

**UNAPPROVED RECORDS DESTRUCTION  
BOARD MEETING MINUTES**

**July 14, 2021 at 9:00 a.m.  
Capitol Building – Room 412  
Pierre, South Dakota 57501**

The following members present: Jenny Jorgenson, Office of the Attorney General; Jenna Latham, Office of the State Auditor; Russ Olson, Department of Legislative Audit; Chelle Somsen, Department of Education, State Archives; and Chairman Scott Bollinger, Bureau of Administration (BOA). Rick Augusztin, BOA was the recording secretary.

Others attended from agencies: Dana Hoffer, State Records Manager, BOA; Kirsten Jasper, General Counsel, BOA; Olivia Waggoner, Department of Education; Nikole Miller, Department of Transportation; Mellisa Taylor, Department of Human Services, Erin Betten, Department of Human Services; Mallory McMahan, Department of Human Services; Darcy Keiser, Department of Agriculture and Natural Resources; Tony Rae, Bureau of Information and Telecommunications; Peggy Livingston, Office of the State Auditor; Tom Wempe, Bureau of Information and Telecommunications; Travis Dovre, Governor’s Office of Economic Development and Cody Westergren, Department of Health.

**Call to Order and Roll Call**

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

**Introduction of BIT Staff**

Chairman Bollinger noted the presence of Tony Rae and Tom Wempe of the Bureau of Information and Telecommunications were present to assist in any technology related aspects of retention rules.

**General Conflict of Interest Disclosure**

Chairman Bollinger requested that board members declare any Conflict of Interest at this time.

**Jenna Latham recused herself from discussion or action on Office of the State Auditor items on the agenda. Chairman Bollinger recused himself from discussion or action on Bureau of Administration – Property Management items on the agenda.**

**Introduction of Jenny Jorgenson**

Chairman Bollinger welcomed Jenny Jorgenson as a new member of the Board, replacing Pat Archer on behalf of the Attorney General’s Office

**Approval of Agenda**

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

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

**Approval of Minutes**

Russ Olson moved and Jenna Latham seconded to approve the minutes from the December 10, 2020 meeting. The motion passed unanimously by roll call vote.

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

**Appoint Vice Chair**

Chairman Bollinger requested a nomination for a Vice Chair, to run the meeting in his absence as this was formerly occupied by Pat Archer. After a short discussion Jenny Jorgenson volunteered to be the Vice Chair of the Records Destruction Board.

Jenny Jorgenson moved and Russ Olson seconded to approve Jenny Jorgenson as Vice Chair. The motion passed unanimously by roll call vote.

Chairman Bollinger	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

**Public Comment**

Chairman Bollinger asked for public comment.

No public comment. Chairman Bollinger closed the Public Comment session.

## Governor's Office of Economic Development

Chairman Bollinger asked the Board to consider the current petition to delete one existing record series for the Governor's Office of Economic Development having the record series number(s) of TSD-4; and *update* and consecutively re-number the Governor's Office of Economic Development's Records Retention and Destruction Schedule with fifty-one record series having the record series numbers of GOED-1 through GOED-51.

The floor was open for discussion and/or motion.

**Jenna Latham moved and Jenny Jorgenson seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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) 21-008.

### **Clarification on Board Packet**

A short discussion was held between Russ Olson and Dana Hoffer regarding two duplicate pages contained in the board packet.

## Department of Tourism

Chairman Bollinger asked the Board to consider the current petition to update and consecutively re-number the Department of Tourism's Records Retention and Destruction Schedule with twenty-five record series having the record series numbers of TOUR-1 through TOUR-25.

**Russ Olson moved and Chelle Somsen seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-009.

**Department of Tribal Relations**

Chairman Bollinger asked the Board to consider the current petition to update and consecutively re-number the Department of Tribal Relations’ Records Retention and Destruction Schedule with fourteen record series having the record series numbers of DTR-1 through DTR-14.

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

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-010.

**Office of the State Auditor**

Chairman Bollinger asked the Board to consider the current petition to revise one existing records series for the Office of State Auditor having the record series number(s) of AUD-70; and delete one existing record series having the record series number(s) of AUD-60.

**Jenny Jorgenson moved and Chelle Somsen seconded to approve the petition. The motion passed 4-0 by roll call vote. Jenna Latham recused herself due to a conflict of interest.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Recused</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-001.

**Bureau of Administration – Property Management**

Chairman Bollinger asked the Board to consider the current petition to add one record series for Property Management having the record series number(s) of PM-3.1.

**Russ Olson moved and Jenny Jorgenson seconded to approve the petition. The motion passed 4-0 by roll call vote. Chairman Bollinger recused himself due to a conflict of interest.**

<b>Chairman Bollinger</b>	<b>Recused</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-002.

### **Department of Corrections**

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Department of Corrections having the record series number(s) of DOC-39.

**Jenna Latham moved and Jenny Jorgenson seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-003.

### **Department of Education**

Chairman Bollinger asked the Board to consider the current petition to revise twelve existing record series for the Department of Education having the record series number(s) of DOE-44, DOE-107, DOE-119, DOE-119.1, DOE-110, DOE-110.1, DOE-110.2, DOE-110.3, DOE-110.4, DOE-110.5, DOE-114, and DOE-133; and add one record series having the record series number(s) of DOE-111A.

Russ Olson asked if there was a reason that DOE 110 and other series did not include the “serious deficiencies” language in the destruction provision as provided in DOE 110.1. Olivia Waggoner with the Department of Education indicated the series related to different services to different individuals, but that they could all contain the same language for consistency.

**Russ Olson moved to amend DOE 110, 119 and 119.1 to add “all serious deficiencies” to the destruction provision. Jenna Latham seconded the motion. During discussion on the motion, it was discovered several other series should have been included in the motion. Thereafter, Russ Olson moved a substitute motion to amend DOE 110, 110.2, 110.3, 110.5, 114, 119 and 119.1 to add “all serious deficiencies” to the destruction provision. Jenny**

**Jorgenson seconded to approve the amendment. The motion to amend passed unanimously by roll call vote.**

**Jenny Jorgenson moved and Russ Olson seconded to approve the petition as amended. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-004.

#### **Department of Health**

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Department of Health having the record series number(s) of DOH-3.

**Russ Olson moved and Chelle Somsen seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-005.

#### **Department of Transportation**

Chairman Bollinger asked the Board to consider the current petition to revise one existing record series for the Department of Transportation having the record series number(s) of DOT-046.

**Jenna Latham moved and Jenny Jorgenson seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>

**Russ Olson**

**Aye**

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 RDB number 21-006.

### **South Dakota Developmental Center**

Chairman Bollinger asked the Board to consider the current petition to revise two existing record series for the South Dakota Developmental Center having the record series number(s) of SDDC-143 and SDDC-59; add two record series having the record series number(s) SDDC-114.1 and SDDC-207; and delete one existing record series having the record series number(s) SDDC-206.

**Jenna Latham moved and Jenny Jorgenson seconded to approve the petition. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-007.

### **Department of Agriculture and Natural Resources**

Chairman Bollinger asked the Board to consider the current petition to delete fifty-nine existing record series for the Department of Agriculture and Natural Resources having the record series number(s) of SDDA-1, SDDA-2, SDDA-3, SDDA-4, SDDA-7, SDDA-8, SDDA-11, SDDA-12, SDDA-15, SDDA-16, SDDA-17, SDDA-18, SDDA-19, SDDA-20, SDDA-21, SDDA-22, SDDA-24, SDDA-25, SDDA-27, SDDA-28, SDDA-33, SDDA-34, SDDA-35, DENR-21, DENR-22, DENR-23, DENR-25, DENR-26, DENR-45.1, DENR-45.2, DENR-56.1, DENR-28, DENR-62, DENR-65, DENR-59, DENR-113, DENR-118, DENR-133, DENR-134, DENR-135, DENR-143, DENR-146, DENR-147, DENR-150, DENR-40, DENR-4, DENR-18, DENR-24, DENR-29, DENR-30, DENR-31, DENR-32, DENR-70, DENR-71, DENR-88, DENR-101, DENR-103, DENR-154, and DENR-160; and update and consecutively re-number the Department of Agriculture and Natural Resources' Records Retention and Destruction Schedule with two hundred eight record series having the record series numbers of DANR-1 through DANR-208.

Russ Olson noted there appeared to be an inconsistency in DANR 91-94. Some series included the language "after project completion" in the destruction provision and some did not. Darcy Keiser with the Department of Agriculture and Natural Resources indicated the series should be consistent.

**Russ Olson moved to amend DANR 91 and DANR 93 to include the language “after project completion” in the destruction provision. Jenna Latham seconded the motion to amend. The motion passed unanimously by roll call vote.**

**Russ Olson moved and Jenny Jorgenson seconded to approve the petition as amended. The motion passed unanimously by roll call vote.**

<b>Chairman Bollinger</b>	<b>Aye</b>
<b>Jenny Jorgenson</b>	<b>Aye</b>
<b>Chelle Somsen</b>	<b>Aye</b>
<b>Jenna Latham</b>	<b>Aye</b>
<b>Russ Olson</b>	<b>Aye</b>

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 RDB number 21-011.

**Other Business**

**Jenna Latham moved to adjourn and Chelle Somsen seconded. Motion carried unanimously.**

Adjourned meeting at approximately 09:36 a.m.