



# BOA COMMISSIONER'S OFFICE

## 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  
c/o 500 East Capitol Avenue  
Pierre, South Dakota 57501-5070

# 2018

## PROJECT STAFF

Scott Bollinger, Commissioner  
Bureau of Administration

Dana Hoffer  
State Records Manager

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Bureau of Administration

Connie Nold  
Records Management Specialist

The employees of the Bureau of Administration Commissioner's Office 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  
c/o 500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: (605) 773-3589  
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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 BOA Commissioner's Office (department) consists of 7 pages and contains record series number(s) BOA-1 (consecutively re-numbered) through BOA-13.

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.

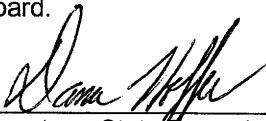
Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the BOA Commissioner's Office (department) record series numbers(s) BOA-2, BOA-4, BOA-4-2, BOA-7 thru BOA-10, BOA-12 thru BOA-16, BOA-18 thru BOA-21, BOA-23 thru BOA-25, BOA-27 thru BOA-32, BOA-34 thru BOA-36, BOA-39, BOA-40, and BOA-42 thru BOA-44.

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 28<sup>th</sup> 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, 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 BOA Commissioner's Office (department) consists of 1 page and contains record series number(s) BOA-7A.

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 BOA Commissioner's Office (department) record series numbers(s) N/A.

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

11/15/10  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

12-14-2010  
\_\_\_\_\_  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15<sup>th</sup> day of December, 2010, 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

12/15/10  
\_\_\_\_\_  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

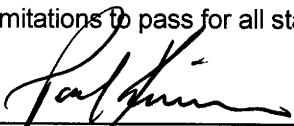
I, Paul Kinsman (name), acting in my position as Commissioner of the Bureau of Administration (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Bureau of Administration (department) consists of 1 page and contains record series number(s) BOA-8.1.

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 Bureau of Administration (department) record series numbers(s) N/A.

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.

  
\_\_\_\_\_  
Paul Kinsman, Commissioner of Bureau of Administration

11-19-13  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

12/5/13  
\_\_\_\_\_  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 12<sup>th</sup> day of December, 2013, 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

12-12-13  
\_\_\_\_\_  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

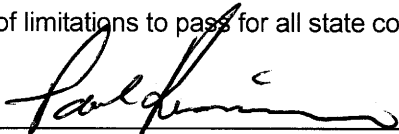
I, Paul Kinsman (name), acting in my position as Commissioner of the Bureau of Administration (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Bureau of Administration (department) consists of 1 page and contains record series number(s) BOA-8.

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 Bureau of Administration (department) consists of N/A page and contains record series number(s) N/A.

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.

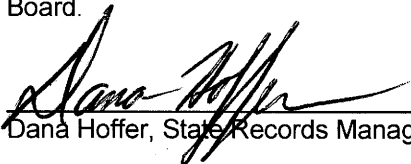


Paul Kinsman, Commissioner of Bureau of Administration

11-19-14

Date

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



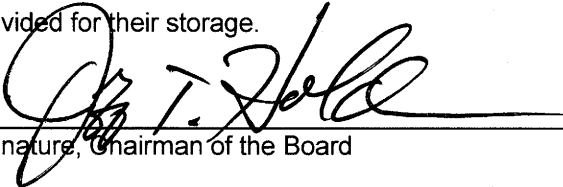
Dana Hoffer, State Records Manager

12/1/2014

Date

\*\*\*\*\*  
**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 10<sup>th</sup> day of December, 2014, 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

12-10-2014

Date

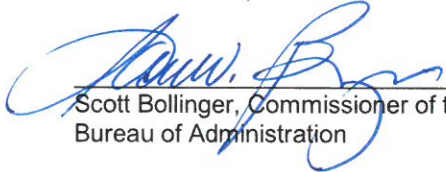
# PETITION FOR AUTHORITY TO DESTROY RECORDS

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 Commissioner's Office consists of 1 page and contains record series number(s) BOA-3.

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.

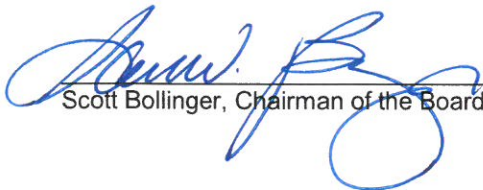
  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

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.

# TABLE OF CONTENTS

DEPARTMENT: Executive Management

DIVISION: Bureau of Administration

OFFICE: Commissioner

BOA-1.	ADMINISTRATIVE REFERENCE FILE: .....	1
BOA-2.	BOA CORRESPONDENCE: .....	1
BOA-3.	CAPITOL BEAUTIFICATION COMMISSION:.....	2
BOA-4.	CONSTITUENT RESPONSES:.....	2
BOA-5.	CONTRACTS, LEASES, AND AGREEMENTS:.....	3
BOA-6.	EMERGENCY RESPONSE PLANS, STATE: .....	3
BOA-7.	RECORDS MANAGEMENT FILES:.....	4
BOA-7A.	STIMULUS FUNDING DOCUMENTATION:.....	4
BOA-7.1.	SURPLUS PROPERTY FILES: .....	5

Finance:

BOA-8.	BILLING LEDGERS: .....	6
BOA-8.1.	CASH RECEIPT TRANSMITTALS: .....	6
BOA-9.	CHART OF ACCOUNTS:.....	7
BOA-10.	FINANCIAL STATEMENTS, WORKING PAPERS: .....	7
BOA-11.	RECEIPTS BOOKS: .....	8
BOA-12.	VOUCHERS, BILLING: .....	8
BOA-13.	VOUCHERS, EXPENDITURES: .....	9

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: Commissioner  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rick Augustin  
RM CUSTOMER #: 0125

<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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**BOA-1. ADMINISTRATIVE REFERENCE FILE:**

**07-001**

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 BOA-1.)

**BOA-2. BOA CORRESPONDENCE:**

**07-001**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received by the Commissioner's Office. Information includes: correspondences of the BOA staff. The information is used for reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy at the discretion of the Commissioner.

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

(Note: Previous record series number was BOA-3.)

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: Commissioner  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rick Augustin  
RM CUSTOMER #: 0125

<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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**BOA-3. CAPITOL COMPLEX RESTORATION AND BEAUTIFICATION COMMISSION:**

**18-003**

This series is arranged chronologically by date and contains the Capitol Complex Restoration and Beautification Commission records. Information may include: Capitol Complex Restoration and Beautification Commission correspondence, meeting minutes, and other related information. This record series is used for reference purposes and is maintained for historical significance.

**RETENTION:** Retain paper 1 year in office; then transfer to Records Management for scanning. Transfer scanned paper to State Archives for screening and final disposition.

Retain microfilm and electronic images/files permanently.

(Note: Previous record series number was BOA-4-1.)

**BOA-4. CONSTITUENT RESPONSES:**

**07-001**

This series is arranged chronologically, and contains Constituent Responses. Information may include: a copy of the original letter, a copy of the draft, and a copy of the signed letters. This record series maintained for reference purposes.

**RETENTION:** Retain 3 years in office, then transfer to storage for 2 years. Destroy after 5 years.

(Note: Previous record series number was BOA-5.)

**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:** Commissioner  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Rick Augusztin  
**RM CUSTOMER #:** 0125

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**BOA-5. CONTRACTS, LEASES, AND AGREEMENTS:**

**07-001**

This series is arranged alphabetically and contains reference copies of the contracts, leases, and agreements between the Bureau of Administration (BOA) or the Bureau of Information and Telecommunication (BIT), and other parties. Information may include: terms and condition, effective dates, costs, and funding source. This record series is maintained for reference purposes.

**RETENTION:** Retain reference copies current in office. Destroy superseded or obsolete.

(Note: Previous record series number was BOA-39.)

**BOA-6. EMERGENCY RESPONSE PLANS, STATE:**

**07-001**

This series is arranged alphabetically by subject and contains State Emergency Response Plans. Information may include: bomb threat information, emergency response plan, and guidelines for the Governor's Plan. This record series is maintained for reference purposes.

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

(Note: Previous record series number was BOA-6.)

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: Commissioner  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rick Augustin  
RM CUSTOMER #: 0125

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**BOA-7. RECORDS MANAGEMENT FILES:**

**07-001**

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.

(Note: Previous record series number was BOA-11.)

**BOA-7A. STIMULUS FUNDING DOCUMENTATION:**

**10-003**

This series is arranged numerically and contains the applications for energy efficient appliance rebates. Information may include: copy of sales receipt; applicant's name, address, and phone number; appliance information; purchase date; retailer; recycling receipt, if applicable; and signatures. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Transfer to storage for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**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:** Commissioner  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Rick Augustin  
**RM CUSTOMER #:** 0125

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**BOA-7.1. 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.

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: Commissioner  
 PROGRAM: Finance  
 RECORDS OFFICER: Rick Augusztin  
 RM CUSTOMER #: 0326

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**BOA-8. BILLING LEDGERS:**

**14-001**

This database series is arranged chronologically by billing date and contains information concerning the billing and receipt of funds for services provided by the Bureau. Information may include: agency name, amount billed, date billed, date payment received, date credit issued, net billing, non-cash revenue, amount and date paid, and cash revenue amount and date paid. This record series is used to ensure payment is received for all bills issued.

**RETENTION:** Retain information for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was BOA-17.)

**BOA-8.1. CASH RECEIPT TRANSMITTALS:**

**13-002**

This series is arranged chronologically by date and contains a copy of the standard form used to transfer cash received by the Bureau to the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's Office maintains the originals.

**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.



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: Commissioner  
PROGRAM: Finance  
RECORDS OFFICER: Rick Augusztin  
RM CUSTOMER #: 0326

<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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**BOA-9. CHART OF ACCOUNTS:**

**07-001**

This series is generated yearly by the Bureau of Finance and Management and lists all sub-object codes. Information includes: section, sub-section, coding structure, code number, account name, and description of use. This record series is used for reference when coding vouchers, requisitions, and payroll/personnel forms.

**RETENTION:** Retain 1 year in office, then destroy.

(Note: Previous record series number was BOA-22.)

**BOA-10. FINANCIAL STATEMENTS, WORKING PAPERS:**

**07-001**

This series is arranged chronologically by year and contains the working papers used to compile the yearly "Financial Statements". Information may include working papers used to determine: balance sheets, statement of revenues, expenditures and changes in fund balances--budgeted and actual, statement of fixed assets, summary of significant accounting procedures, supplemental information. The working papers document methods employed to arrive at these figures. This record series is maintained for audit purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was BOA-26.)

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: Commissioner  
PROGRAM: Finance  
RECORDS OFFICER: Rick Augusztin  
RM CUSTOMER #: 0326

<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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**BOA-11. RECEIPTS BOOKS:**

**07-001**

This series contains forms issued to document the receipt of money. Receipts are pre-numbered and may include: date money was received, amount received, funds and account credited, amount to be credited to each account, and signatures of the person who received the money on behalf of the Bureau. All copies of voided receipts are also maintained in these books. This record series is maintained for audit purposes.

**RETENTION:** Retain full book 2 years in office, then transfer to storage for 2 years. Destroy 4 years after last entry provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was BOA-33.)

**BOA-12. VOUCHERS, BILLING:**

**07-001**

This series is arranged chronologically and contains copies of all non-cash vouchers sent by the Bureau of Administration to other agencies. Billings may include: postage, telephone use, supplies, mailing, space use, and other services provided by the Bureau. This record series is maintained to document the bills sent, and subsequent payment received for the services.

**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.

(Note: Previous record series number was BOA-37.)

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: Commissioner  
PROGRAM: Finance  
RECORDS OFFICER: Rick Augusztin  
RM CUSTOMER #: 0326

<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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**BOA-13. VOUCHERS, EXPENDITURES:**

**07-001**

This series contains copies of non-cash, journal, expenditure, and correction vouchers. Each voucher may include: the reason for which the was expended, the amount, the account the money was expended from, date, who the funds went to or what account they were transferred to, and the authorized signatures. This record series is used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and audit purposes.

**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.

(Note: Travel, direct, and receiving vouchers are transferred to the State Auditor's Office.)

(Note: Previous record series number was BOA-38.)