



# BOARD OF FUNERAL SERVICE

## 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**  
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## MEMORANDUM

**TO:** State Agencies

**FROM:** Dana Hoffer  
State Records Manager

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

**DATE:** January 8, 2010

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

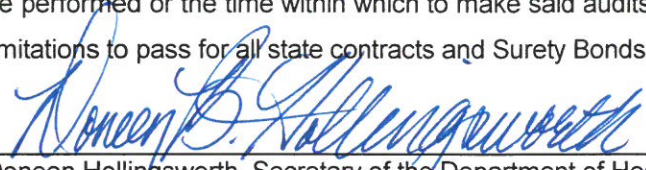
I, Doneen Hollingsworth (name), acting in my position as Secretary of the Department of Health (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Funeral Service (department) consists of 14 pages and contains record series number(s) BFS-1 (consecutively re-numbered) through BFS-21.

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 Board of Funeral Service (department) record series numbers(s) FS-1, FS-3, FS-8, FS-15, FS-17, and FS-23.

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.

  
\_\_\_\_\_  
Doneen Hollingsworth, Secretary of the Department of Health

11-8-07  
\_\_\_\_\_  
Date

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

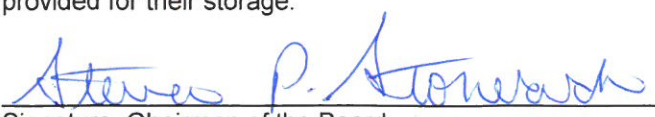
  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

11-13-07  
\_\_\_\_\_  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 14<sup>th</sup> 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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Funeral Service  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 0277

<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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**BFS-1. ADMINISTRATIVE REFERENCE FILES:**

**07-042**

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, general correspondence and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and 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.)

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**BFS-2. ADMINISTRATIVE RULES PROMULGATION FILES:**

**07-042**

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(NOTE: SDCL 1-26-7 states in part that “each agency shall keep the original records, documents, and instruments required by the chapter.” There is no time frame included for these records. Since SDCL 1-26-6.8 provides that “No rule is enforceable in the Courts unless properly adopted,” the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

(Consider maintaining on microfilm instead of paper and destroying paper after microfilm has been inspected and verified to meet quality standards.)

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

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**BFS-3.      ANNUAL REPORTS:**

**07-042**

This series is arranged chronologically and contains the originals of all annual reports issued by the Board to summarize its activities for the previous year. Information may include: number of licenses issued, number of inspections conducted (if applicable), number of violations noted, man hours, time reports, and other related information. A copy of this report is filed with the South Dakota Department of Commerce and Regulation annually. This record series is used for reference to compare activities from year to year.

**RETENTION:** Retain 5 years in office, then transfer to State Archives.

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

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**BFS-4.      APPLICATION FILES:**

**07-042**

This series is arranged alphabetically by applicants' last name and documents the personal data of individuals applying for licensure. Information (if relevant to their level of licensure) may include: original application, college grade transcripts, references, internship verification, examination scores, and any other information requested by the Board. This record series is used to determine eligibility for licensure.

**RETENTION:**    **SUCCESSFUL APPLICANTS:** Transfer to the Licensee Files to be retained 5 years in office after expiration, then microfilm and maintain film for 70 years or for the life of the licensee.

**UNSUCCESSFUL APPLICANTS:** Transfer to the Applicant Files, Deficient to be retained 5 years in office, then destroy.

(NOTE: Within 5 years of application date, Deficient Files may become Licensee Files if the applicant has provided all necessary documentation, has met all licensure requirements, and has been approved by the Board.)

(NOTE: Cull files when application is complete and applicant becomes licensed.)

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



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**BFS-5. APPLICANT FILES, DEFICIENT:**

**07-042**

This series is arranged alphabetically and documents personal data of individuals applying for licensure and is a deficient application file. Information (if relevant to their level of licensure) may include: original application, college grade transcripts, references, internship verification, experience verification, and any other information requested by the Board. Applicant has five years to attain licensure approval from the Board before this file is destroyed, then the applicant must start the entire application process over again.

**RETENTION:** Retain 5 years in office, then destroy.

(NOTE: Within 5 years of application date, Deficient Files may become Licensee Files if the applicant has provided all necessary documentation, has met all licensure requirements, and has been approved by the Board.)

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

**BFS-6. ASSOCIATION FILES:**

**07-042**

This series is arranged alphabetically and contains the current correspondence and newsletters from professional associations to which the Board of Funeral Service belongs. Information may include: minutes of association meetings, conference agendas, and expense reports. This record series is used for reference purposes concerning ideas and policies suggested and used by these associations.

**RETENTION:** Retain 1 year in office, then destroy.

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

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**BFS-7. BOARD APPOINTMENT FILES:**

**07-042**

This series is arranged alphabetically and contains information regarding individual Board members. Information may include: letters of appointment, terms, expiration dates, correspondence, and any related information pertaining to each Board member. This record series is maintained to document member appointments to the Board of Funeral Service.

**RETENTION:** Retain 3 years in office after termination, then destroy.

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

**BFS-8. BUDGETARY ACCOUNTING/MSA REPORTS:**

**07-042**

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures for the Board. Reports may include: Daily and/or Monthly Revenue and Journal Voucher Reports, Daily Transaction Progress Reports, Accounts Receivable Reports, General Ledger Reports, Warrant or Payment Registers, Monthly Expenditure Reports, and Annual Budget Reports. This record series is maintained for audit purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 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: Previous record series number was FS-10.)

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**BFS-9. CASH RECEIPT TRANSMITTALS:**

**07-042**

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, dollar amounts, total deposits, and authorized signatures. This record series is maintained for documenting and crediting each account with the amount deposited.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 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.)

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

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**BFS-10. COMPLAINT FILES:**

**07-042**

This series is arranged alphabetically by licensee name and contains all related correspondence either received from the general public or initiated by the Board concerning problems which have occurred with embalmers/trainees, funeral directors, funeral homes, and crematories. Information may include: nature of complaint, related correspondence, investigation of the allegation, conclusion of the investigation, final determination, stipulations and agreements, and other related material. This record series is used by the Board to determine if a complaint is substantiated and, if so, to take corrective action against the licensee. If a complaint is substantiated, a copy of the final determination is placed into the respective "Licensee File, Active" or "Licensed Establishment/Crematory File."

**RETENTION:** UNSUBSTANTIATED: Retain 5 years in office after final determination, then destroy.

(Note: If like complaint exists within this 5 years, then retain like complaints for 10 years, then destroy.)

SUBSTANTIATED: Retain 5 years in office, place a copy of the final determination into the respective "Licensee File, Active," then microfilm all related documentation and maintain film for 70 years or for the life of the licensee.

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

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**BFS-11. COMPLAINT, NON-JURISDICTIONAL:**

**07-042**

This series is arranged alphabetically by name of the person or facility named in the complaint and contains correspondence regarding allegations about persons or facilities not licensed by the Board, not licensed by the Board at the time of allegation, or other matters the Board cannot take any remedial action to investigate or rectify. Information may include: name of complainant, date and circumstances surrounding alleged activity, and related correspondence between the complainant and the Board. This record series is used to document consumer complaints or allegations about individuals or issues over which the Board has no jurisdiction.

**RETENTION:** Retain 3 years in office, then destroy.

(Note: Previous record series number was FS-13.)

**BFS-12. CONTRACTS AND AGREEMENTS:**

**07-042**

This series is arranged chronologically, then by name of contractor and contains contracts and agreements in which the Board may have an interest. It also contains the Board's copy of contracts and agreements between the Board and other parties. Information may include: terms and conditions, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain current in office. Destroy 6 years after terminated provided no litigation is pending.

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

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

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**BFS-13. EXAMINATION (OLD MASTERS) FILES:**

**07-042**

This series is arranged chronologically and contains both copies of old examinations or old examination answer keys. This record series is used for reference when drafting new examinations.

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

(Note: Previous record series number was FS-16.)

**BFS-14. LICENSED ESTABLISHMENT/CREMATORY FILES:**

**07-042**

This series is arranged alphabetically by establishment name and documents data regarding licensed funeral homes and crematories. Information may include: original application and all renewal forms, correspondence, change of ownership information, licensee-in-charge information, and most current five inspection reports. This record series is used to document the licensure, inspection, and renewal process of all funeral homes and crematories in South Dakota.

**RETENTION:** Retain 5 years in office after expiration, then microfilm and maintain film for 70 years.

(Note: Previous record series number was FS-18.)

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**BFS-15. LICENSEE FILES, ACTIVE:**

**07-042**

This series is arranged alphabetically by last name of licensee and documents personal data for licensed embalmers/trainees and funeral directors. Information may include (if relevant to their level of licensure): original application, college grade transcripts, examination scores and related information, references, internship verification, verification of experience, requests for name changes, most current renewal application, and renewal date. This record series is used to document the licensure and renewal process of all embalmers/trainees and funeral directors.

**RETENTION:** Retain 5 years in office after expiration, then microfilm and maintain film for 70 years or for the life of the licensee.

(Note: Previous record series number was FS-19.)

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**BFS-16. LICENSEE FILES, INACTIVE:**

**07-042**

This series is arranged alphabetically by last name of licensee and documents personal data for licensed but inactive embalmers/trainees and funeral directors. Information may include (if relevant to their level of licensure): original application, college grade transcripts, examination scores and related information, references, internship verification, verification of experience, requests for name changes, most current renewal application, and renewal date. This record series is used to document the licensure and renewal process of all embalmers/trainees and funeral directors.

**RETENTION:** Retain 5 years in office after expiration, then microfilm and maintain film for 70 years or for the life of the licensee.

(NOTE: Whenever an Active Licensee does not renew within the timeframe prescribed by law, the Active Licensee file becomes an Inactive Licensee file, until such time the licensee either reactivates his license or allows his license to expire completely.)

(Note: Previous record series number was FS-20.)

**BFS-17. LICENSE NUMBER LISTS:**

**07-042**

This database series is arranged alphabetically by last name of licensee for each license type issued by the Board of Funeral Service. Information may include: license number, licensee name and address, level of licensure, and expiration/renewal date. This record series is used for licensure verification.

**RETENTION:** Retain information current. Delete superseded or obsolete.

(Note: Previous record series number was FS-21.)



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**BFS-18. MINUTES, BOARD OF FUNERAL SERVICE:**

**07-042**

This series is arranged chronologically and contains the official minutes of the Board of Funeral Service meetings. Information may include: date of meeting, members present, topics discussed, and actions taken. This record series is used for occasional reference and to document action taken by the Board.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film permanently.

(Note: Previous record series number was FS-22.)

**BFS-19. PREARRANGED FUNERAL TRUST REPORTING FORMS:**

**07-042**

This series is arranged chronologically by year and contains information regarding trust funds established with a funeral home. Information may include: name and address of selling firm, name and address of manager, beneficiary name or social security number, date deposited, total received, total in trust, name and address of depository, amount of accrued interest, and the value as of December 31<sup>st</sup>. This record series is used to track prearranged funeral trust funds with licensed funeral homes.

**RETENTION:** Retain 5 years in office, then destroy.

(Note: Previous record series number was FS-24.)

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**BFS-19.1. 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.

**BFS-20. SURVEYS:**

**07-042**

This series is arranged chronologically and contains surveys conducted by membership associations throughout the country. Information may include: date survey was conducted, issues, legislation, licensure numbers, degrees, application process, and any relative information obtained via survey from sources and licensees. This record series is used mainly for reference purposes and may be used to develop new policies or legislation to address various national issues.

**RETENTION:** Retain 3 years in office, then destroy.

(Note: Previous record series number was FS-25.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Funeral Service  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 0277

<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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**BFS-21. VOUCHERS AND PAYROLL INFORMATION:**

**07-042**

This series is arranged chronologically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers and Board payroll information. Each voucher may include: nature of expense, fund expended from, date, who the funds went to, or what account they were transferred to and authorized signatures. Board member payroll information may include: name, social security number, time worked, and authorized signatures. This record series is used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, for Board member payroll information, and for audit purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 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: Previous record series number was FS-26.)