

RECORDS DESTRUCTION BOARD MEETING

December 6, 2018 10:00 a.m.

Room 412

Capitol Building

Pierre, South Dakota

AGENDA

- **Call meeting to order**
- **Public Comment**

Secretary of State

Consider the current petition to *revise* one existing record series for the Secretary of State having the record series number of SOS-309.

State Auditor

Consider the current petition to *revise* one existing record series for the Office of the State Auditor having the record series number of AUD-103.

Bureau of Administration-Commissioner's Office

Consider the current petition to *revise* one existing record series for the Bureau of Administration Commissioner's Office having the record series number of BOA-3.

Office of Hearing Examiners

Consider the current petition to *add* one record series for the Office of Hearing Examiners having the record series number of OHE-4.1.

Office of Risk Management

Consider the current petition to *revise* five existing record series for the Office of Risk Management having the record series numbers of ORM-6, ORM-7, ORM-8, ORM-9, and ORM-10.

Buildings and Grounds

Consider the current petition to *revise* one existing record series for Buildings and Grounds having the record series number of B&G-5.

Federal Surplus Property

Consider the current petition to *revise* six existing record series for Federal Surplus Property having the record series number of FSP-1, FSP-4, FSP-21, FSP-23, FSP-24, and FSP-26; and *delete* one record series having the record series number of FSP-16.

Space Management

Consider the current petition to *revise* one existing record series for Space Management having the record series number of OSM-2.

Bureau of Human Resources

Consider the current petition to *revise* three existing record series for the Bureau of Human Resources having the record series numbers of BHR-10, BHR-33, and BHR-34; and *add* one record series having the records series number of BHR-17.1.

Department of Education

Consider the current petition to *revise* forty-seven existing record series for the Department of Education having record series numbers of DOE-1, DOE-6, DOE-64, DOE-68, DOE-76, DOE-82, DOE-80, DOE-94, DOE-157, DOE-165, DOE-169, DOE-171, DOE-174, DOE-173, DOE-111, DOE-117, DOE-107, DOE-113, DOE-128, DOE-119, DOE-110, DOE-115, DOE-122, DOE-127, DOE-118, DOE-114, DOE-133, DOE-143, DOE-156, DOE-158, DOE-159, DOE-160, DOE-163, DOE-170, DOE-177, DOE-178, DOE-179, DOE-180, DOE-181, DOE-182, DOE-184, DOE-204, DOE-210, DOE-211, DOE-213, DOE-221, and DOE-227; *add* twenty-five record series have the record series numbers of DOE-68.1, DOE-68.2, DOE-68.3, DOE-70.1, DOE-70.2, DOE-79.1, DOE-79.2, DOE-157.1, DOE-157.2, DOE-157.3, DOE-157.4, DOE-157.5, DOE-169.1, DOE-195.1, DOE-173.1, DOE-173.2, DOE-107.1, DOE-119.1, DOE-110.1, DOE-110.2, DOE-110.3, DOE-110.4, DOE-110.5, DOE-178.1, and DOE-208.1; and *delete* forty-seven existing record series having the record series numbers of DOE-69, DOE-71, DOE-78, DOE-108, DOE-109, DOE-112, DOE-116, DOE-120, DOE-121, DOE-123, DOE-124, DOE-125, DOE-126, DOE-127.1, DOE-129, DOE-130, DOE-131, DOE-132, DOE-134, DOE-135, DOE-136, DOE-137, DOE-138, DOE-139, DOE-140, DOE-141, DOE-142, DOE-144, DOE-145, DOE-146, DOE-147, DOE-148, DOE-149, DOE-150, DOE-151, DOE-152, DOE-153, DOE-154, DOE-161, DOE-172, DOE-175, DOE-176, DOE-212, DOE-214, DOE-215, DOE-217, and DOE-223.

Department of Environment and Natural Resources

Consider the current petition to *revise* one existing record series for the Department of Environment and Natural Resources having the record series numbers of DENR-13.

Department of Labor and Regulation

Consider the current petition to *revise* eight existing record series for the Department of Labor and Regulation having the series numbers of DOL-27, DOL-26, DOL-60, DOL-69, DOL-71, DOL-72, DOL-76, and DOL-77; *add* fifteen record series having the record series numbers of DOL-2.1, DOL-25.1, DOL-25.2, DOL-27.1, DOL-27.2, DOL-27.3, DOL-26.1, DOL-26.2, DOL-26.3, DOL-26.4, DOL-26.5, DOL-26.6, DOL-69.1, DOL-73.1, and DOL-76.1; and *delete* six existing record series having the record series number of DOL-40, DOL-41, DOL-42, DOL-70, DOL-74, and DOL-79.

Division of Banking

Consider the current petition to *revise* fourteen existing record series for the Division of Banking having the series numbers of BANK-2, BANK-3, BANK-4, BANK-5, BANK-6, BANK-7, BANK-8, BANK-9, BANK-10, BANK-11, BANK-12, BANK-13, BANK-14, and BANK-15; and *delete* one existing record series having the record series number of BANK-16.

Division of Insurance

Consider the current petition to *delete* one existing record series for the Division of Insurance having the record series number of SEC-1; and *update* and re-number the Division of Insurance's Records Retention and Destruction Schedule with thirty-four record series having the record series numbers of INS-1 through INS-34.

Abstracters' Board of Examiners

Consider the current petition to *revise* thirteen existing record series for the Abstracters' Board of Examiners having the series numbers of ABE-3, ABE-5, ABE-6, ABE-7, ABE-9, ABE-10, ABE-11, ABE-12, ABE-13, ABE-14, ABE-15, ABE-15.1, and ABE-16; and *delete* two existing record series having the record series numbers of ABE-4 and ABE-8.

Appraiser Certification Program

Consider the current petition to *revise* five existing record series for the Appraiser Certification Program having the series numbers of DRR-14, DRR-17, DRR-18, DRR-20, and DRR-26; and *add* two record series having the record series numbers of DRR-24.1 and DRR-24.2.

Athletic Commission

Consider the current petition to *approve* Athletic Commission's Records Retention and Destruction schedule with thirty record series having the record series number of AC-1 through AC-30.

Board of Barber Examiners

Consider the current petition to *revise* six existing record series for the Board of Barber Examiners having the series numbers of BEB-5, BEB-8, BEB-9, BEB-13, BEB-14, and BEB-15; and *delete* two existing record series having the record series numbers of BEB-12 and BEB-18.

Board of Technical Professions

Consider the current petition to *revise* seven existing record series for the Board of Technical Professions having the series numbers of BTP-3, BTP-8, BTP-10, BTP-11, BTP-13, BTP-15, and BTP-16; and *delete* two existing record series having the record series numbers of BTP-12 and BTP-16.

Real Estate Commission

Consider the current petition to *revise* two existing record series for the Real Estate Commission having the series numbers of REC-15 and REC-19.

Department of Transportation

Consider the current petition to *revise* two existing record series for the Department of Transportation having the record series numbers of DOT-049 and DOT-118.

Human Services Center

Consider the current petition to *revise* twenty-nine existing record series for the Human Services Center having the series numbers of HSC-6, HSC-14, HSC-18, HSC-25, HSC-26, HSC-27, HSC-30, HSC-65, HSC-33, HSC-2, HSC-5, HSC-7, HSC-38, HSC-69, HSC-78, HSC-94, HSC-95, HSC-147, HSC-155, HSC-157, HSC-161, HSC-162, HSC-206, HSC-213, HSC-221, HSC-251, HSC-268, HSC-300, and HSC-318; *add* two record series having the record series numbers of HSC-43.1 and HSC-157.1; and *delete* 210 existing record series having the record series number of HSC-1, HSC-12, HSC-13, HSC-15, HSC-20, HSC-28, HSC-31, HSC-32, HSC-40, HSC-53, HSC-59, HSC-64, HSC-67, HSC-70, HSC-72, HSC-73, HSC-74, HSC-75, HSC-76, HSC-77, HSC-79, HSC-80, HSC-81, HSC-82, HSC-84, HSC-92, HSC-98, HSC-101, HSC-104, HSC-105, HSC-106, HSC-107, HSC-108, HSC-109, HSC-110, HSC-111, HSC-112, HSC-113, HSC-114, HSC-115, HSC-116, HSC-117, HSC-118, HSC-119, HSC-120, HSC-121, HSC-122, HSC-123, HSC-128, HSC-129, HSC-131, HSC-136, HSC-138, HSC-139, HSC-140, HSC-141, HSC-142, HSC-143, HSC-145, HSC-150, HSC-153, HSC-154, HSC-156, HSC-158, HSC-159, HSC-160, HSC-169, HSC-173, HSC-174, HSC-176, HSC-177, HSC-178, HSC-183, HSC-184, HSC-186, HSC-187, HSC-188, HSC-189, HSC-193, HSC-194, HSC-195, HSC-196, HSC-197, HSC-201, HSC-202, HSC-207, HSC-208, HSC-209, HSC-210, HSC-211, HSC-215, HSC-216, HSC-217, HSC-225, HSC-226, HSC-227, HSC-228, HSC-229, HSC-230, HSC-231, HSC-232, HSC-233, HSC-234, HSC-235, HSC-236, HSC-237, HSC-238, HSC-239, HSC-240, HSC-241, HSC-242, HSC-243, HSC-244, HSC-245, HSC-246, HSC-247, HSC-248, HSC-249, HSC-250, HSC-252, HSC-254, HSC-257, HSC-259, HSC-261, HSC-263, HSC-264, HSC-265, HSC-266, HSC-267, HSC-270, HSC-273, HSC-275, HSC-282, HSC-288, HSC-289, HSC-294, HSC-295, HSC-296, HSC-298, HSC-299, HSC-303, HSC-305, HSC-306, HSC-307, HSC-308, HSC-309, HSC-310, HSC-312, HSC-315, HSC-320, HSC-231, HSC-323, HSC-324, HSC-326, HSC-327, HSC-328, HSC-329, HSC-336, HSC-338, HSC-340, HSC-341, HSC-342, HSC-343, HSC-344, HSC-347, HSC-348, HSC-349, HSC-350, HSC-351, HSC-353, HSC-354, HSC-355, HSC-356, HSC-357, HSC-358, HSC-359, HSC-360, HSC-361, HSC-362, HSC-363, HSC-366, HSC-367, HSC-369, HSC-370, HSC-371, HSC-372, HSC-373, HSC-374, HSC-375, HSC-376, HSC-377, HSC-378, HSC-379, HSC-380, HSC-381, HSC-382, HSC-383, HSC-384, HSC-385, HSC-386, HSC-387, HSC-388, HSC-391, HSC-392, HSC-394, HSC-395, HSC-397, HSC-398, HSC-399, and HSC-400.