UNAPPROVED RECORDS DESTRUCTION
BOARD MEETING MINUTES
July 28th, 2026, at 10:00am
Capitol Building – Room 412 & Microsoft Teams

The following members present: Beverly Katz, 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 Jason Kettwig, Bureau of Human Resources and Administration (BHRA). Rick Augusztin, BHRA, was the recording secretary.

Others attended from agencies: Dana Hoffer, State Records Manager, BHRA; Dino Brooks, Bureau of Information and Telecommunications (BIT) and Tony Rae (BIT); Dawn Kramme, Office of the Attorney General; Kelsey Roth, Office of the Attorney General; Darcy Keiser, Department of Agriculture and Natural Resources and Kayla Fawcett, Department of Agriculture and Natural Resources.

Attending via Microsoft Teams: Jennifer Doubledee, Counsel, BHRA; Mellisa Taylor, South Dakota Developmental Center; Jason Bauder, Department of Public Safety; and Beth Dokken, Department of Health.

Call to Order and Roll Call

Chairman Kettwig called the meeting to order at 10:00 a.m. Roll call was taken. Chairman Kettwig announced that a quorum was present.

Introduction of BIT Staff

Dino Brooks and Tony Rae from BIT were present to assist in any technology related aspects of retention rules.

General Conflict of Interest Disclosure

Chairman Kettwig requested that board members declare any conflict of interest at this time. No declarations were made.

Approval of Agenda

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

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

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Approval of Minutes

Beverly Katz moved and Jenna Latham seconded to approve the minutes from the December 3, 2025 meeting. The motion passed unanimously by roll call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Acknowledge Board members received and reviewed the guide to Open Meetings Laws

Russ Olson moved and Beverly Katz seconded acknowledgement of Open Meeting Laws. The motion passed unanimously by roll call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Public Comment

Chairman Kettwig asked for public comment.
No public comment. Chairman Kettwig closed the Public Comment section.

Department of Health

Chairman Kettwig asked the Board to consider the current petition to *revise three* existing record series for the Department of Health having the record series number of DOH-149, DOH-169, and DOH-89.

The floor was open for discussion and/or motion.

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

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

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Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 26-001.

Office of the Attorney General

Chairman Kettwig asked the Board to consider the current petition to ***revise*** forty-eight existing record series for the Office of the Attorney General having the record series number(s) of AG-9, AG-11, AG-14, AG-17, AG-32, AG-57, AG-61, AG-64, AG-70, AG-75.1, AG-86, AG-87, AG-88, AG-89, AG-90, AG-92, AG-96, AG-100, AG-104, AG-107, AG-109, AG-110, AG-115, AG-116, AG-118, AG-120, AG-123, AG-121, AG-126, AG-127, AG-127.1, AG-132, AG-147, AG-148, AG-149, AG-150, AG-151, AG-154, AG-155, AG-156, AG-157, AG-158, AG-159, AG-160, AG-162, AG-163, AG-164, and AG-165; and ***delete*** seventeen existing record series having the record series number(s) of AG-10, AG-15, AG-31, AG-84, AG-72, AG-81, AG-82, AG-85, AG-105, AG-108, AG-112, AG-113, AG-117, AG-119, AG-124, AG-125, and AG-153.

The floor was open for discussion and/or motion.

Russ Olson discussed typo in description for AG-115. Chelle Somsen discussed typo in description for AG-86. Russ Olson moved to approve petition by amending the description by changing person to personnel in AG-115 and changing electronica to electronic in AG-86. The motion passed unanimously by roll call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 26-002.

Department of Agriculture and Natural Resources

Chairman Kettwig asked the Board to consider the current petition to ***revise*** four existing record series for the Department of Agriculture and Natural Resources having the record series number of DANR-73, DANR-76, DANR-77, and DANR-78.

The floor was open for discussion and/or motion.

Russ Olson moved and seconded by Beverly Katz to approve petition. Motion passed unanimously by role call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye

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Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 26-003.

Department of Public Safety

Chairman Kettwig asked the Board to consider the current petition to ***revise*** four existing record series for the Department of Public Safety having the record series number of EM-1, EM-2, EM-3, and EM-4.

The floor was open for discussion and/or motion.

Jenna Latham requested clarification regarding changing disasters to federally declared disaster. Jason Bauder explained the reason. No action needed from the Board.

Jenna Latham moved and seconded by Beverly Katz to approve petition. Motion passed unanimously by role call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 25-004.

South Dakota Developmental Center

Chairman Kettwig asked the Board to consider the current petition to ***add*** one record series for the South Dakota Developmental Center having the record series number of SDDC-59.1; and ***delete*** twenty-five existing record series having the record series number(s) of SDDC-92, SDDC-94, SDDC-95, SDDC-96, SDDC-97, SDDC-98, SDDC-100, SDDC-155, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC-163, SDDC-164, SDDC-157, SDDC-167, SDDC-168, SDDC-156, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, and SDDC-177.

Russ Olson discussed the reasoning for deleting series SDDC-155. Jenna Latham expressed she had similar questions and whether the records were being retained and available through the contracted Chemical Dependency Counselor. No action needed from the Board.

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Russ Olson moved and Jenna Latham seconded to approve the petition. Motion passed unanimously by role call vote.

Chairman Kettwig	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye
Beverly Katz	Aye

Chairman Kettwig authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 26-005.

Beverly Katz moved to adjourn, and Jenna Latham seconded.

Adjourned meeting at 10:20 a.m.

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