

**UNAPPROVED RECORDS DESTRUCTION  
BOARD MEETING MINUTES**

**December 19, 2019 at 9:00 a.m.  
Room 412  
Capitol Building  
Pierre, South Dakota 57501**

The following members present: Pat Archer, Office of the Attorney General; Jenna Latham, Office of the State Auditor; Marty Guindon, Department of Legislative Audit; Chelle Somsen, Department of Education, State Archives and Scott Bollinger, Bureau of Administration. Rick Augusztin, Bureau of Administration was the recording secretary.

Others attended from agencies: Dana Hoffer, State Records Manager, Bureau of Administration (BOA); Jessica Filler, General Counsel of BOA; Bobi Adams, Department of Revenue; Morgan Nelson, Department of Revenue; Kelly Mikkelsen, Department of Legislative Audit; Todd Mahoney, Bureau of Information and Telecommunications; Dawn Hill, Department of Public Safety; Greg Sattizahn, Unified Judicial System/Equal Access Commission; Lee DeJabet, State Treasurer's Office and Josh Haeder, State Treasurer.

**Call to Order and Roll Call**

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

**Approval of Agenda**

**Marty Guindon moved and Jenna Latham seconded to approve the agenda. The motion passed unanimously by voice vote.**

**Approval of Minutes**

**Chelle Somsen moved and Marty Guindon seconded to approve the minutes from the July 16, 2019 meeting. The motion passed unanimously by voice vote.**

**General Conflict of Interest Disclosure**

Chairman Bollinger requested each board member to declare any Conflict of Interest.

**Marty Guindon recused himself from discussion or action on Department of Legislative Audit items on the agenda.**

Mr. Guindon announced that Kelly Mikkelsen from the Department of Legislative Audit was present for discussion and to answer any questions related to the DLA agenda items.

## **Appoint Vice Chair**

**Pat Archer volunteered to be Vice Chair. Jenna Latham seconded. The motion passed unanimously by voice vote.**

## **Public Comment**

Chairman Bollinger asked for public comment.

Josh Haeder wished everyone Merry Christmas. After that, Chairman Bollinger closed the Public Comment session.

## **Commission on Equal Access to Our Courts**

Chairman Bollinger asked the Board to consider the current petition to approve the Commission on Equal Access to Our Courts' Records Retention and Destruction schedule with seven record series having the record series numbers of EAC-1 through EAC-7.

The floor was open for discussion and/or motion.

**Marty Guindon moved and Pat Archer seconded to approve the petition. The motion passed unanimously by voice vote.**

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 19-006.

## **Office of the State Treasurer**

Chairman Bollinger asked the Board to consider the current petition to revise three existing record series for the Office of the State Treasurer having the record series numbers of TRS-62, TRS-64, and TRS-66; add one record series having the record series number of TRS-66.1; and delete two existing record series having the record series numbers of TRS-63 and TRS-69.

The floor was open for discussion and/or motion.

Marty Guindon had a question regarding the difference between "until all property received" and "close of audit."

Lee DeJabet from the Treasurer's Office explained it is both; have to receive property and have the audit closed.

**Pat Archer moved and Marty Guindon seconded to approve the petition. The motion passed unanimously by voice vote.**

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 19-007.

## Department of Legislative Audit

Chairman Bollinger asked the Board to consider the current petition to revise three existing record series for the Department of Legislative Audit having the record series numbers of LEG-02, LEG-06, and LEG-36; delete one existing record series having the record series number of LEG-32.

The floor was open for discussion and/or motion.

**Jenna Latham moved and Pat Archer seconded to approve the petition. The motion passed unanimously by voice vote, with Marty Guindon recused and abstaining from the vote.**

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 19-008.

## Department of Revenue

Chairman Bollinger asked the Board to consider the Consider the current petition to revise three existing record series for the Department of Revenue having the series numbers of DRR-63, DRR-68, and DRR-70.

The floor was open for discussion and/or motion.

Bobi Adams explains purpose is to update time periods and bring up to current operating procedures, such as removing microfilming requirements, and keeping documents electronically.

Pat Archer asked why proposed series DRR-63 states to retain for 72 hours or 3 business days.

Dana Hoffer explained that BIT had previously recommended a 72-hour or 3 business day hold for paper records that had been digitally scanned.

**Marty Guindon moved and Jenna Latham seconded to strike "72 hours or" from DRR-63. The motion passed unanimously by voice vote.**

**Marty Guindon moved and Jenna Latham seconded to approve the petition as amended. The motion passed unanimously by voice vote.**

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 19-009.

## Department of Public Safety

Chairman Bollinger asked the Board to consider the current petition to Consider the current petition to revise fifty-eight existing record series for the Department of Public Safety having the series numbers of EM-1, EM-2, EM-3, EM-4, EM-5, FM-1, FM-2, FM-3, FM-4, FM-6, FM-7, FM-8, FM-9, AR-1, AR-2, AR-3, AR-5, HP-7, HP-5, HP-6, HP-8, HP-9, HP-2, HP-9.1, HP-3, HP-12, SRC-1, SRC-2, SRC-3, SRC-4, SRC-5, SRC-5.1, SRC-5.2, SRC-6, DL-1, DL-2, DL-

4, DL-5, DL-8, DL-10, DL-11, ISP-1, WM-1, WM-2, WM-3, WM-4, WM-5, VS-1, VS-2, DPS-1B, DPS-1, DPS-3, DPS-4, DPS-5, DPS-2, DPS-6, DPS-7, and DPS-7.1; add ten record series having the record series numbers of EM-3.1, FM-7.1, ISP-1A, DPS-1C, DPS-1.3, DPS-4.1, DPS-4.2, DPS-4.3, DPS-2.1, and DPS-6.1, and delete nine existing record series having the record series numbers of FM-5, FM-10, HP-1, HP-4, HP-11, DL-3, DL-6, DL-7, and DL-12.

The floor was open for discussion and/or motion.

Marty Guindon had a question regarding EM-3, EM-4, & DPS-5; should the retention period be the same for all, and commented that it was important that there are no holes in the recordkeeping and to make sure all associated records are kept.

Dawn Hill from DPS stated they'll look at revisiting this in the future for consistency and stated that records that are associated are being kept.

Chelle Somsen asked why certain record series were being moved to a 99-year retention. Dawn Hill stated that is mostly highway patrol computer automated systems in vehicles, and the vendor built the system with a 99-year retention.

Chelle Somsen had a question regarding FM-9 and FM-6. Comment for the future; think of storing in a format other than on a C.D.

**Chelle Somsen motioned to add "transfer a copy to state archives" to EM-5. Marty Guindon seconded the motion. The motion passed unanimously by voice vote.**

**Chelle Somsen motioned to add "transfer a copy to state archives" to AR-3. Pat Archer seconded the motion. The motion passed unanimously by voice vote.**

**Jenna Latham motioned to update the last line of description from "his" to "their" for HP-6. Chelle Somsen seconded the motion. The motion passed unanimously by voice vote.**

**Marty Guindon motioned to approve the petition as amended. Jenna Latham seconded the motion. The motion passed unanimously by voice vote.**

Chairman Bollinger authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. Records destruction authority is granted under Records Destruction Board number (RDB) 19-010.

### **Other Business**

Chairman Bollinger announced that the board will hold the summer meetings in July.

**Marty Guindon moved to adjourn, Pat Archer seconded. Motion carried unanimously by voice vote.**


Adjourned meeting at approximately 09:46 a.m.

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By signature below, each board member certifies that he/she has reviewed the minutes and approves the minutes as to form.

  
\_\_\_\_\_  
Pat Archer


2/24/2020  
Date

  
\_\_\_\_\_  
Chelle Somsen

2/25/2020  
Date

  
\_\_\_\_\_  
Martin Guindon

2/28/2020  
Date

  
\_\_\_\_\_  
Jenna Latham

2/28/2020  
Date

  
\_\_\_\_\_  
Dana Hoffer

3/3/2020  
Date

  
\_\_\_\_\_  
Scott Bollinger, Chairman

3/3/2020  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Scott Bollinger, acting in my position as Commissioner of the Bureau of Administration, 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 Property Management consists of 1 page(s) and contains record series number(s) PM-8.

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.

  
\_\_\_\_\_  
Scott Bollinger, Commissioner of the  
Bureau of Administration

5-1-2020  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/1/2020  
\_\_\_\_\_  
Date

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

DEPARTMENT: Executive Management  
DIVISION: Bureau of Administration  
OFFICE: Central Services  
PROGRAM: Property Management  
RECORDS OFFICER: Rick Augusztin  
RM CUSTOMER #: 0034

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**PM-8. SURPLUS SALE RECORDS:**

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This series is arranged chronologically by sale date and contains both electronic files and paper documents that contain information relating to the disposition of items sold at public auction. Information may include: notification of surplus property forms, expense vouchers, advertisements of sale, legal notices, auctioneer contracts, and clerk sheets. This record series is used to verify all transactions for property sold, and for reference concerning the disposition of certain items.

**RETENTION:** PAPER: Retain 2 years in office, then transfer to storage for 5 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: Previous record series number was PM-6.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Kim Malsam-Rysdon, acting in my position as 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 6 page(s) and contains record series number(s) DOH-109, DOH-110, DOH-113, DOH-146, DOH-148, and DOH-159.

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 Department of Health consists of 4 page(s) and contains record series number(s) DOH-73, DOH-112, DOH-114, and DOH-138.

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.

Kim Malsam-Rysdon  
Kim Malsam-Rysdon, Secretary of the Department  
of Health

5/4/20  
Date

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

Dana Hoffer  
Dana Hoffer, State Records Manager

5/5/2020  
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: \_\_\_\_\_  
 RECORDS OFFICER: Kari Williams  
 RM CUSTOMER #: 1142

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

**DOH-109. CONTRACTS, WIC RETAILERS:**

!@#S

This series is arranged numerically and contains the contracts between the program and retailers that participate in the WIC program. Information may include: consultant name, contact person, identification number, telephone number, address, authorized signatures, terms and conditions of the contract, and effective dates. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain scanned copies of WIC Retailer signed Agreements in Management Information System (MIS). Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain Monitor Records and Correspondence 4 years in office, then destroy.

(NOTE: Purge monitor records and correspondence annually by July of each year.)

(Note: Previous record series number was HEA-236)

**DOH-75. DESK FILES, ADMINISTRATIVE ASSISTANT:** 

07-039

This series is arranged alphabetically by topic and contains reference material used by the administrative assistant in the daily operation of the program. Information may include, but is not limited to: forms, maps, payroll information, FTE reports, budget and expenditure analysis, purchasing information, copies of program contracts, and other miscellaneous working papers. This record series is maintained for reference when making decisions on current issues and needs, for budget preparation, and for administrative purpose.

**RETENTION:** Retain 2 years in office, then destroy.

(Note: Previous record series number was HEA-254)

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: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1142

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOH-110. DUAL PARTICIPATION REPORTS:**

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This electronic series is arranged chronologically and contains investigation data concerning possible dual WIC program participation. Information may include, but is not limited to: correspondence; quarterly reports from computer system and ITO's (Indian Tribal Offices); investigation comments; final recommendations; and corrective actions taken. This record series is used for checking dual participation between Local WIC Agencies and between other State WIC Programs.

**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.

(Note: Previous record series number was HEA-237)

**DOH-111. FAMILY PLANNING ANNUAL REPORT:** 

07-039

This annual report series is arranged chronologically and contains combined totals of demographic data submitted for family planning services provided. The family planning program funding is contingent upon these reports. Information includes patient information regarding age, sex, race, ethnicity, income, and contraceptive method. This record series is maintained for audit and grant reporting purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claim, and audit findings involving the records have been resolved and final action has been taken.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HEA-239)

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: \_\_\_\_\_  
 RECORDS OFFICER: Kari Williams  
 RM CUSTOMER #: 1142

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

**DOH-77. FTE REPORT:** 

**07-039**

This monthly computer directory is arranged numerically by position number and contains lists of nurses in the state. Information may include: names and position numbers. This record series is maintained for quick reference to names and addresses of nurses and to prevent duplication of assigned position numbers.

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

(Note: Previous record series number was HEA-256)

**DOH-113. LOCAL WIC AGENCY FILES:**

**!@#S**

This paper or electronic series is arranged alphabetically by county and provides a listing of WIC Program activities in each county. Information may include: civil rights training; benefit issuance, management evaluations; monthly participation, nutrition education and marketing plans; possible over issuance reports; program misuse/general complaints; receipt of eWIC card, non-contract formula participant reports; and any other related documentation. This record series is maintained for reference and statistical reporting 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.

(Note: Previous record series number was HEA-243)

**DOH-114. LOST OR STOLEN CHECK FOLLOW-UP REPORTS:** Deleted from Schedule, 07/xx/2020.

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: Kari Williams  
 RM CUSTOMER #: 1152

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

**DOH-145. MEDICAID BILLINGS:** 

**07-039**

This computerized series is arranged alphabetically and contains a summary listing of the Health Care Financing Administration (HCFA-1500) forms used to bill Social Services Medicaid Program for services performed at family planning clinics for Medicaid clients. Information may include: client's name, Medicaid number, date of service, place of service, procedure code, explanation of services, diagnosis code, charges, days or units, type of service, and authorizing signatures. This record series is maintained to document billings, to monitor payment, and for audit purposes.

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

(Note: Previous record series number was HEA-283)

**DOH-146. NUTRITION EDUCATION & MARKETING PLAN:**

**!@# \$**

This electronic series is arranged chronologically and contains the Local Agency Nutrition Education and Marketing Plan. Information may include: needs assessment, demographic information, goals, action steps, calendar and evaluation. This record series is maintained to meet federal requirements.

**RETENTION:** Retain electronically for 4 years, then destroy.

(Note: Previous record series number was HEA-286)

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: Kari Williams  
 RM CUSTOMER #: 1152

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

**DOH-147. OFFICE OF DISEASE PREVENTION RELEASE OF INFORMATION:** 

**07-039**

This series is arranged chronologically by calendar year and contains the signed consent from patients. Information may include: Office of Disease Prevention Release of Information Form (HS449), TB Control Program Release of Information Form (HS450), Fax Cover Sheet (HS447), and Fax Cover Sheet (HS448). This record series is used to document the signed consent of the patient to release specified information to themselves or to others. All forms completed in the field office will be retained in the field office.

**RETENTION:** Retain 10 years in field office, then destroy by shredding provided all litigation, claims and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider microfilming when volume warrants.)

**DOH-148. PARTICIPANT FILES:**

**!@#&**

The series is electronically stored by name, client identification, family identification, and contains all related documentation required to participate in the WIC program. Information may include: income applications, participant agreement form, family record sheet, notice of ineligibility forms, notice of ineligibility history, certification forms, dietary assessment forms, growth charts, nutrition education care plans, and any other related documentation. This record series is used to determine those clients eligible to participate in the program and for recertification purposes.

**RETENTION:** Retain all files in Management Information System (MIS). Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HEA-287)

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

**DOH-158. TB CLUSTER INVESTIGATION FORM FOR RECORD ABSTRACTION & PATIENT INTERVIEW (HS445)-FIELD OFFICE:** 

**07-039**

This series is arranged chronologically by calendar year and documents the investigation of tuberculosis clusters. Information may include: TB Cluster Investigation For Record Abstraction and Patient Interview (HS445), investigation notes, and correspondence/E-mail. This record series is maintained to document the investigation of a tuberculosis cluster.

**RETENTION:** Transfer originals to Central Office to be retained for 5 years, then destroy by shredding.

**DOH-159. TRANSFER VERIFICATION OF CERTIFICATION (VOC):**

**!@#S**

This electronic series includes e-mails with electronic transfers (VOC) and paper transfer (VOC) registers generated by the computer for transfer out-of-state or to other WIC agencies such as ITO's (Indian Tribal Offices). Information may include: date issued, participant's name, income, nutrition risk code, expiration date, and signature line. This record series is used for reference and documentation purposes.

**RETENTION:** Retain 4 years in Management Information System (MIS), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HEA-311)

**RECORD SERIES LISTED IN THE  
FOLLOWING SECTION ARE BEING  
CONSIDERED FOR DELETION.**

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: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1142

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Health.**

**Reason for Deletion:**

- **DOH-73. Due to Department reorganization this series is a duplicate of DOH-108.**

**DOH-73. ADMINISTRATIVE REFERENCE FILES:**

**07-039**

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

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

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



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

DEPARTMENT: Health  
DIVISION: Family & Community Health  
OFFICE: Child & Family Services  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1142

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Health.**

**Reason for Deletion:**

- **DOH-112 Benefits are now issued on eWIC cards. Checks are not used.**

**DOH-112. WIC CHECKS:**

**10-007**

This paper or electronic series is arranged chronologically and contains check status forms and checks returned to Local Agency as un-used and Local Agency cannot change status on computer. The checks are used by recipients and retailers like any check or warrant involved in the payment process. Instead of dollar amount, the checks list the food items which can be purchased. The record series is maintained to document the return and change in status of these checks for state and federal audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HEA-241)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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DEPARTMENT: Health  
DIVISION: Family & Community Health  
OFFICE: Child & Family Services  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1142

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Health.**

**Reason for Deletion:**

- **DOH-114. WIC benefits are issued through eWIC cards now and not paper checks, therefore there is not a need for a Lost or Stolen Check Follow Up Report Checks are no longer used to issue benefits**

**DOH-114. LOST OR STOLEN CHECK FOLLOW-UP REPORTS:**

**10-007**

This report contains information generated from the computer system status report of lost or stolen food checks that have been cashed and must be verified. The report includes: Check number, Lost/Stolen, Redeemed appropriately, and comment section. This record series is maintained for reconciliation of checks. It is sent to local agencies to verify the check number matches the family/client number to which it was originally assigned; the signature matches the Check: Checks match those reported lost or stolen on local agency report; and involves contact with participant if the check was reported lost or stolen originally, then cashed.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claim, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HEA-244)

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 Office  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1152

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Health.**

**Reason for Deletion:**

- **DOH-138** Checks are no longer used to issue benefits.

**DOH-138. CHECK STATUS FORMS:**

**10-007**

This paper or electronic series is arranged chronologically by date and contains check numbers that need to be changed on the computer system in Pierre. Information may include: Local Agency, site, voided and damaged check numbers, and date.

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

(Note: Previous record series number was HEA-276)

(Note: Previous record series number was HEA-244)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Unified Judicial System Supreme Court consists of 20 page(s) and contains record series number(s) UJS-2, UJS-8, UJS-9, UJS-10, UJS-11, UJS-12, UJS-16, UJS-17, UJS-18, UJS-19, UJS-20, UJS-23.1, UJS-24, UJS-25, UJS-4, UJS-35, UJS-34, UJS-34.1, UJS-22, UJS-32, UJS-33, UJS-36, UJS-41, UJS-43, and UJS-45.

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 Unified Judicial System Supreme Court consists of 3 page(s) and contains record series number(s) UJS-21, UJS-26, UJS-31, and UJS-46.

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

  
\_\_\_\_\_  
Gregory L. Sattizahn, State Court Administrator

5/4/20  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/4/2020  
\_\_\_\_\_  
Date

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

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

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

**UJS-2. ANNUAL REPORT (BENCHMARK):**

**!@#**

This series is arranged chronologically and contains the yearly report published by the program summarizing all court activities. Information may include: overviews, caseload data, personnel listings, staffing allegations, receipts and disbursements both statewide and by county, and caseloads both statewide and by county. This record series is compiled yearly and published to provide interested individuals of the summary of court activity.

**RETENTION:** Retain 10 years in office, then destroy.

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

(Note: Previous record series number was UJS-30.)

**UJS-3. CIVIL CASE SUMMARIES (UJS-105):** 

**07-067**

This series is arranged numerically by circuit number and alphabetically by county within each circuit and gives a monthly summary of civil court case activity. Information may include: circuit number, name of county, month, year, number of civil cases a month, number to date, and court actions by judge. This record series is used to provide a monthly summary of civil court activity and to monitor for bottlenecks in caseloads.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

(Previous record series number was UJS-55.)

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DIVISION: Supreme Court  
OFFICE: State Court Administrator  
PROGRAM: State Court Administrator  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

<b>RECORD SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**UJS-7.     LEGISLATION FILES:** 

**07-067**

This series is arranged chronologically and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, correspondence, Bill Tracking Printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session.

**RETENTION:** Retain 2 years in office, then destroy.

(Previous record series number was UJS-5.)

**UJS-8.     MEETING FILES, PRESIDING JUDGES:**

**!@#**

This series is arranged chronologically and contains information concerning the meetings of the presiding judges of the courts. Information may include: agendas, copies of minutes, handouts, correspondence, draft materials, and other related information concerning the minutes of this entity. This record series is maintained for reference concerning actions taken by the group.

**RETENTION:** Retain 8 years in office, then destroy.

(Note: Previous record series number was UJS-6.)

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PROGRAM: State Court Administrator  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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		<b><u>NUMBER</u></b>

**UJS-9. MINUTES, ADMINISTRATORS CONFERENCE/PRESIDING JUDGES:**

**!@#S**

This series is arranged alphabetically by group name and contains copies of minutes from each. Information may include: group name, dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning actions taken by each of the entities.

**RETENTION:** Retain in office permanently.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was UJS-7.)

**UJS-10. NEWSLETTERS:**

**!@#S**

This series is arranged chronologically and contains copies of the quarterly newsletters issued by the Unified Judicial System. Information may include: date, volume, topics, and items discussed. This record series is maintained for reference to document the substance of the newsletters and for reference when preparing new newsletters.

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

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

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

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

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

**UJS-11. POLICIES AND PROCEDURES:**

!@#\$

This series is arranged alphabetically by procedure name and contains current procedures for each. Information may include: United Judicial System policies and procedures, and others. This record series is used to determine the proper course of action to take in certain situations.

**RETENTION:** Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

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



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PROGRAM: Budget & Finance  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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**UJS-12. ACCOUNTING SUMMARIES:**

**!@#S**

This series is arranged chronologically and contains monthly reports. Information may include: Bank Statements, Cash Received from Clerk of Courts, Account Balance Report- Liabilities (Pre-Closure), Account Balance Report- Liabilities (Restitution), Money in Escrow- Restitution, Account Balance Report- Liabilities (Bonds, etc.), Registry & Trusts Accounts with Balances Report, Draw Down Account Balance, Money in Escrow- Overpayments (AP/PassThru), Disbursement Summary- Final Copy, Account Balance Report- Liabilities (Post-Closure, Zero). This record series is maintained audit purposes.

**RETENTION:** Retain paper 4 years in office or retain electronically for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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 RM CUSTOMER #: 0162

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**UJS-16. BUDGETARY ACCOUNTING REPORTS:**

!@#S

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: Aged Unpaid Invoice Register, Accounts Payable, Cash Center Balances, Employee Receivables, Local Cash Accounts, Revenue Summary Report, AP 1099 Lines, Trial Balances, Open Purchase Orders, Payroll Distribution Registers, and Available Funds Reports. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain daily and monthly reports electronically for 1 year in office, then destroy.

Retain yearly report and Payroll Distribution Register electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was UJS-35.)

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PROGRAM: Budget & Finance  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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**UJS-17. CASH RECEIPTS:**

!@#

This series is arranged chronologically and contains the standard forms used to deposit funds in the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. The record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's office maintains the originals.

**RETENTION:** Retain paper 4 years in office or retain electronically for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was UJS-36.)

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**UJS-18. CONTRACTS AND AGREEMENTS:**

**!@#**

This series contains contracts and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain originals current in office or retain electronically. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered in to 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.)

(Note: Previous record series number was UJS-37.)

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**UJS-19. CORRESPONDENCE, GENERAL:**

!@#S

This series is arranged chronologically and may contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

**RETENTION:** Retain paper 2 years in office or retain electronically for 2 years, then destroy.

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

**UJS-20. FINANCIAL STATEMENTS:**

!@#S

Financial statements provide an overview of the department's financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenues, expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. The statements are maintained for reference and audit purposes.

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

(Note: Previous record series number was UJS-40.)

**UJS-21. OUTSIDE INCOME REPORTS, COURT REPORTERS: Deleted from Schedule, 07/dd/2020.**

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**UJS-23. REQUISITIONS, CAPITAL ASSETS:** 

**07-067**

This series contains the formal requests to order supplies or equipment. A copy is submitted to the State Procurement Office in Pierre which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This record series is used for reconciliation and audit purposes.

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

(Previous record series number was UJS-48.)

**UJS-23.1. SURPLUS PROPERTY FILES:**

**!@#S**

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

**RETENTION:** Retain paper 4 years in office or retain electronically for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**UJS-24. VOUCHERS:**

!@#

This series may contain copies of referee vouchers, non-cash, and journal vouchers. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

**RETENTION:** Retain paper 4 years in office or retain electronically for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was UJS-53.)

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OFFICE: State Court Administrator  
PROGRAM: Human Resources  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

**RECORD** **R.D.B.**  
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**UJS-25. APPLICATION RECORDS:**

!@#S

This series is arranged numerically by job requisition number and contains the announcement, application, and other related information used to recruit and interview potential employees for vacant positions. Information may include: job announcement, job applications, equal employment opportunity information, listing of individuals who have applied for the position, disposition of each, interview notes, and other related information. This record series is maintained electronically or via paper files by requisition number. The appointed applicant's information is stored electronically in the "Personnel Files" in the Human Resources Office, SCAO, Pierre.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years destroy after 4 years.

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

**UJS-26. APPOINTMENTS, LAW TRAINED MAGISTRATES:** Deleted from Schedule, 07/dd/2020.

**UJS-4. CONFERENCE FILES:**

!@#S

This series is arranged alphabetically by name of conference and may contain information concerning conferences sponsored by the South Dakota Unified Judicial System. Information may include: agendas, handouts, seminar materials, classroom notes, lectures, brochures, and other related information. This record series is maintained for reference in planning future conferences.

**RETENTION:** Retain 3 years in office, then destroy.

(Note: Previous record series number was UJS-2.)



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**UJS-35. EMPLOYEE TRAINING RECORDS:**

!@#S

This series contains training records which are maintained on a web-based Learning Management System. This record series contains information relative to the amount and type of training each employee and judge is receiving.

**RETENTION:** Retain computerized records in office permanently for active judges and employees. Archive termed judge and employee files.

(Note: Previous record series number was UJS-27.)

**UJS-31. EQUAL EMPLOYMENT OPPORTUNITY RECORDS:** Deleted from Schedule, 07/dd/2020.

**UJS-34. JOB ANNOUNCEMENT LOG:**

!@#S

This log series is arranged chronologically and provides a listing of individuals hired by the UJS. It is maintained on an Excel spreadsheet. Information may include: position number, salary of the individual who terminated, job requisition number, closing date, title, location, name of individual hired, starting date, and starting salary. This record series is maintained for statistical purposes.

**RETENTION:** Retain in office permanently.

(Note: Previous record series number was UJS-20.)

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**UJS-34.1. MEDICAL FILES:**

**!@#**

This series is arranged by Employee ID # and contains folders separate from the “Personnel File” for each employee in UJS. The folders are labeled: FMLA (Family Medical Leave Act), Return to Work, Advanced Sick Leave, Hepatitis B Vaccine Statement, Donated Leave, Dr. License/CDL Forms, First Report of Injury, Medical Records, and Miscellaneous (ergonomic assessments, Worker’s Compensation medical, or other medical documents). These files are not shared with the “Personnel File” requests.

**RETENTION:** Retain electronically while employee is active. Destroy 3 years after terminated provided there is no pending litigation.

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**UJS-22. PAYROLL FILES:**

**!@#S**

These semi-monthly reports are arranged chronologically and contains payroll files. Payroll reports from TKS include: Additional Leave Reports (including Termed Leave) and Average Daily Hours for Holiday, Employee Time and Leave Summary by Center, Timeform Hours Error Report, Employee Hours vs Pay Period Hours, Hourly Employee LA Verification, TKS vs Lawson hours and Lawson Exports, including error report after final export. Payroll reports form Lawson include: PR530 totals page, PR136, PR135 first run total page and Tareport, PR37, PR137 output, PR140 total page with authorization signature, and PR135 3<sup>rd</sup> run total page with authorization signature. Information may include: employee name, employee number, employee type, hours worked, hours of leave taken, hours paid, and other miscellaneous payroll data. This series documents hours and payroll processing for audit purposes and is monitored for internal control and compliance with current rules and regulations.

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

(Note: Previous record series number was UJS-45.)

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**PROGRAM:** Human Resources  
**RECORDS OFFICER:** Tara Hicks  
**RM CUSTOMER #:** 0162

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**UJS-32. PERFORMANCE EVALUATION AND DEVELOPMENT:**

**!@#S**

This series is maintained electronically and is filed in each employee’s personnel file in the Human Resources Office, SCAO, Pierre. It contains the standard performance appraisal form approved by SCAO. Performance evaluations are required for certain employees pursuant to the UJS Personnel Rules and are used as documentation for commending deserved employees and for supporting termination decisions for unsatisfactory performance.

**RETENTION:** Retain current fiscal year plus the previous 3 fiscal years. Destroy any previous fiscal years from “Personnel File”.

(Note: Previous record series number was UJS-11.)

**UJS-33. PERSONNEL FILES:**

**!@#S**

This series is arranged by employee ID# and contains a folder for each employee in the UJS. Information may include, but is not limited to: applications for employment, personnel action notices, authorizations for payroll deductions, letters of reprimand, resumes, military orders, notices of resignation, W-4 forms, supervisors' reports of employee separation, and clerk magistrate waiver requests/oath of office. These files serve as a history of the employees' service with the UJS and provide payroll information. This record series is maintained to review work history of employees.

**RETENTION:** Retain electronically while employee is active. Destroy 3 years after terminated provided there is no pending litigation.

(Note: Previous record series number was UJS-22.)

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

**UJS-36. TRAVEL REQUESTS, OUT-OF-STATE:**

**!@#**

This series is arranged chronologically and is maintained on an Excel-spreadsheet program and may contain a paper record of the out-of-state travel request form. Information may include: employee name, worksite, destination, purpose of trip, class, estimated travel expenses, and authorization signatures for travel. This record series is maintained to document proper authority was received prior to approving the expenditure for out-of-state travel.

**RETENTION:** Retain Excel spreadsheet in office permanently.

Retain paper files 1 year in office, then transfer to storage for 3 years.  
Destroy after 4 years.

(Note: Previous record series number was UJS-28.)

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DEPARTMENT: Unified Judicial System  
DIVISION: Supreme Court  
OFFICE: State Court Administrator  
PROGRAM: Trial Court Services  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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

**UJS-41. ACTIVE CASELOAD REPORTS, JUVENILE/ADULT:**

!@#

This report is generated monthly and provides a numeric listing by circuit of cases assigned to each court services officer. Information may include: circuit officer number and name, name of perpetrator, sentence date, offense, disposition, review date, length of probation, if restitution necessary, start of probation, and service codes. This record series is maintained as a quick summary to determine the name of the court services officer assigned to each offender and for staff supervision purposes.

**RETENTION:** Retain current and previous months in office or in case management system. Destroy superseded or obsolete.

(Note: Previous record series number was UJS-68.)

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DEPARTMENT: Unified Judicial System  
DIVISION: Supreme Court  
OFFICE: State Court Administrator  
PROGRAM: Trial Court Services  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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

**UJS-43. ADULT REFERRAL ACTION REPORTS:**

**!@#**

This series is generated quarterly and annually and provides a summary of action and statistical trends concerning individuals who have had final disposition for court case actions. Information may include: circuit number, county, type of offense, number of prior cases, number of new cases, ethnic group statistics, marital status statistics, income statistics, age, and veteran status by type of offense. This record series provides general demographics concerning individuals who commit certain types of crimes and is used for trend comparison purposes.

**RETENTION:** Retain current and previous months in office or in case management system. Destroy superseded or obsolete.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was UJS-70.)

**UJS-44. CORRESPONDENCE, GENERAL:** 

**07-067**

This series is arranged chronologically and may contain both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy.

(Note: Previous record series number was UJS-75.)

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<b>DEPARTMENT:</b>	<u>Unified Judicial System</u>
<b>DIVISION:</b>	<u>Supreme Court</u>
<b>OFFICE:</b>	<u>State Court Administrator</u>
<b>PROGRAM:</b>	<u>Trial Court Services</u>
<b>RECORDS OFFICER:</b>	<u>Tara Hicks</u>
<b>RM CUSTOMER #:</b>	<u>0162</u>

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

**UJS-45. JUVENILE REFERRAL ACTION REPORTS:**

**!@#**

This report is generated yearly and provides a chronological listing of any actions which have taken place involving juveniles. Information may include: demographics of juveniles, offenses committed, activity, actions taken, circuit and state summary of actions and totals. This report provides a summary of the amount of juveniles served by the court and history concerning demographics and types of crimes committed by each. This record series is also used for statistical and reference purposes.

**RETENTION:** Retain 15 years in office, then destroy.

(Note: Previous record series number was UJS-78.)

**UJS-46. TRAINING FILES, COURT OFFICERS: Deleted from Schedule, 07/dd/2020.**

**UJS-47. VOUCHERS: **

**07-067**

This series may contain copies of direct vouchers. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. The audit copy is maintained by the Budget and Finance program.

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

(Note: Previous record series number was UJS-84.)



**RECORD SERIES LISTED IN THE  
FOLLOWING SECTION ARE BEING  
CONSIDERED FOR DELETION.**

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DEPARTMENT: Unified Judicial System  
DIVISION: Supreme Court  
OFFICE: State Court Administrator  
PROGRAM: Budget and Finance  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Supreme Court.**

**Reason for Deletion:**

- **UJS-21.** SDCL 16-2-23 was repealed in 2012.

**UJS-21. OUTSIDE INCOME REPORTS, COURT REPORTERS:**

**07-067**

This series is arranged chronologically and contains the yearly reports submitted by court reporters which list all outside sources of income. Information may include: name of reporter, reporting period, gross income, expenses, net income, date submitted, and signatures. The information is submitted in accordance with SDCL 16-2-23 to list outside sources of income for these individuals.

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

(Note: Previous record series number was UJS-44.)

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DEPARTMENT: Unified Judicial System  
DIVISION: Supreme Court  
OFFICE: State Court Administrator  
PROGRAM: Human Resources  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Supreme Court.**

**Reason for Deletion:**

- **UJS-26.** Retained in UJS- 32. Personnel Files.
- **UJS-31.** Information is found in UJS-24 Application Records.

**UJS-26. APPOINTMENTS, LAW TRAINED MAGISTRATES: 10-016**

This series is arranged by appointee's name and contains law trained magistrates appointments. Information may include: name, effective dates, and position to which appointed. This record series is maintained for reference to correspondence relating to the confirmation of appointment, with approval signatures, and are filed in each employee's personnel file in the Human Resources Office, SCAO, Pierre. Information is sent to the individual to confirm the appointment process.

**RETENTION:** Retain in personnel file.

(NOTE: Correspondence is retained with personnel file.)

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

**UJS-31. EQUAL EMPLOYMENT OPPORTUNITY RECORDS: 07-067**

This series is arranged in an Excel spreadsheet numerically by job announcement number and provides detailed information concerning hiring practices by the UJS. Information may include: job announcement number, position name, Veteran status, total number of applicants, and a breakdown of applicant data by race and sex. This record series is used to document that equal employment opportunity hiring practices are being used by the UJS and for audit purposes.

**RETENTION:** Retain in office permanently.

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

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DIVISION: Supreme Court  
OFFICE: State Court Administrator  
PROGRAM: Trial Court Services  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Supreme Court.**

**Reason for Deletion:**

- **UJS-46.** Information is found in UJS-35 Employee Training Records.

**UJS-46. TRAINING FILES, COURT OFFICERS:**

**07-067**

This series is arranged chronologically and contains information used in training new court officers. Information may include: handouts, lectures, outlines, pamphlets, visual aids, and other related information. This record series is maintained to aid in teaching the classes and for review when updating classes being taught.

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

(Note: Previous record series number was UJS-83.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Unified Judicial System Circuit Courts consists of 22 page(s ) and contains record series number(s) ADOPT-1, ADOPT-2, CAR-1, CAR-3, CAR-10, CIV-1, CIV-2, CIV-3, CIV-4, CIV-5, CIV-6, CIV-7, CIV-9, CIV-10, CR-3, CRM-1, CRM-2, FIN-1, FIN-2, FIN-3, GUARD-1, JURY-2, JUV-1, MIR-3, MIR-1, MISC-3, MISC-4, PRO-1, PSC-1, and PSC-2.

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 Unified Judicial System Circuit Courts consists of      page(s) and contains record series number(s) ADOPT-3, JAS-3, JAS-4, JAS-5, JAS-6, JAS-8, CP-1, CP-2, CP-3, CP-4, CRM-3, and CAR-9.

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

  
\_\_\_\_\_  
Gregory L. Sattizahn, State Court Administrator

5/4/20  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/4/2020  
\_\_\_\_\_  
Date

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

DEPARTMENT: Unified Judicial System  
DIVISION: Circuit Courts  
OFFICE: Clerks of Cts, Ct Reporters and  
PROGRAM: Administration  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

**RECORD**  
**SERIES NO.    TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.**  
**AUTHORITY**  
**NUMBER**

**ADOPT-1.    ADOPTION FILES:**

**!@#S**

This series is arranged chronologically by year and contains adoption case files. Information may include: petitions for adoption, notices of hearings, orders terminating parental rights, consent form orders declaring a child adopted, and court reports of adoption. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: Previous records series number was ADOPT-1.)

**ADOPT-2.    ADOPTION/PARENTAL TERMINATION FILES:**

**!@#S**

This series is arranged chronologically by year and contains cases initiated when parental rights are voluntarily relinquished. Information may include: petitions for voluntary termination of parental rights, orders terminating parental rights, and related correspondence. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: A permanent index system containing natural parents' names, adoptive parents' names, and child's adoptive and natural names must be kept on case files regarding adoption and voluntary termination of parental rights.)

(Note: Previous records series number was ADOPT-4.)

**ADOPT-3.    ORDER BOOKS: Deleted from Schedule, 07/xx/2020**

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PROGRAM: Administration  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**CAR-1. ACCOUNTING SUMMARIES:**

!@#

This series is arranged chronologically and contains monthly reports. Information may include: Bank Statements Cash Received from Clerk of Court, Account Balance-Liabilities-Precloser/Restitution, Money in Escrow-Restitution/Overpayments, Account Balance-Liabilities, Registry and Trust Account with Balances, Draw Down Account Balance, and Disbursement Summary.

**RETENTION:** Retain for current fiscal year, then destroy.

(Note: Previous records series number was CAR-1.)

**CAR-2. AUDIT REPORTS:** 

07-066

This series is arranged chronologically and contains both Legislative Audit and private audit reports concerning expenditure and administration of state funds. Reports are reviewed to identify problem areas and discrepancies so corrective measures can be implemented. SCAO also maintains a copy of the report.

**RETENTION:** Retain until next audit, then destroy.

(Note: Previous records series number was CAR-2.)

<b>RECORD SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**CAR-3. BUDGETARY ACCOUNTING REPORTS:**

!@#

This series is arranged chronologically and contains budgetary accounting reports used to monitor and reconcile fiscal year receipts and expenditures. Information may include: available funds report, monthly object/sub-object report by circuit, monthly expenditure report, monthly object/sub-object report by budget unit, and remaining authority by object/sub-object expenditure report. This record series is used for present and future budget reference.

**RETENTION:** Retain for current fiscal year, then destroy.

(Note: Previous records series number was CAR-3.)

**CAR-4. BUDGET FILES:** 

07-066

This series is arranged chronologically and contains yearly budget summaries for the circuit. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budget requests.

**RETENTION:** Retain 3 years in office, then destroy.

(Note: Previous records series number was CAR-4.)



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 RECORDS OFFICER: Tara Hicks  
 RM CUSTOMER #: 0162

<b>RECORD</b>		<b>R.D.B.</b>
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**CAR-9. OUTSIDE INCOME REPORTS, COURT REPORTERS:** Deleted from  
 Schedule, 07/xx/2020.

**CAR-10. VOUCHERS:**

!@#S

This series is arranged chronologically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Information may include: purpose of 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.

**RETENTION:** Retain paper 4 years in office or retain electronically for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous records series number was CAR-18.)

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RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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**CIV-1. ADMINISTRATIVE APPEALS FILES:**

!@#

This series is arranged chronologically by year and contains all documentation regarding appeals filed under chapter 1-26 of SDCL. Information may include: the application certificate of service. This record series is maintained for reference and audit purposes.

**RETENTION:** JUDGMENTS: Retain permanently in case management system or microfilm, as directed by SCAO.

ALL OTHER INFORMATION: Retain 20 years, then destroy.

(Note: Previous records series number was CIV-1.)

**CIV-2. CIVIL ACTION FILES:**

!@#

This series is arranged chronologically by year and contains civil action case files. Information may include: summons, satisfactions, complaint, answers of the parties, orders, motions, statements of judge, disqualifications, briefs, transcripts if requested, judgment, notice of appeal, and all other information pertinent to the case. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 5 years in office after the date of last case activity.

(Note: Complaints, Answers, Dispositive Orders and Judgments, Notice of Entry of Judgment, and Satisfactions need to be retained permanently in case management system or microfilm, as directed by SCAO.)

(Note: Transfer all original cases pre-dating to 1910 to State Archives.)

(Note: Previous records series number was CIV-2.)

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PROGRAM: Administration  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

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**CIV-3. DIVORCE FILES:**

**!@#**

This series is arranged chronologically by year and contains divorce case files. Information may include: summons, complaint, answers of the parties, orders, motions, statements of judge, disqualifications, briefs, transcripts if requested, judgment, notice of appeal, child custody and support requests, and all other information pertinent to a divorce case. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: Because of the frequency of use, and for easier administration, these "civil" cases may be found filed separately in some clerk's offices.)

(Note: Previous records series number was CIV-3.)

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DIVISION: Circuit Courts  
OFFICE: Clerks of Cts, Ct Reporters and  
PROGRAM: Administration  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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SERIES NO.**

**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.  
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**CIV-4. FORCED MEDICATION FILES:**

**!@#S**

This series is arranged chronologically by year and contains forced medication case files. Information may include: applications to require individuals to submit to forced medication for mental health conditions, petitions, judgments, motions, and other pertinent case information. This record series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy provided cases have no activity.

**PETITIONS AND JUDGMENTS:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: These cases are generally filed in Yankton County, site of the Human Services Center.)

(Note: Previous records series number was CIV-4.)

**CIV-5. HABEAS CORPUS FILES:**

**!@#S**

This series is arranged chronologically and contains files involving application for habeas corpus relief. Information may include: application orders. This record series is maintained for reference purposes.

**RETENTION:** Retain permanently in case management system or microfilm as directed by SCAO.

(Note: Contents of these files must be kept permanently and the original file may be destroyed as directed by SCAO.)

(Note: Previous records series number was CIV-5.)

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DIVISION: Circuit Courts  
OFFICE: Clerks of Cts, Ct Reporters and  
PROGRAM: Administration  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

<b>RECORD SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**CIV-6.     JUDGMENT DOCKET:**

!@#

This series is arranged chronologically and contains judgment dockets, which provides an index to any case involving judgments for money. Docketing a judgment in this book creates a lien on the real property of the judgment debtor. Information may include: name of judgment debtor in rough alphabetical order, name of a judgment creditor, amounts and dates of judgment, dates and times of docketing, case numbers, and statements of whether the judgment was satisfied. This record series is maintained for reference purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: Previous record series number was CIV-7.)

**CIV-7.     QUIET TITLES FILES:**

!@#

This series is arranged chronologically and contains all documentation regarding actions to determine the title property. Information may include: affidavits, summons, complaints, and response. This record series is maintained for reference purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: Previous records series number was CIV-9.)

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OFFICE: Clerks of Cts, Ct Reporters and  
PROGRAM: Administration  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**CIV-8. SMALL CLAIMS FILES:** 

**07-066**

This series is arranged numerically and contains small claims files. Information may include: defendant's name and address, plaintiff's name, finding and judgment, and an envelope used to file small claims related records. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 2 years after judgment has been disposed of (settled, dismissed, satisfied, or vacated), then destroy.

Retain unsatisfied judgments 20 years after date of entry of judgment, then destroy.

(Note: Previous records series number was CIV-10.)

**CIV-9. STALKING/PROTECTION FILES:**

**!@#S**

This series is arranged chronologically and contains stalking/protection files. Information may include: petition, affidavit, notice of hearing, and protection order. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: Previous records series number was CIV-12.)

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DIVISION: Circuit Courts  
OFFICE: Clerks of Cts, Ct Reporters and  
PROGRAM: Administration  
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

**RECORD  
SERIES NO.**

**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

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**CIV-10. TRUST FILES:**

**!@#**

This series is arranged chronologically and contains case files concerning money that the court administers for care and custody of minor children and incompetent people. Information may include: assignment of heir, affidavits, appeals, order to show cause, final decree, affidavit of notice, orders and motions, certificate of proof of will, testimony of witness, probate of will, order appointing executor, and notice of public receipt of inheritance tax. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: Previous records series number was CIV-14.)

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**CR-3. TRANSCRIPTS OF COURT PROCEEDINGS:**

!@#

This series is maintained in individual case files and contains the original transcripts produced pursuant to SDCL 15-26A-52 and Form 3 in the appendix of forms. These transcripts are electronically filed with the Clerk of Courts. Information may include: all transcripts provided to the court. This record series is maintained for post-judgment and appeal purposes.

**RETENTION:** Retain according to the appropriate retention schedule for the different case files.

(Note: The applicable retention depends on the type of case: Civil, Criminal, Divorce, Probate, etc.).

(Note: Previous records series number was CR-3.)

**CR-4. TRANSCRIPTS OF DEPOSITIONS:** 

07-066

This series is maintained in individual case files and contains the original transcripts produced pursuant to SDCL 15-6-30(f) which are not filed pursuant to SDCL 15-6-5(g). Information may include: all transcripts of depositions when a circuit judge requests the depositions to be included as part of the case file. This record series is maintained for post-judgment and appeal purposes.

**RETENTION:** Retain according to the appropriate retention schedule for the different case files.

(Note: The applicable retention depends on the type of case: Civil, Criminal, Divorce, Probate, etc.).

(Note: Previous records series number was CR-4.)



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**CRM-1. BOND SCHEDULE OF FINES:**

!@#S

This document and its amendments are in filed in the administrative file yearly and contains the schedules published to show new and revised costs for violations. Information may include: offense type and bond amount. This record series is maintained for reference purposes.

**RETENTION:** Retain permanently in yearly civil administrative files.

(Note: Previous records series number was CRM-1.)

**CRM-2. CRIMINAL ACTION CASE FILES:**

!@#S

This series is arranged chronologically by year and contains all cases involving criminal offenses defined in SDCL and tried in South Dakota courts. Information may include: information sheet, motions, bonds, uniform traffic ticket or summons, computer rap sheet, pre-sentence investigation (sealed), warrant, and sentence of court. This record series is maintained for reference and audit purposes.

**RETENTION: FELONY:** Retain permanently in case management system or microfilm, as directed by SCAO.

**CLASS 1 MISDEMEANOR:** Retain judgment permanently. Retain remainder of the file 10 years or microfilm, as directed by SCAO.

**CLASS 2 MISDEMEANOR and UNIFORM TRAFFIC TICKETS:** Retain 3 years in office after all obligations ordered by the court have been meet, including financial, or dismissal has been entered, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: For purposes of taking action, the judgment of conviction will determine whether the case is a felony or misdemeanor for record retention. Maintain according to the above schedule.)

(Note: Previous records series number was CRM-2.)

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**FIN-1. BANK STATEMENT:**

!@#S

This series is arranged chronologically and contains monthly statements indicating banking activity of a clerk's office and month ending cash balance. Information may include: date of statement, cancelled checks, deposits records, and bank balance. This record series is maintained for checking account reconciliation with bank balances, for reference purpose, and audit purposes.

**RETENTION:** Retain complete set of one year's monthly file folders 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous records series number was JAS-1.)

**FIN-2. DEPOSIT WORKSHEETS:**

!@#S

This series is arranged numerically and contains monthly deposit worksheets. Information may include: case number, case name, payment amount, and payment type. This record series is maintained audit purposes.

**RETENTION:** Retain complete set of one year's monthly file folders 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous records series number was JAS-2.)

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JAS-3. DISBURSEMENT JOURNAL): Deleted from schedule, 07/xx/2020.

JAS-4. DOUBTFUL ACCOUNTS PAYABLE CARD FILE (FORM UJS030): Deleted from schedule, 07/xx/2020.

JAS-5. DOUBTFUL ACCOUNTS RECEIVABLE CARDS (FORM UJS028S AND UJS028L): Deleted from schedule, 07/xx/2020.

JAS-6. GENERAL JOURNAL: Deleted from schedule, 07/xx/2020.

FIN-3. MONTHLY REPORTS:

!@#S

This series is arranged chronologically and contains monthly reports. Information may include: Bank Statements, Cash Received from Clerk of Courts, Account Balance Report- Liabilities (Pre-Closure), Account Balance Report- Liabilities (Restitution), Money in Escrow- Restitution, Account Balance Report- Liabilities (Bonds, etc.), Registry & Trusts Accounts with Balances Report, Draw Down Account Balance, Money in Escrow- Overpayments (AP/PassThru), Disbursement Summary- Final Copy, Account Balance Report- Liabilities (Post-Closure, Zero). This record series is maintained audit purposes.

**RETENTION:** Retain complete set of one year's monthly file folders 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous records series number was JAS-7.)

JAS-8. RECEIPT JOURNAL: Deleted from schedule, 07/xx/2020

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**GUARD-1. GUARDIANSHIP & CONSERVATORSHIP FILES:**

**!@#**

This series is arranged chronologically by year and contains documents for guardianships and/or conservatorships. Information may include: guardianship documents, conservatorship documents and related information concerning these files. This record series is maintained for reference purposes and audit purposes.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(NOTE: Transfer original cases pre-dating 1906 to State Archives.)

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**JURY-1. GRAND JURY SEALED INFORMATION:** 

**07-066**

This series contains grand jury sealed information. Information may include: subpoenas, attendance, minutes, notes, and exhibits. This record series is maintained and used for reference purposes.

**RETENTION:** Retain 10 years, then destroy.

**JURY-2. JUROR PAYMENT RECORD:**

**!@#\$**

This series is arranged by month and case number and contains the working papers for the petit juror and grand juror voucher process. Information may include: names and addresses of the juror's, and the dollar amount paid. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain in office. Destroy 3 years after completion of service, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous records series number was JURY-3.)

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**JUV-1. JUVENILE FILES:**

**!@#S**

This series is arranged chronologically by year and contains confidential juvenile case files. Juvenile files may include: delinquent, abuse and neglect, chins, juvenile citations and abortion by-pass. This record series provides a record of complaint and final court juvenile offences.

**RETENTION: DELINQUENT:** Retain in original form 10 years after date of disposition. Destroy only upon the order of the court.

**ABUSE and NEGLECT:** Retain in original form for 20 years after date of disposition. Destroy only upon the order of the court.

**CHINS:** Destroy 10 years from date of disposition. Destroy only upon the order of the court.

**ABORTION BY-PASS:** Retain in original form 10 years after original disposition. Destroy only up the order of the court.

(Note: Previous records series number was JUV-1.)

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**MIR-2.    MASTER CARD INDEX:** 

**07-066**

This 3" x 5" card series is arranged alphabetically and contains the master card index for mental illness cases. Information may include: name of mentally ill, case number, list of documents filed, and the amount of any fees paid. This record series is maintained primarily to provide an index to register of actions book number and each case number.

**RETENTION:** Purge and destroy cards at the same time the respective files are destroyed.

(Note: Previous records series number was MIR-2.)

**MIR-3.    MENTAL ILLNESS FILES:**

**!@#S**

This series is arranged chronologically by year and contains confidential mental illness cases. Information may include: petition, judgment, dispositional orders, application for emergency treatment, evaluation of patient, confidential medical reports, court orders, and disposition of matter. This record series provides a record of mentally ill people.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

(Note: Previous records series number was MIR-3.)

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**MIR-4. REGISTER OF ACTIONS AND ALPHABETICAL INDEX:** 

**07-066**

This series is arranged alphabetically and contains the register of actions and alphabetical index for mental illness cases. Information may include: names of mentally ill, register page number, register of action lists instruments filed, and dates filed. This record series is maintained for reference purposes.

**RETENTION:** Retain the same as Mental Illness Files.

(Note: Previous records series number was MIR-4.)

**MIR-1. SUBSTANCE ABUSE COMMITMENTS:**

**!@#S**

This series is arranged chronologically and contains case files of individuals with alcohol related problems. Information may include: petitions and orders. This record series is maintained for reference purposes.

**RETENTION:** Retain in office. Destroy 10 years from date of final action.

(Note: Files may be separated in some clerk offices for easier access and administration.)

(Note: Previous records series number was MIR-1.)



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**MISC-3. LAST WILL AND TESTAMENT (FILED):**

!@#S

This series is arranged alphabetically and contains wills of private persons that have been filed with a clerk of courts for safekeeping. Information may include: Last Will and Testaments. This record series is maintained for safe keeping purposes.

**RETENTION:** Retain in office and case management system until removed by court order or by citizen who filed the will.

(Note: The individual who filed them may remove documents at any time. Otherwise, they can only be removed by an order upon death of the party.)

(Note: Previous records series number was MISC-3.)

**MISC-4. SEARCH WARRANTS:**

!@#S

Definition of a search warrant. A search warrant is a written order, issued in the name of the state, signed by a committing magistrate, directed to a law enforcement officer, commanding him to search for designated personal property and to bring it to the magistrate. Information may include: affidavits furnishing probable cause for warrant, warrant identifying the property to be seized and naming or describing the person or place to be searched, and inventory of all seized property.

**RETENTION:** Retain permanently in case management system or microfilm, as directed by SCAO.

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**PRO-1. PROBATE INTESTACY FILES:**

**!@#**

This series is arranged chronologically by year and contains files that relate to probate cases. This file type may include: determination of inheritance tax, letter of administration, special administration proceedings, summary administration, termination of joint tenants, termination of life estate, informal probate, and informal intestacy. This record series is maintained for reference purposes.

**RETENTION:** Retain permanently in case management system or microfilm as directed by SCAO.

(NOTE: Transfer all original cases pre-dating 1906 to State Archives.)

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**PSC-1. PROBLEM SOLVING COURT FILES (COORDINATOR):**

!@#S

This series is arranged in alphabetical order in the following categories – active clients, graduated clients and terminated clients. Information may include: directives from the Court and notes used by the Judge and Coordinator in supervising the client. The files contain documents that are used by the Problem-Solving Court Judge and the Problem-Solving Court Coordinator and are kept in the office by the Problem-Solving Court Coordinator.

**RETENTION:** Retain 5 years from date of graduation or termination from Problem-Solving Court, then destroy.

**PSC-2. PROBLEM SOLVING COURT FILES (PROBATION OFFICER):**

!@#S

This series is the “working file” maintained by the Problem-Solving Court Probation Officer and is arranged in alphabetical order in the following categories – active clients, graduated clients and terminated clients. Information may include: directives from the Court and notes used by the Probation Officer in supervising the client. The files contain documents that are used by the Problem-Solving Court Probation Officer and are kept in the office by the Probation Officer.

**RETENTION:** Retain 5 years from date of graduation or termination from Problem-Solving Court, then destroy.

**RECORD SERIES LISTED IN THE  
FOLLOWING SECTION ARE BEING  
CONSIDERED FOR DELETION.**

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**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.

**Reason for Deletion:**

- **ADOPT-3** These records are no longer maintained in the format indicated as a result of our changed case management system and change in business practices.

**ADOPT-3. ORDER BOOKS:**

**07-066**

This series may be arranged alphabetically, numerically, or chronologically and contains order books. Information may include: copies of orders signed by the judge declaring the adoption final, orders terminating parental rights in relinquishment, and dependency cases. This record series is maintained for reference purposes.

**RETENTION:** No longer used. This book should be destroyed.

(Note: Previous records series number was ADOPT-2.)

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.**

**Reason for Deletion:**

- **JAS-3 JAS was our old judicial accounting system- it is obsoleted and is no longer maintained in the format indicated as a result of changes in our case management system and business practices.**
- **JAS-4 Series has been eliminated and is obsolete. These records are no longer maintained in the format indicated as a result of our changed case management system and change in business practices.**

**JAS-3. DISBURSEMENT JOURNAL:**

**07-066**

This series is arranged chronologically and contains monthly detail check disbursements and forward amount. Information may include: issue date, check number or forward number, case number, paid to name, amount, and type of disbursement. This record series is maintained audit purposes.

**RETENTION:** Retain complete set of one year's monthly file folders 2 years in office, then destroy provided 1 year has passed since an independent post audit report has been received.

(Note: Previous records series number was JAS-3.)

**JAS-4. DOUBTFUL ACCOUNTS PAYABLE CARD FILE (FORM UJS030):**

**07-066**

This series is arranged alphabetically and contains accounts payable card file. Information may include: cards list accounts that need to be paid, relative case number, date, name and address of creditor, itemized list of payments, balance of debt, and cards for accounts in "doubtful status". This record series is maintained for audit purposes.

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

(Note: Previous records series number was MAR-1.)

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.**

**Reason for Deletion:**

- **JAS-5 Series has been eliminated and is obsolete. These records are no longer maintained in the format indicated as a result of our changed case management system and change in business practices.**
- **JAS-6 Series has been eliminated and is obsolete. These records are no longer maintained in the format indicated as a result of our changed case management system and change in business practices.**

**JAS-5. DOUBTFUL ACCOUNTS RECEIVABLE CARDS (FORMS UJS028S AND UJS028L):**

**07-066**

This series is arranged alphabetically and contains accounts receivable cards. Information may include: cards list accounts not yet collected, relative case number, date, name and address of debtor, entry of each receipt, balance outstanding, and cards for accounts in “doubtful status”. This record series is maintained for audit purposes.

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

(Note: Previous records series number was MAR-2.)

**JAS-6. GENERAL JOURNAL:**

**07-066**

This series is arranged chronologically and contains monthly details of each adjustment and internal transfer. Information may include: date, case number, amount, type, and memoranda information. This record series is maintained audit purposes.

**RETENTION:** Retain complete set of one year’s monthly file folders 2 years in office, then destroy provided 1 year has passed since an independent post audit report has been received.

(Note: Previous records series number was JAS-4.)

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**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.

**Reason for Deletion:**

- **JAS-8 Series has been eliminated and is obsolete. These records are no longer maintained in the format indicated as a result of our changed case management system and change in business practices.**

**JAS-8. RECEIPT JOURNAL:**

**07-066**

This series is arranged chronologically and contains monthly details of receipts and ordered records. Information may include: issue date, receipt number, received from name, case number, amount, and disbursement type. This record series is maintained audit purposes.

**RETENTION:** Retain complete set of one year's monthly file folders 2 years in office, then destroy provided 1 year has passed since an independent post audit report has been received.

(Note: Previous records series number was JAS-6.)



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**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.

**Reason for Deletion:**

- CP-1 No longer maintained and has been replaced by online case management and change in business practices.
- CP-2 No longer maintained and has been replaced by online case management and change in business practices.

**CP-1. CRIMINAL DOCKET MASTER INDEX (DEFENDANT) PRINTOUT:**

**07-066**

This series is arranged chronologically and contains a monthly printout summarized quarterly and at year end. Information may include: defendants name and charges. This record series is maintained electronically and is used for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete at the clerk's discretion.

(Note: Previous records series number was CP-1.)

**CP-2. INACTIVE BUT UNDETERMINED CASE PRINTOUTS (MAGISTRATE):**

**07-066**

This series is arranged chronologically and contains a monthly printout indicating pending cases not currently on calendar for action. The information to generate this report is obtained from the docket in magistrate court. Information may include: name of defendant, charges, and status. This record series is maintained electronically and is used for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete at the clerk's discretion.

(Note: Previous records series number was CP-2.)

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**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.

**Reason for Deletion:**

- CP-3 No longer maintained and has been replaced by online case management and change in business practices.
- CP-4 No longer maintained and has been replaced by online case management and change in business practices.

**CP-3. JUDICIAL MAGISTRATE AND FORMAL DOCKET DISPOSITION REPORT:**

**07-066**

This series is arranged chronologically and contains judicial magistrate and formal docket disposition computer reports. Information may include: date, name of individual, offense, plea, and disposition of case. This record series is maintained electronically and is used to provide local, county, and state law enforcement officials with information for arrest reports. The information from these reports may be furnished to news media for court news stories.

**RETENTION:** Retain current in office. Destroy superseded or obsolete at the clerk's discretion.

(Note: Previous records series number was CP-3.)

**CP-4. PENDING CRIMINAL CASES BY JUDGE PRINTOUTS:**

**07-066**

This series is arranged alphabetically by the judge's name, then chronologically by the date of hearing and contains a monthly printout listing criminal cases set for trial and the name of the judge to hear the case. Information may include: case name, number, and charges. This record series is maintained electronically and is used for reference purposes.

**RETENTION:** Retain current in office. Destroy superseded or obsolete at the clerk's discretion.

(Note: Previous records series number was CP-4.)

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**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.

**Reason for Deletion:**

- **CRM-3 No longer maintained and has been replaced by online case management and change in business practices .**

**CRM-3. DOCKET IN MAGISTRATE COURT-CLASS 2 MISDEMEANOR (FORM UJS106):**

**07-066**

This series is arranged alphabetically and contains statistical information recorded in this docket as it is taken from tickets by law enforcement authorities. Information may include: case number, defendant's name, and charges. This record series is used to acquire statistics for reports to the Office of Highway Safety and Supreme Court.

**RETENTION:** Retain current in office. Destroy after 90 days provided case has been terminated.

(Note: Previous records series number was CRM-4.)

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

DEPARTMENT: Unified Judicial System  
DIVISION: Circuit Courts  
OFFICE: Clerk of Courts, Court Reporters,  
and Administration  
PROGRAM:   
RECORDS OFFICER: Tara Hicks  
RM CUSTOMER #: 0162

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Unified Judicial System Circuit Court.**

**Reason for Deletion:**

- **CAR-9 SDCL-16-2-23 was repealed in 2012.**

**CAR-9. OUTSIDE INCOME REPORTS, COURT REPORTERS:**

**07-066**

This series is arranged chronologically and contains yearly reports submitted by court reporters that list all outside sources of income. Information may include: name of reporter, reporting period, gross income, expenses, net income, date submitted, and signatures. This information in this record series is submitted in accordance with SDCL 16-2-23 to list outside sources of income for these individuals.

**RETENTION:** Retain for current fiscal year, then destroy.

(Note: Previous records series number was CAR-11.)

# PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 19 page(s) and contains record series number(s) DOE-1A, DOE-1B, DOE-1C, DOE-1D, DOE-1E, DOE-1F, DOE-1G, DOE-1H, DOE-1I, DOE-1J, DOE-1K, DOE-1L, DOE-1M, DOE-1N, DOE-1O, DOE-90, DOE-11, DOE-80, DOE-72, DOE-73, DOE-94, DOE-238, DOE-96, DOE-232, DOE-184, DOE-236, DOE-235, and DOE-79.2A.

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 Department of Education consists of 34 page(s) and contains record series number(s) DOE-2, DOE-3, DOE-4, DOE-5, DOE-7, DOE-8, DOE-13, DOE-15, DOE-41, DOE-43, DOE-49, DOE-30, DOE-83, DOE-101, DOE-62, DOE-63, DOE-65, DOE-66, DOE-75, DOE-106, DOE-157.5, DOE-122, DOE-127, DOE-155, DOE-162, DOE-163, DOE-164, DOE-166, DOE-185, DOE-192, DOE-183, DOE-105, DOE-248, DOE-249, DOE-202, DOE-204, DOE-221, DOE-224, and DOE-228.

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.

DocuSigned by:  
Benjamin F. Jones  
542129012D15452  
Dr. Ben Jones, Secretary of the Department of Education

05/18/2020  
Date

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

DocuSigned by:  
Dana Hoffer  
4190F965ED88463  
Dana Hoffer, State Records Manager

05/18/2020  
Date

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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-1A. ADMINISTRATIVE REFERENCE FILES:**

!@#S

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

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

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

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

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

**DOE-1B. APPOINTMENT CALENDARS:**

!@#S

This paper and electronic series is arranged chronologically and contains appointment calendars. Information may include: date, place and time of appointments. This record series is maintained for reference purposes.

**RETENTION:** Retain 2 years in office, then destroy.

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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-1C. ASSOCIATIONS AND ORGANIZATION FILES:**

!@#\$

This paper series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Information may include: minutes of the association or organization meetings, conference agendas, participants' names, and examples of other states' legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization.

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

**DOE-1D. BOARDS AND COMMISSIONS:**

!@#\$

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

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

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

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

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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**DOE-1E. CORRESPONDENCE, BOARDS AND COMMISSIONS:**

!@#S

This paper and electronic series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy.

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

**DOE-1F. CORRESPONDENCE, FEDERAL:**

!@#S

This paper and electronic series is arranged chronically and contains both copies and originals of letters and memorandums sent to and received from any Federal agency. This record series is maintained for reference and for possible use when federal litigation, claims, or audits are pending.

**RETENTION:** Retain 1 year in office, transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DOE-1G. CORRESPONDENCE, GENERAL:**

!@#S

This paper and electronic series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for occasional reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy.



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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-1H. GRIEVANCE FILES:**

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This paper electronic series is arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and Bureau of Human Resources findings (if applicable). This record series is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

**RETENTION:** MANAGERS: At your discretion retain copies 6 months, then destroy by shredding.

(Note: Bureau of Human Resources maintains the originals.)

**DOE-II. JOB ANNOUNCEMENTS:**

!@#

This paper and electronic series is arranged chronologically by date of announcement and contains standard Bureau of Human Resources job announcements. Information may include: job title, salary range, list of job duties, listing of experience, listing of education, and comments. This record series is used to inform agency personnel of job openings throughout the state.

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

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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-1J. MINUTES, BOARDS AND COMMISSIONS:**

!@#\$

This paper and electronic series is arranged alphabetically by board/committee name and contains official minutes from each. Information may include: board/committee name, date of meetings, members present, topics discussed, actions taken and authorized signatures. This records series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** Retain current in office, then microfilm and maintain film permanently.

(Note: Transfer paper to State Archives after the microfilm has been inspected and verified.)

(Note: Microfilm is subject to Archival screening prior to disposal.)

**DOE-1K. POLICIES AND PROCEDURES:**

!@#\$

This paper and electronic series is separated into two categories: Policies and Procedures. Policies are arranged by Division, then by Program, then numerically. Procedures are arranged in Desk Guides associated with each FTE throughout the Department. This record series is used to determine the proper course of action to take in current situations.

**RETENTION:** Retain current and previous draft for 2 years, then destroy.

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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**DOE-1L. TRAVEL REQUESTS:**

!@#S

This paper and electronic series is arranged chronologically and contains copies of both in-state and out-of-state travel requests. Information may include: origin, destination, leave and return dates, leave and return times, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. Out-of-state travel requests also include: estimated transportation costs, estimated meal costs, estimated lodging costs, any fee schedules, and miscellaneous fees. All employees who travel on State business prepare and submit these forms for approval prior to their departure. This record series is used for travel expenses upon return.

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

(Note: The State Auditor's Office maintains the originals.)

**DOE-1M. VEHICLE REPORTS:**

!@#S

This monthly paper and electronic series is arranged chronologically and contains copies of the State Fleet and Travel Management vehicle report regarding each vehicle assigned to the agency. Information is maintained by the Finance Office and may include: date, vehicle identification number, driver, beginning and ending odometer readings, fuel/oil usage data, and summaries of maintenance performed on each vehicle. This record series is maintained for documenting use of each vehicle and for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education  
DIVISION: Administrative Records  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**DOE-1N. VEHICLE TITLES:**

!@#

This paper and electronic series is arranged numerically and contains the State's copy of the vehicle titles issued by the State Division of Motor Vehicles. Information may include: owner name and address, description of the vehicle, and lien holder information. This record series is maintained for documentation of vehicle ownership.

**RETENTION:** Retain throughout ownership of vehicle.

**DOE-10. WORKERS COMPENSATION FILES:**

!@#

This paper and electronic series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information may include: employer information, employee information, information relating to the on-the-job injury, and doctor reports. This record series is maintained for reference to reports filed by employees.

**RETENTION:** Retain 1 year in office after claim has been settled, then transfer to storage for 3 years. Destroy 4 years after the claim has been settled provided that no litigation is pending.

(Note: The State Department of Labor and Regulations, Division of Labor and Management maintains the original Worker's Compensation claims.)

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Professional Practices  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-89. PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:** 

**07-018**

This series is arranged chronologically by meeting date and contains meeting minutes of the Professional Administrators Practices and Standards Commission. Information may include: meeting minutes, action taken, discussion, and agendas. This record series is used for reference purposes.

**RETENTION:** Retain permanently in office.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-27.)

**DOE-90. PROFESSIONAL PRACTICES AND STANDARDS COMMISSION:**

**!@#S**

This series is arranged alphabetically by topic and contains ethics and policies of the Professional Teachers Practices and Standards Commission as well as the Professional Administrators Practices and Standards Commission. Information may include: general files, appointments to the commission, Attorney General Opinions, complaints, correspondence, meeting minutes, administrative rules, hearings, hearing decisions, finding of facts, and conclusion of laws. This record series is used daily in handling commission business.

**RETENTION:** Retain current in office, destroy superseded or obsolete.

(Note: Purge files on a yearly basis to avoid buildup of superseded or obsolete material.)

(Note: The previous record series number was DECA-26.)

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

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

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

**DOE-10. CONNECTING THE SCHOOLS-LICENSE AGREEMENTS:** 

**07-018**

This series contains the software license agreements purchased by the State for the Governor’s Connecting the Schools Project. Each Microsoft Client License Pak contains 20 licenses for Windows NT(R) server version 4.0 (academic edition). This record series is maintained to authorize the use of and make copies of the software installed on the computers at each location.

**RETENTION:** Retain original license agreement for 5 years, then destroy.

(Note: At the end of 5 years, the Department of Education will reevaluate the appropriateness of the retention.)

(Note: The previous record series number was DECA-559.)

**DOE-11. CONTRACT REGISTER LOG:**

**!@#S**

This electronic series is arranged numerically by office number and contains the contract register log. Information may include: contract number, auditor’s code and date received, performance date(s), contractor, contractee, description, fund, source, total approved, approved by source, expenditure by source, balance by source, total balance, and payment date. This record series is maintained for reference when tracking contracts.

**RETENTION:** Retain electronically on Department's shared drive for 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-41.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Accred, Cert, &amp; Data Mmg</u>
OFFICE:	<u>Accreditation</u>
PROGRAM:	
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-80. ACCREDITATION FILES:**

!@#

This electronic series is arranged by sector (public or private), then alphabetically and contains accreditation information. The public sectors include all public schools in South Dakota and the private sectors include: Bureau of Indian Affairs Schools, Special Education Schools, and Multi-Districts and Cooperatives. Information may include, but is not limited to: application for accreditation; signatures; school calendar; courses available; correspondence; schedules for high school, middle school, and grade school; curriculum guides; certified personnel listing; and waiver information from the State Board. This record series is maintained for compliance purposes.

**RETENTION:** Scan paper and retain electronically on network drive for 15 years, then destroy.

(Note: The previous record series number was DECA-16.)

**DOE-81. ADMINISTRATIVE RULE, EXEMPTION:** 

16-007

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

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

**ALL OTHER WAIVERS:** Retain 10 years, then destroy.

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

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

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

DEPARTMENT: Education  
DIVISION: Accred, Cert, & Data Mmg  
OFFICE: Accreditation  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-72. OCR LETTERS OF FINDINGS:**

!@#\$

This paper and electronic series is arranged alphabetically by school district name, then chronologically by year and contains the Office for Civil Rights Letters of Findings. Information may include: school district name, violations, follow up letters, and letters of findings. This record series is maintained to verify compliance with OCR findings.

**RETENTION:** PAPER: Retain 5 years, then destroy.

ELECTRONIC FILES: Retain 5 years on network drive, then destroy.

(Note: The previous record series number was DECA-156.)

**DOE-73. OCR PROGRAM FILE:**

!@#\$

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

**RETENTION:** Retain 5 years on SD-STARS, then destroy.

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



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

DEPARTMENT: Education  
DIVISION: Accred, Cert, & Data Mmgt  
OFFICE: Accreditation  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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<b>DOE-74.</b>	<b><u>OCR TECHNICAL ASSISTANCE FILES:</u></b> 	<b>07-018</b>
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This series contains the Office for Civil Rights technical assistance information. Information may include: sample guides to bias free communication, Sec-504 self-evaluations, accessibility check lists, sexual harassment information, Title IX information, and personnel and program data. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-158.)

<b>DOE-94.</b>	<b><u>SCHOOL BUS DRIVER TRAINING:</u></b>	<b>!@#S</b>
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This paper and electronic series is arranged chronologically by year, then by school/district name and contains school bus driver training. Information includes: the school bus driver's name, and the date (MM/YYYY) the training was completed by the driver. This record series is maintained for reference purposes.

**RETENTION:** Retain data current in Personnel Record Form (PRF) system.

(Note: The previous record series number was DECA-32.)

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

DEPARTMENT: Education  
DIVISION: Accred, Cert, & Data Mmg  
OFFICE: Certification  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-238. DISTRICT STAFFING INFORMATION:**

!@#\$

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

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

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

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

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

DEPARTMENT: Education  
DIVISION: Accred, Cert, & Data Mmgt  
OFFICE: Certification  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-96. EDUCATOR CERTIFICATION FILES:**

!@#

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

**RETENTION:** PAPER: Scan and verify all images to be accurate and complete. Transfer scanned paper to Records Management storage for 1 year, then destroy.

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

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

(Note: Consider converting electronic images/files to microfilm when volume warrants.)

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

**DOE-98. EDUCATOR PAYMENTS TRANSMITTAL SHEET:**



16-007

This series is arranged chronologically by date and contains credit card payments from the educator certification system. Information may include: transaction ID, name, card number, time, method, response, and total amount. This record series is used for audit purposes.

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

(Note: The previous record series number was DECA-36.)

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

**DEPARTMENT:** Education  
**DIVISION:** Educational Services & Support  
**OFFICE:** Title & Accountability Programs  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Olivia Waggoner  
**RM CUSTOMER #:** 0012

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

**DOE-232. ACCOUNTABILITY DATA:**

**!@#**

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

**RETENTION:** Retain electronically for 20 years, then delete obsolete years.

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

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

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

DEPARTMENT: Education  
DIVISION: Educational Services & Support  
OFFICE: Title & Accountability Programs  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-184. CONSOLIDATED GRANT FILES:**

!@#

This electronic series is arranged chronologically by year, then alphabetically by school district and contains the Title programs grant information. Information may include: grant application and correspondence. Grants Management maintains the financial sections of these grants. This record series is maintained for audit purposes.

**RETENTION:** Retain 5 years in office either electronically in the Grants Management System (GMS) or in paper, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: All previous years beyond the six most recent will be archived on the GMS server as practicable by the vendor. Previous years' applications cannot be destroyed as this could impact the successive years' applications. Archived applications will not be viewable to the general population, but will remain in the system background to ensure continuity of the other applications.)

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

DEPARTMENT: Education  
DIVISION: Learning and Instruction  
OFFICE: Assessment  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-236. STATE ASSESSMENT FILES (PART 3), ITEM RESPONSES:**

!@#

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

**RETENTION:** Retain in a secure electronic system for 3 years. Destroy after 3 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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

**DOE-235. STATE ASSESSMENT FILES-STUDENT DATA FILES:**

**!@#**

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

**RETENTION:** ELECTRONIC FILES: Retain on N Drive for 10 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

**DOE-237. TEST SECURITY AFFIDAVITS FOR HOME SCHOOL:**



**16-007**

This series is arranged alphabetically by school district and contains the signed security affidavits completed by parents administering the SAT 10 to their home-schooled students. Information will include: school district, parent name, test form name and number of tests signed out to the parent. This record series is maintained for security purposes.

**RETENTION:** Retain 2 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education  
DIVISION: Learning and Instruction  
OFFICE: SD-STARS  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DOE-79.2A. NATIONAL STUDENT CLEARINGHOUSE:**

!@#\$

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

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

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

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



18-010

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

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

**ALL OTHER INFORMATION:** Retain 75 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.



**RECORD SERIES LISTED IN THE  
FOLLOWING SECTION ARE BEING  
CONSIDERED FOR DELETION.**

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Administration  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-2. Consolidating records to the “Administrative Records Section”.**
- **DOE-3. Consolidating records to the “Administrative Records Section”.**

**DOE-2. ADMINISTRATIVE REFERENCE FILES:**

**07-018**

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

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

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

(Note: The previous record series number was DECA-13.)

**DOE-3. BOARD MEETING MINUTES:**

**07-018**

This series is arranged chronologically by meeting date and contain Board Meeting Minutes. Information may include: meeting agendas, packets sent to board members, meeting minutes, handouts, hearing files, meeting dates, members present, actions taken, topics of discussion, and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** Retain 2 years in office, then microfilm and maintain film permanently.

(Note: The previous record series number was DECA-4.)

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Administration  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.

**Reason for Deletion:**

- **DOE-4. Consolidating records to the “Administrative Records Section”.**

**DOE-4. CORRESPONDENCE, STATE BOARD OF EDUCATION:**

**07-018**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received by the State Board of Education. This record series is used for occasional reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy.

(Note: Subject to Archival screening prior to disposal.)

(Note: The previous record series number was DECA-6.)

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Communication  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-5. Consolidating records to the “Administrative Records Section”.**

**DOE-5. ADMINISTRATIVE REFERENCE FILES:**

**07-018**

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

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

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

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Grant Writer  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-7. Consolidating records to the “Administrative Records Section”.**

**DOE-7. ADMINISTRATIVE REFERENCE FILES:**

**07-018**

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

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

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

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

DEPARTMENT: Education  
DIVISION: Secretariat  
OFFICE: Office of Secretary  
PROGRAM: Indian Education  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-8. Consolidating records to the “Administrative Records Section”.**

**DOE-8. ADMINISTRATIVE REFERENCE FILES:**

**07-018**

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

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

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

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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-13. Consolidating records to the “Administrative Records Section”.**

**DOE-13. DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

(Note: The previous record series number was DECA-42.)

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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: Accounting & Financial Reporting  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-15. Consolidating records to the “Administrative Records Section”.**

**DOE-15. ADMINISTRATIVE REFERENCE FILE:**

**16-007**

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

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

(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.)

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

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

(Note: The previous record series number was DECA-55.)



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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: Grants Management  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-41. Consolidating records to the “Administrative Records Section”.**

**DOE-41. ADMINISTRATIVE REFERENCE FILES:**

**07-018**

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

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

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

(Note: The previous record series number was DECA-81.)

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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: Grants Management  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.

**Reason for Deletion:**

- **DOE-43. This report is no longer sent to the federal government. The Safe and Drug Free Schools and Communities has not been funded since FY 2010.**

**DOE-43. ANNUAL REPORTS:**

**07-018**

This series contains a copy of “The Safe and Drug Free Schools and Communities Act” report, which is sent to the federal government. Information may include: number of school districts that get drug free funding, total number of students, staff and teacher training, number of schools with drug free instructions, weapon incidents, and a breakdown of students per grade. This record series is maintained for reference purposes and is used to prepare annual reports.

**RETENTION:** Retain 4 years, then destroy.

(Note: The previous record series number was DECA-298.)

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

DEPARTMENT: Education  
 DIVISION: Finance and Management  
 OFFICE: Grants Management  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Olivia Waggoner  
 RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-49. The Safe and Drug Free Schools and Communities has not been funded since FY2010. No grant application has been submitted since FY2010.**

**DOE-49. DRUG FREE APPLICATIONS:**

**07-018**

This series is arranged chronologically by school year, then alphabetically by school name and contains the Title IV Safe and Drug Free School applications. Information may include: name and address of applicant, list of local or regional advisory council members, consortium sign over agreement, list of participating schools in consortium, narrative description, objectives of LEA South Dakota State Counselors Association (SDSCA) Program, activities, method(s) used to measure progress toward meeting objectives, estimated costs, Title IV activities, Title IV budget justification, Safe and Drug Free Private School Form, Safe and Drug Free School Program Budget, assurances, and authorized signatures. The financial portions of the applications are maintained by Grants Management.

**RETENTION:** Retain 5 years, then destroy provided the final expenditure report has been finalized.

(Note: If these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-300.)

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

DEPARTMENT: Education  
DIVISION: Finance and Management  
OFFICE: State Aid & School Finance  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-30. Consolidating records to the “Administrative Records Section”.**

**DOE-30. ADMINISTRATIVE REFERENCE FILES:**

**16-007**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: policies and procedures; statistical worksheets and reports; general correspondence; and any other related information. This record series is maintained for reference purposes.

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

(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.)

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

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

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

DEPARTMENT: Education  
DIVISION: Accredit., Cert, & Data Mgmt  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-83. Consolidating records to the “Administrative Records Section”.**

**DOE-83. DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

(Note: The previous record series number was DECA-19.)

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

DEPARTMENT: Education  
DIVISION: Accredit., Cert, & Data Mgmt  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-101. Consolidating records to the “Administrative Records Section”.**

**DOE-101. PROGRAM ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

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

DEPARTMENT: Education  
DIVISION: Career & Technical Education  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-62. Consolidating records to the “Administrative Records Section”.**

**DOE-62. ASSISTANT DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

(Note: The previous record series number was DECA-112.)

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

DEPARTMENT: Education  
DIVISION: Career & Technical Education  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.

**Reason for Deletion:**

- **DOE-63. Consolidating records to the “Administrative Records Section”.**
- **DOE-65. Consolidating records to the “Administrative Records Section”.**

**DOE-63. DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

**DOE-65. POLICY MANUAL:**

**07-018**

This series is arranged chronologically and contains policy manuals. Information may include: directives and policies issued through State Government and other Departments. This record series is used for reference purposes.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-125.)



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

DEPARTMENT: Education  
DIVISION: Career & Technical Education  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-66. Consolidating records to the “Administrative Records Section”.**

**DOE-66. REFERENCE FILE:**

**07-018**

This series contains reference material used in the daily administration of the program. Information may include, but is not limited to: annual performance reports, state plan, approved out-of-state travel, RTDN’s, calendar orders, project reference files, Perkins Act guidelines, other state plans, program evaluation instruments, assessment seminar, technical reference file directory, national network for curriculum coordination, Vo-Techs, Agency for the Instructional Technology (AIT), National Center for Research, National Center for Educational Statistics, and classification of programs. This record series is used for reference purposes.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-126.)

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

DEPARTMENT: Education  
DIVISION: Career & Technical Education  
OFFICE: Program  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-75. Consolidating records to the “Administrative Records Section”.**

**DOE-75. PROGRAM ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

(Note: The previous record series number was DECA-137.)

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-106. Consolidating records to the “Administrative Records Section”.**

**DOE-106. DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Birth to Three  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-157.5. Consolidating records to the “Administrative Records Section”.**

**DOE-157.5. COUNCIL MEETING MINUTES:**

**18-010**

This paper and electronic series is arranged chronologically by meeting date and the actual council meeting minutes for the State Interagency Coordinating Council. Information may include: meeting minutes, dates of meetings, topic discussed, presentation material and action taken. This record series is maintained for historical purposes.

**RETENTION:** Retain permanently.

(Note: Agendas and minutes are posted on the Governor’s Boards and Commissions web portal.)

(Note: Electronic files are being retained on the Department’s shared network drive.)

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-122. Consolidating records to the “Administrative Records Section”.**

**DOE-122. PROCEDURE MANUALS:**

**18-010**

This paper and electronic series arranged alphabetically by program, then alphabetically by topic and contains program files and procedure manuals for each respective program. Information may include, but is not limited to: state plans, reports, state policies and procedures, grassroots outreach, media releases and mailings (including paper mailings and email announcements), state online computer system user manuals, time frame sheets, and management and administrative plans. This record series is used for reference purposes.

**RETENTION:** Retain current in office. Scan superseded or obsolete and maintain electronically for 4 years. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-240.)

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-127. Consolidating records to the “Administrative Records Section”.**

**DOE-127. RESOURCE FILES:**

**18-010**

This paper and electronic series is arranged alphabetically and contains resource materials. Information may include, but is not limited to: food service management resources, computer software user guides, Child and Adult Nutrition Services issued memos, and other reference materials. This record series is used for reference purposes.

**RETENTION:** Retain current in office. Scan superseded or obsolete into an EDMS and maintain electronically for 4 years. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-245.)

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-155. Consolidating records to the “Administrative Records Section”.**

**DOE-155. ADMINISTRATIVE REFERENCE FILE:**

**07-018**

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

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

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

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-162. Consolidating records to the “Administrative Records Section”.**

**DOE-162. CORRESPONDENCE FILE:**

**07-018**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

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

(Note: The previous record series number was DECA-313.)



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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-163. Consolidating records to the “Administrative Records Section”.**

**DOE-163. COUNCIL MEETING MINUTES:**

**18-010**

This series is arranged chronologically by meeting date and contains the actual council meeting minutes for the South Dakota Advisory Council. Information may include: meeting minutes, dates of meetings, topics discussed, and action taken. This record series is maintained for historical purposes.

**RETENTION:** Retain permanently.

(Note: Agendas and minutes are posted on the Governor’s Boards and Commissions web portal.)

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-314.)

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Child and Adult Nutrition  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-164. Consolidating records to the “Administrative Records Section”.**
- **DOE-166. Consolidating records to the “Administrative Records Section”.**

**DOE-164. DIRECTOR’S ADMINISTRATIVE REFERENCE FILE: 07-018**

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

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

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

(Note: The previous record series number was DECA-332.)

**DOE-166. EXTRAORDINARY COST OVERSIGHT BOARD: 07-018**

This series is arranged chronologically by meeting date and contains information regarding state aid to Special Education. Information may include: official meeting minutes, copies of appointment letters, summary letters, notes, and action taken. This record series is used for reference purposes.

**RETENTION: MEETING MINUTES:** Retain 5 years, then destroy.

**ALL OTHER INFORMATION:** Retain 3 years, then destroy.

(Note: The previous record series number was DECA-316.)

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

DEPARTMENT: Education  
DIVISION: Education Services & Support  
OFFICE: Title & Accountability Programs  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-185. Consolidating records to the “Administrative Records Section”.**
- **DOE-192. Consolidating records to the “Administrative Records Section”.**

**DOE-185. ADMINISTRATIVE REFERENCE FILE:**

**17-003**

This series contains reference material for the Title programs. Information may include, but is not limited to: training manuals, National conference handouts, reference guidance, federal guidance on Elementary and Secondary Education Act, technical assistance training presentations, newsletters, and other training materials. This record series is used for reference purposes.

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

(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.)

**DOE-192. COMMITTEE OF PRACTITIONERS:**

**17-003**

This series contains information of the department’s Committee of Practitioners (COP), which is mandated by federal education law. Information may include, but is not limited to: agendas, meeting minutes, documents for COP approval, travel vouchers/invoices, and training material. This record series is maintained for reference purposes.

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

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

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

DEPARTMENT: Education  
DIVISION: Learning and Instruction  
OFFICE: Assessments  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-183. This series is obsolete. All district assessment summary data is covered in series DOE-232.**

**DOE-183. ACHIEVEMENT TEST SCORE FILES:**

**07-018**

This series is arranged alphabetically by school district and contains the school districts summary data for achievement test scores. Information may include: school district test scores compared to the national and state averages and the achievement ability scores for the school. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-210.)

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

DEPARTMENT: Education  
DIVISION: Learning and Instruction  
OFFICE: Assessments  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-105. This series is now obsolete. We no longer give DSTEP or Harcourt assessments and do not receive SAT data. Any data related to them can be destroyed.**

**DOE-105. STATE ASSESSMENT FILES (PART 1):**

**16-007**

This series is arranged alphabetically by school and contains the state assessment documentation for Stanford Achievement Test (SAT) 8- 10, Dakota State Test of Educational Progress (DSTEP) and the Harcourt writing assessment results. Information may include: name of school, grade level, test scores, percentile rank, and statistical reports. This record series is maintained for statistical purposes and for longitudinal students for No Child Left Behind.

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

**CD ROMs/ELECTRONIC FILES:** Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: Records for DSTEP are stored on CD ROM through 2013-14 and maintained on the secure N Drive under DOE STARS. From 2014 forward, the DSTEP records are electronic format only.)

(Note: The previous record series number was DECA-303.4.)

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

DEPARTMENT: Education  
DIVISION: Learning and Instruction  
OFFICE: Teacher Quality  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-248. Consolidating records to the “Administrative Records Section”.**

**DOE-248. DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:**

**16-007**

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

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

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

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

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

DEPARTMENT: Education  
DIVISION: Learning and Instruction  
OFFICE: Teacher Quality  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-249. Consolidating records to the “Administrative Records Section”.**

**DOE-249. PROGRAM ADMINISTRATIVE REFERENCE FILE:**

**16-007**

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

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

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

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

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

DEPARTMENT: Education  
DIVISION: State Library  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-202. Consolidating records to the “Administrative Records Section”.**

**DOE-202. DIRECTOR’S ADMINISTRATIVE REFERENCE FILES:**

**07-018**

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

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

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

(Note: The previous record series number was DECA-484.)



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

DEPARTMENT: Education  
DIVISION: State Library  
OFFICE: Braille & Talking Books  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE:** Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.

**Reason for Deletion:**

- **DOE-204. Consolidating records to the “Administrative Records Section”.**

**DOE-204. BRAILLE & TALKING BOOKS ADMINISTRATIVE FILE:**

**18-010**

This series is arranged chronologically and contains reference materials. Information may include: National Library Service (NLS), NLS convention, NLS conference, resource center notes and plans, newsletters, textbook studies, NLS consultant reports, budgets, literacy grant plan meeting, standards, correspondence, catalogs, repair manuals, federal quota, conference material, copies of board meeting minutes, and committee meeting notes. This record series is used for reference when answering patron’s questions.

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

(Note: The previous record series number was DECA-551.)

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

DEPARTMENT: Education  
DIVISION: State Library  
OFFICE: Collection Services  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-221. Consolidating records to the “Administrative Records Section”.**

**DOE-221. REFERENCE FILE: COLLECTION:**

**18-010**

This series is arranged alphabetically by subject and contains collection reference material that deal with electronic book orders, catalog records for state library collection materials, and questions form libraries. Information may include: dewey decimal, vendor files, cataloging rules, Library of Congress classifications, database information, bar coding information, conversions, automation of libraries, library standards, standing orders, samples, statistics, computer information, USMARC format, proposed changes, training manuals, trouble shooting, and classification information. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-516.)

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

DEPARTMENT: Education  
DIVISION: State Library  
OFFICE: Outreach Develop & Tech Supp  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Olivia Waggoner  
RM CUSTOMER #: 0012

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Education.**

**Reason for Deletion:**

- **DOE-224. Consolidating records to the “Administrative Records Section”.**
- **DOE-228. Consolidating records to the “Administrative Records Section”.**

**DOE-224. STATE LIBRARY BOARD CORRESPONDENCE:**

**07-018**

This series is arranged chronologically and contains both copies of letters and memorandums sent to the State Library Board and the originals of letters and memorandums received from the State Library Board. This record series is used for occasional reference and documentation purposes.

**RETENTION:** Retain 2 years in office, then destroy.

(Note: Subject to Archival screening prior to disposal.)

(Note: The previous record series number was DECA-522.)

**DOE-228. STATE LIBRARY BOARD MEETING MINUTES:**

**07-018**

This series is arranged chronologically by meeting date and contains the State Library Board Meeting Minutes. Information may include: date of the meeting, meeting minutes, agenda, topics discussed, actions taken, and handouts. This record series used for reference purposes and to document actions taken by the State Library Board.

**RETENTION:** Retain permanently.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-523.)

From: Whitlock, Greg Greg.Whitlock@state.sd.us  
Subject: VAs Petition\_2020 1 (003).pdf — Page 1  
Date: May 20, 2020 at 7:28 AM  
To: Michelle Whitlock whitlockgm@vastbb.net



[file:///C:/Users/VAPR15046/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/FH31C1TA/VAs%20Petition\\_2020%201%20\(003\).pdf#page=1](file:///C:/Users/VAPR15046/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/FH31C1TA/VAs%20Petition_2020%201%20(003).pdf#page=1)

Sent from [Mail](#) for Windows 10

## PETITION FOR AUTHORITY TO DESTROY RECORDS

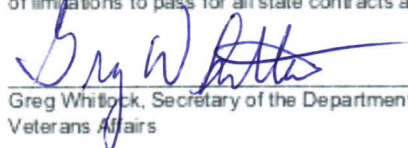
I, Greg Whitlock, acting in my position as Secretary of the Department of Veterans Affairs, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Veterans Affairs consists of 17 page(s) and contains record series number(s) SVH-1, SVH-2, SVH-3, SVH-4, SVH-5, SVH-6, SVH-7, SVH-8, SVH-9, SVH-10, SVH-11, SVH-12, SVH-13, SVH-14, SVH-15, SVH-16, SVH-17, SVH-18, SVH-20, SVH-21, SVH-22, SVH-23, SVH-24, SVH-25, SVH-26, SVH-29, SVH-30, SVH-31, and SVH-32.

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 Department of Veterans Affairs consists of 1 page(s) and contains record series number(s) VA-6.1.

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.

  
Greg Whitlock, Secretary of the Department of Veterans Affairs

5/20/2020  
Date

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

  
Dana Hoffer, State Records Manager

05/20/2020  
Date

### **Notes:**

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

### **Record Handling:**

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

### **Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Superintendent  
PROGRAM: Administration/Business  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-1. ADMINISTRATIVE REFERENCE FILES:**

!@#S

This series is arranged alphabetically and contains information used for convenience of reference in the daily administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, ant other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

**RETENTION:** FEDERAL CORRESPONDENCE: Retain electronically in an EDMS for 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.

ALL OTHER INFORMATION: Retain current files electronically in an EDMS. Destroy superseded or obsolete.

**(Note: Monthly Activity Report is subject to screening by State Archives prior to disposal.)**

(Note: Review files at least once a year to avoid a build-up of superseded or obsolete material.)

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

DEPARTMENT:	<u>Veterans Affairs</u>
DIVISION:	<u>State Veterans Home</u>
OFFICE:	<u>Superintendent</u>
PROGRAM:	<u>Administration/Business</u>
RECORDS OFFICER:	<u>Connie Hohn</u>
RM CUSTOMER #:	<u>0189</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-2. AGREEMENTS, PATIENT TRANSFER:**

!@#S

This series is arranged chronologically by date and contains the original agreements written up between the South Dakota State Veterans Home and the Veterans Administration Hospital. Information may include: terms and conditions of the agreements, effective dates, costs, and authorized signatures. This record series is maintained as reference as these agreements grant the State Veterans Home authority to transfer patients to the hospital for care as required.

**RETENTION:** Retain active files electronically in an EDMS. Destroy 3 years after inactive.

**SVH-3. APPLICATION FILES, DENIED OR NOT ENROLLED:**

!@#S

This series is arranged alphabetically by applicant name and contains all related documentation of people desiring to enter the State Veterans Home. Information may include: requests for applications, application forms, county Veterans Service Officer report, medical reports, financial statement forms, and medical records. The State Veterans Home uses this information to determine which applicants are qualified to enter the home. For those applicants who entered the home, this information becomes a part of the "Member Files". This record series contains files for those applicants who are not qualified, or were accepted but did not enroll in the Home.

**RETENTION:** Retain electronically in an EDMS for 4 years, then destroy.

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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Superintendent  
PROGRAM: Administration/Business  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-4. BANK STATEMENTS:**

!@#S

This file contains records from individual banks used for reconciliation purposes. Information may include: date, cancelled checks, deposit records, statements, and bank balance. This record series is used to reconcile local checking accounts with bank balances, for reference, documentation, and audit purposes.

**RETENTION:** Retain electronically in an 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.

**SVH-5. CEMETERY RECORDS:**

!@#S

This series is arranged numerically by row and plot number and contains a listing of any member who is buried at the cemetery. Information may include: row number, plot number, and the name of the member buried at each plot. This record series is used to determine locations of buried members, and to determine plots still available for use.

**RETENTION:** Retain electronically in EDMS permanently.

(Note: Consider converting electronic images to microfilm.)



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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Superintendent  
PROGRAM: Administration/Business  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-6. CHECK STUBS:**

!@#S

This series contains stubs from checks issued by the State Veterans Home. Information may include: agency name, number, issue dates, amount, to whom, and amount of deductions. This record series is maintained for reference concerning the parties to whom checks were issued, and for reconciliation with the "Band Statements".

**RETENTION:** Retain electronically in an 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.

**SVH-7. CLAIMS FILES, ESTATE:**

!@#S

This series is arranged chronologically by date of issuance and contains all related information to file claims against a deceased member's estate to collect outstanding balances due the institution. Information may include: letters to and from attorneys, correspondence to members of the estate, copies of any checks received for payment, and pink copies of the receipts. This record series documents the Home's attempt to collect outstanding balances from the estate of deceased members.

**RETENTION:** Retain active files electronically in an EDMS. Destroy 4 years after paid-in-full 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: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Superintendent  
PROGRAM: Administration/Business  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-8. CONTRACTS, LEASES, AND AGREEMENTS:**

!@#S

This series contains contracts, leases, and agreements between the department and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is kept for reference and audit purposes.

**RETENTION:** Retain current files electronically in an EDMS. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

(Note: 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.)

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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Superintendent  
PROGRAM: Administration/Business  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-9. DEATH REGISTERS:**

!@#S

This series is arranged numerically, and is used to register members who expire. Information may include: register number, name, nativity, age at death, war they participated in, military rank, and cause of death. This record series is used to provide a comprehensive listing of all members who have expired while at the Home.

**RETENTION:** Retain electronically in EDMS for 10 years, then destroy. Destroy 10 years after inactive.

**(Note: Electronic images/files are subject to screening by State Archives prior to disposal.)**

**SVH-10. DONATION FILES:**

!@#S

This series is arranged chronologically by date and contains a copy of the letter of appreciation sent to people who donate items to the State Veterans Home. Information may include: date, donor's name, and a copy of the receipt issued for the donation. This record series information is included in the Home's monthly "Newsletters".

**RETENTION:** Retain electronically in an EDMS for 1 year, then destroy.

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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Superintendent  
PROGRAM: Administration/Business  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-11. EXPENSE TRANSFERS:**

!@#S

This series is arranged chronologically by date and is used to document the transfer of monies from one account to another at the State Veterans Home. Information may include: department name, object/sub-object number, and amounts transferred. This record series is used to document the amounts transferred from one account to another to pay for various in-house expenses.

**RETENTION:** Retain electronically in an 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.

**SVH-12. FEDERAL AID CLAIMED STATEMENTS:**

!@#S

This series is generated quarterly and is used to request reimbursement from the United States Veterans Administration for services rendered to veterans. Information may include: days of care, units of care on record, cost per unit, list of expenses, and total amount of reimbursement requested. This record series also includes the working papers used to document the computations.

**RETENTION:** Retain electronically in an 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.

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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Superintendent  
PROGRAM: Administration/Business  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-13. FINANCIAL STATEMENTS:**

!@#S

Financial statements provide an overview of the State Veterans Home financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenues, expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically in an 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.

**SVH-14. MEMBER CARD FILES, DECEASED:**

!@#S

This series is a quick reference of all members who have expired. Information may include: member name, military organization, rank, date of death, and location of burial. This record series is used for reference to answer inquiries concerning the burial plots of deceased members.

**RETENTION:** Retain electronically in EDMS permanently.

(Note: Consider converting electronic images to microfilm.)

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

DEPARTMENT:	<u>Veterans Affairs</u>
DIVISION:	<u>State Veterans Home</u>
OFFICE:	<u>Superintendent</u>
PROGRAM:	<u>Administration/Business</u>
RECORDS OFFICER:	<u>Connie Hohn</u>
RM CUSTOMER #:	<u>0189</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-15. MEMBER CENSUS:**

!@#S

This series is arranged chronologically and contains the census information for the State Veterans Home. Information may include, but is not limited to: member assignment information, building attendance reports, pass ledgers, member listings, number admitted, number discharged, monthly totals, and averages of members present and absent. This record series is used to compile monthly attendance averages which are used to claim reimbursement from the United States Veterans Administration for services provided to veterans, for reference purposes.

**RETENTION:** Retain electronically in 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.

**SVH-16. MEMBER FILES:**

!@#S

This series is arranged alphabetically by member name and contains a complete history of residents living at the State Veterans Home. Information may include: application to enter, financial statements, history sheets, medical summaries, correspondence, discharge papers, marriage certificates, information sheets, medical records, and letters of acceptance. This record series provides a history of all members who resided at the State Veterans Home.

**RETENTION:** Retain electronically in EDMS for 10 years. Destroy 10 years after inactive.

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

DEPARTMENT: Veterans Affairs  
 DIVISION: State Veterans Home  
 OFFICE: Superintendent  
 PROGRAM: Administration/Business  
 RECORDS OFFICER: Connie Hohn  
 RM CUSTOMER #: 0189

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

**SVH-17. MEMBER TRUST ACCOUNT LEDGERS:**

!@#S

This series is arranged alphabetically by member name and documents all cash deposited and disbursements made from a resident's account. Information may include: date, check number received, amount deposited, amounts withdrawn, and current balances. The Home provides this service to members who do not desire to maintain a private checking account. This record series is used for reconciliation and audit purposes.

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

**SVH-18. NEWSLETTERS:**

!@#S

This series is arranged chronologically by date and contains a copy of all monthly and quarterly newsletters issued by the Home. Information may include: dates, topics of interest, weekly happenings, current events, calendar of upcoming events, and other miscellaneous information. This record series is used by the Superintendent to keep informed of Home activities, and to monitor the quality of the newsletters.

**RETENTION:** Retain electronically in an EDMS for 1 year, then destroy.

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

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

DEPARTMENT: Veterans Affairs  
 DIVISION: State Veterans Home  
 OFFICE: Superintendent  
 PROGRAM: Administration/Business  
 RECORDS OFFICER: Connie Hohn  
 RM CUSTOMER #: 0189

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

**SVH-19. RECEIPT BOOKS:** 

**17-010**

This series contains receipts issued to document receipt of money. Receipts are numbered and may include: date the money was received, the amount to be credited to each fund account, and the signature of the person who received the money on behalf of the Home. All copies of voided receipts are also maintained in these books.

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

**SVH-20. SURPLUS PROPERTY FILES:**

**!@#S**

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

**RETENTION:** Retain electronically in an 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.



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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Direct Resident Care  
PROGRAM: Activities Supervisor  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-21. ACTIVITY FILES:**

!@#S

This series is arranged alphabetically by activity name and is used for reference concerning the various activities functions which take place at the State Veterans Home. Information may include: activity name, background information, requirements of activity, and results of similar types of activity. This record series is used for planning various activities throughout the year.

**RETENTION:** Retain current files electronically in an EDMS. Destroy superseded or obsolete.

**SVH-22. CALENDARS, ACTIVITY:**

!@#S

This series is arranged chronologically by date and contains a calendar of all activities planned for the upcoming month. Information may include: date, and events planned for each date. This record series information is used to inform all member of activities for the upcoming month, for reporting purposes, and for planning new calendar activities.

**RETENTION:** Retain electronically in an EDMS for 1 year, then destroy.

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

DEPARTMENT:	<u>Veterans Affairs</u>
DIVISION:	<u>State Veterans Home</u>
OFFICE:	<u>Direct Resident Care</u>
PROGRAM:	<u>Nursing</u>
RECORDS OFFICER:	<u>Connie Hohn</u>
RM CUSTOMER #:	<u>0189</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-23. COMPLAINT FILES:**

!@#S

This series is arranged chronologically by date of incident and contains the summary of any complaints received about the facility or the care received. Information may include: date, complainant's name, nature of the complaint, name of investigator, manner in which it was investigated, findings of the investigation, corrective actions taken if any, and approving signatures. This record series is used to document the investigation of any complaints received from patients, and to ensure similar problems do not occur in the future.

**RETENTION:** Retain active files electronically on an EDMS. Destroy 4 years after resolved provided no litigation is pending.

**SVH-24. ELECTRONIC MEDICAL RECORDS (EMR) SYSTEM:**

!@#S

This electronic medical records system contains patient's medical record information. Information may include, but is not limited to: care plans, incident reports, medical charts, medication cards, laboratory results, social histories, narcotic control sheets, vital sign readings, results of TB chest x-rays, and treatment logs. This record series is maintained for reference when treating the patients and to document their medical history.

**RETENTION:** Retain active files electronically in EMR. Destroy 10 years after inactive.

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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Direct Resident Care  
PROGRAM: Nursing  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SVH-25. SCHEDULING SHEETS:**

!@#

This series is arranged chronologically by date and contains a completed schedule for the nursing department. Information may include: department name, period, employee name, days on, days off, and hours worked for each day. This record series is used to make up new schedules, and to draw time summary sheets.

**RETENTION:** Retain electronically in an EDMS for 1 year, then destroy.

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

DEPARTMENT: Veterans Affairs  
 DIVISION: State Veterans Home  
 OFFICE: Direct Resident Care  
 PROGRAM: Pharmacy  
 RECORDS OFFICER: Connie Hohn  
 RM CUSTOMER #: 0189

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

**SVH-26. CONTROLLED SUBSTANCE INVENTORIES:**

!@#S

This series contains the log of controlled substance inventory on-hand. Information may include: drug name, quantity on hand, strength, amounts issued, and ending balance. This record series is used to document the control procedures enforced to account for all controlled drugs issued and used by the facility.

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

**SVH-27. MEDICATION ORDERS, PATIENT:** 

17-010

This series documents either new orders from the physician to the pharmacy and nurse to alter dosage, or to commence prescriptions for new patients. Information may include: patient name, station, date, reason, physician name, drug, time, and nurse. The charge nurse on each floor is also notified of medication changes.

**RETENTION:** Retain active in Enterprise. Destroy 10 years after inactive.

**SVH-28. PROFILE CARDS, RESIDENTS:** 

17-010

This series documents medication given to patients. Information may include: name, physician, pharmacy, consultant note, medication, strength, date started, date stopped, prescription number, and dosage frequency. This record series provides quick reference to medication provided to the residents.

**RETENTION:** Retain active in Enterprise. Destroy 10 years after inactive.

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

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Physical Plant  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

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

**SVH-29. CEMETERY RECORDS:**

!@#S

This series is arranged numerically by row and plot number and contains a listing of any member who is buried at the cemetery. Information may include: row number, plot number, and the name of the member buried at each plot. This record series is used to determine locations of buried members, and to determine plots still available for use.

**RETENTION:** Retain electronically in an EDMS permanently.

(Note: Consider converting electronic images to microfilm.)

**SVH-30. COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM:**

!@#S

This computerized maintenance management system contains information regarding facility maintenance operations. Information may include: asset management, maintenance management, preventive maintenance, and work order management. This record series is used for administrative purposes, planning purposes, and to ensure the work is completed.

**RETENTION:** Retain electronic information current.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Veterans Affairs  
DIVISION: State Veterans Home  
OFFICE: Physical Plant  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0189

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

**SVH-31. PLANS/SPECIFICATIONS, BUILDINGS:**

!@#S

This series is arranged alphabetically by building name and contains plans and specifications for all State Veterans Home buildings. Information may include: actual architectural blueprints of each building, booklets listing the specifications of each building, and related information. This record series is used for building maintenance, and for reference when considering future renovations.

**RETENTION:** Retain electronically in EDMS for life of building, then destroy.

**(Note: Electronic images/files are subject to screening by State Archives prior to disposal.)**

(Note: Consider converting to microfilm.)

**SVH-32. SANITATION REPORTS:**

!@#S

This series is arranged chronologically by date and contains a copy of the report issued by the insect and rodent control service. Information may include: facility name, vendor name, types of insects sprayed for, types of rodents noted or observed, housekeeping practice comments, and inspector's signature. This record series is used by the Physical Plant to ensure that all insect and rodent control measures are being taken by the Home.

**RETENTION:** Retain electronically in an EDMS for 1 year, then destroy.

**RECORD SERIES LISTED IN THE  
FOLLOWING SECTION ARE BEING  
CONSIDERED FOR DELETION.**

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

DEPARTMENT: Veterans Affairs  
DIVISION: Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0134

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Veterans Affairs.**

**Reason for Deletion:**

- **VA-6.1. This records series is obsolete. All existing records have been destroyed.**

**VA-6.1. EMERGENCY LOAN FILES/FUND LEDGER DATABASE/FUND LEDGERS:**

**17-010**

The Emergency Loan Program was terminated in 2010. Remaining loan balances were written off as of June 17, 2014. All paper records were transferred to Records Management storage to be retained until 07/2019.

**RETENTION:** Destroy 5 years after paid in full or write-off authority has been granted by the State Board of Finance 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

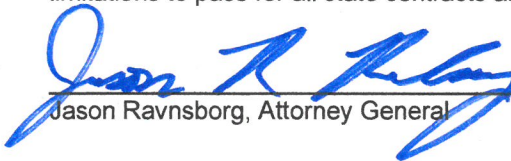
I, Jason Ravensborg, acting in my position as Attorney General, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

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 67 page(s) and contains record series number(s) AG-2, AG-2.1, AG-3, AG-4.1, AG-5.1, AG-6, AG-6.1, AG-6.2, AG-11, AG-13, AG-16, AG-17, AG-19, AG-20, AG-21, AG-22, AG-23, AG-24, AG-25, AG-27, AG-28, AG-29, AG-30, AG-31, AG-32, AG-34, AG-35, AG-38, AG-39, AG-50, AG-54, AG-56, AG-57, AG-58, AG-59, AG-84, AG-61, AG-64, AG-65, AG-72, AG-78, AG-81, AG-82, AG-85, AG-88, AG-92, AG-94, AG-96, AG-104, AG-105, AG-107, AG-108, AG-109, AG-110, AG-113, AG-115, AG-116, AG-117, AG-118, AG-119, AG-121, AG-123, AG-124, AG-125, AG-126, AG-127, AG-127.1, AG-128, AG-131, AG-132, AG-134, AG-135, AG-136, AG-137, AG-138, AG-139, AG-140, AG-141, and AG-144.

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 13 page(s) and contains record series number(s) AG-26, AG-44, AG-55, AG-60, AG-62, AG-67, AG-68, AG-71, AG-73, AG-74, AG-77, AG-79, AG-80, AG-83, and AG-91.

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.

  
\_\_\_\_\_  
Jason Ravensborg, Attorney General

7-8-20  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

7/8/2020  
\_\_\_\_\_  
Date

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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AG-1. **APPOINTMENTS:** 

09-003

This database and paper series is arranged alphabetically by name of individual appointed by the Attorney General as Assistant Attorney General or Special Assistant Attorney General. Information may include: appointment, letter(s) of filing with the Secretary of State's Office (appointments and revocations); revocation letter(s), and request from agency requesting special appointment. This record series is maintained pursuant to SDCL 1-11-4 and SDCL 1-11-5.

**RETENTION:** Retain in office for current administration. Destroy 1 year after successor has been elected.

(Note: The Secretary of State's Office retains Attorney General Appointments 10 years after the term has expired, then destroys.)

AG-2. **ATTORNEY GENERAL OPINIONS:**

!@#S

This paper series is arranged chronologically by year, and has a corresponding database. It contains the opinions handed down by the Attorney General. Information maintained for each type of opinion (Attorney, Letter, Memorandum, and Official) may include: opinion request, review team notes, rough drafts, research, and opinion. This record series is maintained pursuant to SDCL 1-11-6. The Official Opinions are published in the Biennial Report of the Attorney General.

**RETENTION:** Scan and retain scanned paper in office for 3 years, then destroy provided all images have been verified to be accurate and complete. Retain electronic images permanently in an Electronic Document Management System (EDMS).

(Note: System-level backups occur daily.)

(Note: Consider converting to microfilm when volume warrants.)

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

**RECORD  
SERIES NO.**

**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.  
AUTHORITY  
NUMBER**

**AG-2.1. AUTHORITIES/BOARDS/COMMISSIONS:**

**!@#**

This series is arranged chronologically and contains copies of minutes and forms for disclosures of conflicts of interest. This record series is maintained pursuant to SDCL 3-23-3, 3-23-3.1, 3-23-4, 3-23-6, 3-23-8, and 3-23-10.

**RETENTION:** Scan and retain scanned paper in office for 1 year, then destroy provided all images have been verified to be accurate and complete. Retain electronic images in an Electronic Document Management System (EDMS) for 15 years after receipt, then destroy.

(Note: Copies of the minutes and forms are also filed with the Department of Legislative Audit.)

**AG-3. CONSULTANT CONTRACTS:**

**!@#**

This series is arranged alphabetically by agency name and contains copies of contracts between agencies and outside attorneys. Consulting Contracts between state agencies and attorneys at law (outside of state government) are approved as to form by the Attorney General; and filed with the office. Information may include: terms and conditions of the contracts, effective dates, costs, funding sources, and signatures. This record series is used for reference and legislative purposes.

**RETENTION:** Scan and retain scanned paper in office for 1 year after the contract has expired, then destroy provided all images have been verified to be accurate and complete. Retain electronic images in an Electronic Document Management System (EDMS) for 6 years after contract expires, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Copies of the contracts are filed with the State Auditor.)

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

DEPARTMENT: Attorney General  
 DIVISION: Administration  
 OFFICE: \_\_\_\_\_  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Dawn Kramme  
 RM CUSTOMER #: 0078

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

**AG-4. CORRESPONDENCE:** 

**09-003**

This series is arranged chronologically by month and contains copies of letters and memorandums signed by the Attorney General and the originals of letters and memorandums received. This record series is used for reference and documentation.

**RETENTION:** STATE CORRESPONDENCE: Retain in office for the current administration. Destroy 1 year after successor has been elected.

FEDERAL CORRESPONDENCE: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

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

**AG-4.1. DRUG CONTROL FUND AWARDS:**

**!@#S**

This series contains requests from law enforcement agencies for funds from the Drug Control Fund to purchase equipment. Information may include: request letter, quotes for equipment desired, department camera policy, award letter, denial letter, letter enclosing the check and receipts for the expenditure. This record series is maintained pursuant to SDCL 34-20B-64.

**RETENTION:** Retain 20 years from the date of award, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**AG-5. ELECTRONIC COMMUNICATION RECORDS:** 

**15-001**

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of all Divisions of the Office of Attorney General.

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

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

**AG-5.1. FIREARM INFORMATION:**

**!@#S**

This series is arranged chronologically and contains the required notification a firearms dealer must make stating the person purchasing the firearm has fully complied with federal law 18 U.S. Code§ 922 (c)(1) as a gun owner. Information includes: sworn statement; true title, name, and address of the principal law enforcement officer; and signature and date.

**RETENTION:** Scan and retain scanned paper in office for 1 year, then destroy provided all images have been verified to be accurate and complete, then destroy. Retain electronic images in an Electronic Document Management System (EDMS) for 3 years after receipt, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

RECORD  
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.  
AUTHORITY  
NUMBER

AG-6. JOINT POWERS AGREEMENTS:

!@#

This series is arranged chronologically by year and contains copies of joint powers agreements. Information may include: correspondence, date of agreement, parties involved, terms and conditions, and authorized signatures. This record series is maintained pursuant to SDCL 1-24-6.1.

**RETENTION:** ATG JOINT POWERS AGREEMENTS: Scan and retain scanned paper in office for 6 years after agreement has expired, then destroy provided all images have been verified to be accurate and complete. Retain electronic images permanently in an Electronic Document Management System (EDMS)

OTHER JOINT POWERS AGREEMENTS: Scan and retain scanned paper in office for 1 year, then destroy provided all images have been verified to be accurate and complete. Retain electronic images permanently in an Electronic Document Management System (EDMS)

(Note: Copies of Joint Powers Agreements are also filed with Legislative Research Council.)

(Note: Consider converting to microfilm when volume warrants.)

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

**RECORD  
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.  
AUTHORITY  
NUMBER**

**AG-6.1. MULTI-DISCIPLINARY TEAMS (MDT) AGREEMENTS:**

!@#S

This series is arranged chronologically and contains memorandums of understanding (MOU's) and lists of members for interagency MDT's. The MOUs are signed annually and include an information sharing and confidentiality agreement approved by the Attorney General. This record series is maintained pursuant to SDCL 23A-28C-15.

**RETENTION:** Scan and retain scanned paper in office for 1 year, then destroy provided all images have been verified to be accurate and complete, then destroy. Retain electronic images in an Electronic Document Management System (EDMS) for 6 years after agreement has expired, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: For Some MDT's, copies are also filed with the Department of Social Services.)

**AG-6.2. OPEN RECORDS REQUESTS:**

!@#S

This series contains written open record requests received by the Office of the Attorney General pursuant to SDCL 1-27. Information may include: open records requests, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

**RETENTION: DENIAL LETTERS:** Retain permanently.

**ALL OTHER INFORMATION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigations, claims and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0087

**RECORD**  
**SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.**  
**AUTHORITY**  
**NUMBER**

**AG-11. CONTRACTS AND AGREEMENTS:**

!@#S

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 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.

(Note: 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.)

**AG-12. FINANCIAL STATEMENTS:** 

09-003

Financial statements provide an overview of the agency's financial condition for a given year. Information may include: balance sheets; statements of revenues; expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant account procedures; supplemental information; and working papers. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 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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DEPARTMENT: Attorney General  
 DIVISION: Administration  
 OFFICE: Fiscal  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Dawn Kramme  
 RM CUSTOMER #: 0087

**RECORD**  
**SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.**  
**AUTHORITY**  
**NUMBER**

**AG-13. FINANCIAL SYSTEM REPORTS:**

!@#S

These daily, weekly, monthly\*\*, and year-end\*\* computer generated reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: revenue and journal voucher report\*, open purchase order report, available funds report\*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance\*, company general ledger trial balance\*, expenditure report\*, bank reconciliation report\*, employee receivable report\*, bank reconciliation report\*, encumbrance detail report\*, accounts payable report\*, projects report\*, cash center report\*, object/sub-object report\*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report\*, company 8000 trial balance by center\*, encumbrance balances report\*, and special travel expenditure report. This record series is maintained for audit purposes.

**RETENTION:** Retain electronically 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.

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DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0087

RECORD  
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.  
AUTHORITY  
NUMBER

AG-16. INVENTORY, CAPITAL ASSETS:

!@#S

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms that reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

**RETENTION:** CENTRAL ANNUAL INVENTORY: Retain electronically 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.

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

PROCEDURES MANUAL(S): Retain current in office. Destroy superseded or obsolete.

AG-17. LOCAL CHECKING ACCOUNTS:

!@#S

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0087

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AG-18. ORGANIZATIONAL CHARTS: 

09-003

This series contains the organizational chart of the Attorney General's Office. Information may include: title name, hierarchy of the title, and name of person in each position. This record series is used for reference concerning the current titles and people occupying those positions.

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

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

AG-19. PAYROLL AUTHORIZATION FORMS:

!@#S

This series is arranged chronologically by pay period and contains the payroll authorization forms. Information may include: program center number, number of employees, hours paid, gross pay, sick hours taken, vacation hours taken, authorization signatures, grand totals, and screen prints of each individuals time sheets. This record series is used to authorize payroll. The original is filed with the auditor's office, one copy is filed with the Bureau of Human Resources, and one copy is maintained in the Fiscal Office.

**RETENTION:** Retain electronically 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.

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DEPARTMENT: Attorney General  
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 OFFICE: Fiscal  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Dawn Kramme  
 RM CUSTOMER #: 0087

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**AG-20. PAYROLL/PERSONNEL ACTION FORMS (PA's):**

!@#S

This standard Bureau of Human Resources form is arranged chronologically and contains the information used to initiate and adjust changes in salaries, classifications, position numbers, and other information. Information may include: social security number, date, address, effective date, base pay, position number, hire date, and any changes in data. This record series is used to document any changes requested on the database and to insure accuracy of changes. It is filed in the respective "Personnel Files".

**RETENTION:** Retain originals in the Personnel Files and maintain files current in office. Destroy 4 years after employee has been terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**AG-21. PERSONNEL/PAYROLL REPORTS:**

!@#S

This series consists of semi-monthly computer printout reports concerning payroll and personnel. Reports may include: Payroll Authorization, Payroll Distribution Register, and Longevity Reports. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

**RETENTION:** Retain electronically 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.

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RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0087

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**AG-22.**    **PERSONNEL FILES:**

**!@#S**

This series is arranged alphabetically by name and contains a folder for each employee in the agency. Information may include: applications for employment, personal data sheets, personnel action notices (PA's), position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. This record series is maintained to review work history of former employees who apply for work and for audit purposes.

**RETENTION:** Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

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RECORDS OFFICER: Dawn Kramme  
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**AG-23. POLICIES AND PROCEDURES:**

!@#S

This series contains copies of policies and procedures pertaining to the Attorney General’s Office and other state agencies. Policies and Procedures may include: policies, procedures and administrative rules promulgated by the Attorney General’s Office and other departments that have a bearing on the daily operation of the office (i.e. Bureau of Human Resources, Bureau of Finance and Management, and Bureau of Administration). This record series is used to insure compliance with current policies, procedures, and rules governing the administration and operation of the office.

**RETENTION:** Retain 10 years in office, then destroy provided no pending litigation.

**AG-24. POSITION (JOB) DESCRIPTION FILES:**

!@#S

This series is arranged numerically by position number and contains copies of the standard Bureau of Human Resources job descriptions for all approved positions for the agency. Information may include: purpose; distinguishing features; functions; reporting relationships; challenges; decisions making authorities; contact with others; working conditions; knowledge, skills and abilities; reclassifications, position description questionnaires, and qualifications. This record series is useful in determining a job title by comparing the duties of a vacant or incumbent position with those listed in the descriptions.

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

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**AG-25. PURCHASE ORDERS:**

!@#S

This series is arranged numerically and contains copies of all local purchase orders issued by the division. Information may include: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, unit cost, and total cost. This record series is used for reference concerning all supplies and materials ordered, to determine delivery date, for reordering, and for billing purposes.

**RETENTION:** Retain electronically 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.

**AG-26. RECEIPT BOOKS: Deleted from Schedule, 07/dd/2020.**

**AG-27. RECORDS MANAGEMENT FILE:**

!@#S

This series contains records management information. Information may include: Records Retention and Destruction Schedule (RRDS). This record series is maintained to document the time each record series must be legally maintained.

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

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 RECORDS OFFICER: Dawn Kramme  
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**AG-28. REFERENCE FILES:**

!@#

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the office. Information may include: operations guides, service pins, executive intern program, administrative messages from other governmental agencies, and other related information. This record series is maintained for reference purposes.

**RETENTION:** Retain electronic files current on shared network drive. Destroy superseded or obsolete.

**AG-29. REQUISITIONS, CAPITAL ASSETS:**

!@#

This series contains a copy of the formal requests to order supplies or equipment. The original is submitted to the Office of Procurement Management in Pierre, which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This record series is used for reconciliation purpose.

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



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OFFICE: Fiscal  
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RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0087

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**AG-30.    SURPLUS PROPERTY FILES:**

**!@#**

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

**RETENTION:** Retain electronically 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.

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OFFICE: Fiscal  
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RECORDS OFFICER: Dawn Kramme  
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**AG-31. TIME SHEETS:**

**!@#S**

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.

(Note: The L.E.T. instructor's time sheets are also entered into TKS.)

**AG-32. VOUCHERS:**

**!@#S**

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 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.

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DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Legal Secretaries  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-34. CHARITABLE TRUSTS PF 990'S:**

!@#S

This series is arranged alphabetically by name of charity and contains charitable trusts, which are federally required to be filed with the Attorney General's Office. Information may include: tax information, name of business, PF990 form (assets, expenditures, and money location). This record series is maintained pursuant to SDCL 55-9-5, requiring the Attorney General to represent beneficiaries of charitable trusts and to enforce charitable trusts by proper proceeding in the courts; pursuant to SDCL 15-2-13, requiring these records to be retained for six years in accordance with the statute of limitations; and pursuant to 26 U.S.C.A. 6104, requiring these records to be filed with the State Attorney General's Office for a minimum of three years.

**RETENTION:** Retain electronically in an Electronic Document Management System (EDMS) for 6 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 in office for 1 year, then destroy provided all images have been verified to be accurate and complete.

**AG-35. CHRONOLOGICAL FILES:**

!@#S

This series is arranged chronologically and contains copies of letters and memorandums sent out. This record series is maintained for reference purposes.

**RETENTION:** Retain electronically in an Electronic Document Management System (EDMS) for the current administration. Destroy 1 year after the successor has been elected.

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.

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DIVISION: Administration  
OFFICE: Legal Secretaries  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-38. NEWSPAPER CLIPPINGS:**

**!@#**

This series is arranged alphabetically by subject and contains newspaper clippings, which are of interest to the Attorney General. Clippings' subjects may include topics pertaining to the following: state law, congress, US Supreme Court, Attorney General, crime statistics, case files, state penitentiary, investigations, consumer issues, senior citizens, homicides, environmental issues, and domestic violence. This record series is maintained for research and reference for related cases and reinforcement on cases.

**RETENTION:** Retain electronically in an Electronic Document Management System (EMDS) for the current administration. Destroy 1 year after the successor has been elected.

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.

**AG-38.1. VISITOR SIGN-IN SHEET:** 

**15-001**

This series is arranged chronologically and contains the visitor sign-in sheet. Information may include: date of visit, name of visitor, destination, visitor tag number, time checked in, and time checked out. This record series is maintained to document authorized visitors, to account for passes issued, and for security purposes.

**RETENTION:** Retain 3 years in office, then destroy.

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DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Mail Secretary  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-39. MAIL TRACKING SYSTEM:**

**!@#**

This database series is arranged numerically and contains the mail tracking system database used to track correspondence received by this office. Information may include: correspondence number, date received, first and last name, company, city, state, file date, file tab, description, and routing information. This record series is maintained for administrative and tracking purposes.

**RETENTION:** Retain information permanently.

(Note: Backups of electronic data will be completed using approved BIT standard practices.)

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DEPARTMENT: Attorney General  
DIVISION: Criminal Litigation  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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AG-50. PROSECUTION CRIMINAL CASE FILES:

!@#S

This series is arranged numerically by docket number, then chronologically and contains active and closed minor/major prosecution criminal case files. Information may include: correspondence, reports, pleadings, research, exhibits, notes, transcripts, and photographs. This record series is maintained for prosecuting ongoing cases, for reference, for possible appeals, and collateral attacks, such as habeas corpus.

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

MINOR CRIMINAL CASE FILES: Retain 1 year in office after case has closed then scan. Retain scanned paper for 10 years, then review for final disposition.

MAJOR CRIMINAL CASE FILES: Retain scanned paper for the life of offender. Review after the death of offender for final disposition.

(Note: 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.)

(Note: System-level backups occur daily.)

(Note: Consider converting to microfilm when volume warrants.)

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 OFFICE: \_\_\_\_\_  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Dawn Kramme  
 RM CUSTOMER #: 0166

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**AG-54. 24/7 DATABASE:**

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This database series is located in the Government Azure Cloud and contains information regarding participants of the 24/7 sobriety program. Information may include: name, gender, date of birth, phone number, physical address, email address, offense information, judge’s name, start and end dates, employment information, test types, test results, account fees and payments, and names of interested parties. It also holds accounts of the testing officer’s usernames and passwords; email addresses; and phone numbers. The database is maintained and backed up by Alcohol Mentoring System (AMS).

**RETENTION:** Retain participant’s information until the individual is deceased, then delete.

Retain testing officer’s information current.

**AG-55. AGENT ACTIVITY REPORT: Deleted from Schedule, 07/dd/2020.**

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RECORDS OFFICER: Dawn Kramme  
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**AG-56. ANALYTICAL PROJECT FILES:**

!@#S

An enhancement technique used for case presentation, this series contains analysis of major and capital crimes as requested by either the Division of Criminal Investigation (DCI) Agent or the Prosecuting Attorney. Information may include: case index, description, and information; timelines; phone records; comparison charts; and flowcharts. This record series is used for working knowledge of the case, for organizing and summarizing the case, and for bringing the case together. Files are maintained pursuant to SDCL 23A-42-1 and SDCL 22-22-1(1).

**RETENTION:** CLASS A & B FELONY, AND CLASS C CRIMES: Retain current ongoing/open cases in office, then scan and maintain electronic images/files in an Electronic Document Management System (EMDS) for 50 years, then destroy.

PAPER: Destroy the paper for Class A & B felony and Class C Crimes by shredding when the case is closed, if both the victim and the convicted perpetrator are deceased, and the timeframe for civil litigation has expired.

(Note: The paper 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.)

ALL OTHER CRIMES: Retain 7 years in office, then destroy by shredding when the case has been completed and all appeals for the case have been exhausted.

(Note: These records are considered work product and are not to be released without a court order or subpoena.)

(Note: Backups of electronic data will be completed using approved BIT standard practices.)

(Note: Consider converting to microfilm when volume warrants.)



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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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AG-57. APPLICANT FILES:

!@#S

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.

(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 or subpoena.)

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**AG-58. ASSET FORFEITURE:**

!@#S

This series is arranged by vehicle owner's name and contains seized vehicle information. Information may include: items in vehicle when seized, correspondence, legal proceedings, summons, officer's report, and vehicle titles. This record series is maintained to track vehicles and serves as a legal documentation for vehicle forfeiture to the state.

**RETENTION:** Retain 3 years in office after final action, then destroy.

DATABASE: Retain permanently.

Retain vehicle title current in office. Transfer when respective vehicle 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 or subpoena.)

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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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**AG-59. ASSOCIATION AND ORGANIZATION FILES:**

!@#S

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Associations and Organizations may include: National Crime Information Center (NCIC), National Law Enforcement Teletype System (NLETS), and the State Law Enforcement Coordinating Committee (LECC). Information may include: minutes of the association or organization meetings, conference agendas, participant's name, and examples of other states legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization.

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

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

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

**AG-60. BULLETINS: Deleted from Schedule, 07/dd/2020.**

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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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**AG-84.**    **CAM RECORDS:**

**!@#**

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.

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

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 OFFICE: \_\_\_\_\_  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Dawn Kramme  
 RM CUSTOMER #: 0166

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**AG-61. CASE FILES:**

!@#S

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.

(Note: 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.)

(Note: These records are not to be released without a court order or subpoena.)

(Note: Consider converting to microfilm when volume warrants.)

**AG-62. CASE MANAGEMENT COMPUTER DATABASE: Deleted from Schedule, 07/dd/2020.**

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

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

**RECORD  
SERIES NO.**

**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.  
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NUMBER**

**AG-64. CRIMINAL INFORMANT (CI) FILES:**

**!@#**

This series is arranged numerically by CI number, then alphabetically by name and contains confidential information regarding 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 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.)

(Note: These records are not to be released without a court order or subpoena.)

(Note: Consider converting to microfilm when volume warrants.)

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

**RECORD**  
**SERIES NO.    TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.**  
**AUTHORITY**  
**NUMBER**

**AG-65.    COMPUTER HARDWARE AND LICENSE FILES:**

**!@#S**

This series contains software and hardware licensing agreements and hardware files. Information may include: licensing information, certificate of authenticity, manuals; and hardware serial numbers, inventory control number, system configurations, parts' number, original disk, and warranty information. This record series is used for maintaining the computers, for copyright laws, and permissions to use the software.

**RETENTION:** HARDWARE FILES: Retain current in office. Destroy when hardware has been sold or has been declared surplus.

LICENSE FILES AND MANUALS: Retain current in office or follow BIT's Information Technology Security Policy (ITSP). Destroy or transfer superseded or obsolete.

(Note: These records are not to be released without a court order or subpoena.)

**AG-66.    CORRESPONDENCE, GENERAL:** 

**09-003**

This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from the general public, federal agencies, and state agencies; and received for specific assignments. This record series is maintained for reference and documentation.

**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.

(Note: These records are not to be released without a court order or subpoena.)

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

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**AG-72. INTELLIGENCE UNIT REFERENCE FILES:**

!@#S

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.

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

(Note: Review files at least once a year to avoid a build-up of superseded or obsolete material.)

(Note: These records are not to be released without a court order or subpoena.)

**AG-73. LAW ENFORCEMENT INFORMATION NETWORK (LEIN) AGREEMENTS:** Deleted from Schedule, 07/dd/2020.

**AG-74. LAW ENFORCEMENT INFORMATION NETWORK (LEIN) REPORTS:** Deleted from Schedule, 07/dd/2020.



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 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Dawn Kramme  
 RM CUSTOMER #: 0166

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**AG-78. PERSONNEL FILES:**

!@#S

This series is arranged alphabetically by employee's last name and contains personnel information for each employee. Information may include: employment information; training attended and training provides; evaluations; commendations; and physical fitness. This record series serves as a reference for the history of the employee's service and training. The fiscal office maintains the original personnel file. LET maintains personnel training history and the Forensic Lab personnel files are also maintained in the Lab.

**RETENTION:** Retain electronically in an Electronic Document Management System (EDMS) for 50 years, then destroy.

**PAPER:** Retain active in office. After employee has terminated, maintain file 3 years in office, then scan and 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.)

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

(Note: Consider converting to microfilm when volume warrants.)

**AG-79. POLYGRAPH DATABASE: Deleted from Schedule, 07/dd/2020.**

**AG-80. POLYGRAPH TEST REPORTS: Deleted from Schedule, 07/dd/2020.**

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

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**AG-81.    PSEUDOEPHEDRINE LOGS:**

**!@#S**

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.)

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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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**AG-82. PURCHASING/INVENTORY:**

**!@#**

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.)

**AG-83. RALLY RECORDS: Deleted from Schedule, 07/dd/2020.**

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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.  
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**AG-85. CASE FILES, FORENSIC LAB:**

**!@#\$**

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.)

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OFFICE: Forensic Lab  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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SERIES NO.

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**AG-88.      LAB MANAGEMENT FILES:**

!@#S

This series is arranged by topic and contains the Forensic Lab Director's Files used in the daily administration of the lab. Information may include: certification of employees, lab statistics, annual work load, lab accreditation information, 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.

(Note: Consider converting to microfilm when volume warrants.)

(Note: These records are not to be released without a court order or subpoena.)

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OFFICE: Forensic Lab  
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RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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**AG-92. QUALITY ASSURANCE SYSTEM MATERIALS:**

!@#\$

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. This record series is filed in the lab and is maintained for reference purposes and to maintain accreditation.

**RETENTION:** Retain electronically in an Electronic Document Management System (EDMS) for 10 years, then destroy.

(Note: These records are not to be released without a court order or subpoena.)

**AG-93. REFERENCE MATERIALS:** 

09-003

This series is arranged by subject matter and contains reference materials used in the daily activities of the Forensic Lab. Information may include: journals, catalogs, and books. This record series is maintained for reference purposes.

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

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OFFICE: Grants  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1122

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**AG-94. CORRESPONDENCE, GENERAL:**

!@#\$

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

**RETENTION:** Retain electronically 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.

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

**AG-95. FINANCIAL STATEMENT:** 

09-003

Financial statements provide an overview of the office's financial condition for a given year. Information may include: balance sheets; statement of revenues, expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. This record series is maintained for reference purposes. The originals are maintained by the Fiscal Office for audit 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 DCI.)

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 RECORDS OFFICER: Dawn Kramme  
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**RECORD**  
**SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

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**AG-96. GRANT FILES:**

!@#

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 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.

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



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DEPARTMENT: Attorney General  
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OFFICE: L.E.T.  
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RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1155

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**AG-104.    ADVANCED TRAINING COURSE FILES:**

**!@#**

This 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, and test scores (where applicable). Courses may include: radar operator, grant courses, DARE, traffic material, and all other advanced course topics. This record series is maintained to document office'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.

(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.)

(Note: Consider converting to microfilm when volume warrants.)

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**AG-105. ADVANCED TRAINING MANUALS:**

!@#S

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 BIT standard practices.)

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

(Note: Consider converting to microfilm when volume warrants.)

**AG-106. ATTORNEY GENERAL OPINIONS:** 

09-003

This record series is no longer maintained by Law Enforcement Training (L.E.T.). All Attorney General's Official Opinions are printed in the Biennial Report of the Attorney General and most are also available on the Attorney General's website.

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**AG-107.    BASIC COURSE FILES:**

**!@#**

This paper series is arranged chronologically by date. Information may include: class roster, correspondence with students and instructors, class schedule, student exam scores, 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.

(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.)

(Note: Consider converting to microfilm when volume warrants.)

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**AG-108. BASIC TRAINING CURRICULUM FILES:**

**!@#S**

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 BIT standard practices.)

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

(Note: Consider converting to microfilm when volume warrants.)

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**AG-109. COMMISSION APPOINTMENT FILES:**

!@#

This 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.

(Note: Backups of electronic data will be completed using approved BIT standard practices.)

(Note: These records can be released upon request.)

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

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**AG-110. COMMISSION MINUTES:**

!@#S

This 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.

(Note: Backups of electronic data will be completed using approved BIT standard practices.)

(Note: These records can be released upon request.)

(Note: Consider converting to microfilm when volume warrants.)

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**AG-112. DARE REFERENCE FILES:** 

**09-003**

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.)

**AG-113. DARE INSTRUCTOR'S TRAINING MATERIALS:**

**!@#\$**

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 BIT standard practices.)

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

(Note: Consider converting to microfilm when volume warrants.)

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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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**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.  
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**AG-115. INSTRUCTOR BACKGROUND FORMS:**

**!@#**

This series is arranged chronologically by year, then alphabetically by instructor's last name and contains Law Enforcement Training Instructor's qualifications. 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 Standard 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.

(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.)

(Note: Consider converting to microfilm when volume warrants.)



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**AG-116.    OFFICER FILES:**

**!@#S**

This series is arranged alphabetically by officer's last name and contains active and inactive files on every officer certified 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, fingerprint cards, photos, disciplinary actions, test scores, or other documentation pertaining to academy performance. This record series is used to document and verify officer's certification and to ensure the officer meets minimum standards.

**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.

(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.)

(Note: Consider converting to microfilm when volume warrants.)

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**AG-117. OUT-OF-STATE TRAVEL REQUESTS:**

**!@#**

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 BIT standard practices.)

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

(Note: Consider converting to microfilm when volume warrants.)

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**AG-118. POLYGRAPH & CVSA LICENSING FILES:**

**!@#**

This 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 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.

(Note: Backups of electronic data will be completed using approved BIT standard practices.)

(Note: SDCL 23-3-35(13) requires the Law Enforcement Standards and Training Commission to license and regulate private and law enforcement polygraph examiners.)

(Note: 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. PAST INTERN FILES:**

!@#\$

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.)

**AG-120. PURCHASE/WARRANTIES:** 

09-003

This series 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.

**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.)

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**AG-121. RECIPROCITY POLICY, CURRICULUM REVIEW POLICY:**

!@#S

This series contains policies and correspondence governing agreements between South Dakota Law Enforcement Training and out-of-state law enforcement training facilities, Western Dakota Technical Institute, Lake Area Technical Institute, and Southeast Technical Institute. Information may include: criteria polices 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. This record series is used to establish criteria for certifying law enforcement officials to work with in the state and pursuant to SDCL 23-3-35 requiring the Law Enforcement Standards and Training Commission to approve institutions/facilities for operation and training law enforcement officers.

**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 BIT standard practices.)

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

(Note: Consider converting to microfilm when volume warrants.)

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**AG-123. RESERVE UNIT FILE:**

**!@#**

This 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 reports showing the number of hours worked per month. L.E.T. is required to maintain this record series to certify reserves and to verify the reserve 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.

(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.)

(Note: Consider converting to microfilm when volume warrants.)

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**AG-124. REVOKED/SUSPENDED OFFICER FILES:**

**!@#S**

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 BIT standard practices.)

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

(Note: Consider converting to microfilm when volume warrants.)

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**AG-125. TRAINING RECORDS AND CURRICULUM MANAGEMENT  
DATABASES:**

**!@#S**

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 BIT standard practices.)



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OFFICE: L.E.T.  
PROGRAM: 911  
RECORDS OFFICER: Dawn Kramme  
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**AG-126. 911 ADVANCED TRAINING COURSE FILES:**

**!@#**

This 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.

(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.)

(Note: Consider converting to microfilm when volume warrants.)

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**AG-127. 911 BASIC COURSE FILES:**

**!@#**

This paper series is arranged chronologically by date and contains 911 basic course files. Information may include: class roster, correspondence with students and instructors, class schedule, student exam scores, contract for instructors and 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.

(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.)

(Note: Consider converting to microfilm when volume warrants.)

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**AG-127.1.    911 DISPATCHERS:**

**!@#**

This series is arranged alphabetically by dispatcher's last name and contains active and inactive files on every dispatcher 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. 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 dispatcher's 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.

(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.)

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**AG-128. CRIMINAL JUSTICE DIRECTORY:**

!@#S

This series consists of a database used for compilations of federal, state, and local law enforcement directory information used on a regular basis by agencies and law enforcement. Information may include: agency, name, key personnel, address, phone, fax, e-mail address, and verification information. The database is maintained for reference and the electronic publication is hosted on the Attorney General web site. There are no longer any publications to be filed.

**RETENTION:** DATABASE: Retain information current. Delete superseded or obsolete information.

(Note: These records can be released upon request.)

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**AG-131. NIBRS (NATIONAL INCIDENT-BASED SYSTEM) DATABASE:**

!@#S

This series consists of a database containing all crime reporting information electronically submitted by local law enforcement agencies. Information may include: type of crime, number of monthly incidents, property value, recovered value, homicide information, arson information, law enforcement officers killed or assaulted information, victim information, and offender/arrestee information. The database is maintained for statistical analysis for publication of an annual report Crime in South Dakota, by the Statistical Analysis Center (SAC), and the electronic publication is hosted on the Attorney General's website.

**RETENTION:** DATABASE: Retain information permanently.

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

(Note: These records can be released upon request.)

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**AG-132. POLICE MANAGEMENT STUDY AND SHERIFF**  
**MANAGEMENT STUDY:**

**!@#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:** Retain paper 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.

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

(Note: These records can be released upon request.)

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AG-134. BUSINESS INFORMATION:

!@#S

This database series is arranged numerically and contains individual business information. Information may include: Class Action Fairness Act (CAFA), business location, name, and summary of business nature. This record series is maintained for reference purposes and for consumer referrals.

**RETENTION:** PAPER: Scan and retain scanned paper for 1 year, then destroy.

ELECTRONIC IMAGES/FILES: Retain in an Electronic Document Management System for 5 years, then destroy provided the office had no more activity with the business.

AG-135. BUSINESS INVESTIGATION:

!@#S

This database series is arranged numerically and contains business names and confidential investigative materials. Information may include: correspondence and investigative reports. This record series is maintained to follow up on complaints received and/or information received from other state Attorney Generals' offices.

**RETENTION:** PAPER: Scan and retain scanned paper for 1 year, then destroy.

ELECTRONIC IMAGES/FILES: Retain in an Electronic Document Management System for 8 years, then destroy provided the office had no more activity with the business and/or no litigation or claims are pending, and final action has been taken on the records.

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**AG-136. BUYING CLUB BONDS & DEBT ADJUSTMENT BONDS:**

!@#\$

This series is arranged numerically and contains membership club bonds and debt adjustment bonds. Information may include: bonds and correspondence. The buying club bonds are maintained pursuant to SDCL 37-26-4 and the debt adjustment bonds are maintained pursuant to SDCL-34-34-3 requiring businesses to file bonds with the Attorney General's office and to be approved for operation.

**RETENTION: PAPER:** Scan and retain scanned paper permanently.

**ELECTRONIC IMAGES/FILES:** Retain in an Electronic Document Management System permanently.

(Note: Consider converting to microfilm when volume warrants.)

**AG-137. COMPLAINT FILES:**

!@#\$

This database series is arranged numerically and contains complaints by consumers regarding products and services. Information may include: consumer names and addresses, date of complaint, transaction information, complaint summary, mediation records, and correspondence. This record series is maintained for investigating, follow up, and referral for inquires.

**RETENTION: PAPER:** Scan and retain scanned paper for 1 year, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain in an Electronic Document Management System for 6 years, then destroy provided no litigation or claims are pending, and final action has been taken on the records.



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**AG-138. CORRESPONDENCE, GENERAL:**

!@#S

This database series is arranged numerically and contains copies of letters and memorandums sent and received. This record series is used for occasional reference and documentation.

**RETENTION: PAPER:** Scan and retain scanned paper for 1 year, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain in an Electronic Document Management System for 5 years, then destroy.

**AG-139. LOGS:**

!@#S

This database series is arranged numerically and contains telephone and mail logs used in documenting telephone inquiries and incoming correspondence. Information may include: consumer names and addresses, business names and addresses, nature of the inquiry, and complaints. This record series is used for tracking the number of inquiries, referrals, and documenting company history.

**RETENTION: PAPER:** Scan and retain scanned paper for 1 year, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain in an Electronic Document Management System for 12 years, then purge and delete.

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**AG-140. NEWSLETTERS AND HANDBOOKS:**

!@#\$

This series is arranged chronologically and contains at least one copy of newsletters and handbooks published by Consumer Protection. Information may include: working papers and final publication draft. Topics may include but are not limited to: educational issues, consumer protection updates, and legal issues. This record series is maintained for reference and distribution purposes.

**RETENTION:** Retain for 5 years, then destroy.

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

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**AG-141. PAID SOLICITORS--CHARITABLE SOLICITATION:**

**!@#**

This database series is arranged numerically and contains paid telemarketing solicitors who have been given permission to solicit on behalf of a charitable organization. Information may include: solicitor's name; organization's name and address; names and addresses of officers, directors, trustees, and chief executive officers; tax status; copy of contracts between the charitable organization and the paid solicitor; bonds; registration approval; individual campaign approval; and financial reports. This record series is maintained pursuant to SDCL 37-30 requiring solicitors to register and be approved by the Attorney General's Office.

**RETENTION:** BOND RECORDS: Scan and retain paper and electronic files permanently.

CAMPAIGN RECORDS: PAPER: Scan and retain scanned paper for 1 year, then destroy.

ELECTRONIC IMAGES/FILES: Retain in an Electronic Document Management System for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider converting Bond Records to microfilm when volume warrants.)

**AG-142. RECOVERY REPORTS:** 

**09-003**

This series is arranged chronologically by month and contains monthly and annual reports filed with the Attorney General. Information may include: dollar amount recovered for consumers each month, and type and number of complaints closed each month. This record series is maintained for analyzing, reporting and budgeting purposes and for preparing press releases.

**RETENTION:** Retain for 5 years, then destroy.

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

DEPARTMENT: Attorney General  
DIVISION: Litigation  
OFFICE: Drug Prosecution Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1204

**RECORD**  
**SERIES NO.**    **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**

**R.D.B.**  
**AUTHORITY**  
**NUMBER**

**AG-144.    CIVIL FORFEITURE CASE FILES:**

**!@#**

This series is arranged numerically by docket number and contains civil forfeiture case files. Information may include: law enforcement reports, pleadings, claimant's criminal histories, stipulations, final orders, attorney notes, correspondence, emails, transcripts, exhibits, and asset forms. This record series is maintained for cross-reference in other cases involving the same claimant or other claimants, for tracking and documenting assets seized, and for reference purposes.

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

PAPER: Retain for 5 years after judicial resolution of the case, scan. Retain scanned paper for 10 years, then review for final disposition.

(Note: 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.)

(Note: Consider converting to microfilm when volume warrants.)

**RECORD SERIES LISTED IN THE  
FOLLOWING SECTION ARE BEING  
CONSIDERED FOR DELETION.**

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0087

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-26. Receipt Books are no longer used.**

**AG-26. RECEIPT BOOKS:**

**09-003**

This series contains forms issued to document the receipt of money. Receipts are pre-numbered and may include: date money was received, amount received, funds and accounts to be credited, amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

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

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

DEPARTMENT: Attorney General  
DIVISION: Appellate  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-44. Series is duplicative. Information is included in AG-43 Appellate Case Files, Criminal and Civil.**

**AG-44. ATTORNEY RESEARCH MATERIAL:**

**09-003**

This series contains research materials used in the prosecution of appellate cases. Topics of research may include: copies of cases, habeas corpus cases, federal habeas corpus cases, South Dakota Codified laws, and procedural guidelines. This record series is maintained for reference purposes.

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

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-55. Report is no longer generated as it is accessible via Records Management System (RMS) on an as needed basis.**

**AG-55. AGENT ACTIVITY REPORT:**

**09-003**

This report is arranged alphabetically by agent and contains information regarding the status of case investigations. Active case reports are run monthly and inactive case reports are run bi-annually. Information may include: date, county, offense type, National Crime Information Center (NCIC) number, National Incident Based Reporting System (NIBRS) number, state radio communication number, type of report, arrest date, subject name, victim, narratives, and microfilm index. This record series is maintained for reference, for monitoring case status, and for agent evaluation purposes.

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



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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-60. Series is obsolete and no longer produced.**

**AG-60. BULLETINS:**

**09-003**

This series is arranged chronologically and contains DCI monthly and Law Enforcement Information Network (LEIN) quarterly bulletins and working papers. Information may include: criminal information (criminals released, criminals granted parole and general crime information); state case listing for the month; wanted persons (federal or state photos and narratives); missing persons (photos and narratives); and Law Enforcement Training schedules available across the state. This record series is maintained for reference purposes.

**RETENTION:** Retain current. Destroy superseded or obsolete.

(Note: Bulletins are also maintained on a DCI secure law enforcement website.)

(Note: These records are not to be released without a court order or subpoena.)

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-62. Series is obsolete. No longer have database.**

**AG-62. CASE MANAGEMENT COMPUTER DATABASE:**

**09-003**

This case management computer database contains information used for maintaining and tracking case files. Information may include: case number, case status (active, inactive, or canceled), NIBRS information, case agent, date, opened microfilm roll number, date of last update, synopsis of case, victim, subject, suspect information, interviews performed, offenses/crimes, and dates of report. This record series is used for case management, statistics, agent performance evaluations, and report tracking.

**RETENTION:** Retain information permanently.

(Note: Tapes are rotated according to DCI computer support procedures.

(Note: These records are not to be released without a court order or subpoena.)

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-67. Series is obsolete and no longer used.**

**AG-67. CORRESPONDENCE, LEIN:**

**09-003**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received for the state Law Enforcement Information Network (LEIN). This record series is used for occasional reference and documentation purposes and is maintained pursuant to 28 CFR part 23.

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

(Note: These records are not to be released without a court order or subpoena.)

- **AG-68. Series is obsolete and no longer used.**

**AG-68. DRIVER LICENSE PHOTO REQUEST:**

**09-003**

This series is arranged alphabetically by last name and contains request for a driver license photo regarding persons being investigated by law enforcement officers. Information may include: name, date of birth, social security number, requester name, and number of copies sent. This record series is maintained reference purposes and to serve as an audit trail.

**RETENTION:** Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: These records are not to be released without a court order or subpoena.)

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-71. Information is now included in AG-61 Case Files.**

**AG-71. INFORMATION REPORTS/ECU REPORTS:**

**15-001**

This report is arranged numerically by file number and contains information submitted by DCI agents regarding criminal subjects, suspected crime investigations, and other miscellaneous agent activities. Information may include: offense, date, file number; complaint's name, title, agency, address, city and telephone number; subject(s) name, title, agency, address, city, telephone number, date of birth, social security number, criminal history numbers (DCI and FBI), and physical description; synopsis; narratives; electronic data. This record series is maintained for interoffice reference, and infrequent dispersal of information to other DCI agents and law enforcement agencies. Copies of reports are also maintained by DCI agents.

**RETENTION:** Retain all reports electronically in an Electronic Document Management System (EDMS) for 60 years, then destroy.

Retain scanned paper for 72 hours or 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.)

(Note: These records are not to be released without a court order or subpoena.)

(Note: Consider converting to microfilm when volume warrants.)

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-73. Series is obsolete and no longer used.**

**AG-73. LAW ENFORCEMENT INFORMATION NETWORK (LEIN)  
AGREEMENTS:**

**09-003**

This series is arranged alphabetically by agency and contains agreements between South Dakota law enforcement members and the Law Enforcement Information Network (LEIN) regional council regarding the collection and dissemination of LEIN information. Once signed the agreements are continuous (for members in good standing) and have no expiration dates or membership fees. Information may include: agency name and address, agency's appointed LEIN administrator; LEIN representative and alternate names, addresses, business and home telephone number; signatures of all parties and date signed. This record series is maintained for reference and to document the agreements signed by agencies.

**RETENTION:** Retain the two most recent agreements in office. Destroy superseded or obsolete.

(Note: These records are not to be released without a court order or subpoena.)

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-74. Series is obsolete and no longer used.**

**AG-74. LAW ENFORCEMENT INFORMATION NETWORK (LEIN)  
REPORTS:**

**09-003**

This series is arranged numerically by LEIN number (assigned by agency) and contains LEIN reports submitted by any South Dakota law enforcement agency (LEIN member) regarding criminal subject(s), criminal organizations (known and reasonably suspected), and suspected crimes. LEIN reports consist of two report forms: report for subject/crime and report for organizations/crimes. This record series and database is maintained for reference, as an information resource for law enforcement agencies nationwide, and for an audit trail indicating who sent the report. Reports remain the property of LEIN and are loaned to LEIN law enforcement agencies for official use only. LEINS are maintained pursuant to 28 CFR part 23.

**RETENTION:** Retain 5 years in office after last submission, then destroy/delete.

(Note: These records are not to be released without a court order or subpoena.)

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-77. Series is obsolete and no longer used.**

**AG-77. MOCIC INTELLIGENCE SUBMISSION FILES:**

**09-003**

This series is arranged chronologically and contains Mid-States Organized Crime Information Center (MOCIC) intelligence submission forms. Submission reports may include: list of LEIN reports submitted to MOCIC by DCI, dissemination instructions, report submitted by, signature, and date of report. This record series is maintained to provide an audit trail, and for reference and documentation purposes.

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

(Note: These records are not to be released without a court order or subpoena.)

- **AG-79. Now accessible via Records Management System (RMS).**

**AG-79. POLYGRAPH DATABASE:**

**09-003**

This computer database contains information used for maintaining and tracking polygraphs administered by agency personnel. Information may include: file number, name of person polygraphed, case number, requesting agency, requesting location, reason polygraphed, results, and comments of polygraph administrator. This record series is used for case management, statistics, agent performance evaluations, and polygraph report tracking.

**RETENTION:** Retain information permanently.

(Note: Tapes are rotated according to DCI computer support procedures.

(Note: These records are not to be released without a court order or subpoena.)

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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-80. Information is now included in AG-61 Case Files and can be obtained via Records Management System (RMS).**

**AG-80. POLYGRAPH TEST REPORTS:**

**15-001**

This series is arranged numerically by polygraph number and contains polygraph test reports administered to subjects possibly involved in criminal activity. Information may include: file number, law enforcement agency submitted to, offense type, subject's name, requester's name, test date, test location, background information from requester's file, procedures, results, questions and conclusions. This record series is used to determine if an individual (subject) should be investigated further, to document test results, for reporting to the requester, and for comparison if the subject is retested. The actual polygraph test is retained by the agent.

**RETENTION:** ALL OTHERS: Retain electronically in an Electronic Document Management System (EDMS) for 60 years, then destroy.

Retain scanned paper for 72 hours or 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.

**UNSUCCESSFUL AGENT APPLICANTS:** Retain 3 years in office, then destroy.

**SUCCESSFUL AGENT APPLICANTS:** Transfer to personnel file to be retained accordingly.

(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 or subpoena.)

(Note: Consider converting to microfilm when volume warrants.)



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: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-83. Information is now included in AG-61 Case Files and can be obtained via Records Management System (RMS).**

**AG-83. RALLY RECORDS:**

**09-003**

This digitally scanned series is arranged chronologically by year and contains Rally Records, which is an international publication on organized crime. Information may include: intelligence information regarding the Sturgis Bike Rally, criminal activity during the bike rally, list of field identification cards, and arrest statistics. This record series is used to track criminal activities of various motorcycle gangs.

**RETENTION:** Retain current in office. Destroy after the publication no longer has resource value.

(Note: 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: Forensic Lab  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Dawn Kramme  
 RM CUSTOMER #: 0166

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

**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Office of the Attorney General.**

**Reason for Deletion:**

- **AG-91. Information is now included in AG-85 Case Files, Forensic Lab.**

**AG-91. PROFICIENCY TESTS:**

**15-001**

This series is arranged chronologically by year, then numerically by test and contains confidential proficiency tests reviewed by a collaborative testing service. These files are located in the Quality Manager’s office. Information may include: request for examination on worker’s test product, copy of results (results of all exams performed by technician) sent to independent testing sites, preliminary reports (examination test results submitted by test site), and worksheets. This record series is used to review the South Dakota Forensic Lab’s authorized procedures and the execution of these by the examiners, for lab accreditation, and for monitoring workers.

**RETENTION:** Retain electronically in an Electronic Document Management System (EDMS) for 10 years, then destroy.

**PAPER:** Retain 4 years in office, then scan and maintain scanned paper for 72 hours or 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.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Kyle Holt, acting in my position as Deputy Secretary of the Department of Agriculture, 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 Conservation Districts consists of 39 page(s) and contains record series number(s) CD-001A, CD-001, CD-002, CD-003, CD-004.1, CD-005, CD-006.1, CD-008, CD-009, CD-010, CD-012, CD-012.1, CD-014, CD-015.1, CD-015.2, CD-016, CD-017, CD-018, CD-019, CD-020, CD-022.1, CD-023, CD-0025, CD-027, CD-028, CD-029, CD-030, CD-031, CD-032, CD-033, CD-034, CD-034.1, CD-035, CD-035.1, CD-036, CD-036.1, CD-037, CD-038, CD-040.1, CD-040.2, CD-042, CD-043, CD-045, CD-046, CD-046.1, CD-048, CD-051, CD-052, CD-054, CD-055, CD-055.1, CD-055.2, CD-056, CD-057, CD-057.1, CD-059, CD-059.1, CD-059.2, CD-060, CD-062, CD-062.1, CD-064, CD-065.1, CD-065.2, CD-065.3, CD-065.4, and CD-066,

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 Conservation Districts consists of 4 page(s) and contains record series number(s) CD-004, CD-015, CD-047, CD-049, CD-053, CD-058, and CD-061.

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.

  
\_\_\_\_\_  
Kyle Holt, Deputy Secretary of the  
Department of Agriculture

5-29-20  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/29/2020  
Date

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

DEPARTMENT: Agriculture  
DIVISION: Resource Cons. & Forestry  
OFFICE: Conservation Districts  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kyle Holt  
RM CUSTOMER #: 0067

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

**CD-001A. ABSTRACT OF TITLE:**

!@#S

This series contains copies of legal titles to property owned by the agency. The titles are used to provide a complete history of land ownership and chronicle passage of ownership. The original document is maintained by the County Register of Deeds. Information may include, but is not limited to: quit claim deeds, powers of attorney, maps of the area, and legal descriptions of property.

**RETENTION:** Retain current. Destroy superseded or obsolete.

**CD-001. ACCIDENT AND INCIDENT REPORTS:**

!@#S

This series contains accident reports involving district-owned vehicles or district-owned property. Information may include, but is not limited to: police report, accord form, correspondence, estimates, and adjustment reports. Information is maintained for administrative purposes and to satisfy the statute of limitations.

**RETENTION:** Retain current in office. Destroy 6 years after closed.

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

DEPARTMENT: Agriculture  
DIVISION: Resource Cons. & Forestry  
OFFICE: Conservation Districts  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kyle Holt  
RM CUSTOMER #: 0067

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**CD-002.    ACCOUNTS PAYABLE:**

!@#S

This electronic series is used to compile monthly profit and loss statements. They provide a current status of accounts payable. Data elements include: amount of invoice, date, invoice number, firm, and account number credited. The information is obtained from the vendor invoices.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-003.    ACCOUNTS RECEIVABLE:**

!@#S

This electronic series accounts for assets and liabilities and is used to establish a balance as of a given date, to debit billings as they are made, to credit collections as they are received, and to reconcile the unpaid balance in the control account with supporting data monthly. Information includes: date, description, debits, credits, and balance.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-004.    ADMINISTRATIVE REFERENCE FILES: Deleted from Schedule,  
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**CD-004.1. APPLICATIONS FOR EMPLOYMENT, UNSUCCESSFUL:**

!@#S

This series contains applications completed by individuals seeking employment with the agency who were not hired. Successful applicants' applications become part of their "Personnel File".

**RETENTION:** Retain 3 years, then destroy by shredding provided all litigation, or claims involving the records have been resolved and final action has been taken.

**CD-005. APPOINTMENT CALENDARS:**

!@#S

This series contains appointment calendars, whether electronic or paper. Information includes: date and appointments by hour. The information is maintained to document the time and dates of meetings.

**RETENTION:** Retain 2 years in office, then destroy.

**CD-006. ASSOCIATION AND ORGANIZATION FILES:** 

05-001

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the district belongs. Information may include: minutes of the association or organization meetings, conference agendas, expense reports, participants' names, and examples of other Districts' regulations. They are used for reference purposes concerning ideas and policies suggested and used by the association or organization.

**RETENTION:** Retain 2 years in office, then destroy.

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**CD-006.1. AUDIO/VIDEO RECORDING OF BOARD MEETINGS:**

!@#\$

This series may contain audio and/or video recordings of board meetings, if applicable to the district.

**RETENTION:** Retain 90 days in office after minutes have been approved, then destroy.

**CD-007. AUDIT REPORTS:** 

05-001

This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of district funds. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report. Legislative Audit maintains audits permanently on microfilm.

**RETENTION:** Retain 3 years in office, then destroy.

**CD-008. AWARDS AND CONTESTS:**

!@#\$

This series documents any awards or contests that the district may be involved in.

**RETENTION:** Retain in office for 3 years, then destroy.

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**CD-009.     BANK STATEMENTS:**

!@#S

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes for standard checking and money market accounts. Information may include: date of statement, cancelled checks, deposit records, and bank balances. The information is used to reconcile checking accounts with bank balances and for reference and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-010.     BILLS PAID LIST:**

!@#S

This electronic series is maintained for convenience of reference purposes. The list is arranged chronologically by payment period and includes: account number, amount, description, invoice description, receipt number, vendor number, totals, and number of transactions. This file is kept for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.



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**CD-011.     BUDGET REQUEST FILES:** 

**05-001**

This series may contain budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities and when preparing future budget requests.

**RETENTION:** FINANCE OFFICER: Retain until budget year has ended, then destroy.

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

**CD-012.     CASH RECEIPTS TRANSMITTALS:**

**!@#S**

Cash receipt transmittals document payments received and deposited with the district. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-012.1. CDL/ALCOHOL AND DRUG TESTING FILES:**

!@#

This series may contain CDL drug and alcohol test records. Information may include: test results, documentation of refusals, substance abuse professional (SAP) reports, follow-up tests and schedules, information obtained from previous employers, and records related to the alcohol and controlled substances collection process. This record series is maintained pursuant to 49 CFR Part 40 Subpart P.

**RETENTION:** Retain records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests; SAP reports, and all follow-up tests and schedules for follow-up tests for 5 years, then destroy.

Retain information obtained from previous employers under §40.25 concerning drug and alcohol test results of employees for 3 years, then destroy.

Retain records related to the alcohol and controlled substance collection process for 2 years, then destroy.

Retain records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 for 1 year, then destroy.

**CD-013. CERTIFICATES OF DEPOSIT:** 

05-001

This series contains original certificates of deposit used to document funds deposited in banking institutions. Information includes: number, depositor, date, amount, authorized signatures, interest rate, and length of deposit.

**RETENTION:** Retain current in office. Destroy redeemed.

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**CD-014.     CHECK (WARRANT) REGISTER:**

**!@#S**

This series is arranged numerically by check number and contains registers or stubs from checks issued by the agency. Information includes: check number, issue date, amount, payee, and purpose. The information is maintained for reference concerning the parties to whom checks were issued and for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-015.     CLAIMS, PAID AND DISALLOWED: Deleted from Schedule, 07/dd/2020.**

**CD-015.1.   COMPLAINT FILES:**

**!@#S**

This series contains complaints filed against the agency. Information may include: letter of complaint, notes, investigation, findings, and corrective action. This record series is used for compliance purposes.

**RETENTION:** Retain current in office. Destroy after 6 years provided no pending litigation or claims.

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**CD-015.2. COMPUTER HARDWARE AND LICENSE FILES:**

!@#S

This series contains software and hardware licensing agreements and hardware files. Information may include: licensing information, certificate of authenticity, manuals; and hardware serial numbers, inventory control number, system configurations, parts' number, original disk, and warranty information. This record series is used for maintaining the computers, for copyright laws, and permissions to use the software.

**RETENTION:** HARDWARE FILES: Retain current in office. Transfer when hardware has been sold or has been declared surplus.

LICENSE FILES AND MANUALS: Retain current in office. Destroy or transfer superseded or obsolete.

**CD-016. COUNTY ASSISTANCE:**

!@#S

This series documents the funds the district receives from the counties for operating expenses. The funds are used to hire employees, purchase supplies, and carry out district programs. Before receiving such funds, each district must file with the county commission a financial statement for the last 3 years itemizing the amount of funds received and how they were disbursed.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-017.     CORRESPONDENCE, FEDERAL:**

!@#S

This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from any federal agency. The information is maintained for reference and for possible use when federal litigation, claims, or audits are pending.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-018.     CORRESPONDENCE, GENERAL:**

!@#S

This series is arranged chronologically and contains both copies of letters sent and the originals of letters received. The information is used for occasional reference and documentation.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-019.     DEPOSITS REGISTER:**

!@#

This series documents the receipt of deposits and the return of the same. Information on the register includes: customer name, account, deposit, amount, and date. The deposit is refunded when a service is terminated and the final bill is paid.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-020.     DEPRECIATION SCHEDULE:**

!@#

This series contains schedules of depreciation for each piece of depreciable property and a master list of property, including assets which may be held for resale.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-022.1. ELECTION RECORDS:**

!@#S

This series contains documentation pertaining to elections. Information may include, but is not limited to: calendars, maps, worker and candidate instruction booklets, absentee precinct forms and documents, ballot distribution receipts, ballots, election returns, nominating petitions, and poll books.

**RETENTION:** Retain election returns 10 years in office, then transfer to State Archives for final disposition.

Retain contested ballots, nominating petitions, and recount petitions 1 year in office after recount, if any, then destroy provided all remedies provided by SDCL Chapters 12-21 and 12-22 have been exhausted.

Retain all other election information 60 days after election and/or recount, then destroy provided no litigation is pending.

**CD-023. ELECTRONIC COMMUNICATION RECORDS:**

!@#S

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

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

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

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**CD-024.**     **EQUIPMENT MASTER FILES:** 

**05-001**

This series contains all related information for equipment owned by the district. Information includes: vehicle identification, vehicle title, purchase information, dealer's invoice, registration information, maintenance records, etc. The information is used to provide a history of all repairs made to each vehicle, to document proof of ownership, and to determine cost efficiencies of reconditioning.

**RETENTION:** Retain vehicle title current in office. Transfer when respective vehicle has been sold or declared surplus.

Retain all other records 1 year in office, then destroy.

**CD-025.**     **FEDERAL GRANT AWARD FILES:**

**!@#S**

This series is arranged alphabetically by grant name and contains information concerning the award of federal grants. Information includes: grant name, number, time period, amount, and legal reference. The information is used for reference when requesting federal cash, federal financial reports, and for audit purposes.

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

Districts that do not require audits must retain these records 5 years, then destroy provided no litigation or claim is pending.

**ALL OTHER PROGRAMS:** Retain current in office. Destroy superseded or obsolete, provided the finance office maintains the record copy.



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**CD-026.     FINANCIAL REPORT, ANNUAL:** 

**05-001**

Conservation districts are required to complete an annual financial report. The report consists of a balance sheet and a profit/loss statement. An itemized annual financial report is submitted to the county commission if the conservation district receives county funds.

**RETENTION:** Retain permanently.

(NOTE: Consider microfilming when volume warrants to provide dispersal protection for these vital records.)

**CD-027.     FINANCIAL STATEMENTS:**

**!@#S**

Financial statements provide an overview of the agency’s financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenue, expenditures, and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. The statements are maintained for reference and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

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**CD-028.     FIRST REPORT OF INJURY FILE:**

!@#S

This form series fulfills Worker's Compensation and Occupational Safety and Health Administration (OSHA) requirements for filing reports of occupational injuries and illnesses. Information in the report includes: background information on employer and employee, occupational injury or illness information, and medical care required. The information is duplicated in the Department of Labor and Regulation, Division of Labor and Management. Federal law mandates that this record be kept for five years.

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

**CD-029.     GENERAL LEDGER:**

!@#S

This series may contain computer generated or handwritten general ledgers which is a listing of all account balances for a given fund at the end of the year. The general ledger is referred to as the book of final entry that summarizes and controls all detailed records and transactions. Accounts may include: assets, liabilities, equity, revenues, and expenditure. Information in the ledger may include, but is not limited to: account number, account name, debit and credit balances, fund, sub-fund, receipt amounts, transfer amounts, refund amounts, and totals. This record series is used to facilitate the completion of year-end financial reports, for fund accountability, reconciliation with other accounting reports, and audit purposes.

**RETENTION:** Retain 20 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**CD-030.     GRANT FILES:**

**!@#S**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information includes: grant application, working papers, grant documentation, and monitoring and accounting records. The information is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain current in office. Destroy 5 years after terminated provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 5 years after terminated, then destroy provided no litigation or claim is pending.

**CD-031.     GRIEVANCE FILES:**

**!@#S**

This series is arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and findings (if applicable). The information is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

**RETENTION:** Retain current in office. Destroy 3 years after closed provided no litigation is pending.

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**CD-032.     INSURANCE FILE:**

!@#S

This series contains information used for both reference and documentation concerning various insurance policies of the district. Topics in the file may include but are not limited to: type of insurance, company, policies and numbers, declarations, policy conditions, forms and endorsements, and related material. Information may be used as documentation of insurance coverage and for reference to policy terms and conditions.

**RETENTION:** Retain current in office. Destroy 6 years after superseded or obsolete provided no litigation or claims are pending.

Retain “Declaration Page” of any “occurrence liability policies” in office 21 years after expiration. Destroy 21 years after expiration.

**CD-033.     INVENTORY, FIXED ASSETS:**

!@#S

This series may include: land inventory, equipment inventory, purchase date and price, type of depreciation, amount of depreciation, location number, fund number, department number, insurance code, current book values, and current replacement costs. The file is maintained for property management and accountability purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-034.     INVENTORY, SUPPLIES AND MATERIALS:**

!@#S

This series contains inventories of supplies and materials used by the district. It is maintained as an accounting of supplies on hand and for information when ordering supplies. Information may include but is not limited to: date, beginning inventory, purchases, year-to-date use, amount used, and amount on hand. Inventories are kept for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-034.1.   INVESTMENT RECORDS:**

!@#S

This series contains investment records. Information may include: type of interest bearing deposit or investment, identifying number, date purchased, maturity date, cost, face value if different than cost, amount of discount or premium, fund, interest rate, interest payment periods, amount of interest received or credited, receipt number, dates interest was received, amount received when sold, and date sold or redeemed. This subsidiary record serves as a control for interest bearing deposits and investment.

**RETENTION:** Retain in office until sold or redeemed. Destroy 4 years after sold or redeemed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-035.     INVOICES:**

!@#S

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include but is not limited to: vendor number, company name, date the order was received, ship date, invoice date, invoice number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval, then to the District Commission for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-035.1.   IRS 1099 FORMS:**

!@#S

This series contains a copy of each IRS Form 1099 submitted to persons to whom were paid more than \$600 per year for services. Information may include: name, social security or business identification number, and amount paid. The information is maintained to document which notices were sent. The recipients send their copy to the IRS long with their Federal Income Tax Returns to document yearly income. This record series is maintained for audit purposes.

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

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**CD-036.     JOB ANNOUNCEMENTS:**

!@#S

This series is arranged chronologically by date of announcement and contains standard job announcements. Information includes: job title, salary range, list of job duties, listing of experience, listing of education, and comments. The information is used to inform agency personnel of job openings throughout the district.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-036.1.   JOURNALS:**

!@#S

This series documents daily transactions concerning the receipts and disbursement of funds. Journals may include, but are not limited to: revenue journals, expense journals, general journals, special funds journals, cash receipts journals, cash disbursement journals, payroll journals, fee books, day books, and cash books. Information may include: entry number, date, account, amount, activity, invoice number, transaction description, project, and debit and credit. This series is maintained for audit and reference purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-037.     LEAVE BALANCE REPORTS:**

!@#

This report contains employees' names, social security numbers, number of hours of leave earned, hours of leave used, and the balance of leave hours still available for use. The information is used for reference to determine if an employee can be granted leave permission for the number of hours he/she has requested.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-038.     LEAVE REQUESTS:**

!@#

This series is arranged alphabetically by name of employee and contains the standard forms used to request annual and sick leave. Information includes: name of employee, leave days requested, hours requested, purpose, type of leave, and employee's and supervisor's signatures. Leave requests are used for payroll and audit purposes.



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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.



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<b>CD-039.</b>	<b><u>LEGAL OPINIONS:</u></b>  <p>This series contains legal opinions issued at the request of the district to address various issues the district confronts. They are maintained for reference purposes.</p> <p><b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.</p>	<b>05-001</b>
<b>CD-040.</b>	<b><u>LONG RANGE PLAN:</u></b>  <p>This series identifies long-term goals and missions of the district. Information contained in the plan includes the mission statement, statements of intent, goals and priorities, budgets, and natural resources issues. These records are maintained for reference purpose.</p> <p><b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.</p>	<b>05-001</b>
<b>CD-040.1.</b>	<b><u>LONG TERM DEBT RECORDS AND AGREEMENTS:</u></b> <p>This series contains long term debt records and agreements. Types of debt may include, but are not limited to: Capital Outlay Certificates, General Obligation Bonds, Capital Lease Agreements, and other debt entered into or incurred. Information may include: the original documents constituting the establishment of debt, debt repayment schedule showing principal amount, interest rates, interest amounts, dates of redemption, and other general terms of debt. This record series is maintained for audit purposes.</p> <p><b>RETENTION:</b> Retain in office as long as debt is outstanding. Destroy 5 years after debt has been cancelled provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.</p>	<b>!@#S</b>

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**CD-040.2. LOYALTY OATHS (OATHS OF OFFICE):**

**!@#S**

This series contains the original signed oath of various elected and/or appointed officials. Information includes: state, county, name of person being sworn, text of oath, signature, date, signature of judge or notary, and seal. The oaths have little value after the respective officials have left office.

**RETENTION:** Retain current in office. Destroy when respective official has left office.

**CD-041. MATERIAL SAFETY DATA SHEETS (MSDS):** 

**05-001**

This series contains the standard MSDS issued to alert of hazardous material in various products and how to handle it, including contact information for the manufacturer and what to do in case of exposure.

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

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**CD-042.** **MEMORANDA OF UNDERSTANDING, CONTRACTS,  
LEASES, AND AGREEMENTS:**

!@#S

This series contains originals (copies of record) and reference copies of cooperative working agreements, mutual agreements with USDA-NRCS, contracts, leases, and agreements between the entity and other parties. Information includes: terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

**RETENTION:** Retain originals (copies of record) current in office. Destroy 6 years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 6 years after terminated, provided all litigation and claims involving the records have been resolved and final action has been taken. Destroy after 6 years.

Retain reference copies current in office. Destroy terminated.

**CD-043.** **MEMORANDA, GENERAL:**

!@#S

These records are generally filed chronologically. Information includes: events, dates, and general directions intended to inform staff and assure their assistance and cooperation when necessary.

**RETENTION:** Retain current plus 1 year in office. Destroy 3 years after superseded or obsolete.

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**CD-044.     MINING PERMITS:** 

**05-001**

This series contains the “Notice of Intent to Mine” and accompanying documentation submitted when an individual begins the process of establishing a gravel pit. The State Department of Environment and Natural Resources maintains Mining Permits on microfilm for 5 years past file closure.

**RETENTION:** Retain current in office. Destroy 1 year after reclamation is complete.

**CD-045.     MINUTES, CONSERVATION DISTRICT BOARD:**

**!@#S**

This series contains original minutes from the conservation district board meetings. They are used to document board actions and may include: roll call, approval of claims for payment, travel requests, gross payroll, policy statements, etc. The file constitutes a history of district actions and policies promulgated.

**RETENTION:** Retain permanently in office.

(NOTE: These minutes are submitted to the State Department of Agriculture, which in turn files them with the State Archives.)

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper.)

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<b>CD-046.</b>	<b><u>NEWSLETTERS/PUBLICATIONS:</u></b>  This series may contain newsletters, brochures, or other publications prepared by the agency for general public distribution.  <b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.	<b>!@#S</b>
<b>CD-046.1.</b>	<b><u>OPEN RECORDS REQUEST:</u></b>  This series contains open record requests received by the agency. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.  <b>RETENTION: DENIAL LETTERS:</b> Retain permanently.  <b>ALL OTHER INFORMATION:</b> Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	<b>!@#S</b>
<b>CD-047.</b>	<b><u>PACKING SLIPS:</u></b> Deleted from Schedule, <u>07/dd/2020.</u>	

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**CD-048. PAYROLL AUTHORIZATIONS:**

!@# \$

This series is completed by the respective departments for submission to the finance department for disbursement. Information in the series includes: name, vacation, hours worked, sick leave, overtime, department, and rate of pay. The information is compiled from time cards/sheets.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-049. PAYROLL TAX FILES: Deleted from Schedule, 07/dd/2020.**

**CD-050. PERFORMANCE APPRAISALS:** 

05-001

This series contains performance appraisal forms showing a statement of standards and responsibilities for each employee and the immediate supervisor's evaluation of the employee's performance. Performance appraisals are used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of employees for unsatisfactory job performance.

**RETENTION:** Retain 3 years in office, then destroy by shredding provided no grievance is pending

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**CD-051. PERSONNEL FILES:**

!@#S

This series is arranged alphabetically by name and contains a folder for each full time, part time, or seasonal employee in the district. Information may include but is not limited to: applications for employment, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. They are maintained to review work history of former employees who apply for work and for audit purposes.

**RETENTION:** Retain active in office. Destroy by shredding 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance.

**CD-052. POLICIES:**

!@#S

This series documents official policy adopted by the district and may include the Conservation District Handbook and policy and/or procedural directives issued by various administrative office/personnel within the district. The information is used to determine the proper course of action to be taken in the management of the district's business.

**RETENTION:** ORIGINATOR: Retain current plus 3 years in office. Destroy 10 years after superseded or obsolete.

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**CD-053.**    **PURCHASE ORDERS:** Deleted from Schedule, 07/dd/2020.

**CD-054.**    **REAL-ESTATE PLATS AND HISTORICAL PICTURES**  
**BOOKS:**

!@#S

This series contains original plats and historical photographs of the district and books or brochures covering areas of the district through its history. The plat file defines and documents district property ownership by section, township, range, and county.

**RETENTION:** Retain plats permanently in office.

Retain photographs, books, and brochures current in office. Destroy superseded or obsolete.

(NOTE: Photographs, book, and brochures are subject to screening by State Archives prior to disposal.)

**CD-055.**    **RECEIPTS:**

!@#S

This series contains forms issued to document the receipt of money. Receipts may be prenumbered and include: date money was received, amount received, funds and accounts credited, the amount to be credited, and signature of the person receiving money. The information is maintained for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.



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**CD-055.1. REQUEST FOR PROPOSALS (RFP):**

!@#S

This series may contain RFPs for professional and non-professional services. Information may include: title of solicitation; proposal due date; RFP #; buyer's name and email address; agency name and address; primary contact information; vendor information; purpose of RFP; schedule of activities; number of copies to be submitted; offeror inquires; length of contract; terms and conditions of contracts; scope of work; proposal requirements and company qualifications; cost proposal; criteria for award selection, and authorized signatures. This record series is maintained for reference and audit purposes.

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

**CD-055.2. RETIREMENT CONTRIBUTION REPORTS:**

!@#S

This report is used to document employee and employer contributions to retirement systems. Information may include, but is not limited to: employer name, employee name, billing date, current report totals, employer matching totals, outstanding balance, delinquency payments, total, and authorized signatures. This record series is used to document proper contributions.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-056. RISK MANAGEMENT PLANS:**

!@#

This series contains the risk management plans formulated to protect the public and environment.

**RETENTION:** Retain current in office. Destroy 5 years after superseded or obsolete.

**CD-057. SALES TAX REPORTS (STATE):**

!@#

This series contains a copy of the report filed bimonthly with the state Department of Revenue, Sales Tax Division. It is used to document payments made for state sales taxes collected by the district. The reports are arranged chronologically by date and include: net taxable revenues, rate, reporting period, license number, gross sales, totals, state taxes, city taxes, penalties and interest, and amount remitted. The Department of Revenue also maintains the original report.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-057.1. SMALL CLAIM FILES:**

!@#S

This series is arranged numerically and contains small claims files. Information may include: defendant's name and address, plaintiff's name, finding and judgment, and an envelope used to file small claims related records. This record series is maintained for reference and audit purposes.

**RETENTION:** SATISFIED: Retain 2 years after judgement has been disposed of (settled, dismissed, satisfied, or vacated, then destroy.

UNSATISFIED: Retain 7 years, then destroy provided no pending litigation.

**CD-058. SOIL SURVEY: Deleted from Schedule, 07/dd/2020.**

**CD-059. STANDARD OPERATING PROCEDURES:**

!@#S

This series contains the operating procedures established for the various district entities.

**RETENTION:** Retain current in office. Destroy 2 years after superseded or obsolete.

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**CD-059.1. SURPLUS PROPERTY FILES:**

!@#S

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

**RETENTION:** Retain 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.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-059.2. TAX REPORTS, EMPLOYMENT:**

!@#S

This series contain the audit copies of reports payments of quarterly and annual federal and state employment taxes. Reports may include, but are not limited to: IRS form 941, Department of Labor unemployment, O.A.S.I. (social security), F.I.T. (federal withholding), E.I.C. (earned income credit), and various other state and federal employment reports. This series is maintained for reference and for audit purposes

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

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**CD-060. TIME CARDS/SHEETS:**

!@#S

This series is arranged chronologically and contains completed time sheets or cards submitted by district employees. Information includes: 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. They initiate the payroll process and document hours worked by program employees.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-061. TRAVEL REQUESTS: Deleted from Schedule, 07/dd/2020.**

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**CD-062. UNEMPLOYMENT REPORTS, QUARTERLY:**

!@#S

This form series (DOL-UID-21) contains a copy of the standard report submitted quarterly to the State Department of Labor, Unemployment Insurance Division. It is used to document employer contributions for unemployment insurance liability. They are arranged chronologically by reporting date and include: account number, name and address, rate, date quarter ended, employees, computation of payments due, signatures, titles, and date. Information on the report is generated from the payroll register.

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

Districts that do not require audits must retain these records 4 years provided no litigation or claim is pending.

**CD-062.1. VEHICLE FILES:**

!@#S

This series contains information regarding each vehicle. Information may, but is not limited to: trip data including vehicle identification number, sign-out sheets for each vehicle, sign-out dates and times, driver, return dates and times, beginning and ending odometer readings, and purposes of travel, fuel/oil usage data, and summaries of maintenance performed on each vehicle. This record series is maintained to document usage of each vehicle, to justify the sale of old vehicles and purchase of new vehicles, and for audit purposes.

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

Districts that do not require audits must retain these records 4 years provided no litigation or claim is pending.

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**CD-063.** VEHICLE TITLES: 

**05-001**

This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. It is used as documentation of vehicle ownership and includes: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.

**RETENTION:** Retain current in office. Transfer when respective vehicle has been sold or declared surplus.

**CD-064.** VOUCHERS:

**!@#\$**

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of expenditure, amount, account code credited, date, to whom or to what account the funds are transferred, and authorized signatures. Vouchers are 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 4 years in office, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-065. VOUCHERS, PETTY CASH:** 

**05-001**

This series contains copies of completed vouchers used for the issuance of cash from the petty cash fund. Each voucher includes: the reason for which the money was expended, the amount, date, payee, and authorized signatures. They are used for reference and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-065.1. W-9 VENDOR FILES:**

**!@#S**

This series is arranged alphabetically by vendor name and contains W-9 Vendor Registration Forms. Information may include: vendors legal name, address, telephone number, FAX number, legal business designation, taxpayer identification number, registered vendor with Small Business Administration, authorized signatures, date signed, and telephone number of the authorized individual signing the form. This record series is required by the federal government to be maintained for income tax reporting purposes.

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



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**CD-065.2. WAGE AND TAX STATEMENTS (W-2 FORMS):**

!@#S

This form is generated annually and contains: name, social security number, number of exemptions, federal tax withheld, FICA tax withheld, total wages earned, state tax withheld, employer identification number, and employer's name and address. The original is retained by the employer and duplicates are mailed to the employee.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-065.3. WAGE GARNISHMENTS:**

!@#S

This series contains the legal instruments from the courts used to support the wage garnishment of an employee of the district. Garnishment of debts and property is provided for under SDCL 21-18.

**RETENTION:** Retain in office through satisfaction of garnishment. Destroy 4 years after satisfied provided all litigation, claim, and audit findings involving the records have been resolved and final action has been taken.

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**CD-065.4. WITHHOLDING ALLOWANCE CERT. EMPLOYEE’S (W-4 FORM):**

!@#S

This series contains the W-4 forms submitted by every employee in the district. Information may include: employee’s name, social security number, marital status, address, allowances, exemptions, employee's signature, employer's name and address, and employer identification number. The W-4 remains in effect until employee changes it. The record series is used to inform the employer of how much money to withhold according to his tax liability.

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

**CD-066. WORKERS COMPENSATION FILES:**

!@#S

This series is arranged chronologically by incident date and contains copies of the standard “Employer’s First Report of Injury Forms.” Information includes: employer information, employee information, information relating to the on-the-job injury, and doctors reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor and Regulation, Division of Labor and Management.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

(Note: The State Division of Labor and Management maintains hearing files and workers compensation files for 80 years.)

**RECORD SERIES LISTED IN THE  
FOLLOWING SECTION ARE BEING  
CONSIDERED FOR DELETION.**

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture's Conservation Districts.**

**Reason for Deletion:**

- **CD-004. This series is no longer used. Related items can be found within existing record series.**
- **CD-015. This series is no longer used.**

**CD-004. ADMINISTRATIVE REFERENCE FILES:**

**05-001**

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the district. Information may include: information on organizations, annual plan of work, price comparisons, planting material, publications, pamphlets, exhibits, workshop information, conservation education information, soil stewardship information, tour information, general information, vendor information, mailing lists, file management, South Dakota Codified Laws, operation guides, administrative messages from other governmental agencies, and other related information. Information is maintained for reference purposes.

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

**CD-015. CLAIMS, PAID AND DISALLOWED:**

**05-001**

This series documents claims submitted to the district for payment by vendors. Information in the file includes: vendor number, date, description, total, project number, expenses, and purchase order number.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture's Conservation Districts.**

**Reason for Deletion:**

- **CD-047. This series is no longer maintained.**
- **CD-049. This series is no longer used. Related items can be found within other record series.**

**CD-047. PACKING SLIPS:**

**05-001**

This series documents what was received and is used in verification of the same. Information on the slips includes: vendor, order, date, recipient, and number of units shipped.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-049. PAYROLL TAX FILES:**

**05-001**

These records are maintained to detail 941 taxes, employee W-2 reports, and employee unemployment wage verifications. This record series is maintained to document hours and payroll processing for audit purposes.

**RETENTION:** Retain 1 year in office; transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years. Destroy after 4 years provided all litigation and claims have been resolved and final action has been taken.

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture's Conservation Districts.**

**Reason for Deletion:**

- **CD-053.** This series is no longer maintained separately and is attached to the voucher.
- **CD-058.** This series is obsolete. Soil surveys are available on the NRCS website.

**CD-053. PURCHASE ORDERS:**

**05-001**

This series may be generated after receiving a department requisition form. Each order may list: item and inventory numbers, quantity, unit, stock number, description, unit price, and amount paid. Purchase orders create encumbrances against department funds and are kept for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-058. SOIL SURVEY:**

**05-001**

This is a copy of the NRCS-created county soil survey.

**RETENTION:** Retain 1 year in office after the survey is published, then destroy. The State Department of Agriculture maintains soil surveys permanently.

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**NOTE: Records Retention and Destruction Board, consider the following record series listed below for deletion for the Department of Agriculture's Conservation Districts.**

**Reason for Deletion:**

- **CD-061. This series is no longer maintained separately and is attached to the voucher.**

**CD-061. TRAVEL REQUESTS:**

**05-001**

This series contains copies of both in-state and out-of-state travel requests. Data elements might include: origin, destination, departure date, return date, departure time, return time, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. The forms are used for travel coordination and for authorizing payment of travel expenses upon return.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, audit findings and claims involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.