

**UNAPPROVED RECORDS DESTRUCTION  
BOARD MEETING MINUTES  
July 29, 2025, at 10:00am  
Capitol Building – Room 412 & Microsoft Teams**

The following members present: Steven Blair, 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; Gregg Engler, Counsel, BHRA; Missy Lock, Office of the State Auditor; Nikole Miller, Department of Transportation; Kate Boyd, South Dakota Board of Massage Therapy; Olivia Waggoner, Department of Education; Jim Dornbusch, Department of Labor and Regulation; Frank Marnell, Department of Labor and Regulation; Dino Brooks Bureau of Information and Telecommunications (BIT) and Tony Rae (BIT).

Attending via Microsoft Teams: Steven Blair, Office of the Attorney General; Tim Engle with May, Adam, Gerdes & Thompson, LLP on behalf of JQC; Sarah Rust, from South Dakota Investment Council; Dawn Dovre, Department of Labor and Regulation; Melissa Miller, South Dakota Real Estate Commission and Deni Martin, South Dakota Board of Examiners in Optometry.

**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.

Jenna Latham recused herself from discussion or action on the Office of State Auditor items on the agenda.

Chelle Somsen recused herself from discussion or action on the Department of Education items on the agenda.

Steven Blair recused himself when the board got to the South Dakota Board of Massage Therapy portion of the agenda, at which time, he did not engage in discussion or action on these items on the agenda.

### **Approval of Agenda**

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

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|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | Aye |

### **Approval of Minutes**

**Russ Olson moved and Jenna Latham seconded to approve the minutes from the July 29, 2024 meeting. The motion passed unanimously by roll call vote.**

|                  |     |
|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | Aye |

### **Vice Chair opening**

Russ Olson volunteered to be the Vice Chair for the South Dakota Records Destruction Board.

**Jenna Latham moved to appoint Russ Olson as Vice Chair, and Chelle Somsen seconded.**

|                  |         |
|------------------|---------|
| Chairman Kettwig | Aye     |
| Chelle Somsen    | Aye     |
| Jenna Latham     | Aye     |
| Russ Olson       | Abstain |
| Steven Blair     | Aye     |

### **Public Comment**

Chairman Kettwig asked for public comment.

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

### **Department of Transportation**

Chairman Kettwig asked the Board to consider the current petition to revise three existing record series for the Department of Transportation having the record series number(s) of DOT-091, DOT-092, and DOT-093.

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. The motion passed by 5-0 by roll call vote.**

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|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | 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) 25-001.

### **Unified Judicial System-Supreme Court**

Chairman Kettwig asked the Board to consider the current petition to revise one existing record series for the Supreme Court having the record series number(s) of UJS-1A.

The floor was open for discussion and/or motion.

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

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|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | 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) 25-002.

### **Commission on Judicial Qualifications**

Chairman Kettwig asked the Board to consider the current petition to approve the Commission on Judicial Qualifications' records retention and destruction schedule with seven record series having the record series numbers of JQC-1 through JQC-7.

The floor was open for discussion and/or motion.

**Motion by Russ Olson to amend JQC-2 by adding Standard Audit Language (SAL) for both Paper and Electronic files. SAL "provided all litigation, claims, and audit findings**

**involving the records have been resolved and final action has been taken.” Seconded by Chelle Somsen. The motion passed unanimously by roll call vote.**

|                  |     |
|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | 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) 25-003.

### **Department of Labor and Regulation – Division of Insurance**

Chairman Kettwig asked the Board to consider the current petition to revise thirty-one existing record series for the Division of Insurance having the record series number(s) of INS-2, INS-3, INS-4, INS-5, INS-6, INS-8, INS-9, INS-10, INS-12, INS-13, INS-11, INS-15, INS-16, INS-17, INS-18, INS-19, INS-20, INS-21, INS-22, INS-23, INS-24, INS-25, INS-26, INS-27, INS-28, INS-29, INS-30, INS-31, INS-32, INS-33, and INS-34; and *add* eleven record series having the record series number(s) of INS-3.1, INS-12.1, INS-11.1, INS-15.1, INS-24.1, INS-26.1, INS-29.1, INS-30.1, INS-30.2, INS-32.1, and INS-35.

The floor was open for discussion and/or motion.

**Motion by Russ Olson to amend INS-29, INS-29.1, and INS-30 by adding standard audit language (SAL). SAL – “provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.” Seconded by Chelle Somsen. The motion passed unanimously by roll call vote.**

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|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | 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 Investment Council**

Chairman Kettwig asked the Board to consider the current petition to revise twenty-three existing record series for the South Dakota Investment Council having the records series number(s) of SIC-1, SIC-3, SIC-4, SIC-5, SIC-6, SIC-7, SIC-8, SIC-13, SIC-14, SIC-15, SIC-17, SIC-18, SIC-19,

SIC-25, SIC-37, SIC-26, SIC-31, SIC-32, SIC-35, SIC-44, SIC-39, SIC-40, and SIC-47; and *delete* three existing record series having the record series number(s) of SIC-22, SIC-28, and SIC-45.

The floor was open for discussion and/or motion.

**Motion by Russ Olson to change the retention for Monthly Report listed as part of SIC-17 from 2 years to 4 years. Seconded by Jenna Latham. Russ Olson moved to approve the petition as amended. Seconded by Jenna Latham. The motion was passed unanimously by roll-call vote.**

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|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | 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) 25-005.

#### **Office of the State Auditor**

Chairman Kettwig asked the Board to consider the current petition to *revise* one existing record series for the Office of the State Auditor having the records series number(s) of AUD-36; and *add* one record series having the record series number(s) of AUD-38.1.

The floor was open for discussion and/or motion.

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

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|------------------|---------|
| Chairman Kettwig | Aye     |
| Chelle Somsen    | Aye     |
| Jenna Latham     | Recused |
| Russ Olson       | Aye     |
| Steven Blair     | 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) 25-006.

#### **Department of Education**

Chairman Kettwig asked the Board to consider the current petition to *revise* thirty-nine existing record series for the Department of Education having the records series number(s) of DOE-1A, DOE-1D, DOE-81, DOE-73, DOE-238, DOE-96, DOE-68, DOE-68.3, DOE-143, DOE-241,

DOE-243, DOE-244, DOE-245, DOE-246, DOE-247, DOE-79.2A, DOE-79.2, DOE-228, DOE-14, DOE-19, DOE-229, DOE-230, DOE-231, DOE-12, DOE-36, DOE-37, DOE-34, DOE-35, DOE-40, DOE-232, DOE-233, DOE-236, DOE-235, DOE-102.1, DOE-103, DOE-157.2, DOE-165, DOE-171, and DOE-170; and **add** six record series having the record series number(s) of DOE-64.1A, DOE-79.3, DOE-79.4, DOE-79.5, DOE-79.6, and DOE-79.7.

The floor was open for discussion and/or motion.

**Russ Olson moved and Jenna Latham seconded to approve the petition. The motion passed 4 – 0 by roll call vote.**

|                  |         |
|------------------|---------|
| Chairman Kettwig | Aye     |
| Chelle Somsen    | Recused |
| Jenna Latham     | Aye     |
| Russ Olson       | Aye     |
| Steven Blair     | 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) 25-007.

#### **Department of Health – Board of Examiners in Optometry**

Chairman Kettwig asked the Board to consider the current petition to **revise** eleven existing record series for the Board of Examiners in Optometry having the records series number(s) of BEO-1, BEO-5, BEO-7, BEO-8, BEO-10, BEO-15, BEO-16, BEO-18, BEO-9, BEO-18.1, and BEO-19; and **delete** two existing record series having the record series number(s) of BEO-11 and BEO-12.

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 |
| Steven Blair     | 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) 25-008.

### Department of Health – Board of Massage Therapy

Chairman Kettwig asked the Board to consider the current petition to *revise* eleven existing record series for the Board of Massage Therapy having the records series number(s) of BMT-4, BMT-5, BMT-8, BMT-9, BMT-10, BMT-12, BMT-13, BMT-18, BMT-23, BMT-28, and BMT-33; and *delete* one existing record series having the record series number(s) of BMT-25.

The floor was open for discussion and/or motion.

**Steven Blair disclosed conflict of interest. Russ Olson moved and Chelle Somsen seconded to approve the petition. The motion passed 4 – 0 by roll call vote.**

|                  |         |
|------------------|---------|
| Chairman Kettwig | Aye     |
| Chelle Somsen    | Aye     |
| Jenna Latham     | Aye     |
| Russ Olson       | Aye     |
| Steven Blair     | Recused |

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) 25-009.

### Department of Labor and Regulation – Real Estate Commission

Chairman Kettwig asked the Board to consider the current petition to *revise* fifteen existing record series for the Real Estate Commission having the record series number(s) of REC-1, REC-2, REC-3, REC-4, REC-6, REC-7, REC-8, REC-9, REC-10, REC-12, REC-14, REC-16, REC-17, REC-18, and REC-22.

The floor was open floor for discussion and/or motion.

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

|                  |     |
|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | 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) 25-010.

## Department of Labor and Regulation

Chairman Kettwig asked the Board to consider the current petition to *revise* fifteen existing record series for the Department of Labor and Regulations having the record series number(s) of DOL-25.2, DOL-27, DOL-27.1, DOL-27.2, DOL-27.3, DOL-26.1, DOL-26.2, DOL-26.3, DOL-26.4, DOL-26.5, DOL-26.6, DOL-33, DOL-4, DOL-64, and DOL-76.1.

The floor was open for discussion and/or motion.

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

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|------------------|-----|
| Chairman Kettwig | Aye |
| Chelle Somsen    | Aye |
| Jenna Latham     | Aye |
| Russ Olson       | Aye |
| Steven Blair     | 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) 25-011.

**Jenna Latham moved to adjourn, and Russ Olson seconded.**

**Adjourned meeting at 10:46a.m.**