**RECORDS DESTRUCTION BOARD MEETING**

**MINUTES**

**July 16, 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; Jessica Filler, BOA; Andy Gerlach, BOA: Leah Svendsen, BOA; Katelyn Hump, DOH; Mallory McMahan, SDDC-DHS; Alison Odland, SDDC-DHS; Erin Betten, SDDC-DHS; Jim Dornbusch, DLR; Tony Rae, BIT; and Terry Florentz, DENR.

**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**

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

**Approval of Minutes**

**Marty Guindon moved and Jenna Latham seconded to approve the minutes from the December 6, 2018 meeting. The motion passed unanimously by voice vote.**

**Adoption of Code of Conduct and Conflict of Interest**

Jessica Filler, BOA general counsel explained the Code of Conduct and Conflict of Interest model policy that was adopted by the Board of Internal Controls for use by State boards and commissions.

**Pat Archer moved and Jenna Latham seconded to approve the adoption of the model Code of Conduct and Conflict of Interest policy. The motion passed unanimously by voice vote.**

**General Conflict of Interest Disclosure**

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

**No board member declared any Conflict of Interest.**

**Public Comment**

Chairman Bollinger asked for public comment.

Hearing none, Chairman Bollinger closed the Public Comment session.

**Board of Barber Examiners**

Chairman Bollinger asked the Board to consider the current petition to revise three existing record series for the Board of Barber Examiners having the record series number of BEB-5, BEB-90, BEB-14, and BEB-15; and delete one existing record series having the record series numbers of BEB-13.

The floor was open for discussion and/or motion.

Dana Hoffer stated that during the December 2018 Board meeting, the board deferred action on BEB-9 after discussion of whether a 5-year retention is long enough. The Board of Barber Examiners is now recommending 15-year retention after expiration of license.

**Marty Guindon moved and Chelle Somsen 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. The authority is granted under Records Destruction Board number (RDB) 19-001.

**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 of DOH-164; and delete one existing record series having the record series number of DOH-176.

The floor was open for discussion and/or motion.

Chelle Somsen had a question regarding deleting record series DOH-176, whether hard copies are not being kept. Dana Hoffer stated that other record series covers retention and are kept for 5 years, they are kept electronically with hard copies no longer being printed. Marty Guindon had a question regarding DOJH-164 being retained electronically and on microfilm. Dana Hoffer stated that it is up to the agency when to microfilm versus keep electronically.

**Jenna Latham 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. The authority is granted under the Records Destruction number (RDB) 19-002.

**Department of Environmental and Natural Resources**

Chairman Bollinger asked the Board to consider the current petition torevise14 existing record series for the Department of Environment and Natural Resources having the record series numbers of DENR-45, DENR-47, DENR-49, DENR-49.1, DENR-50, DENR-51, DENR-52, DENR-54, DENR-55, DENR-78, DENR-68, DENR-93, DENR-136, and DENR-137; add six record series having the record series numbers of DENR-45.1, DENR-45.2, DENR-46.1, DENR-56.1, DENR-78.1, and DENR-123.1; delete one existing record series having the record series number of DENR-48.

The floor was open for discussion and/or motion.

**Marty Guindon moved and Pat Archer seconded to amend the petition regarding record series DENR-50 to change retention for the Electronic Images Files from three years to five years. The motion passed unanimously by voice vote.**

Terry Florentz, representing DENR, agreed that the change is appropriate.

**Pat Archer moved and Marty Guindon 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. The authority is granted under the Records Destruction number (RDB) 19-003.

**South Dakota Developmental Center**

Chairman Bollinger asked the Board to consider the current petition to seventy-one existing record series for the South Dakota Developmental Center having the series numbers of SDDC-4, SDDC-6, SDDC-15, SDDC-17, SDDC-22, SDDC-23, SDDC-24, SDDC-142, SDDC-143, SDDC-36, SDDC-39, SDDC-41, SDDC-44, SDDC-49, SDDC-50, SDDC-51, SDDC-53, SDDC-54, SDDC-59, SDDC-71, SDDC-74, SDDC-76, SDDC-78, SDDC-81, SDDC-83, SDDC-84, SDDC-87, SDDC-88, SDDC-89, SDDC-90, SDDC-97, SDDC-121, SDDC-130, SDDC-132, SDDC-135, SDDC-141, SDDC-144, SDDC-139, SDDC-145, SDDC-152, SDDC-151, SDDC-154, SDDC-155, SDDC-158, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC-163, SDDC-164, SDDC-157, SDDC-166, SDDC-167, SDDC-168, SDDC-156, SDDC-169, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, SDDC-177, SDDC-180, SDDC-184, SDDC-186, SDDC-187, SDDC-188, SDDC-191, SDDC-201, and SDDC-202,add four record series having the record series numbers of SDDC-54.1, SDDC-145.1, SDDC-147.1 and SDDC-149.1, delete fifty existing record series having the record series numbers of SDDC-5, SDDC-7, SDDC-28, SDDC-37, SDDC-40, SDDC-43, SDDC-45, SDDC-48, SDDC-52, SDDC-56, SDDC-58, SDDC-60, SDDC-61, SDDC-62, SDDC-65, SDDC-101, SDDC-102, SDDC-103, SDDC-104, SDDC-105, SDDC-106, SDDC-112, SDDC-117, SDDC-125, SDDC-133, SDDC-134, SDDC-136, SDDC-138, SDDC-140, SDDC-146, SDDC-148, SDDC-150, SDDC-153, SDDC-165, SDDC-175, SDDC-183, SDDC-185, SDDC-189, SDDC-192, SDDC-194, SDDC-195, SDDC-196, SDDC-197, SDDC-198, SDDC-199, SDDC-200, SDDC-203, SDDC-204, SDDC-205, and SDDC-206.

The floor was open for discussion and/or motion.

South Dakota Developmental Center representative Erin Betten explained that they went through the entire manual to make it more up-to-date. Chelle Somsen stated that some of the revisions to the records series would change the retention period from four years to permanent retention. Erin explained the reasons for the revisions were because the records were being maintained in SDDC’s electronic health record system. Tony Rae from BIT stated that externally the records authorized for destruction could probably be deleted manually and suggested reaching out to the vendor to ask about deletion of records that have met the retention requirements. Chelle Somsen stated that from an archive perspective, increasing the retention period from four years to an indefinite retention is a lot and, takes up space.

**Marty Guindon moved and Jenna Latham 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. The authority is granted under the Records Destruction number (RDB) 19-004.

**South Dakota Investment Council**

Chairman Bollinger asked the Board to consider the current petition to revise nine existing record series for the South Dakota Investment Council having the series numbers of SIC-5, SIC-6, SIC-9, SIC-49, SIC-14, SIC-25, SIC-31, SIC-44, and SIC-47; and delete four existing record series having the record series numbers of SIC-12, SIC-21, SIC-23, and SIC-43.

The floor was open for discussion and/or motion.

Dana Hoffer commented that they updated the series with no major changes besides description/title changes.

**Pat Archer moved and Jenna Latham 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. The authority is granted under the Records Destruction number (RDB) 19-005.

**Other Business**

Chairman Bollinger announced that the board is looking at meeting twice per year (December and June) rather than once per year, and that they will continue to ask agencies having rule changes to be present at the meeting.

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

Adjourned meeting at approximately 09:35 a.m.