



## DEPARTMENT OF MILITARY

### 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: December 12, 2017

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, Major General Timothy Reisch, acting in my position as Adjutant General of the Department of Military, requests 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 Military (department) consists of 9 pages and contains record series number(s) MIL-1 (consecutively re-numbered) through MIL-14.

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 Military (department) record series numbers(s) MVA-4, MVA-7, MVA-14, MVA-16, MVA-17, MVA-18, MVA-19.

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.

  
\_\_\_\_\_  
Major General Timothy Reisch, Adjutant General of  
the Department of Military

11-7-2017  
Date

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

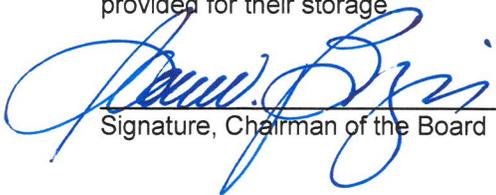
  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

11-16-2017  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 11<sup>th</sup> day of December, 2017, 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

12-1-17  
Date

## **South Dakota Codified Laws:**

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

### **Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

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

DEPARTMENT: Military  
DIVISION: Secretariat  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Connie Hohn  
RM CUSTOMER #: 0561

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**MIL-1. ADMINISTRATIVE REFERENCE FILES:**

**17-008**

This series is arranged alphabetically and contains information used for convenience of reference by the Adjutant General or staff members in the daily administration of the department. Information may include, but is not limited to convenience copies of: South Dakota National Guard Museum records, audit reports, budgets, contracts, equipment, inventory, legislation, organization/association, property management information, monthly reports, research material, reference manuals, logs, general correspondence, mailing lists, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to the Adjutant General or staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for decision making purposes.

**RETENTION:** FEDERAL CORRESPONDENCE, ORIGINAL OPERATING MANUALS, & ORIGINAL POLICIES/PROCEDURES: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

**(Note: Adjutant General's correspondence is subject to screening by State Archives prior to disposal.)**

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

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**MIL-2. ANNUAL REPORT TO THE GOVERNOR:**

**17-008**

This series is arranged chronologically and contains a copy of the annual report sent to the Governor which provides an overview of the department's programs and activities. Information may include, but is not limited to: summary of financial reports, summary of studies and evaluations, description of program activities, program forecasts, and the department's strategic plan. This record series is maintained to document the reports submitted to the Governor regarding the Department of Military and for historical reference purposes.

**RETENTION:** Retain one copy permanently.

**(Note: Send one copy to the State Archivist.)**

**MIL-3. BANK STATEMENTS:**

**17-008**

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: ELECTRONIC IMAGES/FILES:** Retain 4 years then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**PAPER:** Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the record is completed, then destroy provided all images have been verified to be accurate and complete.

**(Note: System-level backups occur daily.)**

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**MIL-4. BUILDING FILES:**

**17-008**

This series is arranged alphabetically by building name and contains a quick reference of any remodeling or refurbishing of any of the buildings operated by the department. Information may include: building name, type of construction, costs, bids, special assessments (property), specifications, correspondence, and status of construction. This record series is maintained to inform the director of the status of all construction on campus and to provide a history of all building remodeling and modifications.

**RETENTION:** Retain in office for life of the building. Destroy when building is demolished.

**MIL-5. CASH RECEIPT TRANSMITTALS:**

**17-008**

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. The State Treasurer's office maintains the originals.

**RETENTION:** Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**MIL-6. CHART OF ACCOUNTS:**

**17-008**

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 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**MIL-7. CONTRACTS, LEASES, AND AGREEMENTS:**

**17-008**

This series contains contracts, leases, and agreements between the department 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 in office. Destroy 6 years after terminated provided claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

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**MIL-8. ELECTRONIC COMMUNICATION RECORDS:**

**17-008**

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

**RETENTION:** Determine the record status of the message based on the content. If the 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 in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

**NON-RECORD MESSAGES:** Retain until action has been taken then destroy or delete.

**MIL-9. FINANCIAL STATEMENTS:**

**17-008**

Financial statements provide an overview of the Department of Military financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenues, expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**MIL-10. LOCAL BANKING ACCOUNT AUTHORIZATION FILES:**

**17-008**

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 to document the authorization received to maintain a local banking account.

**RETENTION:** Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**MIL-11. PRESS RELEASES:**

**17-008**

This series is arranged chronologically and may contain press releases regarding the department. Press releases are available on the department's website. This record series is maintained for reference and to document releases written by the Department of Military.

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

**(Note: Subject to screening by State Archives prior to disposal.)**

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**MIL-12. RECORDS MANAGEMENT FILES:**

**17-008**

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of project registration forms; inventory listings, 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 FORMS:** Retain 3 years in office, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete.

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**MIL-13. SURPLUS PROPERTY FILES:**

**17-008**

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: ELECTRONIC IMAGES/FILES:** Retain 4 years then, destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**PAPER:** Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the record is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

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**MIL-14. VOUCHERS:**

**17-008**

This series may contain copies of travel, non-cash, direct, receiving, journal vouchers, and journal voucher log. Each voucher may include: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is maintained as vouchers (along with the attached purchase orders, requisitions, packing slips, and invoices) are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

**RETENTION: ELECTRONIC IMAGES/FILES:** Retain 4 years then, destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**PAPER:** Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the record is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)