



DEPARTMENT OF CORRECTIONS

STATE TRAINING SCHOOL

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

2004

PROJECT STAFF

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State Records Manager

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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.

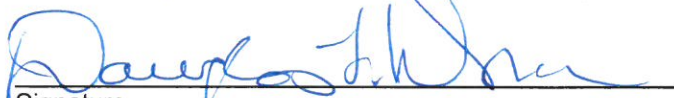
PETITION FOR AUTHORITY TO DESTROY RECORDS

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

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

DEPARTMENT: Department of Corrections
DIVISION: State Training School
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Candy Snyder
RM CUSTOMER #: 0293

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
	<ul style="list-style-type: none">• The DOC State Training School in Plankinton is closed. All student records were transferred to the STAR Academy in Custer to be retained accordingly.• The Plankinton community leases the facility from the State of South Dakota. The Plankinton group is responsible for maintaining the facility type records.• If the lease changes, DOC will again maintain the facility type records and will need to review the Administration Office section to make sure the records are covered in the RRDS.• The following records pursuant to R.D.B. Authority Number 92-004 should have been to been sent to State Archives prior to their disposal.<ol style="list-style-type: none">1. <u>Correspondence, Superintendent:</u>2. <u>Floor Plans:</u>3. <u>Newspaper Clippings:</u>4. <u>Open House Files:</u>5. <u>Vocational Program Files:</u>	