

**Revised-Draft Meeting Agenda
South Dakota Board of Examiners of Psychologists
Teleconference
November 16, 2020 12:00PM CT**

The public is invited to attend the meeting via teleconference. Please call the switchboard at 605-224-1125, key in the access code 0865098#. For assistance please call (605) 773-3011.

Member Listing:

1. Thomas Stanage, Ph.D., President
2. Matthew Christiansen, Ph.D., Vice-President
3. Trisha Miller, Ph.D., Secretary
4. Jeffrey Ellison, Psy.D., Member
5. Charles Sherman, Ph.D., Member
6. Robert Overturf, Lay Member
7. Brian Roegiers, Lay Member

Purpose: The Board protects the health and safety of the consumer public by licensure of qualified persons, enforcement of the statutes, rules and regulations governing the practice of psychology, including the appropriate resolution of complaints.

1. Call to Order/Welcome and Introductions-Stanage
2. Roll Call-Stanage
3. Conflicts to declare
4. Corrections or additions to the agenda
5. Approval of the agenda
6. Public Testimony/Public Comment Period-12:05 *p.m.*
7. Approval of Minutes from August 21, 2020
8. FY Financial Update
9. ASPPB, Annual Meeting -Virtual, 10/16-10/17/20-Recap, Miller
10. ASPPB Board Chairs Meeting, 10/22/20-Recap, Stanage
11. Records Retention Update
12. PSYPACT-Proposed Regional Compact update
13. Continuing Education Questions
14. Online Renewals Update
15. Executive Session-Pursuant to SDCL 1-25-2

Complaints/investigations

- a. #217-I
- b. #218-I
- c. #223

16. Any other business coming in between date of mailing and date of meeting
17. Schedule next meeting
18. Adjourn

SOUTH DAKOTA BOARD OF EXAMINERS OF PSYCHOLOGISTS
BOARD MEETING MINUTES
Teleconference
August 21, 2020

Members Present: Thomas Stanage, Ph.D., (President); Matthew Christiansen, Ph.D. (Vice President); Trisha Miller, Ph.D., (Secretary); Chuck Sherman, Ph.D., Member; Brian Roegiers, Lay Member; Jeffrey Ellison, Psy.D., Member (joined call at 8:41am CDT); Robert Overturf, Lay Member (joined call at 8:58am CDT);

Members Absent: None.

Others Present: Carol Tellinghuisen, Executive Administrator; Jill Lesselyoung, Administrative Assistant; Marilyn Kinsman, Senior Policy Analyst for South Dakota DSS

Due to COVID-19, Stanage arranged for applicant #'s 589, 597, 600, 604, and 605 to complete their oral examination responses interactively with the board today via videoconference.

Call to Order/Welcome and Introductions: Stanage called the meeting to order at 8:08am CDT.

Roll Call: Lesselyoung called the roll. A quorum was present (Stanage, Miller, Christiansen, Sherman, Roegiers).

Conflicts to Declare: None.

Corrections or Additions to the Agenda: Board office staff made board members aware they are needing to continue researching and consulting with Kinsman/DSS for the Online Renewals Update (Agenda Item 19), so requested that item be tabled until next meeting.

Approval of the Agenda: Christiansen motioned to approve the agenda with the amendment of tabling Item 19 per board office request; Miller seconded the motion. Motion carried on unanimous roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Sherman, yes; Roegiers, yes.

Public Testimony/Public Comment Period (7:37am MDT / 8:37am CDT): There were no persons from the public present for comment.

Approval of Minutes from May 15, 2020 Meeting: Roegiers moved, Sherman seconded, to approve the minutes as written. Motion passed unanimously via roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Sherman, yes; Roegiers, yes.

FY Financial Update: Lesselyoung reported on both the fiscal year end- June 30, 2020, and well as the most recent financial report – July 31, 2020. Lesselyoung reported that as of June 30, 2020, revenue was at \$67,043.56, year-to-date expenditures were at \$58,872.26, and Cash Balance was at \$119,116.49. Lesselyoung reported that the most recent financial report reflects Year-to-Date Revenue of \$4,800.00, Year-to-Date Expenditures of \$8,394.31, and Cash Balance of \$115,522.18. Sherman moved and Miller seconded motion to accept the financial report. Motion passed unanimously via roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Sherman, yes; Roegiers, yes.

ASPPB Upcoming Annual Meeting October 16-17, 2020 – Virtual: ASPPB cancelled the in-person meeting in New York City due to COVID-19 concerns but is holding the meeting virtually instead. Miller and Tellinghuisen are both planning to attend the meeting and others are encouraged to consider joining for portions, if desired.

Records Retention Update: Lesselyoung made the board aware that board administration has checked with Kinsman/DSS about shortening the amount of time for records retention and this is a “work in progress” so there is nothing new to report.

ASPPB Board Administrators Meeting-Review, Tellinghuisen: Tellinghuisen relayed that there were a low number of attendees at the meeting. Discussion at the meeting included topics on: 1) revising supervision criteria during COVID-19; some states stated intent to waive some requirements but that the postdoctoral year will not be waived; 2) providing extended timeframes to take the EPPP; and 3) some focus on revenues, wherein some states will need to reduce or adjust budgets. Lesselyoung made board members aware she has put questions out on the national listserv inquiring about whether other states are considering enacting legislation regarding Universal Recognition of licensure and whether other states are considering implementing an umbrella board combining mental health professionals into one board. Lesselyoung advised Arizona was the first state to enact legislation known as Universal Recognition of licensure thus far. Other states that responded are not considering at this time. She reported that states have responded they are not considering combining their state boards. The WY board had asked if other states are adding reciprocity. More states are beginning to recognize banking credential entities in their licensure process.

PSYPACT: Lesselyoung made the board aware PSYPACT is now effective as they have at least ten states who have passed legislation to enter the compact. Stanage made board members aware the WY psychology board sent a letter of interest to our board expressing they are looking into creation of a regional compact (Rocky Mountain State Compact) and desired to know if South Dakota would be interested. Stanage explained the rationale for a regional compact is to have a way to manage cross-border telehealth more closely and limit some of the financial exposure to potential jurisdictional issues. It was the general consensus of the Board to find out more information about the regional compact and then discuss further. Seeing a group consensus, Stanage agreed to respond to the WY board in writing expressing our interest in obtaining more information.

Overturf joined teleconference at 8:58am CDT.

Renewal Update: Board administration made members aware fourteen certified letters were sent to those who hadn't renewed by July 13, 2020 and that 197 members actively renewed this year, with seven psychologists not renewing licensure.

Licensure Supervision Inquiry: Lesselyoung and Miller relayed information about a recent applicant completing an internship in SD who requested to know if we are allowing modifications to accommodate for virtual supervision to be acceptable. Miller also questioned whether we would limit this to a certain percentage of the supervision or allow it entirely. Lesselyoung advised our statute states the requirement is for “face to face” supervision. However, board Attorney Trevor Thielen, advised the statute does not specify what qualifies as face-to-face. Tellinghuisen reported that another SD board has determined acceptance of remote video as face-to-face. The Board discussed and agreed to accept the online supervision as face-to-face. Discussion was held as to whether the board desired to limit this as acceptable just during the COVID pandemic. The Board agreed to limiting it to the pandemic timeframe. Some

discussion was held about how to set this limit and the group identified the status of the State Emergency Declaration endpoint as guidepost.

Kinsman left the conference call at 9:13am CDT.

Executive Session- Pursuant to SDCL-1-25-2: Overturf motioned and Sherman seconded to enter executive session at 9:14am CDT for purpose of discussing four complaints/investigations (#217-I, #218-I, #222-I, and #223), and Oral Examination administration and results. Motion carried on a unanimous roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes; Roegiers, yes. Tellinghuisen and Lesselyoung exited executive session prior to administration of the Orals Examinations – at 9:29am CDT. Sherman left the meeting after the second orals examination was completed.

Overturf moved, Roegiers seconded to exit executive session at 1:22pm CDT; motion carried on a unanimous roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Overturf, yes; Roegiers, yes. Stanage, Miller, Roegiers, and Overturf were present.

Complaints/Investigations: #217-I and #218-I are pending and #222-I, is resolved.

Applicant Approvals: Miller recommended the board approve licensure for applicants 589, 597, 600, 604, and 605. Christiansen motioned, Overturf seconded to accept Miller's recommendation; motion carried on a unanimous roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Overturf, yes; Roegiers, yes.

Other Business: None.

Schedule Next Meeting/Conference Systems: The next meeting, set to be a virtual meeting, was tentatively set for Monday, November 16, 2020 at Noon MDT/1pm CDT. Any business that needs to be addressed prior to this date will take place via teleconference.

Motion to adjourn was made by Overturf, seconded by Christiansen. Stanage adjourned meeting at 1:30pm CDT following unanimous vote to do so. Stanage, yes; Christiansen, yes; Miller, yes; Overturf, yes; Roegiers, yes.

Respectfully submitted,

Trisha T. Miller, Ph.D.
Secretary

1-27-1.17. Draft minutes of public meeting to be available--Exceptions--Violation as misdemeanor. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

BOARD OF PSYCHOLOGY EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 09/30/20

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293000	0	0	0892000	654		2021	03	\$ 6,800.00	\$ 1,700.00
6503	4920045			0892000	654		2021	03	\$ 2,221.47	\$ -
									\$ 9,021.47	\$ 1,700.00

BOARD OF PSYCHOLOGY EXAMINERS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 09/30/20

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101030	0	0	BOARD & COMM MBRS FEES	0892000	654		2021	03	\$ 420.00	\$ 420.00
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0892000	654		2021	03	\$ 32.13	\$ 32.13
6503	5204090	0	0	MANAGEMENT CONSULTANT	0892000	654		2021	03	\$ 14,708.58	\$ 3,727.91
6503	5205320	0	0	PRINTING-COMMERCIAL	0892000	654		2021	03	\$ 390.07	\$ 91.59
6503	5204201	0	0	BFM CENTRAL SERVICES	0892000	654		2021	03	\$ 323.74	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0892000	654		2021	03	\$ 76.80	\$ -
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0892000	654		2021	03	\$ 36.10	\$ -
6503	5204360	0	0	ADVERTISING-NEWSPAPER	0892000	654		2021	03	\$ 631.95	\$ -
6503	5204510	0	0	RENTS-OTHER	0892000	654		2021	03	\$ 800.00	\$ 200.00
6503	5204530	0	0	TELECOMMUNICATIONS SRVCS	0892000	654		2021	03	\$ 54.00	\$ -
										\$ 17,473.37	\$ 4,471.63

**BOARD OF PSYCHOLOGY EXAMINERS
CASH CENTER BALANCE
FOR MONTH ENDING 09/30/20**

[illegible]



BOARD OF
EXAMINERS OF
PSYCHOLOGISTS

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Administration
Records Management Program
104 S Garfield Avenue; Building E
c/o 500 East Capitol Avenue
Pierre, South Dakota 57501-5070

2020

PROJECT STAFF

Laurie R. Gill, Cabinet Secretary
Department of Social Services

Carol Tellinghuisen, Executive Director
Board of Examiners of Psychologists

Kristen Campbell, Records Officer
Department of Social Services

The employees of the Board of Examiners Psychologists who contributed their time to explain the purpose and review the content of each record.

Dana Hoffer
State Records Manager

Connie Nold
Records Management Specialist

STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
Bureau of Administration
(Chairman)

Chelle Somsen, State Archivist
Department of Education

Russell Olson, State Auditor General
Legislative Audit

Pat Archer
Office of the Attorney General

Jenna Latham
Office of the State Auditor

Dana Hoffer
State Records Manager



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue; Bldg E
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE:

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that "No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value."

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.

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

South Dakota Codified Laws:

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

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

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

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

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

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

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

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.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Community Behavioral Health</u>
OFFICE:	<u>Licensing Boards</u>
PROGRAM:	<u>Board of Examiners of Psychologists</u>
RECORDS OFFICER:	<u>Kristen Campbell</u>
RM CUSTOMER #:	<u>1197</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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PS-1. ADMINISTRATIVE REFERENCE MATERIAL:

03-003

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the Board by the Executive Secretary. Information may include: correspondence, vendor information, mailing lists, file management, administrative rules, codified laws, license ledgers, and other information of interest or benefit to the Executive Secretary or staff. This record series is maintained for reference, decision making, and to maintain consistency with administrative policies.

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

(NOTE: Cull files at least once a year to avoid build-up of superseded or obsolete material.)

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RECORD
SERIES NO.

TITLE—DESCRIPTION—RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

PS-2. ADMINISTRATIVE RULES PROMULGATION FILES:

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This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(NOTE: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

STATE OF SOUTH DAKOTA
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RECORD SERIES NO.	TITLE—DESCRIPTION—RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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PS-3. AGENDAS, BOARD MEETINGS:

03-003

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

RETENTION: Retain current in office. Destroy any superseded or obsolete agendas once the meeting minutes have been approved.

PS-4. ANNUAL REPORTS:

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This series is arranged chronologically and contains the originals of all annual reports written by the Board to summarize their activities for the previous year. Information may include: number of licenses issued, number of inspections conducted (if applicable), number of violations noted, man hours, time reports, and other related information. A copy of this report is filed with the South Dakota Department of Social Services annually. This record series is used for reference to compare activities from year to year.

RETENTION: Retain 5 years in office, then transfer to State Archives for final disposition.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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RECORDS OFFICER:	<u>Kristen Campbell</u>
RM CUSTOMER #:	<u>1197</u>

RECORD
SERIES NO.

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

R.D.B.
AUTHORITY
NUMBER

PS-5. APPLICATION FILES:

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This series is arranged alphabetically by applicant's last name and documents the personal data of individuals applying for licensure. Information (if relevant to their level of licensure) may include: original application, college grade transcripts, references, internship verification, examination scores, and any other information requested by the Board. This record series is used to determine eligibility for licensure.

RETENTION: SUCCESSFUL APPLICANTS: Transfer to the Licensee Files to be retained 5 years in office after last license expiration, then scan paper. Maintain electronic images in an Electronic Document Management System (EDMS) for 40 years, then destroy.

UNSUCCESSFUL APPLICANTS: Transfer to the Applicant Files, Deficient to be retained 5 years in office, then destroy.

(NOTE: Within 5 years of application date, Deficient Files may become Licensee Files if the applicant has provided all necessary documentation, has met all licensure requirements, and has been approved by the Board.)

STATE OF SOUTH DAKOTA
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RM CUSTOMER #:	<u>1197</u>

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

PS-6. APPLICANT FILES, DEFICIENT:

03-003

This series is arranged alphabetically and documents personal data of individuals applying for licensure and is a deficient application file. Information (if relevant to their level of licensure) may include: original application, college grade transcripts, references, internship verification, experience verification, and any other information requested by the Board. Applicant has five years to attain licensure approval from the Board before this file is destroyed, then the applicant must start the entire application process over again.

RETENTION: Retain 5 years in office, then destroy.

(NOTE: Within 5 years of application date, Deficient Files may become Licensee Files if the applicant has provided all necessary documentation, has met all licensure requirements, and has been approved by the Board.)

PS-7. ASSOCIATION FILES:

03-003

This series is arranged alphabetically and contains the current correspondence and newsletters from professional associations to which the Psychologist Examiners Board belongs. Information may include: minutes of association meetings, conference agendas, and expense reports. This record series is used for reference purposes concerning ideas and policies suggested and used by these associations.

RETENTION: Retain 1 year in office, then destroy.

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**RECORD
SERIES NO.**

TITLE—DESCRIPTION—RETENTION AND DESTRUCTION SCHEDULE

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

PS-8. ATTORNEY GENERAL OPINIONS:

03-003

This series contains official opinions handed down by the State Attorney General's Office concerning questions pertaining to the Psychologist Examiners Board. This record series is used for occasional reference and as support for the administrative decisions made and actions taken.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: All Attorney General's Opinions are printed in the Biennial Report of the Attorney General.)

PS-9. BOARD APPOINTMENT FILES:

03-003

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

RETENTION: Retain 3 years in office after termination, then destroy.

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DIVISION:	<u>Community Behavioral Health</u>
OFFICE:	<u>Licensing Boards</u>
PROGRAM:	<u>Board of Examiners of Psychologists</u>
RECORDS OFFICER:	<u>Kristen Campbell</u>
RM CUSTOMER #:	<u>1197</u>

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PS-10. BUDGETARY ACCOUNTING/MSA REPORTS:

03-003

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures for the Board. Reports may include: Daily and/or Monthly Revenue and Journal Voucher Reports, Daily Transaction Progress Reports, Account Receivable Reports, General Ledger Reports, Warrant or Payment Registers, Monthly Expenditure Reports, and Annual Budget Reports. This record series is maintained for audit purposes.

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.

PS-11. CASH RECEIPT TRANSMITTALS:

03-003

This series is arranged chronologically and contains the standard forms used to deposit funds into the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, dollar amounts, total deposits, and authorized signatures. This record series is maintained for documenting and crediting each account with the amount deposited.

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 State Treasurer's Office maintains the originals.)

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PS-12. COMPLAINT FILES:

!@#S

This series is arranged alphabetically by licensee name and contains all related correspondence either received from the general public or initiated by the Board concerning problems which have occurred with psychologists. Information may include: nature of complaint, related correspondence, investigation of the allegation, conclusion of the investigation, final determination, stipulations and agreements, and other related material. This record series is used by the Board to determine if a complaint is substantiated and, if so, to take corrective action against the licensee. If a complaint is substantiated, a copy of the final determination is placed into the respective "Licensee File, Active."

RETENTION: UNSUBSTANTIATED: Retain 5 years in office after final determination, then destroy.

(NOTE: If like complaint exists within this 5 years, then retain like complaints in office. Destroy 10 years after last license expiration.)

SUBSTANTIATED: Retain in office, place a copy of the final determination into the respective "Licensee File, Active," to be scanned. Maintain electronic images in an Electronic Document Management System (EDMS) for 40 years, then destroy.

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PS-13. COMPLAINT, NON-JURISDICTIONAL:

03-003

This series is arranged alphabetically by name of the person or facility named in the complaint and contains correspondence regarding allegations about persons or facilities not licensed by the Board, not licensed by the Board at the time of allegation, or other matters the Board cannot take any remedial action to investigate or rectify. Information may include: name of complainant, date and circumstances surrounding alleged activity, and related correspondence between the complainant and the Board. This record series is used to document consumer complaints or allegations about individuals or issues over which the Board has no jurisdiction.

RETENTION: Retain 3 years in office, then destroy.

PS-14. CONTRACTS AND AGREEMENTS:

03-003

This series is arranged chronologically, then by name of contractor and contains reference copies of contracts and agreements in which the Board may have interest. It also contains the Board's copy of contracts and agreements between the Board and other parties. Information may include: terms and conditions, effective dates, costs and funding sources. This record series is maintained for reference and audit purposes.

RETENTION: Retain originals (copies of record) current in office. Destroy 6 years after terminated.

Retain reference copies current in office. Destroy terminated.

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

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PS-15. CORRESPONDENCE, GENERAL:

03-003

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

RETENTION: Retain 2 years in office, then destroy.

PS-16. EXAMINATION FILES (GRANDFATHERED):

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This microfilm series is arranged chronologically and contains information on individuals who have taken the psychologist examination. Information may include: name, testing firm scores, raw scores, national cut scores, test ID numbers, test location, and test date. This record series is used to document examination results.

RETENTION: Retain permanently in office.

(NOTE: Examination Files no longer accumulate.)

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PS-17. LEGISLATION FILES:

03-003

This series is arranged chronologically and constitutes the Psychologist Examiners Board's central file of all proposed legislation, and legislation from previous years. Information may include: resource material, correspondence, Bill Tracking Printouts, copies of House and Senate bills, national legislation, 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.

PS-18. LICENSEE FILES, ACTIVE:

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This series is arranged alphabetically by last name of licensee and documents personal data for licensed psychologists. Information may include: original application, college grade transcripts, examination scores and related information, references, internship verification, verification of experience, requests for name changes, most current renewal application, and renewal date. This record series is used to document the licensure and renewal process of all psychologists.

RETENTION: Retain 5 years in office after last license expiration, then scan paper. Maintain electronic images in an Electronic Document Management System (EDMS) for 40 years, then destroy.

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PS-19. LICENSEE FILES, INACTIVE:

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This series is arranged alphabetically by last name of licensee and documents personal data for licensed but inactive psychologists. Information may include: original application, college grade transcripts, examination scores and related information, references, internship verification, verification of experience, requests for name changes, most current renewal application, and renewal date. This record series is used to document the licensure and renewal process of all psychologists.

RETENTION: Retain 5 years in office after last license expiration, then scan paper. Maintain electronic images in an Electronic Document Management System (EDMS) for 40 years, then destroy.

(NOTE: Whenever an Active Licensee does not renew within the timeframe prescribed by law, the Active Licensee file becomes an Inactive Licensee file, until such time the licensee either reactivates his license or allows his license to expire completely.)

PS-20. LICENSE NUMBER LISTS:

03-003

This database series is arranged alphabetically by last name of licensee for each license type issued by the Psychologist Examiners Board. Information may include: license number, licensee name and address, level of licensure, and expiration/renewal date. This record series is used for licensure verification.

RETENTION: Retain current information. Delete superseded or obsolete.

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PS-21. MINUTES, PSYCHOLOGIST EXAMINERS BOARD:

!@#S

This series is arranged chronologically and contains the official minutes of the Psychologist Examiners Board meetings. Information may include: date of meeting, members present, topics discussed, and actions taken. This record series is used for occasional reference and to document action taken by the Board.

RETENTION: Retain 5 years in office, then scan paper. Maintain electronically in Electronic Document Management System (EDMS) permanently.

(NOTE: Consider converting electronic images to microfilm.)

PS-22. POLICIES AND PROCEDURES:

03-003

This series is arranged by topic and contains the current procedures or policies implemented by the Board. Information may include the Board's position or interpretation on issues and policies, and date of implementation or adoption. This record series is used to determine the proper course of action to take in certain situations.

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

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PS-23. SURVEYS:

03-003

This series is arranged chronologically and contains surveys conducted by membership associations throughout the country. Information may include: date survey was conducted, issues, legislation, licensure numbers, degrees, application process, and any relative information obtained via survey from sources and licensees. This record series is used mainly for reference purposes and may be used to develop new policies or legislation to address various national issues.

RETENTION: Retain 3 years in office, then destroy.

PS-24. VOUCHERS AND PAYROLL INFORMATION:

03-003

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

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.