



DEPARTMENT OF CORRECTIONS

STAR ACADEMY

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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2004

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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
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DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

RECORDS MANAGEMENT PROGRAM

104 South Garfield
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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.

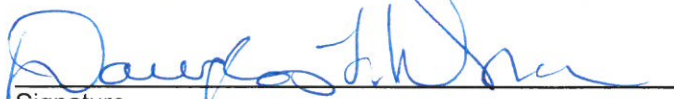
PETITION FOR AUTHORITY TO DESTROY RECORDS

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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OFFICE: Administration

PROGRAM: Administration

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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: STAR Academy
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Candy Snyder
RM CUSTOMER #: 0293

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

STAR-1. ACTIVITY/STATUS REPORTS, MONTHLY:

04-008

This series is arranged chronologically and contains a copy of the report sent to the Department of Corrections listing monthly activities at the STAR Academy. Information may include: superintendent report, personnel report, psychological service report, education report, individual report from each program, training report, and medical stats. This record series is used to report items of interest to the Corrections Commission and to draw up new reports. The Department of Corrections, Secretary's Office maintains the original.

RETENTION: Retain 2 years in office, then destroy.

STAR-2. APPLICATIONS, UNSUCCESSFUL:

04-008

This record series is no longer maintained by the STAR Academy. Employment applications are maintained by the Bureau of Personnel.

STAR-3. ANNUAL BOILER INSPECTION REPORT:

04-008

This series is arranged chronologically by date of inspection and contains the annual boiler inspection report. Information may include: date of inspection, inspector's name and inspector's remarks. This record series is maintained to keep a certified account of all inspections and their results. It contains a copy of the report of inspection and the certificate issued.

RETENTION: Retain in office for 2 years, then destroy.

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RECORD		R.D.B.
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STAR-4. AUDIT REPORTS:

04-008

This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of state funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: Legislative Audit maintains reports permanently in office on microfilm.)

STAR-5. BANK STATEMENTS:

04-008

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statement, cancelled checks, deposit records, and bank balances. This record series is used to reconcile checking accounts with bank balances and 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.

STAR-6. BID FILE:

04-008

This record series is no longer maintained by the STAR Academy

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<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>
STAR-7.	<u>CAMPER AND LOCAL BANKING SYSTEM FILES:</u>	
	This record series is no longer maintained by the STAR Academy. The records are maintained by DOC Administration as part of the Inmate Banking Records.	04-008
STAR-8.	<u>CAMPER BANKING ACCOUNT SUMMARIES:</u>	
	This record series is no longer maintained by the STAR Academy. The records are maintained by DOC Administration as part of the Inmate Banking Records.	04-008
STAR-9.	<u>CAMPER BILLING FILES, FEDERAL:</u>	
	This record series no longer exists. There are no longer federal children housed at the STAR Academy.	04-008
STAR-10.	<u>CAMPER CARD FILES:</u>	
	This record series is no longer maintained. Information is now part of STAR-39. <u>Juvenile Offender Tracking System (JOTS):</u>	04-008
STAR-11.	<u>CAMPER ENTRY DATE LOGS:</u>	
	This information is now part of STAR-38. <u>Juvenile Files:</u> and can also be found in the Juvenile Offender Tracking System.	04-008

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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OFFICE: Administration
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RECORDS OFFICER: Candy Snyder
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<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

STAR-12. CAMPER FILES:

04-008

This record series has been replaced by **STAR-38. Juvenile Files:**

STAR-13. C.A.N.S. ORDER REPORTS:

04-008

This record series no longer exists. Food service for the STAR Academy is done on a contractual basis.

STAR-14. CASH RECEIPT TRANSMITTALS:

04-008

This series is arranged chronologically and contains the standard forms used to deposit funds in 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.

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: The State Treasurer's Office maintains the originals.)

STAR-15. CERTIFICATION OF ELIGIBILITY:

04-008

This record series is no longer maintained by the STAR Academy. Certification of Eligibility is maintained by the Bureau of Personnel.

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STAR-16. CHART OF ACCOUNTS:

04-008

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

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.

STAR-17. CHECK REGISTERS:

04-008

This computerized series is arranged numerically by check number and contains registers or stubs from checks issued by the agency. Information may include: check number, issue date, amount, payee, and purpose. This record series is maintained for reference concerning parties to whom checks were issued 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.

STAR-18. CHEMICAL DEPENDENCY FILES:

04-008

This record series is no longer maintained by the STAR Academy. Chemical dependency files are maintained by the Department of Human Services.

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<u>RECORD</u>		<u>R.D.B.</u>
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STAR-19. CONTRACTS AND AGREEMENTS:

04-008

This series contains both originals (copies of record) and reference copies of contracts and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is kept for reference and audit purposes.

RETENTION: Retain originals (copies of record) current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 Consulting contract are filed with the State Auditor.)

STAR-20. CONTRACTS, STATE (NOTICE OF AWARDS):

04-008

This record series is no longer maintained by the STAR Academy. The information is available on-line at the Office of Procurement Management's website.

STAR-21. DAILY INSPECTION OF BOILER OPERATIONS:

04-008

This series is arranged chronologically by date contains the daily inspection of boiler operations. Information may include: time, date, and initials of who completed the check. The inspection is done by maintenance and security six times per day. This record series is maintained for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

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<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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STAR-22. DISCHARGE CLEARANCE:

04-008

This information is now part of **STAR-38. Juvenile Files:**

STAR-23. DRINKING WATER TEST REPORTS:

04-008

This series is arranged chronologically by date and contains results of the drinking water tests as issued by the Department of Environment and Natural Resources, Office of Drinking Water. Information may include: name, address, telephone number, name of person collecting water sample, date collected, location collected, purpose of the test, and results of the test. This record series is used to document the quality of the water at the facility and to take corrective action if needed.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

STAR-24. E-MAIL RECORDS:

04-008

This series contains e-mails sent or received by the 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.

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STAR-25. FIELD WORK DETAIL REPORTS:

04-008

This record series is part of **STAR-77. Work Roster, Daily:**

STAR-26. FIRE INSPECTION REPORTS:

04-008

This series is arranged chronologically by year and contains a copy of the fire inspection report of the facility. Information may include: facility name, supervisor, address, building type, fire inspection items, rating of each and recommendations. This record series is used to document the results of the report and to take corrective actions for deficiencies. The originals are maintained by the Office of the State Fire Marshal.

RETENTION: Retain 3 years in office, then destroy.

STAR-27. FIRE REPORTS:

04-008

This record series is no longer maintained. Juveniles under 18 years of age are not allowed to fight fires.

STATE OF SOUTH DAKOTA
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RECORD		R.D.B.
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STAR-28. FUELING TRANSACTION REPORTS:

04-008

This electronic series is arranged chronologically by date and contains the fueling transaction report from the Megatrax system, which provides an itemized listing of gallons of gas used daily. Information may include: date, time, site, pump, vehicle tag number, gallons pumped, price per gallon, and odometer reading. This record series is used to account for all fuel purchased and used.

RETENTION: Retain 4 years on Megatrax, then delete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STAR-29. GED RECORDS:

04-008

This series is arranged alphabetically by juvenile's last name and contains GED records. Information may include: partial and completed GED scores for juveniles in the program. This record series is kept for reference purposes during the student's participation in the program. The original GED records are maintained by the Department of Education's GED Office in Pierre.

RETENTION: Retain reference copies in office until the juvenile's completion of the program, then destroy.

STAR-30. GRIEVANCE FILES:

04-008

This record series is no longer maintained. Employee grievances are maintained by the Bureau of Personnel.

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<u>RECORD</u>		<u>R.D.B.</u>
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		<u>NUMBER</u>

STAR-31. HAIRCUT ROSTER:

04-008

This series is arranged chronologically by date (with voucher) and contains a listing of all juveniles who have received haircuts. Information may include: juvenile's number, name of juvenile receiving haircut, and signature of juvenile. This record series is used to document the dates each juvenile received haircuts and to verify the bills for barber services rendered. A copy is kept with the voucher 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.

STAR-32. INDIVIDUAL EDUCATION PLAN (IEP) AND SPECIAL EDUCATION ASSESSMENTS:

04-008

This series is arranged alphabetically by student's last name and contains Individual Education Plans (IEP) and special education assessments. Information may include: IEP and special education assessments. This record series is used for reference purposes, and to use for the addendum, one and three year evaluations, if appropriate.

RETENTION: Retain active in office. Transfer inactive to storage for 4 years. Destroy 4 years after student's dismissal from the program.

STAR-33. INCIDENT FILE:

04-008

This information is now part of **STAR-38. Juvenile Files:**

STATE OF SOUTH DAKOTA
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RECORDS OFFICER: Candy Snyder
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STAR-34. INVENTORY, CAPITAL ASSETS:

04-008

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms which reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability 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.

Retain procedures manuals current in office. Destroy obsolete or superseded.

(NOTE: Consider receiving Central Annual Inventory on computer output microfiche (COM) instead of paper and maintaining fiche in office the entire 4 years prior to disposal.)

STAR-35. INVENTORY FILES, FOOD:

04-008

This record series no longer exists. Food service for the STAR Academy is done on a contractual basis.

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STAR-36. JOB TRAINING PROGRAM (WIA):

04-008

This series is arranged alphabetically by juvenile's name and contains the hours worked for those juveniles participating in the Workforce Investment Act (WIA) program. Information may include: juvenile's name, days worked, hours worked, enrollment forms, assessments, total hours for the week, and supervisor's signature. This record series is used to summarize the experience juveniles receive while in the WIA program.

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.

STAR-37. JUVENILE EDUCATION FILES:

04-008

This series is arranged alphabetically by juvenile's last name and contains juvenile education files. Information may include: juvenile's name, number, home school transcripts, other placement transcripts, statewide testing information, pre and post assessment scores, JCA information, immunization records, birth certificates, academic intake form, coursework, notes, and other educational information on the juvenile. This record series maintained for reference purposes.

RETENTION: Retain 5 years in office after the child's 21st birthday, then destroy provided no litigation is pending.

(Note: Consider microfilming when volume warrants.)

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PROGRAM: Administration
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STAR-38. JUVENILE FILES:

04-008

This series is arranged alphabetically by juvenile's last name and contains juvenile files. Information may include: court orders, copy of social security card, copy of birth certificate, other related legal information, admission sheet, intake forms, reclassification forms, incident reports, grievances, extra hour sheets, chemical dependency information, education information, psychological information, medical information, previous placement, current placement, conditional order of release, release summary, counseling notes, treatment plans, and correspondence. This record series is kept for reference purposes during the juvenile's placement with DOC and in case of litigation.

RETENTION: Retain 5 years in office after the child's 21st birthday, then destroy provided no litigation is pending.

(Note: Consider microfilming when volume warrants.)

(Note: Only information from DOC should be retained after discharge, information on chemical dependency and any other information from another agency other than DOC should be destroyed as it is confidential to the other agency.)

STAR-39. JUVENILE OFFENDER TRACKING SYSTEM (JOTS):

04-008

This electronic series is arranged alphabetically by juvenile's last name and contains the Juvenile Offender Tracking System (JOTS). Information may include: juvenile's name, number, demographics data, case management plan, agent/juvenile transfers, incentive programs, IAP initial interviews, UA testing, out-of-state site visits, Chins reviews, and follow-up summary. This record series used to track juveniles and for reference purposes.

RETENTION: Retain 40 years, then delete.

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STAR-40. JUVENILE WEEKLY GRADES:

04-008

This series is generated weekly, and contains a list of grades earned by the juveniles that particular week. Information may include: group number, juvenile's name, grade received for aptitude, safety, work personality, staff respect, fun, and total average. The performance of each camper is graded by various employees and all the scores are used to figure an average grade earned for that particular week. Information is then logged into each respective "Juvenile Files."

RETENTION: Retain 1 year in office, then destroy provided grades entered into respective "Juvenile Files."

STAR-41. KEY REGISTER CARDS:

04-008

This 4" X 6" card series is arranged alphabetically by name and contains a listing of all keys issued to each employee for vehicles and doors. Information may include: name, drivers license number, expiration date, key number, date issued, dates returned and holder's signature. This record series is used to ensure all keys are returned as the employees terminate.

RETENTION: Retain current in office. Destroy terminated employee cards.

(Note: Plans are to replace the cards with a computerized system.)

STAR-42. LEAVE REQUESTS:

04-008

This record series is no longer maintained. Leave Requests are maintained by the Bureau of Personnel on TKS.

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STAR-43. LOCAL BANKING ACCOUNT AUTHORIZATION FILES:

04-008

This series is arranged chronologically and documents permission granted by the State Auditor and the State Treasurer for the agency to maintain a local banking account. Information may include: date, account name, account number, type of account, a list of authorized depositors, yearly dollar volume, signatures of individuals authorized to write checks on the account, and approving signatures. This record series is maintained for audit purposes and to document the authorization received to maintain a local banking account.

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.

STAR-44. LOG BOOKS:

04-008

This bound book series is arranged chronologically by date and is used to document daily activities of the juveniles. Information may include: date, day, activities performed and juveniles participating in each activity. This record series is used for quick reference concerning activities administered each day.

RETENTION: Retain 3 years in office, then destroy.

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STAR-45. MAIL LOGS:

04-008

These ring binder series are arranged chronologically by date and contain lists of all mail received by juveniles. Information may include: juvenile's name, whether in-coming or out-going, date, time, and comments. The information is summarized in each respective "Juvenile Files."

RETENTION: Retain full book 1 year in office, then destroy provided information summarized in respective "Juvenile Files."

STAR-46. MASTER ROSTER BOOKS:

04-008

This record series is no longer maintained. The information can be found in the Juvenile Offender Tracking System (JOTS).

STAR-47. MEDICAL CHARGES FILE (CAMPER PAID):

04-008

This record series is no longer maintained by the STAR Academy. Medical charges files are maintained by the Department of Health and insurance information can be found in the Juvenile Offender Tracking System.

STAR-48. MEDICAL PROVIDER REIMBURSEMENT FILES:

04-008

This record series is no longer maintained by the STAR Academy. Medical provider reimbursement files are maintained by the Department of Health and by DOC Administration.

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STAR-49. MENUS:

04-008

This series contains copies of weekly menus for meals served at the STAR Academy. Information may include: meal, date and food to be served. This record series is used to apprise the staff and juveniles of meals to be served that week

RETENTION: Retain 1 years in office, then destroy.

STAR-50. MINUTES, DEPARTMENT OF CORRECTIONS:

04-008

This series is arranged chronologically by date of meeting and contains a copy of the finalized minutes from the Department of Corrections meetings. Information may include: date, members present, and topics discussed. This record series is used for reference concerning all actions pertaining to the juveniles.

RETENTION: Retain 3 years in office, then destroy.

STAR-51. PAYROLL FILES:

04-008

This record series is no longer maintained by the STAR Academy. Payroll files are maintained by the Bureau of Personnel.

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STAR-52. PERFORMANCE APPRAISALS:

04-008

These documents are most often arranged chronologically within the personnel file of every state employee. Information is maintained by the Bureau of Personnel and may include: checklist denoting the areas discussed and supervisor and employee comments and signatures. Evaluations are required to ensure communication between supervisors and employees and to provide documentation of an employee's performance. This record series is maintained for audit purposes pursuant to Equal Opportunity Commission requirements.

RETENTION: AGENCY MANAGER: At your discretion, retain 6 months, then destroy by shredding.

(Note: Transfer original performance appraisal to the Bureau of Personnel.)

STAR-53. PERMANENT TRANSCRIPTS AND HIGH SCHOOL DIPLOMAS (STAR EVERGREEN HIGH SCHOOL):

04-008

This series is arranged alphabetically by student's last name and contains permanent transcripts and high school diplomas from the STAR Evergreen High School. Information may include: student's name, transcripts, and date of completion. This record series is maintained for reference purpose and pursuant to state law.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

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STAR-54. PERSONNEL FILES:

04-008

This record series is no longer maintained by the STAR Academy.
Personnel files are maintained by the Bureau of Personnel.

STAR-55. PERSONNEL/PAYROLL REPORTS:

04-008

This record series is no longer maintained by the STAR Academy.
Each employee receives pay stubs via e-mail and the information
can also be accessed on Lawson's Self-Evident Applications

STAR-56. POSITION DESCRIPTION FILES:

04-008

This record series is no longer maintained by the STAR Academy.
Position description files are maintained by the Bureau of
Personnel.

STAR-57. POSITION HISTORY FILES:

04-008

This record series is no longer maintained by the STAR Academy.
Position history files are maintained by the Bureau of Personnel.

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STAR-58. PURCHASE ORDERS, LOCAL:

04-008

This series is arranged numerically and contains copies of all local purchase orders issued by the division. Information may include: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, unit cost, and total cost. This record series is used for reference concerning all supplies and materials ordered, to determine delivery dates, for reordering, and for billing 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.

STAR-59. RECEIPT BOOKS:

04-008

This series contains forms issued to document the receipt of money. Receipts are pre-numbered and include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

RETENTION: Retain full book 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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STAR-60. <u>REFERRALS, CAMPERS:</u>		
	This record series no longer exists.	04-008
STAR-61. <u>RESTITUTION FILES:</u>		
	This series is no longer maintained. The information can be found on the Juvenile Offender Tracking System.	04-008
STAR-62. <u>RULES AND REGULATIONS:</u>		
	This database series is arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules and regulations here may include administrative rules promulgated by other departments which have a bearing on the daily operation of this agency (i.e. Bureau of Personnel, Bureau of Finance and Management, and Bureau of Administration.) This record series used to insure compliance with current rules and regulations governing the administration and operation of the department.	04-008
	RETENTION: Retain information current. Delete superseded or obsolete.	
STAR-63. <u>SAVINGS BOND DEDUCTION PRINTOUTS:</u>		
	This record series is no longer maintained by the STAR Academy. Saving bond deduction printouts are maintained by the Bureau of Personnel.	04-008

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STAR-64. SUBSCRIPTION FILES:

04-008

This record series no longer exists.

STAR-65. 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.

STAR-66. TIME SHEETS:

04-008

This record series is no longer maintained by the STAR Academy. Time sheets are maintained by the Bureau of Personnel on TKS.

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STAR-67. TRAINING FILES, IN-SERVICE:

04-008

This series is arranged chronologically by date of training and contains a listing of all in-service training employees have received. Information may include: date, class name, instructor name, length, name of each employee attending, and number of hours spent in training. This record series is used to list the training each employee has received and to determine any additional training required by the staff. These files will be transferred to the respective "Personnel Files" upon termination.

RETENTION: Retain active in office. Transfer terminated files to the Bureau of Personnel.

STAR-68. TRAINING MATERIALS:

04-008

This series is arranged chronologically and contains training material. Information may include: training manuals, crisis procedures, and other information related to training personnel. This record series is kept for training new employees for DOC and 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 material.)

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STAR-69. VEHICLE FILES:

04-008

This record series is no longer maintained by the STAR Academy.
Vehicle files are maintained by the Fleet and Travel Management.

STAR-70. VEHICLE TITLES:

04-008

This record series is no longer maintained by the STAR Academy.
Vehicle titles are maintained by the Fleet and Travel Management.

STAR-71. VENDOR FILES:

04-008

This series is arranged alphabetically by vendor name and contains vendor information. Information may include: copies of vouchers, invoices, shipping documents, credit memos, and correspondence. This record series is used 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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STAR-72. VOUCHERS:

04-008

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, 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.

STAR-73. WASTEWATER REPORTS:

04-008

This series is arranged chronologically by date and contains a copy of the report of the quality of wastewater released by the facility. Information may include: name, address, location, permit number, monitoring period, and results of the test. The Department of Environment and Natural Resources, Water Quality in Pierre maintains the original reports. This record series is used to document water quality and to take corrective actions for any deficiencies.

RETENTION: Retain 4 years in office, then destroy.

STAR-74. WORK ASSIGNMENTS, EMPLOYEE:

04-008

This record series no longer exists.

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STAR-75. WORK ORDERS, REPAIR:

04-008

This electronic series is arranged chronologically by date of completion and contains the original work order as submitted by various employees of the STAR Academy for repairs of equipment and/or buildings. Information may include: date of request, building, location, repairs needed, reported by, materials used, and date completed. This record series is used to ensure all work is properly and satisfactorily completed.

RETENTION: Retain on Maximo 1 year after completion, then delete.

STAR-76. WORKGROUPS:

04-008

This series is arranged chronologically and contains workgroup information that deals with issues pertaining to programming within the juvenile facilities, overcrowding, placement options, and/or other issues instrumental in the operations of the Department of Corrections. Information may include: meeting minutes, related materials, memberships, goals and/or objectives, and other information that may be deemed necessary in meeting the requirements of the group. This record series is used for reference purpose and are often appointed by the Governor's Office or other leading officials such as the Secretary of Corrections.

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

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

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STAR-77. WORK ROSTERS, DAILY:

04-008

This series is arranged chronologically and contains a daily report of all work assignments. Information may include: date, camp number, work detail, campers assigned and comments. This record series is used to assign daily tasks to each of the juveniles.

RETENTION: Retain 2 years in office, then destroy.

STAR-78. WORK SCHEDULES:

04-008

This series is arranged chronologically and contains a work schedule for all employees at the STAR Academy. Information may include: name, dates, days worked, days off, hours worked, and hours off. This record series is used to inform the employees of current schedules and to draw up new work schedules.

RETENTION: Retain 6 months in office, then destroy.