.

(Note: This information is found in the Annual Report which is maintained permanently in office and filed with the State Library.)

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

DEPARTMENT: State Treasurer
DIVISION: Investment Council
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Sarah Rust
RM CUSTOMER #: 0170

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

SIC-31. MONEY MARKET FUND RECORDS:

!@#\$

This series is arranged chronologically and contains the daily breakdown of balances and interest received on money market funds for all accounts. The monthly summaries replace the daily summaries.

RETENTION: Retain for 2 fiscal years in office, then destroy.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-32. MSA VOUCHER REPORTS:

!@#\$

These monthly and year end reports are used to monitor and reconcile fiscal year receipts and expenditures for investments. Reports may include: Revenue Summary by Budget Unit; Company 8000 Trial Balance by Center; Monthly Revenue and Journal Voucher Report; Investment Activity and Balances by Company, Account, and Center, Cash Center Balances; Investment Transactions; and Monthly Activity for Agency Funds. This record series is maintained for reference and audit purposes.

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

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

DEPARTMENT: State Treasurer
DIVISION: Investment Council
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Sarah Rust
RM CUSTOMER #: 0170

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

SIC-35. PERFORMANCE EVALUATION REPORTS-COST & MARKET FLOWS:

!@#\$

This series is arranged chronologically by fiscal year and contains reports provided by the previous funds evaluation service as well as current internal worksheets for calculating performance. Information may include: rate of return, performance ranking, comparative analysis, other information regarding the evaluation of the fund, total assets, total income realized and unrealized gains/losses, fees, and transfers. This record series is used in preparing the annual report.

RETENTION: Retain in office permanently.

STATE OF SOUTH DAKOTA
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DEPARTMENT:	State Treasurer
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<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u> <u>NUMBER</u>

SIC-44. PRESENTATIONS:

!@#\$

This series is arranged by subject matter and contains presentations given by members of the Investment Council and staff. Information includes: title, subject, and the contents of each. This record series is used to document oral presentations and for reference when composing presentations of similar nature.

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

(Note: Records are subject to screening by State Archives prior to disposal.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT:	State Treasurer
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OFFICE:	
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RECORD		R.D.B.
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		<u>NUMBER</u>

SIC-39. QUARTERLY INVESTMENT UPDATES:

!@#\$

This series is arranged chronologically by quarter and contains the quarterly investment updates that provide the fair market value of the Investment Council assets on a quarterly basis. Information includes: quarterly valuations for all accounts, limited partners' performance numbers, asset allocation, and synopsis of the custodial banks security lending activity for the quarter. This record series is maintained to show a quick synopsis of each quarter of activity.

RETENTION: Retain permanently in office.

STATE OF SOUTH DAKOTA
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PROGRAM: _____
RECORDS OFFICER: Sarah Rust
RM CUSTOMER #: 0170

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

SIC-40. RESEARCH FILES, INVESTMENT COMPANIES:

!@#\$

This series contains information related to company research. Information may include, but is not limited to: company annual reports, company financial statements, research articles, and portfolio manager analysis. These files are used daily by the portfolio managers when making investment decisions.

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

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT:	State Treasurer
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RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u> <u>NUMBER</u>

SIC-47. TRADE TICKETS:

!@#\$

This series is arranged chronologically and contains purchase/sale trade tickets from the trading team to investment accounting to notify of trade details. Information includes: date of transaction, fund name, broker name, purchase/sell decision, portfolio manager, and debt/equity information. This initiates the purchase/selling process of securities. The tickets are also used for quick reference to daily activities.

RETENTION: Retain 4 years in office, 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 &
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DEPARTMENT: State Treasurer
DIVISION: Investment Council
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Sarah Rust
RM CUSTOMER #: 0170

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 Investment Council.

Reason for Deletion:

- **SIC-22. Series is combined with SIC-19 Economic and Financial Markets Reference Files.**
- **SIC-28. Leave data is available through the state's Time Keeping System.**

SIC-22. FIXED INCOME REFERENCE FILE:

16-002

This series is arranged chronologically by topic and contains information relating to general economy and fixed income. The file is primarily made up of publications received from various vendors, but may also include some handwritten notes concerning the subject matter. This record series is used primarily as a reference resource when making investment decisions, and for developing outlooks based on long-term historical analysis.

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

SIC-28. LEAVE LOG:

16-002

This spiral notebook series is arranged chronologically and contains notations concerning the use of annual or sick leave by Investment Council employees. Information includes: date, employee name, and type of leave used. It is used to reconcile the "Payroll Authorization" and to document the use of leave by staff members.

RETENTION: Retain 1 year in office after last entry for reference purposes, then destroy.

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DEPARTMENT: State Treasurer
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OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Sarah Rust
RM CUSTOMER #: 0170

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 Investment Council.

Reason for Deletion:

- **SIC-45. Separate series is not kept. Any subscription information is included in SIC-10 Budgetary Vouchers, Paid and SIC-49 Budgetary Voucher Ledger.**

SIC-45. SUBSCRIPTION FILES:

16-002

This series is arranged chronologically and contains lists of Investment Council subscriptions. Information includes: title, renewal date, amount paid, and expiration date. This record series is used in determining those publications which were ordered by the Council and to verify renewal notices.

RETENTION: Retain full sheet 1 year in office after last entry, then destroy.

PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Office of the State Auditor consists of 2 page(s) and contains record series number(s) AUD-36 and AUD-38.1.

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.



Richard L. Sattgast, State Auditor

4-29-25
Date

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



Dana Hoffer, State Records Manager

6/4/2025
Date

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

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

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

AUD-36. CONTRACTS, CONSULTING:

!@#\$

This series contains copies of contracts and agreements filed with the Office of the State Auditor (OSA) pursuant to SDCL 1-24A-1 which requires all state agencies to file copies of all consultant contracts with OSA five days after the contract is entered into. Information includes: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. The information is maintained for reference purposes and to comply with legal requirements for issuing payments against the contract.

RETENTION: Retain current and 1 year post contract end date in office at OSA. Transfer terminated to RM storage for 6 years. Destroy 7 year after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with OSA within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the OSA prior to the work being performed. Review files at least once a year to avoid a build-up of superseded or obsolete material.)

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

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

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

AUD-38.1. PROPERTY LEASE AGREEMENTS:

!@#\$

This series is arranged by agency according to the number assigned by the Office of the State Auditor (OSA) and contains copies of agency lease agreements executed by BHRA for properties used by state offices throughout the state. Information includes: leasee and lessor names, address of property, square footage, dates of lease, terms, and monthly rent totals. This series is used to verify totals and dates of the monthly voucher payments made by OSA. A copy is sent to OSA and the original lease agreements are maintained by BHRA.

RETENTION: Retain current in office at OSA. Transfer terminated to RM storage for 7 years. Destroy 7 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

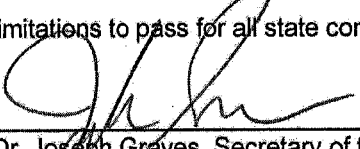
PETITION FOR AUTHORITY TO DESTROY RECORDS

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 40 page(s) and contains record series number(s) DOE-1A, DOE-1D, DOE-81, DOE-73, DOE-238, DOE-96, DOE-68, DOE-64.1A, DOE-68.3, DOE-79.3, DOE-79.4, DOE-79.5, DOE-79.6, DOE-79.7, 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, and DOE-170.

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.



Dr. Joseph Graves, Secretary of the Department of
Education

5/19/2025
Date

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



Dana Hoffer, State Records Manager

6/4/2025
Date

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Administrative Records</u>
OFFICE:	<u></u>
PROGRAM:	<u></u>
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-1A. ADMINISTRATIVE REFERENCE FILES:

!@#

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

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

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

(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: Records are subject to screening by the State Archivist prior to disposal.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Administrative Records</u>
OFFICE:	<u></u>
PROGRAM:	<u></u>
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-1D. BOARDS AND COMMISSIONS:

!@#\$

This paper series is arranged alphabetically by board or commission name and contains information pertaining to boards/committees which fall under the Department of Education. Information may include: agendas, documents for approval, travel vouchers/invoices, and training material; copies of official meeting minutes, copies of appointment letters, summary letters, notes, and action taken. Boards and Commissions may include, but are not limited to: South Dakota Board of Education Standards, Board of Extraordinary Cost Oversight, Hagen-Harvey Memorial Scholarship Board, State Library Board, School Finance Accountability Board, and Teacher Compensation Review Board. This record series is maintained for reference purposes as well as to document the results of the hearing.

RETENTION: Retain 5 years in office, 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.)

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Accreditation and Certification</u>
OFFICE:	<u>Accreditation</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-81. ADMINISTRATIVE RULE, EXEMPTION:

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This series is arranged alphabetically by school, then chronologically by year and contains exemptions to the Administrative Rules. Information may include: application for exemption and letters for approval or denial. This record series is maintained for administrative and reference purposes.

RETENTION: PLAN OF INTENT WAIVERS: Retain 5 years in office, then destroy.

ALL OTHER WAIVERS: Retain 10 years, 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.)

(Note: The previous record series number was DECA-17.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Accreditation and Certification</u>
OFFICE:	<u>Accreditation</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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DOE-73. OCR PROGRAM FILE:

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This paper and electronic series is arranged alphabetically by school district and contains the Office for Civil Rights (OCR) program information. Information may include: a copy of self-review instruments, desk audit of enrollment, percentage of males and females in vocational programs, ethnic information, special populations, letters of findings, and technical assistance files. This record series is used for administrative and reference purposes.

RETENTION: Retain 5 years, then destroy.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD-STARS) and is subject to that program's retention policy.)

(Note: The previous record series number was DECA-155.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Accreditation and Certification</u>
OFFICE:	<u>Certification</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0025</u>

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

DOE-238. DISTRICT STAFFING INFORMATION:

!@#\$

This database Personnel Record Form (PRF) series is arranged by district and contains school district's staffing information. Information may include: listing of schools, base salary, listing of all staff, FTEs, assignments, listing of bus drivers, paraprofessionals, classified staff, and assurance statements. This information is required by statute and rule and is used for federal and state reporting purposes.

RETENTION: Retain data in electronic database system(s) for 15 years, then purge and destroy.

(Note: Retention also applies to data exported and stored in other databases.)

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS) and is subject to that program's retention policy.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Accreditation and Certification</u>
OFFICE:	<u>Certification</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0025</u>

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

DOE-96. EDUCATOR CERTIFICATION FILES:

!@#\$

This series is maintained electronically on the state certification database and contains educator certification files. Information may include: certificates, applications, transcripts, correspondence, comments and documentation, and demographics. This record series is maintained for verification and reference purposes for individuals required to have an educator certificate.

RETENTION: PAPER: Scan and verify all images to be accurate and complete. Retain scanned paper for 2 years, then destroy.

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

MICROFILM: Retain existing microfilm for 75 years, then destroy.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD-STARS) and is subject to that program's retention policy.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>College, Career & Student Success</u>
OFFICE:	<u>Career and Technical Education</u>
PROGRAM:	<u>Jobs for America's Graduates</u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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DOE-68. ACTIVITIES, CAREER AND TECHNICAL STUDENT ORGANIZATION FILE:

!@#\$

This series is arranged numerically by code number, then by activity and contains Career and Technical Student Organization (CTSO) and Jobs for America's Graduates (JAG) activities. Information may include, but is not limited to: the constitution, by-laws, proclamations, handbooks, and any other administrative manuals for each organization. This record series is used for reference purposes and has historical significance to each program.

RETENTION: Retain current in office. Transfer superseded to storage 10 years, then destroy.

(Note: The previous record series number was DECA-138.)

DOE-64.1A. JAG STATE OFFICER APPLICATIONS:

!@#\$

This series is arranged numerically by student name and contains application materials submitted by students wishing to run for a state officer position. Information may include, but is not limited to: student name, age, grade, address, school, personal stories, letters of recommendation, and videos. This record series is used to select each year's state officers and retained for reference purposes.

RETENTION: Retain current year and prior year in office, 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>College, Career & Student Success</u>
OFFICE:	<u>Program</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-68.3. DUAL CREDIT PROGRAM:

!@#\$

This series is arranged alphabetically by topic and contains information related to the administration of the state-sponsored dual credit program. Information, may include, but is not limited to: copies of Memorandum of Understanding with institutions of higher education, copies of Memorandum of Understanding with parents of home school students, policy manuals, performance data, and billing detail. This record series is maintained for audit and reference purposes.

RETENTION: Retain in office 2 years past the school year to which the information pertains. Transfer to storage for 5 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD-STARS) and is subject to that program's retention policy.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>College, Career & Student Success</u>
OFFICE:	<u>Student Wellness and Supports</u>
PROGRAM:	<u>GED</u>
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-79.3. GED, OFFICIAL CERTIFICATES AND TRANSCRIPTS:

!@#\$

This series is arranged alphabetically by student name and contains the electronic, official GED certificates and transcripts for those in South Dakota who have earned their General Education Development (GED) credential and for whom the state has purchased an official certificate or transcript. Information may include demographic information such as name(s), date of birth, address, and other program information. This record series is used for reference purposes.

RETENTION: Retain in secure electronic database for 5 years. Destroy after 5 years provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

DOE-79.4. GED, ROI FORMS:

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This series is arranged alphabetically by student name and contains the electronic and the scanned paper for release of information files for individuals who may have General Education Development (GED) accounts. The Release of Information forms allow the department to verify identity and share information about an individual's GED test record. Information may include: demographic information such as name(s), date of birth, address, and other program information. This record series is used for reference purposes.

RETENTION: Retain in secure electronic database for 2 years. Destroy after 2 years provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>College, Career & Student Success</u>
OFFICE:	<u>Student Wellness and Supports</u>
PROGRAM:	<u>GED</u>
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-79.5. GED, STUDENT RECORDS:

!@#\$

This series is arranged alphabetically by student name and contains electronic information for every person who has taken at least one of the General Education Development (GED) tests. Information may include: demographic information such as name(s), date of birth, race, address, assessment practice scores, assessment scores, and whether or not the individual achieved their GED credential. This record series is used for customer service reasons, and reference purposes.

RETENTION: Retain in secure electronic database permanently.

(Note: Any record found to contain errors may be corrected and/or deleted.)

DOE-79.6. GED, UNDERAGE WAIVER REQUESTS:

!@#\$

This series is arranged alphabetically by student name and contains the electronic and the scanned paper requests for individuals under the age of 18 seeking to created General Education Development (GED) accounts. Information may include: demographic information such as name(s), date of birth, address, parent or guardian information, and other program information. This record series is used for reference purposes.

RETENTION: Retain in secure electronic database for 2 years. Destroy after 2 years provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>College, Career & Student Success</u>
OFFICE:	<u>Student Wellness and Supports</u>
PROGRAM:	<u>GED</u>
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-79.7. GED, UNOFFICIAL CERTIFICATES AND TRANSCRIPTS:

!@#\$

This series is arranged alphabetically by student name and contains the electronic, unofficial GED certificates and transcripts for those in South Dakota who have earned their General Education Development (GED) credential and have requested unofficial verification of that credential. Information may include: demographic information such as name(s), date of birth, address, and other program information. This record series is used for reference purposes.

RETENTION: Retain in secure electronic database for 5 years. Destroy after 5 years provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Child and Adult Nutrition</u>
OFFICE:	<u>Child Nutrition Program</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-143. GRANTS FILE:

!@#\$

This series is arranged chronologically by year and contains copies of grants and grant information for the School Health Program. Information may include, but is not limited to: initial grant application, continuation applications, final performance report, contracts, monthly reports, health education standards review/revision, physical education standards review/revision, the South Dakota Department of Health state plan for nutrition and physical activity, professional development and/or training, and surveys. The South Dakota Department of Health retains the comprehensive continuation application and the final copy of the comprehensive performance report.

RETENTION: Retain 3 years from the closing date of the grant, 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: The previous record series number was DECA-267.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Data and Research</u>
OFFICE:	<u>Data Management</u>
PROGRAM:	<u></u>
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-241. BLUE RIBBON SCHOOL NOMINATIONS:

!@#

This series is arranged by school year and contains correspondence from the US Department of Education regarding the nominating criteria used each year to nominate South Dakota schools for the National Blue Ribbon Schools award. Information may include: spreadsheets/printouts of aggregate assessment scores, aggregate graduation rates, and aggregate free/reduced lunch percentages by school. This record series is maintained for reference purposes only.

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.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Data and Research</u>
OFFICE:	<u>Data Management</u>
PROGRAM:	<u></u>
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-243. EDFACTS FILES:

!@#

This series is arranged chronologically by school year, then by EdFacts file number and contains all information required by the US Department of Education to be submitted via EDEN system. This includes 100+ files per year with information such as: district/school enrollment information, aggregate student demographic and program participation data, school/district financial data, district/school staffing data, etc. This record series is maintained for reference and reporting purposes.

RETENTION: Retain 20 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.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Data and Research</u>
OFFICE:	<u>Data Management</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-244. EDUCATIONAL DIRECTORY:

!@#\$

This series is arranged alphabetically by school district type and contains contact information for key district personnel such as: Superintendent, Business Official, Special Education Director, Personnel Record Form Contact, Technology Coordinator, Main Infinite Campus/Student Data Contact, etc. Information may include: school district's name and address, name of contact, phone and fax numbers, and the contact's email address. This record series is maintained for reference purposes.

RETENTION: Retain current school year information on-line of DOE's website. Destroy superseded or obsolete.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS) and is subject to that program's retention policy.)

DOE-245. EDUCATIONAL STRUCTURE:

!@#\$

This series is arranged alphabetically by school district and contains changes to the current school structure by those school districts requesting an educational structure change for the upcoming school year. Changes to the school structure may include items such as: opening a new school, closing an existing school, changes in grade span for existing schools, etc. This record series is used for administrative and reporting purposes.

RETENTION: Retain current school year plus the preceding 5 years on-line on DOE's website. Destroy superseded or obsolete.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS) and is subject to that program's retention policy.)

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DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Data and Research</u>
OFFICE:	<u>Data Management</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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DOE-246. SAFE, DRUG, AND GUN FREE DATA COLLECTION (SDGF):

!@#\$

This series is arranged alphabetical by public school district and contains SDGF data. Each year every public school district must report in the online web-based collection system whether or not they have had any incidents throughout the school year that involve: alcohol, arson, battery, disorderly conduct, drugs, sexual harassment, firearms, etc. This record series is maintained for reference and reporting purposes.

RETENTION: Retain on-line in web-based SDGF collection system 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: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS) and is subject to that program's retention policy.)

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OFFICE:	<u>Data Management</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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DOE-247. STUDENT RECORDS, INFINITE CAMPUS:

!@#\$

This series is arranged alphabetically by school district name and contains electronic enrollment records for every student in every school district in the state. Information included in these electronic records include: Student Demographic data including name, date of birth, race, etc.; Enrollment data including start date, end date, resident school district, serving (attending) school district, etc.; Program Participation data including Title I, Homeless, Limited English Proficient; Special Education, Free/Reduced Lunch, etc.; Student Assessment data; Graduation data; etc. This record series is used for administrative and reporting purposes.

RETENTION: STATE'S DATA: Retain in secure electronic longitudinal database for 75 years. Destroy after 75 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS) and is subject to that program's retention policy.)

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DIVISION:	<u>Data and Research</u>
OFFICE:	<u>SD-STARS</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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DOE-79.2A. NATIONAL STUDENT CLEARINGHOUSE:

!@#

This series contains postsecondary data on South Dakota high school completers and is provided by National Student Clearinghouse. The data file is arranged by unique identifier and contains information like student demographics, known high school information, postsecondary enrollment, degree program, and graduation date. The series is used for state and federal reporting.

RETENTION: Retain data based on contract stipulations, then destroy. If no contract stipulations, data files retain on network drive for 10 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD-STARS) and is subject to that program's retention policy.)

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OFFICE:	<u>SD-STARS</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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DOE-79.2. STUDENT TEACHER ACCOUNTABILITY AND REPORTING SYSTEM (SD-STARS):

!@#\$

This database series is arranged chronologically by school year and contains the electronic records loaded into the South Dakota-Student Teacher Accountability and Reporting System, a longitudinal data system. Information may include: student data, test data, staffing data, district information, etc. This system pulls data already available from different sources (ex: Infinite Campus and assessments), dumps data into a centralized system, and links data together. The data is used for state and federal reporting.

RETENTION: NATIONAL STUDENT CLEARINGHOUSE: Retain data based on contract stipulations, then destroy. If no contract stipulations, retain 75 years, 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 75 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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DOE-228. ACCOUNTING RECORDS AND RECONCILIATIONS:

!@#\$

This series contains accounting records and reconciliations needed to support financial reporting account balances. Information may include: 1099's; accounts receivable listings and reconciliations; inventory reconciliations; physical inventory audits; MSA reconciliations and supporting documentation; and accounting edit printouts and corrections. This record series is maintained for audit purposes.

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

(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: The previous record series number was DECA-54.)

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RM CUSTOMER #:	<u>0012</u>

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DOE-14. ACCRUAL WORKING PAPERS (COMPREHENSIVE ANNUAL FINANCIAL REPORT):

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This series is arranged chronologically by state fiscal year, then by transaction type and contains the working papers for comprehensive annual financial reports. Information may include worksheets for: accounts payable, accounts receivable, copies of journal vouchers, accrual commodities, cash center balances, due to and due from, contracts payable, prepaid, accrued central inventory, accrued leave liability report, and legislative audit testing. This record series is maintained for reporting and audit purposes.

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

(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: The previous record series number was DECA-54.)

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RM CUSTOMER #:	<u>0012</u>

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DOE-19. CASH RECEIPT JOURNAL VOUCHER:

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This series is arranged by C document number and contains copies of cash receipt transmittals. Copies include: the journal voucher entry, revenue deposit form, listing of checks, receipts from programs, invoices, date of the deposit, and non-cash voucher receipts. This record series is used for reference and audit purposes. The original is retained by the Office of the State Treasurer.

RETENTION: PAPER: Retain 2 years in office, then scan and transfer scanned paper to Records Management storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES/FILES: Retain 4 years in Electronic Document Management System (EDMS), 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: The previous record series number was DECA-61.)

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RM CUSTOMER #:	<u>0012</u>

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DOE-229. FIXED ASSET INVENTORY DATA SHEETS:

!@#\$

This series is arranged numerically by asset number and contains the encoded source documents to the Fixed Asset Report. Information may include: Central Annual Inventory number, location number, object code, description, make, model, serial number, date acquired, cost, asset description, vendor name, Federal grant information, if applicable, per 2 CFR 200.313 (D), such as the source of federal funding CFDA number including the FAIN, percent of federal participation, invoice copies, and subsequent disposition information. This record series provides more detail than the Fixed Assets Report to support financial reporting accounts, audits, and to determine the gain or loss on disposition of the asset.

RETENTION: Retain for life of property. Destroy 3 year after the property is sold, exchanged or declared surplus 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; and comply with the disposition instructions of 2 CFR § 200.313(e)).

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PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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DOE-230. STALE DATED WARRANT RECORDS:

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This series is arranged numerically and contains the stale dated warrant records for the Department. Information may include: warrant date, payee, fund, warrant number, warrant amount, center number, and replacement warrant number. This record series is used for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to Records Management 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: Records must comply with State Unclaimed Property retention if reported as unclaimed property; and 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.)

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PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
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DOE-231. W-9:

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This series contains the W-9 forms for Taxpayer Identification Number (TIN) Verification. These forms are needed to support vendor payment information and detail. Information may include: emails, letters, and other written communication to support changes and/or additions to current vendor files. The official copy of the W-9 and supporting information is maintained by BF&M. DOE maintains a reference copy only

RETENTION: Retain paper or electronic images/files 2 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.)

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OFFICE:	<u>Administration</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
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DOE-12. CONTRACTS AND AGREEMENTS:

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This series is arranged numerically by contract number and may contain contracts between the Department of Education and other institutions, other agencies, or individuals for services performed by Department of Education. Information may include, but is not limited to: contract worksheets (terms of contract, dates effective, costs of contract, and funding sources), copy of signed contracts, W-9, and correspondence. This record series is maintained for auditing purposes, administrative purpose, and legal action.

RETENTION: Retain originals current in office. Transfer terminated to storage for 7 years. Destroy 7 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-40.)

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DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Finance and Management</u>
OFFICE:	<u>State Aid & School Finance</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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DOE-36. FEDERAL FINANCIAL REPORTS:

!@#\$

This series is arranged chronologically by year and contains federal submission reports. Information may include: average daily membership of students, and the financial working papers. This record series is used for reference purposes and compiling federal reports.

RETENTION: Retain 5 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.)

(Note: The previous record series number was DECA-104.)

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RECORDS OFFICER:	<u>Olivia Waggoner</u>
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DOE-37. IMPACT AID:

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This series is arranged chronologically by school fiscal year and contains information regarding school districts receiving impact aid. Information may include: excel files and documents submitted to US Department of Education for payment calculation purposes such as district financial data, tax levy, and valuation data.

RETENTION: Retain 3 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: The previous record series number was DECA-560.)

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RECORDS OFFICER:	<u>Olivia Waggoner</u>
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DOE-34. PROGRAM DATA COLLECTION FILES:

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This series is arranged by program and fiscal year and contains data collected for December Child Count and state aid fall enrollment. Information may include: count of students receiving special education services by primary disability served by each school district and district fall enrollment counts for funding purposes. This record series is used for state aid calculations and reporting purposes.

RETENTION: Retain 20 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.)

DOE-35. PROGRAM DATA COLLECTION REPORTS:

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This series is arranged by fiscal year by school district and contains the aggregation of data collected for Child Count and State Aid Fall Enrollment. This series is used for state aid calculations, federal and statistical reporting.

RETENTION: Retain 20 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.)

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RECORDS OFFICER:	<u>Olivia Waggoner</u>
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DOE-40. STATE AID WORKING PAPERS:

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This series is arranged by fiscal year and contains the working papers and documentation needed for state aid calculations. Documentation may include: documentation for mineral leasing payments, Taylor Grazing payments and state aid calculations and payments. This records series is maintained for reference purposes.

RETENTION: Retain 20 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.)

(Note: The previous record series number was DECA-107.)

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

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DOE-232. ACCOUNTABILITY DATA:

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This electronic series is arranged alphabetically by school district and contains materials associated with the annual accountability report card process as required by federal education law. Information may include: the results of the School Performance Index with the scores for every public school in the aggregate and on each indicator; the designations for every public school; the performance metrics for all public districts and the state, any files relating to the calculation of the data or the rules governing the data, and any files generated to display the data. This record series is maintained for historical purposes.

RETENTION: Retain in a secure electronic file on the Department's shared network drive and on the SDDOE website for 20 years, then delete obsolete years.

(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: The retention aligns with the South Dakota Department of Education's Long Term Goals period as indicated in the ESEA State Plan, as well as FERPA laws.)

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RECORDS OFFICER:	<u>Olivia Waggoner</u>
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DOE-233. ACCOUNTABILITY SPI BUSINESS DOCUMENTS:

!@#\$

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, 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 6 years past the end of useful life, then destroy.

SMALL SCHOOL AUDIT RESULTS: Retain in a secure electronic file on the Department's shared network drive 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: 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.)

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DOE-236. STATE ASSESSMENT FILES (PART 3), ITEM RESPONSES:

!@#

This electronic series is contained within several Excel or similar digital documents. They contain the state assessment item response records for state required assessment if provided by the vendor as outlined in the contract. Information may include: name of student, school, grade level, accommodations, student responses by item, and other information about test items. This record series is maintained for verification and reporting purposes.

RETENTION: Retain in a secure electronic file on the Department's shared network drive for 3 years. Destroy after 3 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.)

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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-235. STATE ASSESSMENT FILES-STUDENT DATA FILES:

!@#

This electronic series is contained within several Excel or similar digital documents. They contain the state assessment records for all required state assessments (English language arts, math, science, English learner). Information may include: name of student, school, grade level, accommodations, scale scores, and proficiency levels. This record series is maintained for statistical purposes, state accountability reporting, and longitudinal studies for ESEA and ESSA.

RETENTION: Retain in a secure electronic file on the Department's shared network drive for 10 years, then remove and 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: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS) and is subject to that program's retention policy.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Learning & Instruction</u>
OFFICE:	<u>Teacher Quality</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-102.1 GRANT ADMINISTRATIVE FILES:

!@#\$

This series is arranged chronologically by fiscal year and contains federal and state grant documentation. Information may include: monthly grant reports, meetings, training information, federal policies and procedures, general correspondence, research materials, legislation, budget, and any other related information. This record series is maintained for audit purposes.

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

(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 & Instruction</u>
OFFICE:	<u>Teacher Quality</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-103. GRANT FILES:

!@#

This series is arranged numerically by grant number, then alphabetically and contains the federal grant documentation for Title II part B (Math and Science Partnership); Title II part D (Technology Plans); Star Schools; and Improvement of Education. Information may include: grant applications, federal reports, requests for payment, amendments, transfers, project completion reports, and correspondence. This record series is maintained for reference and for federal 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: 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: 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-303.2.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Special Ed & Early Learning</u>
OFFICE:	<u>Birth to Three</u>
PROGRAM:	<u></u>
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-157.2. CHILD EVALUATION & ASSESSMENT RECORD:

!@#

This paper and electronic series is arranged alphabetically by child's name and contains evaluation information to determine eligibility and child outcomes. Information may include: child's name, DOB, Battelle Developmental Inventory (BDI) results and reports, developmental milestones, and correspondence. This record series is maintained for audit and reference purposes.

RETENTION: DOE: Retain 75 years, then destroy.

SERVICE COORDINATORS: Retain paper in office. Destroy 3 fiscal years after the child's third birthday provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic files are being retained in Battelle Developmental Inventory (BDI), and on the Department's shared network drive. This information is also retained in a secure electronic statewide longitudinal data system (SD-STARS) and is subject to that program's retention policy.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Special Ed & Early Learning</u>
OFFICE:	<u>Birth to Three</u>
PROGRAM:	<u></u>
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-165. DIRECT PAYMENT/FINANCIAL:

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This paper and electronic series is arranged alphabetically by child's name and contains funding information for children with special needs. Information may include: provider information, units of service, a copy of the submitted bill and the payer of last resort. This record series is maintained for audit purposes.

RETENTION: DOE: Retain 75 years, then destroy.

SERVICE COORDINATORS: Retain paper 5 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 being retained in the Birth to Three online IFSP, and on the Department's shared network drive. This information is also retained in a secure electronic statewide longitudinal data system (SD-STARS) and is subject to that program's retention policy.)

(Note: The previous record series number was DECA-315.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Special Ed & Early Learning</u>
OFFICE:	<u>Birth to Three</u>
PROGRAM:	<u></u>
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-171. INDIVIDUAL FAMILY SERVICE PLANS:

!@#\$

This paper and electronic series is arranged by child's name and contains a list of all eligible children for Birth to Three services and the implementation plans for each child. Information may include: child's name, DOB, family address, evaluation results, description on how the child became eligible, activities, family priorities, child outcomes, and services provided to meet the needs. This record series is maintained for reference and audit purposes.

RETENTION: DOE: Retain 75 years, then destroy.

SERVICE COORDINATORS: Retain paper in office. Destroy 3 fiscal years after the child's third birthday provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic files are being retained in Birth to Three IFSP System, and on the Department's shared network drive. This information is also retained in a secure electronic statewide longitudinal data system (SD-STARS) and is subject to that program's retention policy.)

(Note: The previous record series number was DECA-321.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Special Ed & Early Learning</u>
OFFICE:	<u>Special Education</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-170. HEARING FILES AND STATE COMPLAINT FILES:

!@#\$

This paper and electronic series is arranged chronologically by year and contains Special Education hearing and state complaint information. Information may include: the request for hearing or state complaint, appointment of hearing officers or state complaint investigators, notices of hearings, outcome of hearing decisions, state complaint decisions, mediation or resolutions sessions, appointment letters, hearing date or evidence, and alternative date. This record series is maintained to document the results of the hearings.

RETENTION: HEARING OR STATE COMPLAINT DECISIONS: Retain paper or electronic copies for 75 years, 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 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-320.)

PETITION FOR AUTHORITY TO DESTROY RECORDS

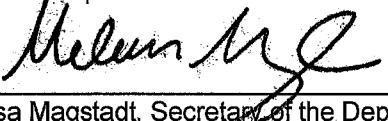
I, Melissa Magstadt, acting in my position as the Secretary of the Department of Health, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Examiners in Optometry consists of 9 page(s) and contains record series number(s) BEO-1, BEO-5, BEO-7, BEO-8, BEO-10, BEO-15, BOE-16, BEO-18, BEO-9, BOE-18.1, and BEO-19.

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 the "Records Retention and Destruction Schedule" Authorization of the Board of Examiners in Optometry consists of 1 page(s) and contains record series number(s) BEO-11 and BEO-12.

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.



Melissa Magstadt, Secretary of the Department of Health

5/29/2025
Date

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



Dana Hoffer, State Records Manager

6/4/2025
Date

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</u>

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

BEO-1. ADMINISTRATIVE REFERENCE FILES:

!@#

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

RETENTION: Retain electronically in office. Destroy superseded or obsolete.

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

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</u>

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

BEO-5. BOARD MEMBER FILES:

!@#

This series is arranged alphabetically and contains information regarding individual Board members. Information may include: letters of appointment, terms, expiration dates, and correspondence. This record series is maintained to document member appointments to the Board of Examiners in Optometry and any related information pertaining to each.

RETENTION: Retain electronically in office. Destroy 3 years after termination.

(Note: Subject to screening by State Archives prior to disposal.)

(Note: Previous record series number was OP-5.)

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</u>

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

BEO-7. CASH RECEIPT TRANSMITTALS:

!@#\$

Cash Receipt Transmittals document payment received and deposited with the State Treasury. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount. Database reports are forwarded to the State Treasurer along with receipts for deposit. A copy is kept for reference and audit purposes.

RETENTION: Retain electronically 4 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: Previous record series number was OP-7.)

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</u>

<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>

BEO-8. COMPLAINT FILES:

!@#\$

This series is arranged alphabetically and contains all related correspondence received from either the general public or initiated by the Board of Examiners in Optometry concerning problems which have occurred with optometrists. Information may include: nature of 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 the complaints are substantiated, this information is then placed in each respective "License Files, Optometrists". Records may also be transferred into the license database record.

RETENTION: UNSUBSTANTIATED: Retain electronically 5 years in office after final determination, then destroy provided no pending litigation.

SUBSTANTIATED: Retain until case closed, then transfer to the respective "License Files, Optometrists", and maintain in correlation with "License Files, Optometrists".

(Note: Previous record series number was OP-8.)

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

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Examiners in Optometry
PROGRAM: _____
RECORDS OFFICER: Darcy McGuigan
RM CUSTOMER #: 1195

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

BEO-10. CONTRACT AND AGREEMENT FILES:

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This series contains contracts and agreements between the Board of Examiners in Optometry 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 electronically in office. Destroy 6 years after terminated provided no litigation is pending.

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

(Note: Previous record series number was OP-10.)

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</u>

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

BEO-15. LICENSE FILES, OPTOMETRISTS:

!@#\$

This series is arranged numerically and documents personal data for licensed optometrists. Information may include: original applications, college grade transcripts, renewal applications, verification of most current continuing education units, verification of experience, the actual examination passed prior to license being issued, examination score, license number issued, license and renewal fee receipts, substantiated complaints, court action records, and investigation reports. This record series documents the licensing and renewal process, and is used for basic reference when answering questions concerning licensed optometrists in South Dakota.

RETENTION: Retain active and inactive files electronically in office. Destroy 25 years after expiration of last valid license provided all litigation and claims involving the records have been resolved.

(Note: Previous record series number was OP-17.)

BEO-16. MINUTES, OPTOMETRY EXAMINERS BOARD:

!@#\$

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

RETENTION: Retain 5 years in office, then scan and maintain electronic images permanently through electronic record keeping system.

(Note: Previous record series number was OP-18.)

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</u>

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

BEO-18. PERSONNEL FILES:

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This series contains a folder for each employee of the Board of Examiners in Optometry. Information may include, but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, and supervisors reports of employee separation. The files serve as a history of the employee's service.

RETENTION: Retain current employee files electronically in office for 6 years. Destroy 6 years after termination provided sufficient data on hours worked and compensation received is maintained by the Department of Labor and Regulation, Division of Retirement and Insurance; and provided that 1 year has passed since a new independent post audit report has been received.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</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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BEO-9. RECORD OF CONTINUING EDUCATION:

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This series is arranged alphabetically by name of applicant and contains information documenting requisite education required to apply for and maintain an optometrist license. Information may include: applicant names, course attended, date of courses, name and address of schools, certifications, school affidavits, authorizing signatures, and notary seals. This record series is maintained to ensure proper continuing education is received by all licensed optometrists. Electronic records of continuing education courses shall be maintained within the license files of the computer database.

RETENTION: Retain electronically 4 years in office, then destroy.

(Note: Previous record series number was OP-9.)

BEO-18.1. SURPLUS PROPERTY FILES:

!@#\$

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

RETENTION: Retain 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.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Examiners in Optometry</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1195</u>

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

BEO-19. VOUCHERS:

!@#

This series is arranged chronologically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher may include: nature of expense, amount, fund expended from, date, who the funds went to or to what account they were transferred to, and the authorized signatures. This record series is used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and audit purposes.

RETENTION: Retain electronically 4 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: Previous record series number was OP-23.)

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

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Examiners in Optometry
PROGRAM: _____
RECORDS OFFICER: Darcy McGuigan
RM CUSTOMER #: 1195

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 Board of Examiners in Optometry.

Reason for Deletion:

- **BOE-11. No longer require a state law ethics exam. Any old exams are part of the licensee record.**
- **BOE-12. Part of the application process that is eventually part of the licensee record.**

BEO-11. EXAMINATION FILES, (MASTERS AND ANSWER KEYS):

07-047

This series is arranged chronologically and contains copies of old examinations and old examination answer keys. This record series is used for reference when drafting new examinations.

RETENTION: Retain 10 years in office, then destroy.

(Note: Previous record series number was OP-12.)

BEO-12. EXAMINATION RECORDS:

17-006

This series is arranged alphabetically by licensee and summarizes examinations passed or failed, and when applicants are eligible for reexamination. Information may include: date, applicants' name and address, date applicant is eligible for reexamination, copies of passed/failed examinations, and examination scores. This record series is used to document examination results during the licensing process, and to notify eligible applicants of upcoming examination dates, and for annual reporting purposes. Results are added to the "License Files, Optometrists".

RETENTION: Transfer to respective application or licensee file.

(Note: Previous record series number was OP-13.)

PETITION FOR AUTHORITY TO DESTROY RECORDS

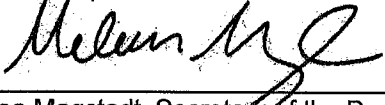
I, Melissa Magstadt, acting in my position as the Secretary of the Department of Health, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Massage Therapy consists of 10 page(s) and contains record series number(s) BMT-4, BMT-5, BMT-8, BMT-9, BMT-10, BMT-12, BMT-13, BMT-18, BMT-23, BMT-28, and BMT-33.

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 the "Records Retention and Destruction Schedule" Authorization of the Board of Massage Therapy consists of 1 page(s) and contains record series number(s) BMT-25.

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.



Melissa Magstadt, Secretary of the Department of Health

5/29/2025
Date

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



Dana Hoffer, State Records Manager

6/4/2025
Date

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-4. APPLICATION FILES:

!@#\$

This series is arranged alphabetically and documents individuals applying for licensure, inactive licensure, reactive licensure, temporary permit, or licensure by reciprocity. Information may include: application, verification of education, official transcripts, and verification of licensure in another state. This record series is used to determine eligibility for licensure.

RETENTION: Transfer approved applications to respective "Licensee Database Record".

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-5. APPLICATIONS, INCOMPLETE/NON-APPROVED:

!@#\$

This series is arranged alphabetically and contains applications that are incomplete or otherwise not approved for license. Information may include: an application, transcripts, and verification of licensure in another state. This record series is maintained to document application work in progress pending Board action.

RETENTION: Scan paper applications and digitally file in licensee's database record.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-8. BOARD MEETING FILES:

!@#\$

This series is arranged chronologically by meeting date and may contain handout material and agenda items to be discussed at the next Board meeting. Information may include: date, time and location of the meeting, items under old business, items under new business, financial information, handouts, and any licensure related issues. This record series is used to determine the course of the board meetings.

RETENTION: Retain digital copies in office. Destroy superseded or obsolete once the meeting minutes have been approved.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-9. BOARD MEMBER FILES:

!@#\$

This series is arranged alphabetically and contains information regarding individual Board members. Information may include: letters of appointment, terms, expiration dates, payroll information, rosters, and correspondence. This record series is maintained to document member appointments to the Board of Massage Therapy and any related information pertaining to each.

RETENTION: Retain 10 years after termination, then destroy.

BMT-10. BOARD OF MASSAGE THERAPY DATABASE RECORDS:

!@#\$

This computer licensure system is arranged numerically by license number and contains the actual license information for each licensee or certificate holder under the jurisdiction of the South Dakota Board of Massage Therapy. These records are stored on the Board's licensure computer system. Information may include: name, address, date of birth, social security number, license number, licensure status, education, exam information, continuing education information, and insurance information. This record series is maintained for verification and licensure purposes.

RETENTION: Retain 25 years after license expiration or inactivation, then delete.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-12. COMPLAINT FILES:

!@#\$

This series contains all related correspondence received from either the general public or initiated by the Board of Massage Therapy concerning problems which have occurred with licensed or non-licensed massage therapists. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, National Practitioner Data Bank (NPDB) reports, 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.

RETENTION: LICENSED: Retain until case closed, then transfer to the respective "Licensee File"

NON-LICENSED: Retain 25 years, then destroy.

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

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Massage Therapy
PROGRAM: _____
RECORDS OFFICER: Darcy McGuigan
RM CUSTOMER #: 0003

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

BMT-13. CONTINUING EDUCATION CREDIT AUDITS:

!@#\$

This series is arranged chronologically and contains random audits of continuing education credits received by massage therapists. Information may include: date of audit, name, findings of fact, and education verifications. This record series is used to verify that massage therapists received the education stated on their renewal applications.

RETENTION: Scan paper copies upon receipt and digitally file in licensee's database record. Retain paper copies 4 years in office, then destroy.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-18. ELECTRONIC COMMUNICATION RECORDS:

!@#\$

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

RETENTION: Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

All active email users of the Executive Branch under the purview of the Governor and not exempted by the Bureau of Information and Telecommunications (BIT) must follow the statewide email records retention established by BIT.

NON-RECORD MESSAGES: Retain until action has been taken, then destroy or delete.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-23. LICENSEE FILES:

!@#\$

This series is arranged numerically and documents personal data for active, inactive, and expired licensed massage therapists. Information may include: original applications, college grade transcripts, renewal applications, verification of most current continuing education units, verification of education, substantiated complaints, and proof of insurance. This record series is used to document the licensing and renewal processes of all massage therapists.

RETENTION: Scan applications when complete and digitally file in applicant's database record. Destroy database record 25 years after license expiration or inactivation.

MICROFILM: Destroy existing microfilm 25 years after license expiration or inactivation.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</u>

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

BMT-28. MINUTES, BOARD OF MASSAGE THERAPY:

!@#\$

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, and the signature of the secretary. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain digital copies permanently.

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Boards</u>
OFFICE:	<u>Massage Therapy</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>0003</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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BMT-33. TEMPORARY PERMIT FILES:

!@#\$

This series contains requests for temporary permit applications for individuals to become temporarily licensed as a massage therapist. Information may include: name of facility, facility's address and phone number, name of individual authorized to request the permit, position of authorized person, name of applicant, applicant's address and phone number, date of birth, social security number, license number, licensure status, education, exam information, continuing education information, insurance information, and authorized signatures. This record series is maintained for reference purposes.

RETENTION: Retain 10 years in licensee database record following the date of expiration, then destroy.

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

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Massage Therapy
PROGRAM: _____
RECORDS OFFICER: Darcy McGuigan
RM CUSTOMER #: 0003

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 Board of Massage Therapy.

Reason for Deletion:

- **BMT-25. Board does not publish newsletters.**

BMT-25. NEWSLETTER FILES:

16-012

This series contains newsletters published by the Board of Massage Therapy. Information may include: date, topics discussed, and informational materials. Newsletters are available on the Board's website.

RETENTION: Retain 5 years, then destroy.

(Note: File newsletters with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06, and two copies with State Archives.)

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.

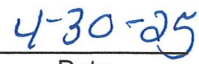
The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Real Estate Commission consists of 12 page(s) and contains record series number(s) REC-1, REC-2, REC-3, REC-4, REC-6, REC-7, REC-8, REC-9, REC-10, REC-12, REC-14, REC-16, REC-17, REC-18, and REC-22.

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

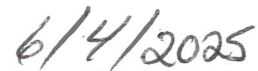


Date

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



Dana Hoffer, State Records Manager



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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-1. ADMINISTRATIVE REFERENCE FILE:

!@#

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

RETENTION: Retain current files electronically. Destroy superseded or obsolete.

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

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretary</u>
OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-2. ADMINISTRATIVE RULE PROMULGATION FILES:

!@#\$

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts from the hearing. Files have little reference activity once their 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 electronically, 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 provided that "No rule is enforceable in the courts unless properly adopted", the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in adoption of rules appearing in the 1974 ARSD.)

(Note: Previous record series number was RE-1.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-3. AUDIT REPORTS:

!@#

This series is arranged chronologically and contains audits of the Real Estate Commission fiscal records by private firms. Information may include: cover letters, statement of assets, revenues and expenditures, change of fund cash balances, overview of accounting practices, scope of audit, noted deficient areas, accounts summaries, observations, and recommendations. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of audit reports.

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.

(Note: Legislative Audit maintains reports permanently.)

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

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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-4. AUDIT REPORTS, BROKERS:

!@#\$

This series is arranged alphabetically by broker name and documents yearly examinations on trust accounts handled by each. Information may include: audit forms, bank reconciliation, list of licensed real estate broker associates or salespersons working under each broker, and closed sale file reviews. This record series is maintained to document the audit findings, to review when conducting new audits, and for reporting purposes.

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

(Note: Previous record series number was RE-5.)

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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-6. COMMISSION MEMBER FILES:

!@#\$

This series is arranged alphabetically and contains information regarding individual commission members. Information may include: letter of appointment, term, expiration date, and correspondence. This record series is maintained to document member appointments to the Real Estate Commission and any related information pertaining to each.

RETENTION: Retain current files electronically. Destroy 3 years after terminated.

(Note: Previous record series number was RE-10.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

<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>

REC-7. CONTINUING EDUCATION CERTIFICATIONS:

!@#\$

This series is arranged alphabetically by name of applicant and contains information documenting requisite education required to apply for and maintain a real estate license. Information may include: applicant names, courses attended, date of courses, name and address of providers, certifications, providers affidavits, instructor evaluations, authorizing signatures, and notary seals. This record series is maintained to ensure proper continuing education is received by all licensees.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: Previous record series number was RE-12.)

REC-8. CONTINUING EDUCATION RECORDS:

!@#\$

This series is arranged alphabetically by provider or seminar name, which are approved to offer continuing education courses in real estate. Information may include: provider or seminar name, course information, samples of text or handouts, correspondence, course outlines, names of participants, dates, and credit given. This record series is used to triennially certify classes, to review course data, and list licensees who have successfully completed the course.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: Continuing education is posted to licensee database as well as education database.)

(Note: Previous record series number was RE-13.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DIVISION:	<u>Secretary</u>
OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-9. CONTINUING EDUCATION RECORDS, OTHER STATES:

!@#\$

This series is arranged alphabetically by licensee and contains information on continuing education courses certified by other states taken by licensees. Information may include: topic materials, course outlines, and sponsor names. This records series is used for reference concerning continuing education classes certified by other states for use in granting licensees in South Dakota credit.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: Previous record series number was RE-14.)

REC-10. CONTRACTS AND AGREEMENTS:

!@#\$

This series contains the original contracts and agreements between the Real Estate Commission and other parties. Information may include: terms and conditions of agreements, effective dates, costs, and funding sources. This record series is kept for reference and documentation purposes.

RETENTION: Retain originals electronically. Destroy 6 years after termination provided no litigation is pending.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within 5 days after such contract is entered into and finally approved by contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to work being performed).

(Note: Previous record series number was RE-15.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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DIVISION:	<u>Secretary</u>
OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-12. EXAMINATION RECORDS:

!@#\$

This series is arranged chronologically and contains examination results. Information may include: testing company pass/fail score rosters broken down by provider, and summary reports for each examination date. This record series is used for statistical purposes.

RETENTION: Retain electronically for 2 years, then destroy.

(Note: Previous record series number was RE-19.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DIVISION:	<u>Secretary</u>
OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-14. HEARING FILES, COMMISSION:

!@#\$

This series is arranged alphabetically by case name and contains documentation of hearings held by the Real Estate Commission concerning violations by license holders. Information may include: violator's name, address, licensee number, the violation noted, the decision rendered by the Real Estate Commission, authorized signatures, and photographs. These transcripts and tape recordings serve to document all actions taken by the Commission for violations of Real Estate regulations.

RETENTION: Retain electronically for 5 years after closed, then destroy provided no appeals are pending.

(Note: Previous record series number was RE-21.)

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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-16. LICENSE FILES, INDIVIDUAL:

!@#\$

This series is arranged numerically by license number and contains records documenting all activity concerning licensed real estate brokers, broker associates, salespersons, auctioneers, home inspectors, property managers, residential rental agents, and timeshare agents in South Dakota. Information may include: applications, license numbers, license fee receipts, correspondence, examination score reports, and returned real estate licenses. This record series is used for basic reference when answering questions about licensees, and for renewal purposes.

RETENTION: Retain electronically for 5 years after license has been canceled, then destroy.

(Note: Previous record series number was RE-24.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-17. LICENSE FILES, FIRMS:

!@#\$

This series is arranged numerically by license number and contains records documenting all activity pertaining to real estate firms licensed in South Dakota. Information may include: brokers who operate as a corporation, annual renewals list, all individuals who sell under the firm name, and name or address changes. This record series is used as the basic reference data when answering questions about firms, and renewal purposes.

RETENTION: Retain 5 years in office or electronically after license has been canceled, then destroy.

(Note: Previous record series number was RE-25.)

REC-18. MINUTES, REAL ESTATE COMMISSION:

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This series is arranged chronologically and contains the official minutes of all Real Estate Commission meetings. Information may include: date of meetings, members present, topics discussed and action taken. This record series is used for occasional reference and documentation purposes of actions taken by the commission.

RETENTION: Retain electronically permanently.

(Note: Previous record series number was RE-29.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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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>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-22. VOUCHERS:

!@#\$

This series is arranged numerically, and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher may include: the reason for which the money was expended, the amount, the fund expended from, date, who the funds went to or what account they were transferred to, and the authorized signatures. This record series is used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and audit purposes.

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

(Note: Previous record series number was RE-38.)

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 Department of Labor and Regulation consists of 15 page(s) and contains record series number(s) 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.

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.

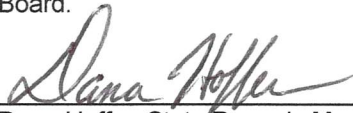


Marcia Hultman, Secretary of the Department of Labor and Regulation



Date

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



Dana Hoffer, State Records Manager



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>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-25.2. ANNUAL REFILING SURVEY (ARS) FILE:

!@#\$

This series contains the Annual Refiling Survey file which is a component of the Quarterly Census of Employment and Wage (QCEW) program designed to collect industry, geographical, and ownership detailed data elements on select employers. Information may include: unemployment insurance account number, business mailing address, business location, county, business activity with percentage of sales/revenue, and contact information. This record series is used for reporting purposes.

RETENTION: Retain electronically until after the completion of the next cycle (5 years) for the same employers in the sample, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: A state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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DOL-27. E-NEWSLETTERS:

!@#\$

This series contains copies of newsletters written for the Department of Labor and Regulation. They serve to convey information about such issues as: labor market information, job services, labor laws, unemployment insurance, and insurance regulation.

RETENTION: Post current and previous calendar year on-line. Retain in SharePoint for 7 years, then destroy.

(Note: Most data contained in the e-Bulletin is available as a historical series in the virtual labor market system.)

(Note: File Newsletters with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and file one copy with State Archives.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-27.1. ENHANCED QUARTERLY UNEMPLOYMENT INSURANCE (EQUI) FILE:

!@#\$

This series contains the Enhanced Quarterly Unemployment Insurance (EQUI) data file. Information may include: addresses, dates, SIC codes, NAICS codes, contributions, taxable wage, and type of coverage. This record series is used for reporting purposes.

RETENTION: Retain in machine-readable form for minimum 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Per U.S. Bureau of Labor Statistics guidance, a state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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 &
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DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-27.2. LOCAL AREA UNEMPLOYMENT STATISTICS (LAUS):

!@#\$

This series contains the Local Area Unemployment Statistics. The LAUS program produces monthly and annual employment, unemployment, and labor force data for Census regions and divisions, States, counties, metropolitan areas, and many cities, by place of residence.

RETENTION: 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: Per U.S. Bureau of Labor Statistics guidance, a state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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 &
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DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-27.3. MULTIPLE WORKSITE REPORT (MWR):

!@#\$

This series contains the multiple worksite report form submitted by employers with multiple worksite locations. Information may include: business name and address, UI number, quarter ending date, due date, worksite address, worksite description, number of employees, quarterly wages of worksite, totals, and name and phone number of contact person. This record series is used for reporting purposes.

RETENTION: Retain paper and electronic files for 8 quarters (the quarter most recently mailed and the seven prior quarters). Destroy superseded provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: U.S. Bureau of Labor Statistics recommends MWR records be kept in a manner that staff can retrieve them with reasonable ease, for example, by batch number.)

(Note: Per U.S. Bureau of Labor Statistics guidance, a state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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 &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-26.1. NON-COVERED EMPLOYMENT (NCE) SURVEY:

!@#\$

This series contains the responses from the Non-covered Employment Survey. Information may include: total number of non-covered employees for reporting period, contact information, number of non-covered employees by occupation type, and the number of non-covered workers per reference period, if more than 100 workers. This survey is used to gather information from employers who may employ workers not covered by unemployment insurance.

RETENTION: Retain paper and electronic survey responses current in office. Destroy superseded or obsolete.

(Note: Per U.S. Bureau of Labor Statistics guidance, a state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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 &
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(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-26.2. OCCUPATIONAL EMPLOYMENT AND WAGE STATISTICS:

!@#\$

This series contains the Occupational Employment and Wage Statistics (OEWS) surveys which measures occupational employment and wage rates of wage and salary workers in non-farm establishments. OEWS survey forms may be retained on paper or as electronic files. Information may include: establishment's name, location, operation status, and products or services; estimates of employment; number of employees by location; contact information; occupational title and description of duties; and the number of employees by wage (or by wage interval as an alternative). This record series is used for reporting purposes.

RETENTION: Retain electronic files and paper survey forms 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: Per U.S. Bureau of Labor Statistics guidance, a state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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 &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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DOL-26.3. QCEW MACRO DATA FILES:

!@#\$

This series contains the macro level QCEW data files which are aggregated by industry, ownership, and county used to produce a comprehensive set of employment and wage data for every county in South Dakota. Data is summed to produce totals by metropolitan area and State at every level of industrial detail. This series is used to provide detailed, accurate, and comprehensive macro data for all covered sectors of the South Dakota economy.

RETENTION: Retain electronic files (or paper copies for years prior to electronic availability) for 40 years, then destroy.

(Note: Per U.S. Bureau of Labor Statistics guidance, a state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-26.4. QCEW MICRO DATA FILES:

!@#\$

This series contains the micro level QCEW data file which is a census of payroll employment. Information may include: wage, employment, address, and coding information for individual establishments. This series is a sampling frame for the Bureau of Labor Statistics (BLS) surveys and linked longitudinally for labor market research.

RETENTION: Retain in machine readable form for a minimum of 3 years. Destroy 40 years after submittal to BLS, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Per U.S. Bureau of Labor Statistics guidance, a state agency will retain records in accordance with 2 CFR 200.334 – 200.338, Record Retention and Access. 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
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(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-26.5. SOUTH DAKOTA E-LABOR BULLETIN:

!@#\$

This series contains the South Dakota Labor e-Bulletin, which is monthly publication of the Department of Labor and Regulation. Information may include: overview of current labor market, unemployment rates, nonfarm and salaried workers information, labor supply, labor force, annualized pay of workers covered by unemployment insurance, activities of the Department of Labor and Regulation, and national indicators.

RETENTION: Retain current on-line. Destroy superseded.

(Note: Most data contained in the e-Bulletin is available as a historical series in the virtual labor market system.)

(Note: File publications with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and file one copy with State Archives.)

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Policy and Public Affairs</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0048</u>

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

DOL-26.6. VIRTUAL LABOR MARKET DATA SYSTEM:

!@#\$

This on-line data system contains current statistics and historical data of the labor market of the state. Information may include, but is not limited to: Occupational Employment and Wage Statistics (OEWS), Quarterly Census of Employment and Wages (QCEW); Industry and Occupational Employment Projections; Current Employment Statistics (CES); and Labor Force.

RETENTION: HISTORICAL DATA SETS: Retain permanently.

ALL OTHER DATA SETS: Retain current.

(Note: Monthly and annual QCEW data is maintained by LMIC in paper format from 1979 through 1989; electronic format from 1990 through 3rd Quarter 2001; and starting 4th Quarter 2001 forward is available via the virtual labor market system.

Monthly and annual Labor Force Data is available via the virtual labor market system for January 1990 forward for all areas except cities with populations under 25,000. Data for those cities is available for January 2008 forward.

Monthly data for CES is available via the virtual labor market system for January 1990 forward.

Employment projections and wages estimates are not intended to be kept for historical purposes.)

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Employment Services</u>
PROGRAM:	<u>Workforce Training</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0558</u>

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

DOL-33. WORKFORCE DEVELOPMENT COUNCIL MEETINGS:

!@#\$

This series is arranged chronologically by meeting date and contains the Workforce Development Council Meeting Minutes. Information may include: date of meeting; members present; topics discussed; action taken; authorized signatures; operation, budgetary, and descriptive information; and proposals distributed to the members. This record series is maintained to ensure the management of the WIA program, for reference concerning actions taken, for reporting, and for audit purposes.

RETENTION: Retain 5 years on-line, then remove. Retain permanently in SharePoint.

(NOTE: Previous record series number was LBR-122.)

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Labor & Management</u>
OFFICE:	<u>Labor & Management</u>
PROGRAM:	<u>Administration</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0047</u>

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

DOL-4. WORKER'S COMPENSATION ADVISORY COUNCIL:

!@#\$

This series is arranged chronologically and contains minutes of meetings of the Worker's Compensation Advisory Council and annual reports. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 5 years on-line, then remove. Retain permanently in SharePoint.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Labor & Management</u>
OFFICE:	<u>Labor & Management</u>
PROGRAM:	<u>Human Rights</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0281</u>

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

DOL-64. MEETING MINUTES, COMMISSION ON HUMAN RIGHTS:

!@#\$

These original meeting minutes document the meetings held by the Commission on Human Rights. Information may include: date, those present at the meeting, meeting information, and signatures. This series is used for occasional reference and documentation.

RETENTION: Retain 5 years on-line, then remove. Retain permanently in SharePoint.

STATE OF SOUTH DAKOTA
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DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Reemployment Assistance</u>
OFFICE:	<u>Reemployment Assistance Svcs</u>
PROGRAM:	<u>Administration</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0049</u>

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

DOL-76.1. REEMPLOYMENT ASSISTANCE ADVISORY COUNCIL:

!@#\$

This series is series is arranged chronologically and contains minutes of meetings of the Reemployment Assistance Advisory Council and annual reports. The record series is maintained for reference and documentation purposes.

RETENTION: Retain 5 years on-line, then remove. Retain permanently in SharePoint.