



DEPARTMENT OF AGRICULTURE

STATE BRAND BOARD

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

RECORDS MANAGEMENT PROGRAM

104 South Garfield
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Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 23, 2015

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, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

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, Larry Stearns (name), acting in my position as Director of the South Dakota State Brand Board (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 State Brand Board (department) consists of 8 pages and contains record series number(s) BB-1 (consecutively re-numbered) through BB-15.

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 State Brand Board (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.



Larry Stearns, Director of the South Dakota State Brand Board

11-2-07
Date

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



Dana Hoffer, State Records Manager

11-13-07
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 14th day of November, 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

11-14-07
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Larry Stearns (name), acting in my position as Director of the South Dakota State Brand Board (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 State Brand Board (department) consists of 1 page and contains record series number(s) BB-10.1.

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 State Brand Board (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.

Larry Stearns, Director
Larry Stearns, Director of the South Dakota State Brand Board

11/30/09
Date

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

Dana Hoffer
Dana Hoffer, State Records Manager

12-10-2009
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 17th day of December, 2009, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Steve P. Sorenson
Signature, Chairman of the Board

12-17-2009
Date


PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Debbie Trapp (name), acting in my position as Director of the South Dakota State Brand Board (title), requests 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 State Brand Board (department) consists of 1 page and contains record series number(s) BB-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.



Debbie Trapp, Director of the South Dakota State Brand Board

11/13/15

Date

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



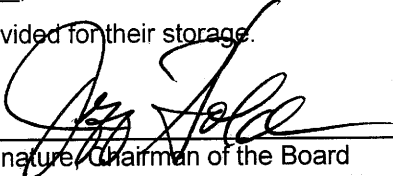
Dana Hoffer, State Records Manager

11-24-2015

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of December, 2015, 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

12-16-15

Date

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

DEPARTMENT: Agriculture
DIVISION: Brand Board
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Debbie Trapp
RM CUSTOMER #: 0052

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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BB-1. APPLICATIONS FOR BRAND REGISTRATIONS, APPROVED:

07-055

This series is arranged numerically by certificate number and contains completed bills of sale for transfer of livestock brands and new brand applications. Information may include: applicant's name and address; location of brand on animal; a replica of the brand requested; certificate number; receipt number; affidavit of transfer (if applicable); date approved; and related correspondence. This record series is maintained for reference to document brand registration.

RETENTION: Retain 1 year in office, then microfilm and maintain microfilm permanently.

(Note: Previous record series number was 080-1.)

BB-2. APPLICATIONS FOR BRAND REGISTRATIONS, DENIED:

07-055

This series is arranged alphabetically and contains applications for brand registrations which have been researched and denied. Information may include: applicant's name and address; location of brand on animal; a replica of the brand requested; conflict brand sheet; date denied; other related correspondence. This record series is maintained for reference and to document denial of brand certificate applications.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was 080-2.)

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DEPARTMENT: Agriculture
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PROGRAM: _____
RECORDS OFFICER: Debbie Trapp
RM CUSTOMER #: 0052

<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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BB-3. BRAND BOARD INVESTIGATIONS:

15-007

This series is arranged as files are investigated and may contain investigation records of livestock thefts, brand inspections, and hot iron brand violations. Information may include: case reports, physical evidence, correspondence, and court reports. This record series is used for reference during current and future prosecution, for litigation, to compile statistics, and for monitoring actions of criminal suspects. Intelligence information may be shared with Brand Board investigators and other law enforcement officers.

RETENTION: Transfer closed investigation files to the Office of the Attorney General to be retained according to D.C.I.'s "Case Files" retention policy.

(Note: Previous record series number was 080-11.)

BB-4. BRAND BOARD MEMBER FILES:

07-055

This series is arranged alphabetically and contains information regarding individual Brand Board members. Information may include: copies of letters of appointment, terms, expiration dates, correspondence, and convenience copies of meeting minutes. This record series is maintained to document member appointments to the Brand Board and other related information pertaining to each.

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

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

(Note: Previous record series number was 080-3.)

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RM CUSTOMER #: 0052

<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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BB-5. BRAND BOOK, SOUTH DAKOTA:

07-055

This series contains the official brand book of the South Dakota Brand Board. Information may include: brand name, replica of the brand, location of brand on animal, brand certificate number, and current owner's name and address. The information is compiled and printed in book form every five years. The books are published as a source of information to the public and for brand inspector reference regarding brand registration in South Dakota.

RETENTION: Retain current in office. Destroy obsolete.

(Note: Keep one book permanently for historical reference.)

(Note: File thirteen copies of the publication with the State Library pursuant to SDCL 14-1A-3 and two copies with State Archives.)

(Note: Previous record series number was 080-4.)

BB-6. BRAND CARDS, (CURRENT NAMES):

07-055

This series is arranged alphabetically by current brand owner's name and contains 4" X 6" brand cards. Information may include: owner's name and address, date issued, certificate number, replica of the brand, location of the brand on the animal, and any notations of transfers. Brands are renewed every 5 years (years ending in zero and five). The cards are maintained as a master index to current "Brand Certificates" and for quick reference to determine renewal dates and brand ownership.

RETENTION: Retain current in office. Transfer non-current to "Brand Card Name File, History."

(Note: Previous record series number was 080-5.)

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RM CUSTOMER #: 0052

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BB-7. BRAND CARDS NAME FILE, HISTORY:

07-055

This series is arranged alphabetically by former brand owner's name and contains 4" X 6" cards transferred from the active file or cancelled file. The cards are used to provide a history of brand certification. Information may include: date last certified, former brand owner's name and address, certificate number, replica of the brand, and location of the brand on the animal. Notations regarding the brands have been transferred to the new owner. This record series is maintained for historical reference to cancelled brands.

RETENTION: Retain permanently in office.

(Note: Previous record series number was 080-6.)

BB-8. BRAND CERTIFICATE FILES:

07-055

This series is arranged numerically and contains copies of brand certificates issued in South Dakota. The original certificates are issued to the brand registrant. Information may include: receipt number, certificate number, brand owner's name and address, old certificate number (if applicable), location of brand on animal, issue date, brand replica, and signature of Brand Board president. This record series is maintained to document certification of brands in South Dakota.

RETENTION: Retain 1 year in office, then microfilm and maintain microfilm permanently.

(Note: Previous record series number was 080-7.)

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<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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BB-9. BRAND IMAGE DATABASE:

07-055

This computer database series contains all active brands. Information may include: brand owner's name, address, and phone number; brand replica; brand location; certificate number; receipt information; and renewal dates. This record series is used for researching applications for new brands; to generate daily, weekly, monthly and annual publications; transferring brand ownership; tracking 5 head or less bills of sales; trailing permits; grazing reports; correspondence; audit trails and renewal notices; and to update the brand book every 5 years.

RETENTION: Database remains current on hard drive permanently.

(Note: A back-up is maintained offsite.)

(Note: Previous record series number was 080-8.)

BB-10. BRAND-A-BETICAL CARD FILES:

07-055

This two part 3" X 5" card series is arranged brand-a-betically by brand and contains one part for brands on the left side of the animal and one for brands on the right side. Information may include: replica of the brand, location of brand on animal, current and all former owner's names, and brand certificate number. This record series is maintained for reference when researching records for similar or conflicting brands.

RETENTION: Retain permanently in office.

(Note: Previous record series number was 080-9.)

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BB-10.1. INSPECTOR'S TALLY SHEETS:

09-002

This series is arranged alphabetically by livestock market; chronologically by date of sale, then alphabetically by consignor and contains the inspector's tally sheets. These tally sheets are a record of livestock inspected for sale at livestock markets within the brand inspection area and open markets in Eastern South Dakota, Nebraska, and North Dakota. Information may include: name of sale barn, name of consignor, date of sale, number of head of livestock sold, specie of livestock, brand that is on the livestock, and supporting ownership papers. This record series is maintained for reference and investigation purposes.

RETENTION: Retain 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider microfilming when volume warrants.)

BB-11. INVESTIGATOR'S REPORTS:

07-055

This monthly generated series is arranged alphabetically by investigator's name and contains the reports submitted by Brand Board investigators. Information may include: investigator's name, miles traveled, area covered, duties performed, memorandums, and signature of the investigator. This record series is maintained for reference purposes and for employee evaluation purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was 080-12.)

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RM CUSTOMER #: 0052

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BB-12. LIVESTOCK HOLD ACCOUNTS:

07-055

This series contains copies of livestock hold accounts from the Stockgrowers Association Inspectors. Information may include: shipper's name and address; sale barn information; amount held; date held; inspector's name; brand information; and description of livestock. This record series pertains to holds on proceeds from the sale of livestock for one year or until the rightful livestock owner is determined. If no ownership can be determined, the proceeds are transferred to the Brand Board for deposit into the livestock theft prevention fund.

RETENTION: Retain 4 years in office, 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 080-13.)

BB-13. LIVESTOCK REPORT (LOST, STOLEN, OR STRAYED):

07-055

This series is arranged chronologically and contains lists of lost, stolen, or strayed livestock that have been reported by owners in an attempt to have livestock recovered. Information may include: livestock owner's name and address, date reported, brand description, type of livestock, location of brand on animal, number of head lost, and where the livestock was reported missing. This record series is maintained for use by the livestock investigators for reference purposes in the field.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was 080-14.)

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BB-14. OWNERSHIP INSPECTION:

07-055

This series is arranged chronologically by inspection date and contains local ownership inspection certificates. Information may include: date of inspection; owner's name, address, and telephone number; buyer's name, address, and telephone number; inspection point; number of livestock; carrier; license number; brand symbol; brand owner; and authorized signatures. This record series is used to document change in livestock ownership within the ownership inspection area.

RETENTION: Retain 10 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider microfilming when volume warrants.)

(Note: Previous record series number was 080-15.)

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BB-14.1. 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.

BB-15. TRAILING PERMITS:

07-055

This series contains copies of biennial permits issued by the Brand Board allowing property owners to graze their cattle on land owned by them which is divided by the boundary of the State of South Dakota and the livestock ownership inspection area. Information may include: rancher's name and address, brand used, map of ranch, copy of lease (if applicable), legal description of land, and authorized signatures. This record series is maintained for reference purposes. The original permit is issued to the rancher.

RETENTION: Retain 4 years in office, then destroy.

(Note: Previous record series number was 080-10.)