



BUILDINGS AND GROUNDS

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Administration
Records Management Program
104 S Garfield Avenue; Building E
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Pierre, South Dakota 57501-5070

2018

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Bureau of Administration

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The employees of the Bureau of Administration Buildings and Grounds who contributed their time to explain the purpose and review the content of each record.

STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
Bureau of Administration
(Chairman)

Pat Archer
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Marty Guindon, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: January 4, 2019

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jeff Bloomberg (name), acting in my position as Commissioner of the Bureau of Administration (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Buildings and Grounds (department) consists of 10 pages and contains record series number(s) B&G-1 (consecutively re-numbered) through B&G-18.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Buildings and Grounds (department) record series numbers(s) B&G-3, B&G-4, B&G-6, B&G-7, B&G-11, B&G-17, B&G-19, B&G-21 thru B&G-25, and B&G-27.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Jeff Bloomberg, Commissioner of Bureau of Administration

6/18/07

Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.



Signature, State Records Manager

6-27-07

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 28th day of June, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

6-28-07

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Scott Bollinger (name), acting in my position as Commissioner of the Bureau of Administration (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Bureau of Administration Buildings and Grounds consists of 1 page and contains record series number(s) B&G-5.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Scott Bollinger, Commissioner of the
Bureau of Administration

11-5-18

Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.



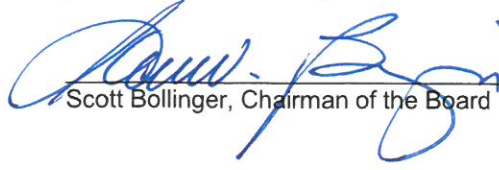
Dana Hoffer, State Records Manager

11-16-18

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 6th day of December, 2018, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Scott Bollinger, Chairman of the Board

1-3-19

Date

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Central Services
PROGRAM: Buildings and Grounds
RECORDS OFFICER: Rick Augustin
RM CUSTOMER #: 0322

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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B&G-1. ADMINISTRATION REFERENCE FILE:

07-002

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(Note: Previous record series number was B&G-1.)

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B&G-2. BOILER PLANT, FUEL SAMPLES:

07-002

This series is arranged chronologically by date and contains chemical analysis on samples taken by Buildings and Grounds of heavy fuel used by the Boiler Plant. The samples are sent to a laboratory, analyzed, and a Report of Chemical Analysis is returned. The Report of Chemical Analysis includes: laboratory number, job number, name and company, sample description, sample matrix, parameter, result, method, and analyzed.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was B&G-2.)

B&G-3. BUILDING CONTACT LIST:

07-002

This series is arranged alphabetically by building name and contains a list of contact persons for each agency on the Capitol complex. Information may include: building name, agency name, and name of contact person(s). This record series is used for reference concerning the names of individuals to contact.

RETENTION: Retain current in office. Destroy superseded of obsolete.

(Note: Previous record series number was B&G-5.)

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B&G-4. EQUIPMENT MAINTENANCE:

07-002

This card and database series contains a summary of all repair information on equipment. Information may include: equipment name, serial number, purchase date, list of repairs made, cost, manufacture, model, card number, building, room number, and date. This record series is used to monitor equipment operating costs, equipment quality, and maintenance effectiveness.

RETENTION: CARDS: Retain in office until data has been encoded and verified to be accurate and complete, then destroy.

DATABASE: Retain information for the life of equipment, then delete.

(Note: Previous record series number was B&G-8.)

B&G-5. FACILITY AND UNMANNED AIRCRAFT SYSTEMS USE APPLICATION FORMS:

18-006

This series is arranged chronologically and contains applications for the use of unmanned aircraft systems, the Capitol Building Rotunda, Capitol Grounds, and other facilities located on the Capitol Complex. Information may include: date and time of event; applicant's name, address, and telephone number; description of event; applicant's signature; and authorized signature approving or disapproving the application. This record series is maintained for reference and administrative purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was B&G-30.)

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B&G-6. FUEL DELIVERY LEDGER:

07-002

This database series contains a listing of all fuel deliveries received. Information may include: date, number of gallons delivered, and fuel ticket number. This record series is used to verify fuel bills and for energy conservation purposes.

RETENTION: Retain information current on database. Delete superseded or obsolete.

(Note: Previous record series number was B&G-9.)

B&G-7. HERBICIDE AND PESTICIDE APPLICATION RECORD:

07-002

This series is arranged chronologically and contains Herbicide and Pesticide Application Records. Information may include: date, time, applicator, pest, pesticide rate, temperature/wind velocity, and location. This record series is maintained for administering herbicides and pesticides.

RETENTION: Retain for 3 years, then destroy.

(Note: Previous record series number was B&G-10.)

B&G-8. INVENTORY SUPPLIES:

07-002

This database series contains a running balance of current supplies on hand. Information may include: item name, location, quantity on hand, number dispensed, number replenished, and current balances. This record series is used for reordering purposes.

RETENTION: Retain information current in database. Delete superseded or obsolete.

(Note: Previous record series number was B&G-12.)

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B&G-9. KEY REGISTERS:

07-002

This three ring binder series is arranged alphabetically by building, then numerical by room number and contains a list of all individuals who have been issued a key for that particular room. Information may include: building name, agency, persons name, date issued and returned, and key/door/room number. This record series is used to provide keys to individuals when locks are changed and for accountability and security purposes.

RETENTION: Retain current lists in office. Destroy superseded or obsolete.

(Note: LRC maintains the Legislator Key Register. Various departments also maintain registers for Building and Grounds.)

(Note: Previous record series number was B&G-13.)

B&G-10. MAXIMO ADVANTAGE SYSTEM SOFTWARE:

07-002

This database series serves as a tool for preventive maintenance, for tracking equipment history, and for monitoring and reporting purposes. Information may include, but is not limited to: equipment name, serial number, manufacturer, make, model, and equipment location; work orders requested, agency contact person, telephone number, work location, and description of the requested work; building names; building room numbers; equipment operating hours, and date of last maintenance; and employee hours worked. This record series is used for administrative purposes.

RETENTION: Retain information current on database. Delete superseded or obsolete.

(Note: Previous record series number was B&G-14.)

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B&G-11. METER CARDS:

07-002

This series is arranged alphabetically by building name, and contains the monthly electrical reading as received from the electrical meters. Information may include: building name, reading, demand factor, date, and total kilowatt hours used for the month. This record series is used to verify electrical bills, and for energy conservation purposes. The information is maintained on the Building Automation System.

RETENTION: Retain 10 years on the Building Automation System, then purge and destroy.

(Note: Destroy Meter Cards after they have been entered into the Building Automation System.)

(Note: Previous record series number was B&G-15.)

B&G-12. ON-LINE VEHICLE MILEAGE LOGS:

07-002

This series contains mileage and fuel usage information entered on-line by Buildings and Grounds for each month. Information may include: vehicle number, date the mileage reading is for, beginning and ending mileage, date the fuel usage is for, type of fuel, gallons used, and dollar amount of fuel used. A non-cash voucher is then prepared billing Fleet and Travel back for fuel usage. All paper work (mileage and fuel), is attached to the non-cash voucher.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was B&G-16.)

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B&G-13. PLANS, FLOOR:

07-002

This series is arranged alphabetically by building name, and contains the large scale drawings of the floor layouts for all state-owned, and some state-leased buildings. Information may include: building name, floor number, and a drawing of all floor designs for each. This record series is maintained for reference concerning remodeling projects, and current design.

RETENTION: Retain in office, until the plans either become superseded by new/revised plans or become obsolete. Destroy superseded or obsolete plans.

(Note: Consider microfilming when volume warrants.)

(Note: Subject to Archival screening prior to disposal.)

(Note: Previous record series number was B&G-18.)

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B&G-14. PROJECT RECORDS:

07-002

This series is arranged alphabetically by project name and may contain information concerning completed projects, on-going projects, projects placed on-hold, circuit alteration to project records, draftsman's correspondence, and circuit alterations. Information may include, but is not limited to: contracts and correspondence concerning the projects, lists of material used, copies of plans and specifications, change orders, operation and maintenance manuals, as-built drawings, and copies of OSE plans. This record series is used to document project completed, to supervise on-going projects, and for periodic review of projects placed on hold.

RETENTION: Retain until the completed project records have become either superseded by new/revised project or become obsolete. Destroy when project records become superseded or obsolete.

(Note: Consider microfilming when volume warrants.)

(Note: Previous record series number was B&G-20.)

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B&G-15. RECORDS MANAGEMENT FILE:

07-002

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

B&G-15.1. SURPLUS PROPERTY FILES:

09-012

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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B&G-16. VEHICLE AND EQUIPMENT TITLES:

07-002

This series contains the titles for cushman's and equipment that Buildings and Grounds has purchased. Information may include: owner's name and address, description of the vehicle/equipment, and lien holder information. This record series is used to document vehicle/equipment ownership.

RETENTION: Retain current in office. Transfer when respective vehicle/equipment has been sold or declared surplus.

(Note: Previous record series number was B&G-26.)

B&G-17. WATER TREATMENT TEST RECORDS:

07-002

This series is arranged chronologically by date and contains test results and chemical analysis of closed loop hot water and steam systems, and open loop cooling tower systems. Information may include: date, test report, chemical analysis, and log of chemicals added. This record series is used to insure that all closed loop boiler systems and open loop cooling tower systems are maintained according to established standards and health codes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was B&G-28.)

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B&G-18. WIRING CERTIFICATES:

07-002

This series is arranged chronologically by date and contains a copy of the standard wiring certificates as issued by the State Electrical Commission. Information may include: certificate number, electrician name, job description, job location, fee paid (if any), type of service, and electrician's signature. This record series is used to register all wiring project under taken by this Program.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was B&G-29.)