

AGENDA
Record Destruction Board Meeting
December 3, 2025 10:00 a.m.
4th Floor Room 412
Capitol Building
Pierre, South Dakota

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- **Call meeting to order**
- **Roll call**
- **Introduction of BIT staff**
- **Conflict of Interest Disclosure**
- **Approve agenda**
- **Approve minutes from 07/29/2025 meeting**
- **Annual review of the Guide to Open Meetings Laws**
- **Public Comment**

Department of Transportation

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.

South Dakota Developmental Center

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.

Department of Human Services

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.

Department of Corrections, Parole Services

Consider the current petition to *delete* fifteen three 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.

Board of Pardons and Paroles

Consider the current petition to ***approve*** the Board of Pardons and Paroles' Records Retention and Destruction Schedule with fifteen record series having the record series numbers of PP-1 through PP-15.