

South Dakota

Records Destruction Board Meeting

July 28, 2026 10:00 a.m.

Room 412

Capitol Building

**UNAPPROVED RECORDS DESTRUCTION
BOARD MEETING MINUTES
December 3rd, 2025, at 10:00am
Capitol Building – Room 412 & Microsoft Teams**

The following members present: Beverly Katz, 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; Dino Brooks, Bureau of Information and Telecommunications (BIT) and Tony Rae (BIT).

Attending via Microsoft Teams: Ashley Schartz, Counsel, BHRA; Nikole Miller, Department of Transportation; Mellisa Taylor, South Dakota Developmental Center; Shane Wright, South Dakota Developmental Center; Jessica Spencer, Department of Human Services; Kayla Stucky, Department of Corrections; Emily Trujillo, Department of Corrections and Shelli Gust, Department of Corrections.

Call to Order and Roll Call

Chairman Kettwig called the meeting to order at 10:00 a.m. Roll call was taken. Chairman Kettwig announced that a quorum was present.

Introduction of BIT Staff

Dino Brooks and Tony Rae from BIT were present 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. No declarations were made.

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
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Approval of Minutes

Russ Olson moved and Jenna Latham seconded to approve the minutes from the July 29, 2025 meeting. The motion passed unanimously by roll call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Acknowledge Board members received and reviewed the guide to Open Meetings Laws

Russ Olson moved and Chelle Somsen seconded acknowledgement of Open Meeting Laws. The motion passed unanimously by roll call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Public Comment

Chairman Kettwig asked for public comment.

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

Department of Transportation

Chairman Kettwig asked the Board to consider the current petition to *revise* one existing record series for the Department of Transportation having the record series number of DOT-031; and *add* one record series having the record series number of DOT-209.1A.

The floor was open for discussion and/or motion.

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

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	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) 25-012.

South Dakota Developmental Center

Chairman Kettwig asked the Board to consider the current petition to *revise* eight-two existing record series for the South Dakota Developmental Center having the record series numbers of SDDC-21, SDDC-22, SDDC-142, SDDC-143, SDDC-36, SDDC-44, SDDC-41, SDDC-42, SDDC-38, SDDC-39, SDDC-50, SDDC-51, SDDC-53, SDDC-54.1, SDDC-57, SDDC-59, SDDC-64, SDDC-67, SDDC-68, SDDC-69, SDDC-72, SDDC-73, SDDC-76, SDDC-78, SDDC-80, SDDC-79, SDDC-81, SDDC- 87, SDDC-88, SDDC-89, SDDC-90, SDDC-94, SDDC-96, SDDC-97, SDDC-100, SDDC-109, SDDC-119, SDDC-120, SDDC-121, SDDC-130, SDDC-131, SDDC-135, SDDC-137, SDDC- 141, SDDC-144, SDDC-147, SDDC-147.1, SDDC-149, SDDC-149.1, SDDC-152, SDDC-151, SDDC-154, SDDC-155, SDDC-158, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC- 166, SDDC-163, SDDC-164, SDDC-157, SDDC-167, SDDC-168, SDDC-156, SDDC-169, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, SDDC-177, SDDC- 180, SDDC-184, SDDC-186, SDDC-187, SDDC-188, SDDC-190, SDDC-191, SDDC-193, and SDDC-202; and *delete* thirteen existing record series having the record series numbers of SDDC- 47, SDDC-70, SDDC-71, SDDC-75, SDDC-83, SDDC-84, SDDC-85, SDDC-111, SDDC-113, SDDC-128, SDDC-139, SDDC-145, and SDDC-145.1.

The floor was open for discussion and/or motion.

Russ Olson requested the retention for SDCL-21 be increased from 1 year to 4 years and to add standard audit language (i.e. provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken).

Russ Olson and Shane Wright had a brief discussion about the deletion of SDDC-128. No action taken.

Russ Olson requested the standard audit language (i.e. provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken) be added to SDDC-135.

Jenna Latham requested the standard audit language (i.e. provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken) be added to SDDC-154.

Chelle Somsen, Shane Wright, and Mellisa Taylor had a discussion regarding retaining certain patient records permanently and others for 6 years after the client is deceased. Chelle recommended SDDC in the future review the series with permanent retention and appropriate include reference any statutes that supports such retention. Also discussed was how and who manages the SDDC electronic records storage system. No action taken.

Russ Olson moved Second by Jenna Latham seconded to approve petition with requested changes.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	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) 25-013.

Department of Human Services

Chairman Kettwig asked the Board to consider the current petition to *delete* thirty-five existing record series for the Department of Human Services having the record series numbers of DHS-24, DHS-28, DHS-29, DHS-32, DHS-36, DHS-36.1, DHS-38, DHS-48, DHS-49, DHS-50, DHS-51, DHS-52, DHS-55, DHS-56, DHS-57, DHS-58, DHS-59, DHS-61, DHS-62, DHS-63, DHS-64, DHS-65, DSS-67, DSS-68, DSS-69, DSS-70, DSS-71, DSS-72, DSS-73, DSS-74, DSS-74.1, DSS-75, DSS-76, DSS-77, and DSS-78; and *update* and consecutively re-number the Department of Human Services Records Retention and Destruction Schedule with fifty-seven record series having the record series numbers of DHS-1 through DHS-57.

The floor was open for discussion and/or motion.

Jenna Latham and Jessica Spencer had a brief discussion regarding the deletion of DHS-32. It was determined that DHS should have provided a better reasoning for why the series was being deleted. Russ Olson agreed that better reasoning for deleting record series would have been helpful to the Board. No action taken.

Jenna Latham moved and seconded by Chelle Somsen to approve petition.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	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) 25-014.

Department of Corrections, Parole Services

Chairman Kettwig asked the Board to consider the current petition to *delete* fifteen existing record series for the Department of Corrections, Parole Services having the records series numbers of PS-2, PS-7, PS-8, PS-9, PS-11, PS-12, PS-13, PS-14, PS-15, PS-16, PS-18, PS-19, PS-22, PS-24, and PS-32; and *update* and consecutively re-number the Department of Corrections, Paroles Services' Records Retention and Destruction Schedule with sixteen record series having the record series numbers of PS-1 through PS-16.

The floor was open for discussion and/or motion.

Dana Hoffer explained that Parole Services and the Board of Pardons and Paroles used to one unit under DOC. Now they are separate and the reason for creating an updated schedule for Parole Services and a new schedule for the Board of Pardons and Paroles.

Russ Olson moved and seconded by Jenna Latham to approve petition.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	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) 25-015.

Board of Pardons and Paroles

Chairman Kettwig asked the Board to consider the current petition to approve the Board of Pardons and Paroles Records Retention and Destruction Schedule with fifteen records series having the record series numbers PP-1 through PP-15.

The floor was open for discussion and/or motion.

Jenna Latham moved and seconded by Chelle Somsen to approve petition.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	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) 25-016.

Russ Olson moved to adjourn.

Adjourned meeting at 10:43 a.m.

UNAPPROVED

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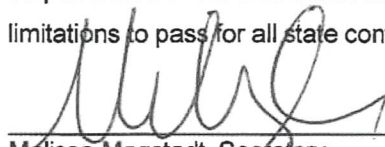
PETITION FOR AUTHORITY TO DESTROY RECORDS

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 Department of Health consists of 3 page(s) and contains record series number(s) DOH-149, DOH-169, and DOH-89.

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.



Melissa Magstadt, Secretary
Department of Health

6/23/2026
Date

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



Dana Hoffer, State Records Manager

6/25/2026
Date

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

DEPARTMENT:	Health
DIVISION:	Family & Community Health
OFFICE:	Child & Family Services
PROGRAM:	Field Offices
RECORDS OFFICER:	Darcy McGuigan
RM CUSTOMER #:	1152

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

DOH-149. PATIENT CASE RECORDS-CHS:

17-005!@#

Prior to January 31, 2022, ~~T~~this series ~~is~~ was arranged alphabetically by family name and contains all related documentation concerning services provided by the Community Health Nurse. Information found in this series may include: billing reports, patient transfer forms, patient care plans, reports of nursing services provided, doctor authorizations, patient case records, description of treatment rendered, and client information sheets. Office services and home visit documentation/record, and all documentation that is a medical record is part of this series. This series provides documentation of all services to clients.

After January 31, 2022, patients were added to myInsight, an electronic health records system. This electronic system generates a client record that is arranged alphabetically by client's name and assigned an identification number. Information may include: billing, medical assessments, record of care provided, and doctor authorization. This series is an electronic health record.

RETENTION: Prior to January 31, 2022, ~~R~~retain 1 year in office, then scan paper and convert electronic images to microfilm. Maintain electronic images and microfilm for 19 years. Destroy electronic images and microfilm after 20 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

After January 31, 2022, retain client records permanently in electronic health records system.¹

(Note: Previous record series number was HEA-288)

¹ Currently, records retention functionality is not available in Netsmart myInsight. The roadmap timeline has the functionality available in Q2 of 2027. Consider revisiting retention once the records retention functionality becomes available.

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

DEPARTMENT: Health
DIVISION: Family & Community Health
OFFICE: Chronic Disease Prev & Hlth Pro
PROGRAM: _____
RECORDS OFFICER: Darcy McGuigan
RM CUSTOMER #: 1208

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

**DOH-169. BREAST AND CERVICAL CANCER CONTROL, BILLING
REPORT:**

07-039!@#

This ~~computer-dise~~ series is arranged ~~chronologically~~ numerically by Participant ID number, ~~then alphabetically by patient's name within each CD and only~~ contains information on services paid by the program. Information may include: client's name, birth date, contact information, provider name, amount billed, and amount paid. All records are stored in a secure cloud-based public health data management system. This record series is used for program management purposes and continued reporting to the Center of Disease Control and Prevention (CDC).

RETENTION: ~~Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.~~ Retain electronically in public health data management system. Destroy when permission is received from CDC to no longer report cumulative data.

(Note: Previous record series number was HEA-316)

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

DEPARTMENT:	<u>Health</u>
DIVISION:	<u>Family & Community Health</u>
OFFICE:	<u>Disease Prevention</u>
PROGRAM:	
RECORDS OFFICER:	<u>Darcy McGuigan</u>
RM CUSTOMER #:	<u>1135</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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DOH-89. IMMUNIZATION CERTIFICATES:

~~07-039!~~@#

This series is arranged alphabetically and contains the immunization certificates received on each child entering school in South Dakota. Information on the immunization certificate includes: child's name, date of birth, vaccination dates, and school. The certificate is a legal document verifying appropriate immunization has been received by each child entering school in South Dakota.

RETENTION: Retain ~~1 year in office, then microfilm and maintain film for 39 years. Destroy film after 40 years~~ electronically in the South Dakota Immunization Information System (SDIIS) for lifetime of the patient, then purge and destroy.

MICROFILM: Retain existing microfilm for 100 years, then destroy.

(Note: Previous record series number was HEA-199)

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Marty J. Jackley, acting in my position as Attorney General, 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 Attorney General consists of 43 page(s) and contains record series number(s) AG-9, AG-11, AG-14, AG-17, AG-32, AG-57, AG-61, AG-64, AG-70, AG-75.1, AG-86, AG-87, AG-88, AG-89, AG-90, AG-92, AG-96, AG-100, AG-104, AG-107, AG-109, AG-110, AG-115, AG-116, AG-118, AG-120, AG-123, AG-121, AG-126, AG-127, AG-127.1, AG-132, AG-147, AG-148, AG-149, AG-150, AG-151, AG-154, AG-155, AG-156, AG-157, AG-158, AG-159, AG-160, AG-162, AG-163, AG-164, and AG-165.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Office of the Attorney General consists of 16 page(s) and contains record series number(s) AG-10, AG-15, AG-31, AG-84, AG-72, AG-81, AG-82, AG-85, AG-105, AG-108, AG-112, AG-113, AG-117, AG-119, AG-124, AG-125, and AG-153.

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.


Marty J. Jackley, Attorney General

6-22-26
Date

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


Dana Hoffer, State Records Manager

6/25/2026
Date

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

DEPARTMENT:	<u>Attorney General</u>
DIVISION:	<u>Administration</u>
OFFICE:	<u>Fiscal</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>0087</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-9. BUDGET FILES:

09-003!@#

This series is arranged chronologically and contains the yearly budget summaries for the Attorney General's Office. Information may include: budget request, budget drafts, operating budgets, internal payroll reports, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budget requests. The budget (Appropriations Bill) approved by the Legislature and signed by the Governor is filed in the Secretary of State's Office and is maintained permanently.

RETENTION: Retain 3 years in office, then destroy.

AG-10. BUDGET REQUEST: Deleted from Schedule, mm/dd/2026.²

09-003!@#

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

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

Notes:

~~1) Records are subject to archival screening by the State Archivist prior to disposal.~~

² Reason for deleting AG-10, budget requests are included in AG-9 Budget Files.

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

DEPARTMENT:	<u>Attorney General</u>
DIVISION:	<u>Administration</u>
OFFICE:	<u>Fiscal</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>0087</u>

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AG-11. CONTRACTS AND AGREEMENTS:

20-007!@#

This series contains both originals (copies of record) and reference copies of contracts and agreements between the agency and other parties. Contracts may include service contracts and legal service consulting contracts. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference, legal, and audit purposes.

RETENTION: Retain electronically ~~on local shared network drive~~ in an Electronic Document Management System (EDMS) for 6 years. Destroy electronic records 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Notes:

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

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RECORDS OFFICER: Dawn Kramme
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AG-14. GRANT FILES:

09-003!@#\$

This series is arranged alphabetically by grant name, then chronologically by fiscal year and contains information concerning the administration of funded grants. Information may include: grant applications, correspondence, working papers, grant documentation, monitoring and accounting records, copies of drawdowns, and copies of quarterly reports submitted to the federal government. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

RETENTION: Retain electronically for 5 years, then destroy provided 3 years have passed since the date of the submission of the closure of the single audit report, which covers the grant period; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**AG-15. INTERNAL PAYROLL REPORTS: Deleted from Schedule,
mm/dd/2026.³**

09-003!@#\$

~~This series is arranged chronologically by pay period and contains internally generated payroll reports. Information may include: salary projections, FTE reports, over time reports, and salary policies. This record series is maintained for budget preparation and budget comparison within the current year.~~

~~**RETENTION:** Retain 4 years in office, then destroy.~~

³ Reason for deleting AG-15, internal payroll reports is included in AG-9 Budget Files.

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PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Dawn Kramme</u>
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AG-17. LOCAL CHECKING ACCOUNTS:

~~20-007!~~@#

This series is arranged chronologically and contains the local checking account files for the Drug Control Fund for and for local accounts maintained in the field by agency personnel and outside law enforcement entities. Information may include: bank statements, copies of checks, copies of transfers, and local banking account authorization files. This record series is used to draw down moneys from grants to the local banking account, for documentation to maintain a local banking account, and for audit purposes.

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

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RECORDS OFFICER:	<u>Dawn Kramme</u>
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AG-31. TIME SHEETS:⁴

~~20-007!@#~~

~~This series is arranged chronologically and contains completed time sheets submitted by the L.E.T. instructors and Attorney General's Office employees. Information may include: name, social security number, pay period ending date, days worked, days off, hours worked, hours off, total hours for the period, and signatures of employees and the supervisor. This record series initiates the payroll process and document hours worked by program employees.~~

~~**RETENTION:** L.E.T. INSTRUCTOR'S TIME SHEETS: Retain paper time sheets for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.~~

~~**ALL OTHER EMPLOYEES:** Time sheets are maintained by the Bureau of Human Resources in TKS.~~

Notes:

~~1) The L.E.T. instructor's time sheets are also entered into TKS.~~

AG-32. VOUCHERS:

~~20-007!@#~~

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher may include: purposes for the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) ~~on local shared network drive~~ for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

⁴ Reason for deleting AG-31, Time Sheets are maintained by the Bureau of Human Resources and Administration in TKS.

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AG-57. APPLICANT FILES:

20-007!@#

This series is arranged alphabetically by name, then by job description and contains applicant files. Information may include: application, law enforcement personnel data questionnaire, finger print cards, backgrounds, medical questionnaire, and interview results. This record series is used for reference or re-application purposes.

RETENTION: ~~Retain all applications electronically in an Electronic Document Management System (EDMS) for 3 years, then destroy.~~

~~Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.~~

PAPER: DCI scans all paper documents into an electronic document management system. Destroys scanned paper after three days.

SELECTED CANDIDATES: Transfer application files to respective Personnel File.

NON-SELECTED CANDIDATES: Retain electronically for 3 years, then destroy.

DISPOSITIONED CANDIDATES: Bureau of Human Resources and Administration maintains all dispositioned candidates within human resources management system.

Notes:

- 1) Backups of electronic data will be completed using approved BIT standard practices.
- 2) These records are not to be released without a court order or subpoena.

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AG-84.	<u>CAM RECORDS:</u> <u>Deleted from Schedule, mm/dd/2026.</u> ⁵ This series contains CAM (Continuous Alcohol Monitoring) and Remote Breath records. Information may include: Financial Information copies of checks paid to the Attorney General's Office and receipts; Clerk Information pleadings, sentencing, bond, fees, etc; Correspondence letters and faxes to and from the Clerk of Courts and individuals re: delinquent SCRAM accounts; and payment plan letters. This record series used to collect payment from individuals participating in the CAM and Remote Breath program. <u>RETENTION:</u> Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	<u>20-007!@#</u>

⁵ Reason for deleting AG-84, the financial records for CAM/RB are covered by the retention policy for AG-32. Vouchers.

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AG-61. CASE FILES:

20-015!@#

This series is arranged numerically by case number assigned by Records Management System (RMS) and contains reports regarding the Division of Criminal Investigation (DCI) criminal case investigations, ~~Brand Board investigations~~, polygraph reports, Electronic Crimes Unit (ECU) reports, information reports, rally records, and Insurance Fraud Unit investigations. Information may include: case number, agent name, offense report, investigative report, investigation report narrative, interviews, case enclosures, Confidential Informant (CI) number, inactive report, and electronic data. This record series is maintained for reference, for possible litigation, and to document the case history.

RETENTION: ~~Retain Class A & B felony (SDCL 23A-42-1) case files electronically in an Electronic Document Management System (EDMS) for 60 years, then destroy. Retain all case files in either electronic format within designated Records Management System (RMS), on microfilm, or electronic document management system permanently.~~

COLD CASE FILES: Transfer to Records Management storage. Review every 10 years for final disposition.

Notes:

- 1) Case files will predominately be maintained within the designated records management system and digital evidence management system.
- 2) Case files needing to be archived will be placed on microfilm or directly scanned into the electronic document management system.
- 3) Backups of electronic data will be completed to an onsite backup server at the BIT server room located in the Becker-Hansen building, as well as a live backup to vendor's onsite backup repository.
- 4) These records are not to be released without a court order or subpoena.
- 5) ~~Paper and non-paper items in case files (i.e. negatives, photos, glass slides, etc) for Class A & B felony (SDCL 23A-42-1), and Class 1 (SDCL 22-22-1(1)) crimes will be reviewed every 10 years for final disposition.~~
- 6) ~~Consider converting to microfilm when volume warrants.~~

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AG-64. CRIMINAL INFORMANT (CI) FILES:

~~20-007!~~@#\$

This series is arranged numerically by CI number, then alphabetically by name and contains confidential information regarding criminal informants and the index file containing unique numbers and names of criminal informants. Information may include: name, date of birth, address, case involved in, photographs, receipts, and finger print cards. This record series is maintained for investigative purposes.

RETENTION: ~~Retain files electronically in an Electronic Document Management System (EDMS) for 60 years, then destroy. Retain hard-copy confidential informant files for 60 years, then destroy.~~

Retain the confidential informant index file electronically permanent.

~~Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.~~

Notes:

- 1) Backups of electronic data will be completed using approved BIT standard practices.
- 2) These records are not to be released without a court order or subpoena.
- 3) Consider converting to microfilm when volume warrants.
- 4) Confidential informant files are maintained in hard-copy form within the DCI HQ.

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AG-70. GRANT FILES:

09-003!@#\$

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

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

Notes:

- 1) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AG-72.	<u>INTELLIGENCE UNIT REFERENCE FILES:</u> <u>Deleted from</u> <u>Schedule, mm/dd/2026.</u> ⁶	<u>20-007!@#S</u>
	This series contains information used for convenience of reference in the daily administration of the Division of Criminal Investigation (DCI) Intelligence Unit. Information may include: correspondence, Interpol, working papers, reports received from law enforcement associate and agencies, news releases, National Auto Theft Bureau manuals, technical journals, studies, task force materials, address lists, membership directories, conference reports, investigation statistics, grant files, contracts and agreements, and rules and regulations. This record series is used as a central depository for reference materials used to answer questions concerning each topic, for planned and decision making purposes. <u>RETENTION:</u> Retain current in office. Destroy superseded or obsolete. (Notes: Review files at least once a year to avoid a build-up of superseded or obsolete material.) (Notes: These records are not to be released without a court order or subpoena.)	

⁶ Reason for deleting AG-72, the DCI Intelligence Unit no longer exists.

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AG-75.1. MISSING PERSONS WEBSITE:

~~21-014!@#~~

This series ~~is arranged alphabetically and~~ contains the missing person's ~~records submitted electronically through NCIC from law enforcement agencies and automatically uploaded to the AG's missing persons website entry request form(s), missing person's cancellation request form(s), photos of the missing persons submitted by law enforcement for publication on the AG Missing Persons website~~ pursuant to SDCL 23-3-18.2, 23-3-18.4, 23-3-18.5, 23-3-18.6, and 23-3-18.8. Current missing persons are maintained on a publicly accessible website.

RETENTION: Retain current. ~~Website automatically updates when an agency removes the subject from NCIC. Remove from publicly accessible website when the person's location is determined and confirmed pursuant to SDCL 23-3-18.8 with the exceptions noted in SDCL 23-3-18.5(4).~~

Notes:

- 1) These records are not to be released to the public without a court order.

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AG-81.	<u>PSEUDOEPHEDRINE LOGS:</u> <u>Deleted from Schedule,</u> <u>mm/dd/2026.</u> ⁷	<u>20-007!@#\$</u>
	This paper and database series contains information on the sale of products containing pseudoephedrine. Information may include: pharmacy name; date and time of sale; name and signature of individual purchasing; address of individual purchasing; individual's date of birth; product name; and quantity. This record series is used to combat the methamphetamine epidemic and is maintained pursuant to SDCL 34-20D. RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 3 years, then destroy. Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. (Note: Backups of electronic data will be completed using approved BIT standard practices.)	

⁷ Reason for deleting AG-81, no longer maintained by DCI. Information is being tracked by a private vendor and retailers.

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AG-82.	<u>PURCHASING/INVENTORY:</u> <u>Deleted from Schedule,</u> <u>mm/dd/2026.</u>⁸ This series contains information on equipment purchased and maintained by D.C.I. Information may include: equipment name/category, serial number, inventory numbers, date acquired, date assigned, date inventoried, status, name of person assigned to, source cost, funding, transfer information, and warranty information. This record series is maintained for reference when ordering equipment and to document and track equipment. RETENTION: DATABASE: Retain information permanently. Retain paper files current in office. Transfer when respective equipment has been sold or declared surplus. (Note: Backups of electronic data will be completed using approved BIT standard practices.) (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	20-007!@#\$

⁸ Reason for deleting AG-82, no longer done by DCI. Finance Office tracks this information.

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AG-85.	<u>CASE FILES, FORENSIC LAB:</u> <u>Deleted from Schedule,</u> <u>mm/dd/2026.</u> ⁹	<u>20-007!@#</u>
	This series is arranged chronologically by case number (year and unique number) and contains crimes sent to the lab for evaluation. These files are categorized, scanned, and converted to microfilm. Information may include: examiner proficiency tests, law enforcement agency's request for exam; supporting documentation; inventory sheets; examiner work notes, examination reports and copy of results; computer generated comprehensive reports (i.e. glass slides with reactions); negatives; tracking documents (mailed certified, vendor shipping numbers, etc.); and copies of finger prints. This record series is maintained for case evaluation and legal proceedings. The evidence submitted by Law Enforcement agencies is most generally returned to the agency along with examination reports. RETENTION: Retain electronically in Lab Information Management System (LIMS) for 60 years, then destroy. Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. (Note: These records are not to be released without a court order, subpoena, or permission from the DCI Director.) (Note: Procedures to be followed for retention of non-paper items in case files. Items from files (i.e. negatives, photos, and glass slides with reactions) are to be retained in lab storage according to the calculated estimated destruction date, then destroy provided case is closed and no litigation is pending. This is determined by Class A & B felony (SDCL 23A-42-1), and Class 1 (SDCL 22-22-1(1)). (Note: Consider converting to microfilm when volume warrants.)	

⁹ Reason for deleting AG-85, combining information into AG-89. Laboratory Information Management System (LMIS).

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OFFICE: Forensic Lab
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AG-86. CODIS DNA DATABANK FILE:

~~15-001!@#~~

~~These computer and paper files of offenders are arranged chronologically by assigned number. Other information in the files may include: workfile on establishing the databank, grant information, contact information, and consultant information. This series is a combination of DNA samples and electronic offender information. The offender information is entered into LIMS. These samples are a combination of a DNA FTA card, and swab(s) or blood sample that are arranged chronologically by year and sequential number. The offender information may include: offender name; agency arrested arrest agency; charges filed against offender; and confidential DNA test results profiles. The examination results DNA profiles are encoded into the database, where qualified CODIS DNA DATABANK databank members can search nationally and compare DNA results to DNA files of all submitted offenders. This record series is used for criminal case investigation and population database on state and national levels.~~

RETENTION: Retain information ~~for 75 years, then destroy permanently.~~

Notes:

- 1) ~~Individual sample information will be retained in LIMS.~~
- 2) ~~Samples (FTA and swabs) will be retained in the evidence section/database area; blood samples will be kept refrigerated or transferred onto FTA paper.~~
- 3) ~~Backups of electronic data will be completed to an offsite backup server through the use of software and tapes.~~
- 4) ~~These records are not to be released without a court order, subpoena, or permission from the DCI Director in accordance with SDCL 23-5A-25.~~
- 5) ~~Consider scanning paper files when volume warrants.~~

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AG-87. FISCAL RECORDS:

~~09-003!@#~~

This series is ~~arranged alphabetically by business name and contains vendor files~~ maintained with the South Dakota Forensic Lab (SDFL) supply request repository in Laserfiche. Information may include: copies of ~~vouchers~~ supply requests, quotes, invoices, and ~~warranty information~~ packing slips. Other information needed to fulfill state procurement requirements may include: RFP, quotes from various companies, or contract information used for billing. The files can be searched by vendor name, item type, PO number, or date ordered. This record series is used to document ~~all~~ transactions with ~~each~~ vendor~~s~~; to verify payments for goods and services~~s~~; for descriptions in ordering similar goods and services~~s~~; and for reference purposes. ~~The originals are maintained by the Attorney General Fiscal Office.~~

RETENTION: ~~Retain current in office. Destroy superseded or obsolete.~~ Retain electronically in an Electronic Document Management System (EDMS) for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Notes:

- 1) Paper copies will be scanned into Laserfiche when volume warrants.
- 2) Backup of electronic data will be completed to an offsite backup server at the BIT server room in the Becker-Hansen building.
- 3) Original copies are maintained in Laserfiche.
- 4) These records are not to be released without a court order or subpoena.
- 5) ~~Review files at least once a year to avoid build up of superseded or obsolete material.~~

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AG-88. LAB MANAGEMENT FILES:

20-007!@#\$

This series is arranged by topic and contains ~~the Forensic Lab Director's Files~~ files used in the daily administration of the lab. Information may include: ~~certification of employees~~, lab statistics, annual workload, lab accreditation information, grant applications, project plans and results, and surveys of work results. ~~Audit records and management reviews are maintained in the Quality Manager's office.~~ This record series is used for documenting the history of the lab, and for reference and accreditation purposes.

RETENTION: Retain permanently in an Electronic Document Management System (EDMS).

~~PAPER: Retain 4 years in office, then scan and maintain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. Retain grant application, progress reports, and supporting documentation for 3 years after grant cycle has ended, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.~~

Notes:

- 1) ~~Consider converting to microfilm when volume warrants.~~ Backup of electronic data will be completed to an offsite backup server at the BIT server room in the Becker-Hansen building.
- 2) These records are not to be released without a court order or subpoena.
- 3) Information should be kept electronically in the EDMS in the appropriate folder location based on the topic.
- 4) Grant application, progress reports, and supporting documentation must be kept according to federal guidelines.

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AG-89. LABORATORY INFORMATION MANAGEMENT SYSTEM
(LIMS):

09-003!@#

This computer system contains information used for maintaining and tracking case files. It also contains an image vault used to store digital images. Information may include: case number, date opened, agency, originated agency case number, categories (type of crime), county offense occurred, exam requested, case status (active, inactive, canceled, and finished), notes (phone conversations), case priority, number of items examined, number of exams, victims, suspects, reports generated (generated by date, agency, and crime; status reports; activity reports; and subpoena tracking reports); and who received copies of reports. This record series is used for case evaluation, legal proceedings, case management, statistics, and report tracking.

RETENTION: Retain permanently.

Notes:

- 1) Individual case information will be maintained within the LIMS.
- 2) Case files to include non-paper items (i.e. negatives, photos) will be scanned into LIMS or marked and filed in sequential order in evidence storage.
- 3) Tapes are rotated according to DCI computer support procedures. Backups of electronic data will be completed to an offsite backup server at the BIT server room located in the Becker-Hansen building.
- 4) These records are not to be released without court order, formal request through prosecuting attorney's or at the permission of the DCI director.

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

DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: Forensic Lab
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0166

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

AG-90. PERSONNEL FILES:

09-003!@#\$

This series is arranged alphabetically by employee's name and contains personnel information for each employee. Information may include: ~~fingerprint cards, resume, employee's publications, training completed, genetic markers, health and vaccination records, health and vaccination refusal records, additional responsibilities assigned to each employee, position description questionnaires, and employee/supervisor performance appraisals~~ hiring application information, employee/supervisor correspondence, performance appraisals. Health/vaccination information, job descriptions, and training are maintained within the examiner personnel binder. The Attorney General Fiscal Office- DCI headquarters maintains the original official personnel file binder. The Lab Director maintains a copy of the DCI file for accreditation requirements. LET maintains personnel training history and the DCI headquarters office also maintains a file for lab personnel.

RETENTION: ~~Retain active in Lab Director's office. Destroy 5 years after employee has ceased employment with SD Forensic Lab. Retain all records of active employees while employed. Destroy records regarding hiring, correspondence, and performance appraisals 5 years after employee has ceased employment.~~

EMPLOYEE TRAINING BINDERS: After employment ceases, scan and retain electronic files current. Destroy at the discretion of the Forensic Laboratory Director when no longer needed for legal or accreditation purposes.

SAFETY OFFICER: Electronically retain health vaccination records/refusals current. Destroy at the discretion of the Forensic Laboratory Director when no longer needed for legal or accreditation purposes.

Notes:

- 1) Active employee training binder is a physical object maintained by the employee and resides near the QA manager's office.
- 2) Health vaccination records/refusals are maintained by the safety officer.
- 3) These records are not to be released without a court order, or subpoena, or permission from the DCI Director.

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DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: Forensic Lab
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0166

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-92. QUALITY ASSURANCE SYSTEM MATERIALS:

~~20-007!~~@#\$

This electronic series is arranged by subject matter and contains documentation pertinent to the daily activities of the Forensic Lab. Information may include: Standard Operating Procedures (current and archived), safety manuals, visitor logs, temperature logs, corrective/preventive actions, literature reviews, and staff meeting notes. ~~The paper records are filed in the Quality Manager's office; and the computer files are maintained on the lab drive. All documents are stored within the policy and compliance management software solution.~~ This record series ~~is filed in the lab and~~ is maintained for reference purposes and to maintain accreditation.

RETENTION: Retain ~~information current. electronically in an Electronic Document Management System (EDMS) for 10 years; then destroy~~ Archive unused or superseded versions of SOPs, forms, logs, etc. and maintain permanently.

Notes:

- 1) These records are not to be released without a court order or subpoena.
- 2) Backup of electronic data will be completed to an offsite backup server at the BIT server room in the Becker-Hansen building.
- 3) Archive means to take out of active protocol but keep being able to prove protocol used at the time it was an active protocol.

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DEPARTMENT: Attorney General
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OFFICE: Grants
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1122

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

AG-96. GRANT FILES:

20-007!@#

This series is arranged by either project or fiscal year and contains grant recipient files. Information includes fiscal files and project files, which may include: contracts, receipts of expenditure, correspondence, financial records, supporting documents, statistical records, copies of all awards, applications, narrative reports, and time and effort reports. This record series is maintained for administrating grants awarded to the Attorney General's Office from the US Department of Justice, pursuant to ~~28 CFR Parts 66 and 70~~ 2 CFR Part 200 (Uniform Guidance), including 2 CFR 200.334 (Retention requirements for records), as adopted by DOJ at 2 CFR Part 2800, and for audit purposes.

RETENTION: Retain electronically on local shared network drive for 4 years, then destroy provided 3 years have passed since the date of the submission of the closure of the single audit report, which covers the grant period; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Notes:

- 1) These records are not to be released without a court order, subpoena, or permission from the Director DCI.

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

DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: ID
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0166

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-100. CRIMINAL HISTORY FILES:

~~21-014!@#~~

This electronic database series is arranged numerically by state identifications and contains criminal history files. Information may include: fingerprint cards, penitentiary entrance records, photographs, and orders to seal. Subsequent arrest for one individual will be filed under the same state identification number. This record series is maintained pursuant to SDCL 23-6-8.1 and serves as a central depository of criminal activity.

~~RETENTION: MISDEMEANORS: Retain electronically for 10 years after the final date of disposition, then may destroy files provided no litigation is pending.~~

~~ALL OTHER CRIMES: Retain electronically until person has become deceased; reached the age of 75 and has had no violation within the prior 10 years; or if court ordered, then may destroy files provided no litigation is pending. Per SDCL 23-6-8.1, retain until Attorney General authorizes destruction of information and records for persons who are dead; persons seventy-five years of age or older unless a violation occurred within the last ten years; incidents that are no longer considered crimes under laws of the State of South Dakota; misdemeanor offenses whose final date of disposition occurred at least ten years prior to authorized destruction date. A petition to the Attorney General is required for the destruction of information and records.~~

Notes:

- 1) Review files on a yearly basis to avoid build-up of superseded or obsolete material.
- 2) These records are not to be released without a court order, subpoena, or signed release.

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DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1155

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

AG-104. ADVANCED TRAINING COURSE FILES:

21-014!@#

This computer database series ~~is arranged chronologically by date~~ and contains ~~advanced course~~ training files used to further train and educate law enforcement officers. Information may include: class roster, contracts, copies of vouchers, course materials, critiques course assessments, and test scores (where applicable). Courses may include: radar ~~operator instructor~~, grant courses, DARE, traffic material, and all other advanced course topics. This record series is maintained to document ~~office's~~ officers' advanced training course work, and for possible litigation.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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OFFICE: L.E.T.
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1155

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AG-105.	<u>ADVANCED TRAINING MANUALS:</u> <u>Deleted from Schedule,</u> <u>mm/dd/2026.</u>¹⁰ This series consists of the training manuals used during the advanced training courses. Information may include: course work, lessons plans, and curriculum. This record series is used for reference and documentation purposes. RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy. Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. (Note: Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.) (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	21-014!@#\$

¹⁰ Reason for deleting AG-105, information included in AG-104. Advanced Training Course Files.

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DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1155

RECORD		R.D.B.
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AG-107. BASIC COURSE FILES:

~~21-004!~~@#

This ~~paper series is arranged chronologically by date~~ database series contains basic course files. Information may include: class roster, correspondence with students and instructors, class schedule with instructor names, course curriculum, tests, student exam scores, copies of contract vouchers, and ~~critiques~~ course assessments. This record series is maintained to verify student certification.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AG-108.	<u>BASIC TRAINING CURRICULUM FILES:</u> <u>Deleted from</u> <u>Schedule, mm/dd/2026.</u> ¹¹	<u>21-014!@#</u>
	This series consists of the training materials taught during the basic training course. It is arranged alphabetically by course title and has a corresponding database. Information may include: lesson plans, test questions, overheads, handouts, and any reference materials. RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy. Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. DATABASE: Retain information for 40 years, then delete. (Note: Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.) (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	

¹¹ Reason for deleting AG-108, information included in AG-107. Basic Course Files.

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OFFICE:	<u>L.E.T.</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>1155</u>

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AG-109. COMMISSION APPOINTMENT FILES:

20-007!@#

This electronic database series is arranged by association the board member represents and contains the names of the Law Enforcement Standards and Training Commission Board members, which are appointed by the Attorney General pursuant to SDCL 23-3-28. Information may include: copies of Attorney General appointment letter, notarized copies of each board member's oath, explanation of each commission position, association each board member represents, and length of term. This record series is maintained for reference to who served on the board and dates of appointment.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 25 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved BIT standard practices.
- 2) These records can be released upon request.

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DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
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AG-110. COMMISSION MINUTES:

~~21-004!~~@#\$

This electronic database series is arranged chronologically and contains the Law Enforcement Standards and Training Commission meeting minutes. The Commission governs what Law Enforcement Training does as an academy. Information may include: minutes, agenda, hearing cassette tapes, exhibits, and research materials. This record series is maintained for reference concerning actions taken by the Commission and for reporting purposes.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) permanently.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then transfer paper to State Archives for screening and final disposition.

Notes:

- 1) Backups of electronic data will be completed using approved BIT standard practices.
- 2) These records can be released upon request.

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AG-112.	<u>DARE REFERENCE FILES:</u> <u>Deleted from Schedule,</u> <u>mm/dd/2026.</u>¹² This series is arranged by subject matter and contains reference materials used in the daily operation of the DARE program. Information may include: calendars, and appointment books. This record series is maintained for reference purposes. RETENTION: Retain current in office. Destroy superseded or obsolete. (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	<u>09-003!@#</u>
AG-113.	<u>DARE INSTRUCTOR'S TRAINING MATERIALS:</u> <u>Deleted</u> <u>from Schedule, mm/dd/2026.</u>¹³ This series contains training materials used for training DARE Officers. Information may include: videos and training manuals. This record series is maintained for reference and documentation purposes. RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy. Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. (Note: Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.) (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	<u>21-014!@#</u>

¹² Reason for deleting AG-112, series is obsolete no longer used.

¹³ Reason for deleting AG-113, information included in AG-104. Advanced Training Course Files.

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DIVISION:	<u>D.C.I.</u>
OFFICE:	<u>L.E.T.</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>1155</u>

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AG-115. INSTRUCTOR BACKGROUND FORMS:

~~21-014!~~@#

~~This series is arranged chronologically by year, then alphabetically by instructor's last name and contains Law Enforcement Training Instructor's qualifications. These electronic forms are uploaded into an instructor's person record in the computer database.~~ Information may include: law enforcement certification, classes taught, other instructor certifications, educational background, and licenses. This record series is maintained to ensure instructors meet standards and requirements established by Law Enforcement Standards and Training Commission. Instructors must update every two years.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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DEPARTMENT: Attorney General
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RECORDS OFFICER: Dawn Kramme
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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-116. OFFICER FILES:

~~21-004!~~@#\$

This computer database series ~~is arranged alphabetically by officer's last name and contains active and inactive files on every officer~~ certified files of active and inactive certified officers as well as revoked or suspended officers in South Dakota. Officers include: Law Enforcement Officers; Highway Patrol Officer; Game, Fish and Parks; DCI Agents; and Dare Officers. Information may include: ~~reciprocity files, which contain test scores for officers certified in another state; and basic student files, which contain application to attend basic course,~~ application to attend basic course, fingerprint cards, photos, disciplinary actions, test scores, or other documentation pertaining to academy performance. It may also include individual certifications such as firearms instructor certification or defensive tactics instructor for example. This series also contains information on officers who have appeared before the Law Enforcement Standards and Training Commission for disciplinary action to include informal and contested hearing information; actions following dismissal/revocation; and any appeals. This record series is used to document and verify officer's certification and to ensure the officer meets minimum standards as well as for reference when an officer reapplies for law enforcement jobs in or out of state.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS). Destroy inactive officer files after 40 years.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AG-117.	<u>OUT-OF-STATE TRAVEL REQUESTS:</u> <u>Deleted from Schedule,</u> <u>mm/dd/2026.</u> ¹⁴	<u>21-014!@#</u>
	This series is arranged alphabetically and contains out-of-state travel request for D.C.I. employees. Information may include: approval letters, request forms, and copies of course materials employee plans to attend. This record series is maintained to document what training courses an employee has taken and what training courses an employee has been denied. The out-of-state travel requests becomes part of the officer's training record. RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy. Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. (Note: Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.) (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	

¹⁴ Reason for deleting AG-117, L.E.T. no longer use these travel request documents.

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PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1155

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AG-118. POLYGRAPH & CVSA LICENSING FILES:

21-014!@#

This computer database series ~~is arranged alphabetically by examiner and~~ contains both the public sector and law enforcement polygraph licensing and Computer Voice Stress Analyzer (CVSA) licensing files. Information may include: application, copy of training, exams, receipt for licensing fees, examiner's address, and license number. The license must be renewed yearly every three years and is maintained to document who is licensed to administer polygraph test.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 25 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) SDCL 23-3-35(13) requires the Law Enforcement Standards and Training Commission to license and regulate private and law enforcement polygraph examiners.
- 3) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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AG-119.	<u>PAST INTERN FILES:</u> <u>Deleted from Schedule, mm/dd/2026.</u>¹⁵ This series is arranged chronologically by year and contains summer intern personnel files. Information may include: applications, and denied or approval letters. The original information is maintained by the Bureau of Human Resources and is used for reference and evaluation purposes. RETENTION: Retain 1 year in office, then destroy. (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	20-007!@#\$
AG-120.	<u>PURCHASE/WARRANTIES:</u> This series contains hard copy files of warranty manuals/documents for LET purchased equipment. is arranged by basic and advance training, then by type of supply or equipment. Information may include: purchase order, requisition, warranties, and equipment repair work documentation. This record series is maintained for reference when ordering supplies and to document equipment repairs. RETENTION: EQUIPMENT FILES: Retain current in office. Transfer when respective equipment has been sold or declared surplus. Retain current. Destroy when respective equipment has been sold or declared surplus. SUPPLY FILES: Retain 4 years in office, then destroy provided equipment is no longer being utilized and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	09-003!@#\$

¹⁵ Reason for deleting AG-119, series is no longer used. Information is maintained by BHRA.

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AG-123. RESERVE UNIT FILE:

~~21-014!~~@#

This computer database series contains ~~yearly~~ reports on reserve unit status. Information may include: list of reserve officers, reserve officer's training records, type of training, number of hours completed, and ~~annual~~ quarterly reports showing the number of hours worked per month. It may also contain letters of request for payment and officer over/under required hours approval. L.E.T. is required to maintain this record series to certify reserves and to verify the reserves' status.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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RM CUSTOMER #: 1155

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AG-124.	<u>REVOKED/SUSPENDED OFFICER FILES:</u> <u>Deleted from Schedule, mm/dd/2026.</u>¹⁶ This series is arranged by type of suspension (dismissed, suspended, or revoked), then alphabetically by officer's last name and contains officers who have appeared before the Law Enforcement Standards and Training Commission for disciplinary action. Information may include: officer's personnel file; informal and contested hearing files for dismissal, suspension, and revocation; actions following dismissal/revocation; and any appeals. This record series is maintained for reference when an officer reapplies for jobs in state or out of state. RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. Retain scanned paper for 3 business days after a system level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete. (Note: Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.) (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	21-014!@#

¹⁶ Reason for deleting AG-124, included in AG-116. Officer Files.

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

DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1155

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

**AG-121. RECIPROCITY POLICY, CURRICULUM REVIEW POLICY
TECHNICAL SCHOOL RECIPROCITY AGREEMENTS:**

21-014!@#S

This ~~electronic computer database~~ series contains policies and correspondence governing agreements documents relationships between South Dakota Law Enforcement Training program and ~~out of state law enforcement training facilities~~, Western Dakota Technical ~~Institute College~~, Lake Area Technical ~~Institute College~~, and Southeast Technical ~~Institute College~~. Information may include: ~~criteria policies on how to review training offered, guidelines for reviewing schools, policies to follow for revoking reciprocity agreements for schools not meeting standard procedures, correspondence between schools and the commission, copies of curriculum tests, training schedules, and course catalogs. articulation agreements, audit reports, declination forms, memoranda of understanding (MOUs) for the use of state facilities (such as the EVOC range), and institutional points of contact.~~ This record series is ~~used to establish criteria for certifying law enforcement officials to work with in the state maintained to document agreements that establish the criteria for certifying students who complete approved postsecondary programs for employment as law enforcement officers within the State of South Dakota. and pursuant to~~ These records support compliance with SDCL 23-3-35, ~~requiring which requires~~ the Law Enforcement Standards and Training Commission to approve institutions/ and facilities for ~~the operation and training law enforcement officers of law enforcement training programs.~~

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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

DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1155

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-125. TRAINING RECORDS AND CURRICULUM MANAGEMENT

DATABASES: Deleted from Schedule, mm/dd/2026.¹⁷

21-014!@#

~~This computer database series contains information used for maintaining officer, telecommunicator, and terminal operator training files as well as curriculum and testing information. Information may include: officer, name, DOB, employment summary, certification status training history, education, and any notes to file. The curriculum management database may include: course topics, goals, objectives, test questions, and test information. This record series is maintained for reference purposes.~~

~~**RETENTION:** Retain information permanently.~~

~~(Note: Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.)~~

~~(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)~~

¹⁷ Reason for deleting AG-125, Training Records are included in AG-116. Officer Files and AG-123. Reserve Unit File. Curriculum Management is included in AG-104. Advanced Training Course Files and AG-107. Basic Course Files.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: 911
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1203

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-126. 911 ADVANCED TRAINING COURSE FILES:

21-014!@#

This computer database series ~~is arranged chronologically by date~~ and contains 911 advanced course training files used to further train and educate 911 telecommunicators. Information may include: class roster, student applications, contracts, copies of vouchers, course materials, critiques, and test scores (where applicable). Courses may include: grant courses, Emergency Medical Dispatch (EMD), and all other advanced course topics. This record series is maintained to document telecommunicator's advanced training course work, and for possible litigation.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: 911
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1203

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-127. 911 BASIC COURSE FILES:

~~21-014!~~@#

This ~~paper-computer database~~ series ~~is arranged chronologically by date and~~ contains 911 basic course files. Information may include: class roster, correspondence with students and instructors, class schedule with instructor names, student exam scores, contract for food services, copies of contract vouchers, and critiques. This record series is maintained to verify student certification.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS) for 40 years, then destroy.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

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

DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: L.E.T.
PROGRAM: 911
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1203

RECORD		R.D.B.
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AG-127.1. 911 DISPATCHERS:

21-014!@#

This computer database series ~~is arranged alphabetically by dispatcher's last name and~~ contains files on active and inactive ~~files on every~~ dispatchers certified in South Dakota. Information may include: reciprocity files, which contain test scores for dispatchers certified in another state; and basic student files, which contain application to attend basic course, fingerprint cards, disciplinary actions, and test scores. May also include individual certifications such as terminal operator certification for example. This record series is used to document and verify dispatcher's certification and to ensure the dispatcher meets minimum standards.

RETENTION: Retain electronically in an Electronic Document Management System (EDMS). Destroy inactive dispatchers after 40 years.

Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

Notes:

- 1) Backups of electronic data will be completed using approved vendor standard practices. Archived data is maintained via the vendor by subscription. Data is securely stored and available upon request within 24 hours of request.
- 2) These records are not to be released without a court order, subpoena, or permission from the Director of DCI.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Attorney General
DIVISION: D.C.I.
OFFICE: SAC Unit
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 1122

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-132. POLICE MANAGEMENT STUDY AND SHERIFF
MANAGEMENT STUDY:

21-014!@#S

This paper series is arranged alphabetically by agency name and contains surveys completed by local law enforcement agencies, which are encoded into the state-maintained database. Information may include: agency budget, personnel information, equipment information, and jail information. The database is maintained for statistical analysis and electronic publication of a bi-annual study by the Statistical Analysis Center (SAC). The electronic publication is hosted on the Attorney General's website.

RETENTION: ~~WORKING PAPERS~~ SURVEY RESPONSES:
Retain paper and electronic copies until encoded, then destroy ~~1 year~~
after the information is electronically published into the bi-annual
reports, Police Management Study and Sheriff Management Study.

DATABASE: ~~Retain information current.~~ Delete ~~superseded or
obsolete~~ information at the discretion and upon approval from DCI
Administration.

Notes:

- 1) File publications with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and two copies with the State Archives.
- 2) These records can be released upon request.

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DEPARTMENT:	<u>Attorney General</u>
DIVISION:	<u>Litigation</u>
OFFICE:	<u>Medicaid Fraud Control Unit</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>0088</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-147. AGREEMENTS:

09-003!@#

This series contains copies of lease agreements and telephone agreements between the office and other parties. Information may include: terms of the agreements, conditions of the agreement, effective dates, costs, and funding sources; name and authorized pin numbers; and areas authorized individuals have access into. This record series is maintained for reference purposes and to ensure compliance with the lease agreement. The lease agreement is renewed every 5 years. Original agreements are maintained by ATG Fiscal Office.

RETENTION: LEASE AGREEMENTS: Retain 6 years in office, then destroy.

TELEPHONE AGREEMENTS: Retain current in office. Destroy superseded or obsolete.

AG-148. APPLICATION, UNSUCCESSFUL:

09-003!@#

This series is arranged chronologically and may contain copies of resumes and credentials from individuals who have applied for employment with the office. Information may include: name of applicant, address, education, training, and experience. This record series is maintained for reference when filling vacant positions within the office. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files". Original applications are maintained by ATG BHR.

RETENTION: Retain electronically for 1 year ~~in office~~, then destroy.

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

DEPARTMENT: Attorney General
DIVISION: Litigation
OFFICE: Medicaid Fraud Control Unit
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0088

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-149. BUDGET FILES:

~~09-003!~~@#

This series is arranged chronologically by fiscal year, and contains budget files for both the state and federal government. Information may include: annual reports; dollar amount requested, narrative justifications, performance indicators, mission statements, goals and objectives; and monthly expenditure reports. This record series is used to formulate the newest budget request, for reference to determine budget amounts from previous years, and for monitoring program activities.

RETENTION: ~~Retain 6 years in office, then destroy.~~ PAPER:
Retain copies in office for 3 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain electronically for 3
years, then destroy.

Notes:

1) Stored on the N: Drive and manually deleted.

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DEPARTMENT:	<u>Attorney General</u>
DIVISION:	<u>Litigation</u>
OFFICE:	<u>Medicaid Fraud Control Unit</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>0088</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-150. BUDGET FILES, FEDERAL:

~~15-001!~~@#

This series is arranged chronologically by fiscal year and contains information concerning the administration of funded Medicaid Fraud Control Unit (MFCU) grants. Information may include: grant applications, working papers, grant documentation, and monitoring records. This record series is used for administering current grants and for reference when requesting new grants. The fiscal office maintains all grant-related accounting records 5 years for audit purposes.

RETENTION: ~~Retain 6 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.~~

PAPER: Retain copies in office for 5 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain electronically for 5 years, then destroy.

Notes:

1) Stored on the N: Drive and manually deleted.

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AUTHORIZATION FORM
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DEPARTMENT: Attorney General
DIVISION: Litigation
OFFICE: Medicaid Fraud Control Unit
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0088

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

AG-151. CASE FILES, CLOSED:

~~15-001!~~@#S

This series is arranged numerically or by perpetrator (facility or individual) and contains fraud, abuse, neglect, exploitation, provider fraud, quality of care, and global settlement case files. Case files are considered open during time of the investigation and the prosecution of the case. Information may include: investigator's reports, referral, spreadsheets, bank records, copies of correspondence, pleadings, affidavit, warrant, motions, transcripts, convictions, subpoena, judgments, notes, evidence and evidence location. This record series is used for litigation purposes, and to document the outcome of cases involving the office.

RETENTION: Retain electronically ~~in an Electronic Document Management System (EDMS) permanently for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.~~

~~PAPER: Retain for 7 years in office, then scan. Retain scanned paper for 10 years, then review for final disposition.~~

Notes:

- 1) ~~Matrix~~ Case classification and retention of paper will be determined by the attorney and records manager on a case-by-case review. Review files every 10 years.
- 2) Consider ~~converting to microfilm when volume warrants electronically storing high profile cases permanently.~~

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RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0088

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AG-153.	<u>CHRONOLOGICAL FILE:</u> <u>Deleted from Schedule, mm/dd/2026.</u> ¹⁸ This series is arranged chronologically and contains copies of letters and memorandums sent. This record series is used for reference, documentation, and possible litigation purposes. 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.	09-003!@#\$
AG-154.	<u>COMPLAINT INCIDENT FILES:</u> This series is arranged chronologically and contains incident complaint submitted by the Department of Health, Department of Human Services, Department of Social Services, and private individuals. Information may include: signed complaint, correspondence, review comments, cover sheet, and investigative reports. This record series is maintained for reference, to initiate investigations, for possible future litigation purposes, and pursuant to administrative rule. RETENTION: Retain <u>electronically for 3 7</u> -years in office , then destroy provided no pending litigation. <u>Notes:</u> <u>1) In Matrix, if the incident becomes a case, then it becomes part of the open case file.</u>	15-001!@#\$

¹⁸ Reason for deleting AG-153, these types of documents for MFCU are filed with the respective case files.

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DEPARTMENT: Attorney General
DIVISION: Litigation
OFFICE: Medicaid Fraud Control Unit
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0088

RECORD		R.D.B.
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AG-155. CORRESPONDENCE, GENERAL:

~~09-003!~~@#\$

This series is arranged alphabetically by sender, then chronologically and contains original letters and memorandums received. This record series is maintained for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

Notes:

1) Stored on the N: Drive and manually deleted.

AG-156. DSS MONTHLY COLLECTION REPORTS:

~~15-001!~~@#\$

This series is arranged chronologically by federal fiscal year and contains the federal Medicaid Fraud Control Units collection status reports. Information may include: type recovered and amount collected. This record series is used for reporting collections and for justifying the program existence. Original reports are maintained by Social Services.

RETENTION: Retain electronically for 3 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.

Notes:

1) Stored on the N: Drive and manually deleted.

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DEPARTMENT:	<u>Attorney General</u>
DIVISION:	<u>Litigation</u>
OFFICE:	<u>Medicaid Fraud Control Unit</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>0088</u>

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AG-157. EQUIPMENT FILES:

09-003!@#

This series contains information regarding all equipment owned by the program. Information may include: identification numbers, summaries of maintenance performed on the equipment, invoices, user manuals, and warranty information. This record series is maintained for audit purposes, and to justify the sale of old equipment and purchase of new equipment.

RETENTION: Retain electronically for 3 years, ~~current in office~~, then destroy or transfer when the respective equipment has been sold or declared surplus.

Notes:

1) Stored on the N: Drive and manually deleted.

AG-158. EXCLUSION PROCESS -- DISCIPLINARY SANCTIONS:

09-003!@#

This series contains information on the federal program, which excludes individuals or providers from receiving federal moneys. Information may include: correspondence; cover letter, which includes individual name, address, date of birth; check off list of what was sent to the federal government; and the report from the federal government listing those who are excluded from receiving federal moneys. This record series is maintained pursuant directives from the federal government.

RETENTION: Retain electronically for 6 years ~~in office~~, then destroy.

Notes:

1) Stored on the N: Drive and manually deleted.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Attorney General
DIVISION: Litigation
OFFICE: Medicaid Fraud Control Unit
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0088

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

AG-159. INVOICES:

09-003!@#S

This series contains copies of invoices received for payment for laundry, utilities, cellular phones, heat, office supplies, and cleaning services. Information may include: amount owed, previous balances, descriptions, account number, and terms of payment. The original is approved for payment, then is sent to the fiscal office for processing. The fiscal office maintains the original for 4 years for audit purposes.

RETENTION: Retain electronically for 1 year ~~in office~~, then destroy.

AG-160. MEMORANDUMS OF UNDERSTANDING:

09-003!@#S

This series contains the cooperative agreements between state and federal agencies. The cooperative agreement outlines the role of the Attorney General's Office, specifies the terms of the agreements, and documents the name of the agencies involved in the agreement (Department of Social Services, Department of Health and the Attorney General's Office). This record series is maintained to document the agreement and any changes made between the agreements. Every 3 years a new agreement is implemented.

RETENTION: Retain electronically for 6 years ~~in office~~, then destroy.

Notes:

1) Stored on the N: Drive and manually deleted.

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DEPARTMENT: Attorney General
DIVISION: Litigation
OFFICE: Medicaid Fraud Control Unit
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0088

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AG-162. RECORDS MANAGEMENT FILE:

~~15-001!~~@#

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), inventory listings, and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: DESTRUCTION AUTHORIZATION FORMS:

Retain electronically for 3 years ~~in-office~~, then destroy.

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

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DEPARTMENT: Attorney General
DIVISION: Litigation
OFFICE: Medicaid Fraud Control Unit
PROGRAM: _____
RECORDS OFFICER: Dawn Kramme
RM CUSTOMER #: 0088

RECORD	R.D.B.
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AG-163. REFERENCE FILES:

09-003!@#

This series contains information used in the daily administration of the office. Information may include: abuse resource materials; American Disability Act (ADA) accessibility survey, which consists of building accessibility requirements; advocacy services; ~~agency attorney lists, which is a list of Attorney General personnel, addresses, phone numbers, and office they represent~~; DMARC, which is a reference of Medicare regional centers for provider services, CNA's; Fair Labor Standards Act (FLSA); kickbacks; Medicaid Fraud Control Unit (MFCU) background information; ~~MOCIC, which is a monthly publication~~; National Associations of Attorney General (NAAG); Surveillance Utilization Review System (SURS); FACS, drug definitions and usage; physician desk reference (PDR); ~~facility references (facility name, numbers and name of administrators, and addresses); directories, zip codes and phone~~; computer training course materials; fraud alerts; fraud newsletters and reports; ~~newspapers articles; newsletters; South Dakota Codified Law; United States Code Annotated (USCA); Code of Federal Regulations (CFR)~~; CPI, procedural code; ICD9, diagnosis code; Bureau of National Affairs (BNA), which is a monthly computer publication that covers Federal laws regulating the Medicare program; Healthcare Integrity, and Protection Data Bank (HIPDB), which is a federally mandated and maintained computer data bank which houses civil judgements, criminal convictions, and final adverse actions taken against healthcare providers, suppliers, and practitioners; business crimes; computer software manuals; and administrative rules. This record series is maintained for reference purposes and statute of limitations.

RETENTION: LAWS, RULES, REGULATIONS, AND CODES:

Retain electronically on shared network drive. Destroy superseded or obsolete. 7 years after superseded or obsolete, then destroy.

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

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OFFICE:	<u>Medicaid Fraud Control Unit</u>
PROGRAM:	
RECORDS OFFICER:	<u>Dawn Kramme</u>
RM CUSTOMER #:	<u>0088</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-164. QUARTERLY REPORTS:

09-003!@#\$

This monthly and quarterly report series contains federal Medicaid Fraud Control Unit's status reports regarding Medicaid fraud investigation and prosecution activities in South Dakota. Monthly report information may include: unit state, month ending, criminal case outcome (prosecutions; and number of subjects, indicted, dismissed, acquitted, and convicted), criminal case receivable (fines imposed and collected, restitution ordered and collected, and total collected), civil and administrative case receivable (Medicaid program overpayments, other receivable, and total collected). Quarterly report information includes: unit designation, unit resources, full scale criminal case load and case-mix, criminal case outcome, criminal receivable, and administrative and civil matter outcome. This record series is maintained to document reports submitted to the federal government and for audit purposes.

RETENTION: Retain electronically for 3 4-years ~~in office~~, then destroy.

Notes:

1) Stored on the N: Drive and manually deleted.

AG-165. TRAVEL FILES:

09-003!@#\$

This series contains files on employees in-state and out-of-state travel. Information may include: out-of-state travel, approvals, conference agendas, course materials, travel arrangements, copies of expense vouchers, and receipts. This record series is maintained to document training attended for federal auditors and is used for compiling annual reports.

RETENTION: Retain electronically ~~current in office~~. Destroy at the end of the fiscal year the employee terminates.

Notes:

- 1) Review files on a yearly basis to avoid a buildup of superseded materials. Retain course materials until employee terminates.
- 2) Stored on the N: Drive and manually deleted.

PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Agriculture and Natural Resources consists of 4 page(s) and contains record series number(s) DANR-73, DANR-76, DANR-77, and DANR-78.

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

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



Hunter Roberts, Secretary
Department of Agriculture and Natural Resources

5-11-2026

Date

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



Dana Hoffer, State Records Manager

6/25/2026

Date

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

DEPARTMENT:	<u>Agriculture & Natural Resources</u>
DIVISION:	<u>Agriculture & Environmental Services</u>
OFFICE:	<u></u>
PROGRAM:	<u>Waste Management</u>
RECORDS OFFICER:	<u>Darcy Keiser</u>
RM CUSTOMER #:	<u>0070</u>

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

DANR-73. ASBESTOS ENFORCEMENT CASES:

21-011!@#

This series is arranged chronologically and contains asbestos enforcement cases. Information may include: correspondence, legal action, settlement agreement, copies of checks, copies of receipts, violations, reports, and supporting documentation. This record series is maintained for legal purposes.

RETENTION: ~~PAPER:~~ Scan paper and retain electronically in the division's electronic filing system ~~transfer scanned documents to Record Management storage~~ for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

~~ELECTRONIC IMAGES/FILES: Retain for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.~~

~~MICROFILM: Retain existing microfilm for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.~~

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

DEPARTMENT:	<u>Agriculture & Natural Resources</u>
DIVISION:	<u>Agriculture & Environmental Services</u>
OFFICE:	<u></u>
PROGRAM:	<u>Waste Management</u>
RECORDS OFFICER:	<u>Darcy Keiser</u>
RM CUSTOMER #:	<u>0070</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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DANR-76. SOLID WASTE FILES:

~~21-011!@#\$~~

This series is arranged alphabetically by site and contains the documents used to administer solid waste disposal in the state. Information may include: inspection reports, complaints, permit information, photographs, and all necessary forms needed for the completion of the solid waste permit application. This record series is used to track the solid waste activities of each permitted facility and for completing the solid waste permit application.

RETENTION: ~~PAPER: Scan paper and retain electronically in the division's electronic filing system transfer scanned documents to Record Management storage for 10 years, then destroy provided all litigation, claims, and audit findings have been resolved and final action has been taken.~~

~~ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.~~

MICROFILM: Retain existing microfilm for 10 years, then destroy.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy scanned paper currently being stored at Records Management.

Notes:

- 1) The retention time is based on 5-year permit renewal (SDCL 34A-6-1.16), allotting retention of the immediate past permit documents, in the event of a renewal delay due to contested case proceedings.

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

DEPARTMENT: Agriculture & Natural Resources
DIVISION: Agriculture & Environmental Services
OFFICE: _____
PROGRAM: Waste Management
RECORDS OFFICER: Darcy Keiser
RM CUSTOMER #: 0070

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

DANR-77. SOLID WASTE PLANS AND SPECIFICATIONS:

~~21-011!@#~~

This series contains the plans and specifications for solid waste facilities permitted in South Dakota. This record series is maintained as the plans and specifications are used by staff in determining if a proposed facility meets all the required design criteria for the construction and operation of a solid waste facility.

RETENTION: ~~PAPER: Scan paper and retain electronically in the division's electronic filing system transfer scanned documents to Record Management storage for 10 years, then destroy provided all litigation, claims, and audit findings have been resolved and final action has been taken.~~

~~ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.~~

~~ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy scanned paper currently being stored at Records Management.~~

Notes:

- 1) The retention time is based on 5-year permit renewal (SDCL 34A-6-1.16), allotting retention of the immediate past permit documents, including plans and specifications, in the event of a renewal delay due to contested case proceedings.

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

DEPARTMENT:	<u>Agriculture & Natural Resources</u>
DIVISION:	<u>Agriculture & Environmental Services</u>
OFFICE:	<u></u>
PROGRAM:	<u>Waste Management</u>
RECORDS OFFICER:	<u>Darcy Keiser</u>
RM CUSTOMER #:	<u>0070</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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DANR-78. WASTE FACILITIES, REGULATED HAZARDOUS:

21-011!@#

This series contains the files of regulated facilities, which deal with hazardous waste. Information is broken down by facilities and may include: correspondence, telephone conversations, inspection reports, pictures, and field notes. The facilities are broken down by 1) Generators of hazardous ~~materials waste~~, 2) Transporters of hazardous ~~materials waste~~, and 3) Disposers of hazardous ~~materials waste~~. This record series is used to monitor the operations in the state.

RETENTION: ~~PAPER: Scan paper and retain electronically in the division's electronic filing system transfer scanned documents to Record Management storage for 10 years, then destroy provided all litigation, claims, and audit findings have been resolved and final action has been taken.~~

~~ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.~~

MICROFILM: Retain existing microfilm for 10 years, then destroy.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy scanned paper currently being stored at Records Management.

Notes:

- 1) Microfilm is subject to screening by State Archives prior to disposal.
- 2) The retention time is based on 5-year permit renewal (SDCL 34A-11-12), allotting retention of the immediate past permit documents, in the event of a renewal delay due to contested case proceedings.

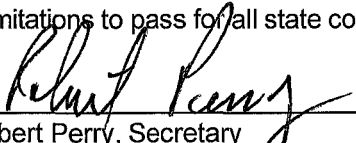
PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Public Safety consists of 3 page(s) and contains record series number(s) EM-1, EM-2, EM-3, and EM-4.

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 Perry, Secretary
Department of Public Safety

5/22/26

Date

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



Dana Hoffer, State Records Manager

6/25/2026

Date

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

DEPARTMENT:	<u>Public Safety</u>
DIVISION:	<u>Emergency Service</u>
OFFICE:	<u>Emergency Management</u>
PROGRAM:	<u>Administration</u>
RECORDS OFFICER:	<u>Dawn Hill</u>
RM CUSTOMER #:	<u>0161</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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**EM-1. COUNTY EMERGENCY OPERATIONS/PRE-DISASTER
MITIGATION PLANS:**

19-010!@#S

This electronic series is arranged alphabetically by county and contains each county's response, ~~and~~ recovery, ~~and~~ mitigation plans. ~~in the event of an emergency or disaster.~~ The plans are created at the county level and submitted electronically to the Office of Emergency Management for technical review ~~before a copy is forwarded to the Federal Emergency Management Agency (FEMA).~~ Information may include: response operation details, recovery operation details, lists of natural hazards within the county, and mitigation projects that can be completed to reduce the risks and effect of disasters. The plans establish the protocol each county will follow for response, ~~and~~ recovery, ~~and~~ mitigation in the event of an emergency or disaster.

RETENTION: Retain current ~~FEMA-approved~~ plans in office. Destroy superseded or obsolete.

~~(Note: The plans are updated every year.)~~

EM-2. COUNTY FILES:

19-010!@#S

This paper and electronic series is arranged alphabetically by county and subdivided by topic and contains information regarding the interaction between this office and each county. Information may include but is not limited to: ~~state and local~~ Local Emergency Management Program Grant agreements and ~~personnel action forms~~ correspondence. The information is filed together for quick reference to determine what services and capabilities are available in each county ~~during an emergency~~.

RETENTION: Retain 4 years in office following the end of the period of performance. 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>Public Safety</u>
DIVISION:	<u>Emergency Service</u>
OFFICE:	<u>Emergency Management</u>
PROGRAM:	<u>Administration</u>
RECORDS OFFICER:	<u>Dawn Hill</u>
RM CUSTOMER #:	<u>0161</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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EM-3. DISASTER FILES:

19-010!@#

This paper and electronic series is arranged alphabetically by county and contains information documenting federally declared disasters (~~declared, undeclared, and major~~) and copies of claims filed by counties billing the federal government for assistance in disaster cleanup. Information may include but is not limited to: description of the cause, type, and severity of each disaster; summary of events, type and amount of assistance received, photographs, correspondence, claims, supporting documentation regarding expenses incurred, and copies of the President's or Governor's disaster declarations. The information is maintained for audit purposes and for possible litigation purposes.

RETENTION: PAPER: Retain 1 year after closure of disaster in office, then transfer to storage for 2 years. Destroy 3 years after closure provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC: Retain electronic files on N:/ drive. Destroy electronic files 3 years after closure provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Federal disaster grant information is retained electronically in a federal -EMMIE, the web-based system program maintained by the Federal Emergency Management Agency (FEMA). State information is maintained by the Office of Emergency Management.)

(Note: Property acquisitions are required to remain vacant; therefore, copies of those projects, location identification, and deeds are to remain on file permanently.)

(Note: Records are subject to screening by the State Archivist prior to disposal. Annually, the Office of Emergency Management will contact State Archives to make arrangement for the screening of any records that have met retention requirements.)

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333; and comply with the disposition instructions of 2 CFR § 200.313(e)).

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

DEPARTMENT:	<u>Public Safety</u>
DIVISION:	<u>Emergency Service</u>
OFFICE:	<u>Emergency Management</u>
PROGRAM:	<u>Administration</u>
RECORDS OFFICER:	<u>Dawn Hill</u>
RM CUSTOMER #:	<u>0161</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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EM-4. FINANCIAL CLAIMS AND VOUCHERS:

19-010!@#

This paper and electronic series is arranged alphabetically and contains copies of claims and vouchers submitted by each county or the state office to request reimbursement of administrative costs, salaries, and benefit expenses from the Federal Emergency Management Agency (FEMA). Information may include: county, state, amount, type of expense (salary expenses, travel expenses, administrative costs), and FEMA reports. ~~The original claims are sent to FEMA to request reimbursement of county and state emergency management program expenses.~~ The original vouchers are sent to the State Auditor's office. The information is maintained for reference and for federal audit purposes.

RETENTION: PAPER: Retain paper files ~~2-1~~ years in office, following the official closure letter from the federal agency~~end of the period of performance~~, then transfer to storage for ~~3-2~~ years. Destroy after ~~5-3~~ years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC: Retain electronic files on the N:/ drive. Destroy electronic files ~~5-3~~ years following the official closure letter from the federal agency~~end of the period of performance~~ 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

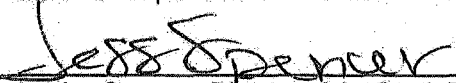
I, Jessica Spencer, acting in my position as the Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 1 page(s) and contains record series number(s) SDDC-59.1.

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.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 16 page(s) and contains record series number(s) SDDC-92, SDDC-94, SDDC-95, SDDC-96, SDDC-97, SDDC-98, SDDC-100, SDDC-155, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC-163, SDDC-164, SDDC-157, SDDC-167, SDDC-168, SDDC-156, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, and SDDC-177.

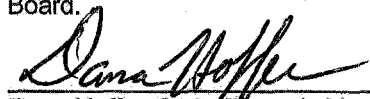
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow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



Jessica Spencer, Director of the South Dakota
Developmental Center

6.16.26
Date

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



Dana Hoffer, State Records Manager

6/25/2026
Date

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>General</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-59.1. SDDC DIRECTORY MONTH YEAR:

!@#\$

This electronic internal directory is arranged by buildings on campus, then by areas within each building. Information may include: names, telephone numbers, office room numbers, supervisors, med pass time, and meal times. This internal record is maintained by Client Services Liaison Specialist and is updated monthly.

RETENTION: Retain current. Destroy superseded or obsolete.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Shane Wright
RM CUSTOMER #: 0206

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

SDDC-92. DIET LISTS: Deleted from Schedule, mm/dd/2026.¹⁹

00-021!@#\$

~~This monthly updated series is arranged alphabetically and contains copies of diet lists prepared for employees who take individuals off campus to inform them of any food allergies or any other special dietary considerations. Information may include: individuals name, program, module, diet and restrictions. This record series is maintained to help staff to keep current of individuals' diets and consistencies. These lists are for use anywhere other than Food Services.~~

RETENTION: ~~Retain 1 month in office, then destroy.~~

¹⁹ Reason for deleting SDDC-92, information is part of the client's profile maintained in the Electronic Health Records System.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Food Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-94. INDIVIDUAL CARDEX FILES: Deleted from Schedule,
mm/dd/2026.²⁰

25-013!@#

~~This cardex series is arranged alphabetically by name of client and program and contains a summary of nutritional needs. Information may include: client's name, module, diet type, type of utensils required, beverage needs, nourishments allowed, review notes, and weight records. These cards provide a quick reference of nutritional histories and are useful in monitoring weight control.~~

~~**RETENTION:** Retain active in office. Transfer discharged/expired to storage for 4 years. Destroy 4 years after discharged/expired.~~

²⁰ Reason for deleting SDDC-94, information is part of the client's record maintained in the Electronic Health Records System.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Shane Wright
RM CUSTOMER #: 0206

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

SDDC-95. MEALS SCHEDULES: Deleted from Schedule, mm/dd/2026.²¹

00-021!@#\$

~~This series is arranged chronologically and contains the schedules of delivery times for meals. Information may include: module, dining room, numbers, and delivery times. This record series is used for planning purposes to determine the times meals have to be delivered to each area.~~

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

SDDC-96. MENUS: Deleted from Schedule, mm/dd/2026.²²

25-013!@#\$

~~This series is arranged chronologically and contains copies of menus prepared by nutritionists in the Food Service Program. Information may include: menu, week, puree, high calorie, bland, low sodium, scoop size, and reduction desserts. This record series is maintained to document nutrition of meals provided to clients and to track specific food in the event of food poisoning.~~

~~**RETENTION:** Retain the current and previous cycle menus 1 year in office. Destroy superseded or obsolete.~~

²¹ Reason for deleting SDDC-95, meal schedule times are included in the phone directory SDDC-59.1.

²² Reason for deleting SDDC-96, information is maintained by the Healthcare Services Group.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Shane Wright
RM CUSTOMER #: 0206

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

SDDC-97. NOURISHMENT SHEETS: Deleted from Schedule, mm/dd/2026.²³
25-013!@#

~~This paper series is arranged alphabetically by client's name and contains nourishment sheets. Information may include: client's name, module, snacks allowed, if snacks are discouraged or encouraged and the times to give them. This record series is maintained to monitor patient weight and nutrition and for Title XIX reviews.~~

~~**RETENTION:** Retain 1 year in office, then transfer to storage for 6 years. Destroy after 7 years.~~

SDDC-98. SPECIAL FUNCTION REQUESTS: Deleted from Schedule, mm/dd/2026.²⁴
00-021!@#

~~This series is arranged chronologically and contains the forms used by each program to request foods for special functions. Information may include: date requested, date required, description of foods, cost, and authorized signatures. This record series is used to document the various programs' requests for food to have picnics and other special functions, to revise meal preparations so those programs do not receive meals during those times, and to figure the cost to provide the service.~~

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

²³ Reason for deleting SDDC-97, information is part of the client's record maintained in the Electronic Health Records System.

²⁴ Reason for deleting SDDC-98, information is maintained by the Healthcare Services Group.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Food Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-100. WEIGHT SHEETS: Deleted from Schedule, mm/dd/2026.²⁵

~~25-013!~~@#\$

~~This series is arranged alphabetically and contains the monthly weight sheets submitted by each module and lists each client's weight. Information may include: client's name, height, normal weight for height, and client's weight. The modules send this information to the nutritionist so that employees can make modifications for each client's diet to bring the client's weight within noted norms.~~

~~**RETENTION:** Retain 1 month in office, then destroy.~~

²⁵ Reason for deleting SDDC-100, information is part of the client's record maintained in the Electronic Health Records System.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Chemical Health Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-155. ALCOHOL DEPENDENCE: Deleted from Schedule, mm/dd/2026.²⁶
25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a diagnostic tool. Information may include: a checklist of criteria to determine the degree of alcohol dependence of the client, the client's medical records and name, signature of counselor, and date. This record series is used to determine that a client meets the criteria of an alcohol dependent client.~~

~~**RETENTION:** Retain 6 years in office after client is discharged or deceased, then destroy.~~

²⁶ Reason for deleting SDDC-155, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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

DEPARTMENT:	Human Services
DIVISION:	SD Developmental Center
OFFICE:	Program Services
PROGRAM:	Chemical Health Services
RECORDS OFFICER:	Shane Wright
RM CUSTOMER #:	0206

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

SDDC-159. CHEMICAL SCREENING REQUEST/REPORTING: Deleted
from Schedule, mm/dd/2026.²⁷

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a formal request to acquire a medical order for urinary analysis testing. Information may include: name of client, date sample collected, staff member supervising collection, checklist of chemical screening requested, chemical health staff person, physician/PA-C, date testing is completed, signatures, initials of staff who received results of test, and date received. This record series is used to offer voluntary testing to determine possible chemical use.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

SDDC-160. CHEMICAL USE ASSESSMENT SUMMARY: Deleted from
Schedule, mm/dd/2026.²⁸

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is the title page to the client's file. Information may include: date, client's medical record number, Case Manager assigned, diagnosis, recommendations, and chemical dependency counselor. This record series is used as a quick reference on the client at the beginning of the file.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

²⁷ Reason for deleting SDDC-159, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

²⁸ Reason for deleting SDDC-160, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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PROGRAM:	Chemical Health Services
RECORDS OFFICER:	Shane Wright
RM CUSTOMER #:	0206

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SDDC-161. CHILDREN OF ALCOHOLICS SCREENING TEST: Deleted from Schedule, mm/dd/2026.²⁹

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a questionnaire. Information may include: client's name and medical record number, a checklist of questions, client's signature, and date. This record series is used to determine parental chemical use and its effects on the client.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

SDDC-162. CLIENT/GROUP INFORMATION FORM: Deleted from Schedule, mm/dd/2026.³⁰

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is the duplicate form required by the Division of Alcohol and Drug Abuse. Information may include: client's medical record number, demographic information, chemical use history and diagnosis, dates of intake, and end of service and services provided. This record series is used to provide the Division of Alcohol and Drug Abuse information regarding treatment/services and data about client group services.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

²⁹ Reason for deleting SDDC-161, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

³⁰ Reason for deleting SDDC-162, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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RECORDS OFFICER:	Shane Wright
RM CUSTOMER #:	0206

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SDDC-163. CLIENT/MANAGEMENT INFORMATION SYSTEM

INFORMATION FORM: Deleted from Schedule, mm/dd/2026.³¹

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is general information sheet on the client being served. Information may include: name of client, medical record number, address, date of birth, age, date of commitment, county, sex, social security number, race, education, indication of insurance, source of income, yearly family income, living arrangements, marital status, pregnancy, number of children, drugs used, drugs of choice at what age, frequency and route, last use frequency, number of prior treatments, where treated, suicide attempts, number of minor consumptions, number of driving under the influence, number of convictions, types of consumptions, gang affiliation, gambling preference, Adolescent Alcohol Involvement Scale, Adolescent Drug Use Survey, Children of Alcoholics, diagnosis, counselor, unit, and date. This record series is used for providing statistical information to the Division of Drug and Alcohol.~~

RETENTION: ~~Retain 6 years in office after client is deceased or discharged, then destroy.~~

³¹ Reason for deleting SDDC-163, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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SDDC-164. CRITICAL LIFE AREA ASSESSMENT: Deleted from Schedule,
mm/dd/2026.³²

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a substance abuse history and assessment. Information may include: client's name and initials, date of birth, race, sex, county, education, driving under the influence, convictions, frequency of use grid, questions on substance abuse, checklist of specifics on use, test scores, Adolescent Alcohol Involvement Scale, Adolescent Drug Use Survey, summary, recommendations, signatures, date, placement, and counselor. This record series is used to determine how drug/alcohol use has affected critical life areas.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

SDDC-157. DAST (DRUG ABUSE SCREENING TEST): Deleted from
Schedule, mm/dd/2026.³³

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a questionnaire. Information may include: name of client, date, a series of questions with multiple choice answers, scoring grid, and interpretation guide. This record series is used to determine severity of drug use by the client.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

³² Reason for deleting SDDC-164, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

³³ Reason for deleting SDDC-157, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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SDDC-167. LEVEL 1-OUTPATIENT SERVICES/ADOLESCENT/ADULT

ADMISSION CRITERIA: Deleted from Schedule, mm/dd/2026.³⁴

25-013!@#

~~This paper series is arranged numerically by client's medical record number and contains Level 1 Outpatient Services/Adolescent Admission Criteria. Information may include: client's name, date, diagnosis, dimensional admission criteria, and determination of type of treatment. This record series is used at admission to determine eligibility for the program or to recommend another support system.~~

RETENTION: ~~Retain 6 years in office after client is deceased or discharged, then destroy.~~

**SDDC-168. LEVEL 1-OUTPATIENT/ADOLESCENT/ADULT CONTINUED
SERVICE CRITERIA/TREATMENT PLAN REVIEW:** Deleted

~~from Schedule, mm/dd/2026.³⁵~~

25-013!@#

~~This paper series is arranged numerically by client's medical record number and contains Level 1 Outpatient/Adolescent continued service criteria/treatment plan review. Information may include: client's name, medical record number, review period, diagnosis, dimensional continued service criteria, and progress/problem/plan. This record series is used to justify continued services to the client.~~

RETENTION: ~~Retain 6 years in office after client is deceased or discharged, then destroy.~~

³⁴ Reason for deleting SDDC-167, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

³⁵ Reason for deleting SDDC-168, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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RECORDS OFFICER:	<u>Shane Wright</u>
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SDDC-156. MAST (MICHIGAN ALCOHOLISM SCREENING TEST):

Deleted from Schedule, mm/dd/2026.³⁶

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a questionnaire. Information may include: name of client, date, a series of questions with multiple choice answers, and a scoring grid. This record series is used to assess alcohol involvement or degree of severity.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

³⁶ Reason for deleting SDDC-156, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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SDDC-170. ORIENTATION CHECKLIST: Deleted from Schedule,
mm/dd/2026.³⁷

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is an orientation checklist. Information may include: list of materials and expectations necessary to participate in group counseling, client's signature, chemical dependency counselor's signature, and date. This record series is used to determine that the client has been given the necessary information and materials needed to participate in group counseling.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

SDDC-171. PATIENT BILL OF RIGHTS: Deleted from Schedule,
mm/dd/2026.³⁸

25-013!@#

~~This paper series is arranged numerically by client's medical record number and contains a patient bill of rights. Information may include: a list of the client's rights including confidentiality rights. This record series is required by the American Society of Addiction Medicine and is used to familiarize the client with their rights during treatment.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

³⁷ Reason for deleting SDDC-170, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

³⁸ Reason for deleting SDDC-171, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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**SDDC-172. PATIENT PLACEMENT CRITERIA FOR THE TREATMENT
OF PSYCHOACTIVE SUBSTANCE USE DISORDERS:** Deleted
from Schedule, mm/dd/2026.³⁹

25-013!@#

~~This paper series is arranged numerically by client's medical record number and contains patient placement criteria for the treatment of psychoactive substance use disorders. Information may include: criteria listing for different levels of treatment and their exceptions. This record series is used to determine the correct level of treatment for the new client.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

**SDDC-173. PRE-TREATMENT INDIVIDUAL CONTRACT AND
RESPONSIBILITIES:** Deleted from Schedule, mm/dd/2026.⁴⁰

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is an agreement between the counselor and the client. Information may include: name of client, list of responsibilities, statement of understanding the agreement, client's signature, counselor's signature, and date. This record series is used to clarify the responsibilities and exceptions of the client during treatment and counseling.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

³⁹ Reason for deleting SDDC-172, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

⁴⁰ Reason for deleting SDDC-173, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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SDDC-174. PROGRAM RULES: Deleted from Schedule, mm/dd/2026.⁴¹

25-013!@#

~~This paper series is arranged numerically by client's medical record number and contains program rules. Information may include: list of program rules, date, client's name, counselor's name, and credentials. This record series is used to acquaint clients to the rules of the program.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

SDDC-176. RELEASE FOR URINE ANALYSIS TESTING: Deleted from Schedule, mm/dd/2026.⁴²

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a release for urine analysis testing. Information may include: client's name, statement giving Chemical Health Services permission to take the urine analysis, client's signature, date, and counselor's name. This record series is used as formal permission to collect urine.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

⁴¹ Reason for deleting SDDC-174, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

⁴² Reason for deleting SDDC-176, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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RM CUSTOMER #:	<u>0206</u>

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SDDC-177. TREATMENT PLAN: Deleted from Schedule, mm/dd/2026.⁴³

25-013!@#

~~This paper series is arranged numerically by client's medical record number and is a treatment plan. Information may include: client's name, level of treatment, medical record number, date of birth, diagnostic statement, review date, strengths, problems, goals, objectives, achievement dates, staff responsible, counselor's name, and date. This record series is used to plan a client's treatment and how to meet the objectives/needs.~~

~~**RETENTION:** Retain 6 years in office after client is deceased or discharged, then destroy.~~

⁴³ Reason for deleting SDDC-177, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.