**UNAPPROVED RECORDS DESTRUCTION**

**BOARD MEETING MINUTES**

**July 16, 2020 at 9:00 a.m.**

**ZOOM Meeting and SD.net**

**Pierre, South Dakota 57501**

The following members present: Pat Archer, 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 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; Leah Svendsen, Special Projects Coordinator, BOA; Andy Gerlach, Deputy Commissioner, BOA; Todd Mahoney, Bureau of Information and Telecommunications; Dawn Kramme, Office of the Attorney General; Bill Smith, Department of Agriculture; Tony Rae, Bureau of Information and Telecommunications; Charli Gill, Bureau of Information and Telecommunications; Olivia Waggoner, Department of Education; Greg Sattizahn, Unified Judicial System; Jeff Haiar, Department of Veterans Affairs; Bob Mercer, KELOLAND and Brian Adams, South Dakota Public Broadcasting System.

**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.**

Chairman Bollinger welcomed Russ Olson, Auditor General, as the newest member of the board, who became a member upon Marty Guindon’s retirement.

Tony Rae on behalf of the Bureau of Information and Telecommunications explained that BIT staff is present at the meeting 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.

**Pat Archer recused herself from discussion or action on Office of the Attorney General items on the agenda. Chairman Bollinger recused himself from discussion or action on Bureau of Administration items on the agenda.**

**Approval of Agenda**

**Jenna Latham moved and Chelle Somsen seconded to approve the agenda. The motion passed unanimously by roll call vote.**

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**Russ Olson Aye**

**Approval of Minutes**

**Jenna Latham moved and Chelle Somsen seconded to approve the minutes from the December 19, 2019 meeting. The motion passed unanimously by roll call vote.**

**Chairman Bollinger Aye**

**Pat Archer 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.

**Bureau of Administration-Property Management**

Chairman Bollinger asked the Board to consider the current petition to revise one existing records series for Property Management having the record series number of PM-8.

The floor was open for discussion and/or motion.

**Jenna Latham moved and Russ Olson seconded to approve the petition. Chairman Bollinger recused himself from the vote. The motion passed unanimously by roll call vote, with Chairman Bollinger abstaining.**

**Chairman Bollinger Recused**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-001.

**Department of Health**

Chairman Bollinger asked the Board to consider the current petition to revise six existing record series for the Department of Health having the record series numbers of DOH-109, DOH-110, DOH-113, DOH-146, DOH-148, and DOH-159; and delete four existing record series having the record series numbers of DOH-73, DOH-112, DOH-114, and DOH-138.

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

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-002.

**Unified Judicial System-Supreme Court**

Chairman Bollinger asked the Board to consider the current petition to revise twenty-four existing record series for the Supreme Court having the record series numbers of 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-22, UJS-32, UJS-33, UJS-36, UJS-41, UJS-43, and UJS-45; add one record series having the record series number of UJS-34.1; delete four existing record series having the record series numbers of UJS-21, UJS-26, UJS-31, and UJS-46.

The floor was open for discussion and/or motion.

Chelle Somsen asked that UJS-43 be changed to remove the requirement of archival screening. Greg Sattizahn stated that Unified Judicial System-Supreme Court is fine with the change.

**Scott Bollinger motioned to approve the petition as amended. Jenna Latham seconded the motion. The motion passed unanimously by roll call vote.**

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-003.

**Unified Judicial System-Circuit Courts**

Chairman Bollinger asked the Board to consider the current petition to revise thirty existing record series for the Circuit Courts having the record series numbers of ADOPT-1, ADPOT-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; delete twelve existing record series having the record series numbers of 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 floor was open for discussion and/or motion.

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

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-004.

**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 numbers of DOE-90, DOE-11, DOE-80, DOE-72, DOE-73, DOE-94, DOE-238, DOE-96, DOE-232, DOE-184, DOE-236, and DOE-235; add sixteen record series having the record series number of 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 and DOE-79.2A; and delete thirty-nine existing record series having the record series numbers of 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 floor was open for discussion and/or motion.

Chelle Somsen asked that DOE-1J be changed to remove the requirement that microfilm is subject to archival screening, as State Archives receives the paper copy. Olivia Waggoner stated that the Department of Education is fine with that change.

**Russ Olson motioned to approve the petition as amended. Jenna Latham seconded the motion. The motion passed unanimously by roll call vote.**

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-005.

**Department of Veterans Affairs**

Chairman Bollinger asked the Board to consider the current petition to revise twenty-nine existing record series for the Department of Veterans Affairs having the record series numbers of 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; and delete one existing record series having the record series number of VA-6.1.

The floor was open for discussion and/or motion.

Russ Olson asked why proposed record series SVH-10 states to retain electronically for one year instead of four years, as one year does not seem very long. Jeff Haiar stated that the Department of Veterans Affairs would be fine with changing the retention period from 1 year to 4 years.

Dana Hoffer asked Russ Olson if he wanted Records Management to also add the standard audit language. Russ Olson indicated yes to add the audit language.

**Russ Olson motioned to amend the petition to change SVH-10 to a 4-year retention. Chelle Somsen seconded the motion. The motion to amend the petition passed unanimously by roll call vote.**

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**Russ Olson Aye**

**Russ Olson motioned to approve the petition as amended. Chelle Somsen seconded the motion. The motion passed unanimously by roll call vote.**

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-006.

**Office of the Attorney General**

Chairman Bollinger asked the Board to consider the current petition to revise seventy-four existing record series for the Office of the Attorney General having the record series numbers of AG-2, AG-3, AG-6, 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; add five record series having the record series numbers of AG-2.1, AG-4.1, AG-5.1, AG-6.1, and AG-6.2; and delete fifteen existing record series having the record series numbers of 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 floor was open for discussion and/or motion.

**Chelle Somsen moved and Chairman Bollinger seconded to approve the petition.**

**Pat Archer recused herself from the vote. The motion passed by unanimously by roll call vote, with Pat Archer abstaining.**

**Chairman Bollinger Aye**

**Pat Archer Recused**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-007.

**South Dakota Conservation Districts**

Chairman Bollinger asked the Board to consider the current petition to revise forty-five existing record series for the South Dakota Conservation Districts having the record series numbers of CD-001, CD-002, CD-003, CD-005, CD-008, CD-009, CD-010, CD-012, CD-014, CD-016, CD-017, CD-018, CD-019, CD-020, CD-023, CD-0025, CD-027, CD-028, CD-029, CD-030, CD-031, CD-032, CD-033, CD-034, CD-035, CD-036, CD-037, CD-038, CD-042, CD-043, CD-045, CD-046, CD-048, CD-051, CD-052, CD-054, CD-055, CD-056, CD-057, CD-059, CD-059.1, CD-060, CD-062, CD-064, and CD-066; add twenty-two record series having the record series numbers of CD-001A, CD-004.1, CD-006.1, CD-012.1, CD-015.1, CD-015.2, CD-022.1, CD-034.1, CD-035.1, CD-036.1, CD-040.1, CD-040.2, CD-046.1, CD-055.1, CD-055.2, CD-057.1, CD-059.2, CD-062.1, CD-065.1, CD-065.2, CD-065.3, and CD-065.4, and delete seven existing record series having the record series numbers of CD-004, CD-015, CD-047, CD-049, CD-053, CD-058, and CD-061.

The floor was open for discussion and/or motion.

**Russ Olson asked a question regarding CD-006.1; is 90 days a sufficient amount of time to retain audio. Dana Hoffer responded that retaining for 90 days is consistent with other local government retention schedules.**

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

**Chairman Bollinger Aye**

**Pat Archer Aye**

**Chelle Somsen Aye**

**Jenna Latham Aye**

**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 Records Destruction Board number (RDB) 20-008.

**Other Business**

**Jenna Latham moved to adjourn; Russ Olson seconded. Motion carried unanimously by voice vote.**

Adjourned meeting at approximately 09:31 a.m.