



CENTRAL DUPLICATING
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

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 31, 2009

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 Central Duplicating (department) consists of 5 pages and contains record series number(s) CD-1 (consecutively re-numbered) through CD-9.

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 Central Duplicating (department) record series numbers(s) CD-1, CD-3, CD-4, CD-9, CD-10, and CD-13.

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

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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: Central Duplicating
RECORDS OFFICER: Tammi Florentz
RM CUSTOMER #: 0323

<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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CD-1. ADMINISTRATIVE REFERENCE FILE:

07-003

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.)

CD-2. BILLING BY AGENCY SUMMARIES:

07-003

This computer printout series is generated monthly and contains an itemized listing of printing services provided for other agencies. Information may include: billing date, agency name, budgetary codes, date of printing, job number, job description, number of copies made, cost per copy, total cost per job, and total monthly cost. This information is attached to the non-cash vouchers as an itemized list of all services rendered each month. The audit copies are maintained by the Bureau's Finance Officer.

RETENTION: Retain 1 year in office, then destroy.

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

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CD-3. COPIER LOGS:

07-003

This series is arranged alphabetically by agency name and lists the monthly ending number for all agencies who have their own auditor. Information may include: agency name, period ending date, beginning number, ending number, and total copies for the month. The information is entered into the computer billing system and is maintained for reference purposes.

RETENTION: Retain full log 1 year in office, then destroy.

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

CD-4. JOB TICKETS:

07-003

This series is arranged numerically by agency coding, and contains the original printing requisition as submitted by all agencies. Information may include: agency code, agency name, mailing address, job description, date sent, date needed, number of pages, quantity of copies, printing specifications, and description. This record series is used to ensure accurate completion of the request, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 year. 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 CD-6.)

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CD-5. LEASES:

07-003

This series is arranged chronologically by date, and contains current leases between Central Duplicating and various copier vendors. Information may include: terms and conditions of the leases, effective dates, costs, and funding source. This record series is maintained for reference purposes and documentation concerning the terms and conditions of the leases.

RETENTION: Retain 3 years after terminated, then destroy.

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

CD-6. MANUALS, EQUIPMENT:

07-003

This series is arranged alphabetically by equipment type, and contains the procedures and operating equipment manuals. The manuals are kept for reference purposes concerning the proper procedures to operate and maintain the various equipment used by Central Duplicating.

RETENTION: Retain for life of equipment, then destroy.

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

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CD-7. RECORDS MANAGEMENT FILES:

07-003

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 CD-11.)

CD-8. REQUISITIONS:

07-003

This series contains the formal request to order supplies or equipment. A copy is submitted to the Procurement Management which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This record series is used for reconciliation purposes. The audit copy is maintained by the Bureau's Finance Officer.

RETENTION: Retain 1 year in office, then destroy.

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

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CD-8.1. 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.

CD-9. VOUCHERS:

07-003

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers, and journal vouchers; along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system. This record series is maintained for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

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