



DEPARTMENT OF CORRECTIONS

PHEASANTLAND INDUSTRIES

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
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Pierre, South Dakota 57501-5070

2004

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State Records Manager

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Records Officer

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The employees of the Department of
Corrections, who contributed so much of
their time to explain the purpose and
content of each record.

STATE RECORDS DESTRUCTION BOARD

Steve Stoneback, Deputy
Commissioner of Administration
(Chairman)

Rich Sattgast
State Auditor

Gary Hoscheid
State Government Audit Manager
State Auditor General's Office

Marvene Riis
Acting State Archivist

Gary Campbell
Assistant Attorney General

Mary Helen Bisson
State Records Manager



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

RECORDS MANAGEMENT PROGRAM

104 South Garfield
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Mary Bisson
State Records Manager

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

DATE: January 12, 2005

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.

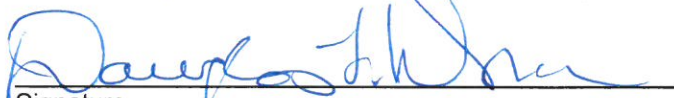
PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Doug Weber (name), acting in my position as Interim Secretary of the Department of Corrections (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 Department of Corrections (department) consists of 117 pages and contains record series numbers DOC-1 (consecutively numbered) DOC-81; ADULT-1 (consecutively numbered) ADULT-87; JCA-1 (consecutively numbered) JCA-14; PS-1 (consecutively numbered) PS-35; PI-1 (consecutively numbered) PI-14; and STAR-1 (consecutively numbered) STAR-78.

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.


Signature

12/8/04
Date


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


Signature, State Records Manager

12-9-04
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 17th day of December, 2004, 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

12-17-04
Date

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

DEPARTMENT: Department of Corrections
DIVISION: Pheasantland Industries
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Candy Snyder
RM CUSTOMER #: 0289

<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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PI-1. BUDGET PREPARATION FILES:

04-008

This series contains the documentation on preparing the budget for the next fiscal year. Information may include: operating budget requests, revenue and performance indicators, and budget directives. This record series is used for preparing future budget requests.

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.

PI-2. CASH RECEIPTS:

04-008

This series is arranged chronologically and contains the standard forms used to deposit funds into 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 for documenting and crediting each account with the amounts deposited, and for reference 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.

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PI-3. E-MAIL RECORDS:

04-008

This series contains e-mails sent or received by this agency.

RETENTION: Retain in office until the record status is determined, but no more than 15 days, then delete. If the e-mail message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is permissible to print record e-mails and file them with like paper records.

PI-4. FINANCIAL STATEMENTS:

04-008

This series provides an overview of Pheasantland Industries financial condition for a given year. Information may include: balance sheet, statement of revenues and expenditures and changes in fund balances, statement of fixed assets, summary of significant accounting procedures, supplemental information, and working papers. This record series is maintained for reference and audit purposes.

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PI-5. GENERAL LEDGER:

04-008

This series contains individual accounts by industry for Pheasantland. Information may include: detail by account, date, description, post reference, debits, credits and balance. This record series is maintained for 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.

PI-6. INMATE PAYROLL:

04-008

This series is arranged chronologically by month and contains inmate payroll. Information may include: inmate name, hours worked, and amount earned. This record series is maintained for reference 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.

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PI-7. INVOICES:

04-008

This series is arranged by industry and contains invoices. Information may include: customer information, description of merchandise or service sold, quantity, price, and job costing information. This record series is maintained for 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.

PI-8. MONTHLY MSA REPORTS:

04-008

This series is arranged by type, then chronologically by month and contains monthly MSA reports received electronically from the Bureau of Finance and Management. Reports may include: open purchase order report, payment detail, expenditure report, revenue summary, revenue and journal voucher report, object/sub-object report, available funds, and cash center balances. This record series is maintained for audit purposes.

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PI-9. PAYROLL DISTRIBUTION REPORTS:

04-008

This series consists of semi-monthly computer printout reports concerning payroll and personnel. Information may include: name, hours worked, and payroll distribution amount. This record series is maintained for checking accuracy of the payroll system for proper expenditure and benefit of money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for 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.

PI-10. PRIVATE SECTOR QUARTERLY REPORTS:

04-008

This series contains quarterly statistical information required by the Prison Industry Enhancement (PIE) certification program. Information may include: hours worked, number of inmates employed, gross wages, contribution to federal income taxes, social security, victims' programs, room and board, and family support. This record series is maintained for audit purposes.

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PI-11. REQUISITIONS:

04-008

This series contains a copy of the formal request to order supplies or equipment. The original is submitted to the Office of 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 item, cost amounts, vendor name, and quantity. This record series is maintained for reconciliation 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.

PI-12. SALES TAX REPORTS:

04-008

This series contains information sent to the Department of Revenue and Regulation to submit sales tax charges on sales to customers that are not tax-exempt. Information may include: gross sales, exempt sales, taxable sales, and tax charge by city. The original is submitted to the Department of Revenue and Regulation. This record series is maintained for 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.

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PI-13. TELEPHONE MESSAGE RECORDS:

04-008

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

RETENTION: Retain current in office until action is taken, then destroy or delete.

PI-14. VOUCHERS:

04-008

This series is arranged alphabetically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Information may include: purpose of expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is maintained for reference to determine quantities and description of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of voucher may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

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.