

**UNAPPROVED RECORDS DESTRUCTION  
BOARD MEETING MINUTES  
July 30, 2024, at 9:00am  
Capitol Building – Room 412 & Microsoft Teams**

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 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; Anita Fuoss, Counsel, BHRA; Juanita Anderson, Office of State Auditor; Jason Lutz, Bureau of Finance and Management (BFM), Colin Keeler, BFM; Wanda Goodman, Department of Tourism; Todd Hight, South Dakota Housing Development Authority (SDHDA) and Roger Getz, BHRA. Attending via Microsoft Teams: Dino Brooks, Bureau of Information and Telecommunications (BIT); Chris Gukiesen, BHRA and Marcia Walter, Department of Health - South Dakota Board of Chiropractic Examiners.

**Statement regarding Delegation:**

Chairman Kettwig made the following statement:

Darin Seeley as Commissioner of BHRA has delegated the authority and duties of the commissioner in relation to the records destruction board to me as the Deputy Commissioner. The delegation includes acting as the chairman and executive secretary under the administrative rules. Accordingly, I call this meeting to order.

**Call to Order and Roll Call**

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

**Introduction of BIT Staff**

Dino Brooks from BIT was present via Teams, 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.

Chairman Kettwig recused himself from discussion or action on the Bureau of Human Resources and Administration 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.**

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

**Approval of Minutes**

**Jenny Jorgenson moved and Russ Olson seconded to approve the minutes from the July 13, 2023 meeting. The motion passed unanimously by roll call vote.**

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

**Public Comment**

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

**Bureau of Human Resources and Administration – Office of the State Engineer**

Vice Chairman Jorgenson asked the Board to consider the current petition to **add** two record series for the Office of the State Engineer having the record series number(s) of OSE-7 and OSE-8.

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 4-0 by roll call vote. Chairman Kettwig recused himself due to a conflict of interest.**

Chairman Kettwig	Recused
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Vice Chairman Jorgenson 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) 24-001.

### **Department of Tourism**

Chairman Kettwig asked the Board to consider the current petition to *revise* eleven existing record series for the Department of Tourism having the record series number(s) of TOUR-1, TOUR-2, TOUR-3, TOUR-13, TOUR-14, TOUR-17, TOUR-18, TOUR-19, TOUR-20, TOUR-24, and TOUR-25; and *add* one record series having the record series number(s) of TOUR-3.1.

The floor was open for discussion and/or motion.

**Discussion between Russ Olson and Wanda Goodman regarding the language needed to be added for grants files.**

**Motion by Jenny Jorgenson to amend retention for TOUR-3.1 and TOUR-14 to read as follows: Retain electronically for 4 years after period of performance, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. Seconded by Russ Olson.**

**Motion by Russ Olson and seconded by Jason Kettwig to approve petition as amended. The motion passed unanimously by roll call vote.**

Chairman Kettwig	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	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) 24-002.

### **Department of Health – Board of Chiropractic Examiners**

Chairman Kettwig asked the Board to consider the current petition to *revise* three existing record series for the Board of Chiropractic Examiners having the records series number(s) of BCE-5, BCE-7, and BCE-11; *add* two record series having the record series number(s) BCE-2.1 and BCE-4.1; and delete four existing record series having the record series number(s) of BCE-3, BCE-4, BCE-10, and BCE-17.

The floor was open for discussion and/or motion.

**Chelle Somsen requested one copy of the Annual Reports get transferred to State Archives.**

**Motion by Russ Olson and Seconded by Jenna Latham to add a note to transfer one copy of the annual report to State Archives BCE-2.1.**

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

Chairman Kettwig	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	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) 24-003.

### **Department of Health**

Chairman Kettwig asked the Board to consider the current petition to *revise* one existing record series for the Department of Health having the records series number(s) of DOH-6.

The floor was open for discussion and/or motion.

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

Chairman Kettwig	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	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) 24-004.

### **South Dakota Housing and Development Authority**

Chairman Kettwig asked the Board to consider the current petition to *revise* nine existing record series for the South Dakota Housing and Development Authority having the records series number(s) of SDHDA-4, SDHDA-5, SDHDA-116, SDHDA-134, SDHDA-159, SDHDA-160, SDHDA-162, SDHDA-163, and SDHDA-178.

The floor was open for discussion and/or motion.

Discussion between Jenny Jorgenson and Todd Hight (SDHDA) regarding how and where records are being stored. Discussion between Jenny Jorgenson and Chelle Somsen regarding specifying the format the permanent records are being maintained. Discussion between Todd Hight (SDHDA) and Chairman Kettwig regarding whether SDHDA needed to follow the state retention

laws/administrative rules. This particular discussion will be brought up at the next Records Destruction Board meeting.

**Motion by Jenny Jorgenson and seconded by Russ Olson to add electronically to the retention for SDHDA-4 and SDHDA-5. Motion by Chelle Somsen and seconded by Jenny Jorgenson to remove the last sentence from the description for SDHDA-178. Motion by Russ Olson and seconded by Chelle Somsen to approve petition as amended. The motion passed unanimously by roll call vote.**

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

#### **Other Business**

Jason Lutz from BFM provided an update/overview of Project Bison.

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

Adjourned meeting at 9:50am.