



SECRETARY OF STATE
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; Building E
c/o 500 East Capitol Avenue
Pierre, South Dakota 57501-5070

2018

PROJECT STAFF

Shantel Krebs, Secretary of State
Office of the Secretary of State

Dana Hoffer
State Records Manager

Teresa Bray, Records Officer
Office of the Secretary of State

Connie Nold
Records Management Specialist

The employees of the Office of the Secretary of State who contributed their time to explain the purpose and review the content of each record.

STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
Bureau of Administration
(Chairman)

Pat Archer
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Marty Guindon, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: January 4, 2019

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

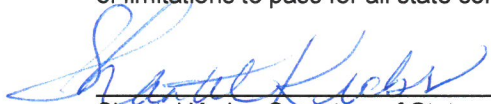
I, Shantel Krebs, acting in my position as Secretary of State, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Secretary of State (department) consists of 48 pages and contains record series number(s) SOS-100 through SOS-114; SOS-200 through SOS-235; SOS-300 through SOS-313; and SOS-400 through SOS-408.

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 Secretary of State (department) record series numbers(s) SOS-2, SOS-8, SOS-12, SOS-14, SOS-16, SOS-17, SOS-20, SOS-28, SOS-30, SOS-31, SOS-38, SOS-40, SOS-49, SOS-59, SOS-61, SOS-68, SOS-77, SOS-81, SOS-83, and SOS-87.

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.



Shantel Krebs, Secretary of State

11-9-17

Date

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



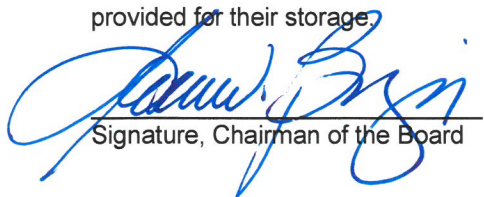
Dana Hoffer, State Records Manager

11-16-2017

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 11th 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

12-11-17

Date

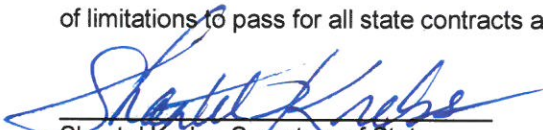
PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Shantel Krebs, acting in my position as Secretary of State, 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 Secretary of State consists of 1 page and contains record series number(s) SOS-309.

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.



Shantel Krebs, Secretary of State

11-6-18

Date

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



Dana Hoffer, State Records Manager

11-16-18

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 6th day of December, 2018, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Scott Bollinger, Chairman of the Board

1-3-19

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.

TABLE OF CONTENTS

SECRETARY OF STATE:

Administrative/Fiscal/Personnel:

SOS-100.	ACCOUNTS PAYABLE VOUCHERS/STATE:	1
SOS-101.	BAD CHECK FILES:	2
SOS-102.	BANK STATEMENTS:.....	2
SOS-103.	BUDGET FILES:	3
SOS-104.	BUDGET REQUESTS, ANNUAL OPERATING:	3
SOS-105.	CASH RECEIPT TRANSMITTAL/DAILY BALANCE SHEETS:	4
SOS-106.	CONTRACTS:.....	5
SOS-107.	CORRESPONDENCE:.....	6
SOS-108.	OFFICE REFERENCE FILES:	6
SOS-109.	PERSONNEL FILES:.....	7
SOS-110.	PERSONNEL/PAYROLL REPORTS:.....	8
SOS-111.	PROPERTY MANAGEMENT FILES:	9
SOS-112.	RECORDS MANAGEMENT FILES:	9
SOS-113.	SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:	10
SOS-114.	SURPLUS PROPERTY FILES:	11

General Services:

SOS-200.	ADMINISTRATIVE RULES PROMULGATION FILES, STATE AGENCIES:.....	12
SOS-201.	ADMINISTRATIVE RULES PROMULGATION FILES, SECRETARY OF STATE:	13
SOS-202.	APPOINTMENTS/OATHS OF OFFICE/FINANCIAL INTEREST STATEMENTS-ELECTED OFFICIALS:	14
SOS-203.	AUDIT REPORTS, SECRETARY OF STATE:.....	15
SOS-204.	AUDIT REPORTS, STATE AND LOCAL AGENCIES:	16
SOS-205.	BIOGRAPHIES, LEGISLATIVE MANUALS (BLUE BOOK):	16
SOS-206.	BONDS OF STATE OFFICERS AND EMPLOYEES RECORDS:.....	17
SOS-207.	CODE OF LAW, OFFICIAL COPY:	17
SOS-208.	COMMUTATION OF SENTENCE, GOVERNOR:	18
SOS-209.	DISTRICT CERTIFICATION:.....	18
SOS-210.	ENROLLED ACTS/RESOLUTIONS/VETOED BILL REGISTER: ...	19
SOS-211.	EXECUTIVE ORDERS:	19
SOS-212.	EXECUTIVE PARDONS:.....	20
SOS-213.	EXECUTIVE PROCLAMATIONS/DECLARATIONS:.....	21
SOS-214.	EXTRADITION RECORDS:	21
SOS-215.	HOUSE OF REPRESENTATIVES/SENATE CONCURRENT RESOLUTIONS:.....	22
SOS-216.	HOUSE OF REPRESENTATIVES/SENATE, FILED WORKING BILLS:.....	23

SOS-217.	HOUSE OF REPRESENTATIVES/SENATE JOURNALS:.....	24
SOS-218.	LEGISLATIVE HANDBOOKS (RED BOOKS):.....	24
SOS-219.	LEGISLATIVE MANUALS (BLUE BOOKS):	25
SOS-220.	LOBBYIST EMPLOYER AUTHORIZATIONS:	26
SOS-221.	LOBBYIST/LOBBYIST EMPLOYER EXPENSE REPORT RECORDS:	26
SOS-222.	LOBBYIST REGISTRATION RECORDS:.....	27
SOS-223.	MISCELLANEOUS FILINGS:	28
SOS-224.	NEWSPAPER OWNERSHIP STATEMENTS:	29
SOS-225.	NOTARY CORRESPONDENCE/ APOSTILLES/ AUTHENTICATIONS:	29
SOS-226.	NOTARY PUBLIC APPLICATIONS, OATHS AND BOND RECORDS:	30
SOS-227.	PERSONALITY’S RIGHTS OF PUBLICITY:	30
SOS-228.	PISTOL PERMIT APPLICATIONS:.....	31
SOS-229.	RECIPROCITY AGREEMENTS:.....	32
SOS-230.	SCHOOL DISTRICT RECORDS/NOTICE OF CHANGE:.....	33
SOS-231.	SESSION LAW BOOKS:.....	33
SOS-232.	STATE BOARD OF FINANCE RECORDS:.....	34
SOS-233.	STATE CONSTITUTION:	34
SOS-234.	STATE SONG:	35
SOS-235.	SUPREME COURT ORDERS/RULES:.....	35

Business Services:

SOS-300.	BANKRUPTCY NOTIFICATIONS:	36
SOS-301.	CORPORATION REGISTRATION RECORDS:.....	36
SOS-302.	CORRESPONDENCE, CORPORATIONS:	37
SOS-303.	CORRESPONDENCE, UNIFORM COMMERCIAL CODE/EFS:	37
SOS-304.	FARM/RANCHES/HOME, NAME REGISTRATION:.....	37
SOS-305.	MECHANIC LIENS AND RELEASE RECORDS:	38
SOS-306.	POSTSECONDARY AUTHORIZATIONS:.....	38
SOS-307.	RAILROAD DEEDS/MORTGAGE/LEASES INDEX CARDS:	39
SOS-308.	RAILROAD DEEDS/MORTGAGE/LEASES REGISTERS:.....	39
SOS-309.	RESERVATIONS, CORPORATE NAMES:	40
SOS-310.	SUMMONS AND COMPLAINT FILES:.....	40
SOS-311.	TRADEMARK/SERVICEMARK REGISTRATION RECORDS:.....	41
SOS-312.	UCC INFORMATION/SEARCH REQUESTS:	41
SOS-313.	UNIFORM COMMERCIAL CODE/EFFECTIVE FINANCING STATEMENTS:	42

Election Services:

SOS-400. ABSTRACT OF ELECTION RETURNS (STATE AND COUNTY CANVASSES):..... 43

SOS-401. ADMINISTRATIVE RULES PROMULGATION FILES, STATE ELECTION BOARD: 44

SOS-402. CAMPAIGN FINANCING FILINGS:..... 45

SOS-403. CORRESPONDENCE, ELECTIONS: 45

SOS-404. ELECTION COURT CASES: 46

SOS-405. ELECTION RETURN BOOKS: 46

SOS-406. MINUTES, STATE BOARD OF ELECTIONS:..... 47

SOS-407. PETITIONS, ELECTIONS:..... 47

SOS-408. SAMPLE BALLOT: 48

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Administrative/Fiscal/Personnel
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0581

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

SOS-100. ACCOUNTS PAYABLE VOUCHERS/STATE:

17-002

This series is arranged numerically by number and may contain but is not limited to copies of travel, non-cash, direct, receiving, journal vouchers; and requisitions. Each voucher and requisition may include: reason for which the money was expended, amount, fund expended from, date, to what account and to whom the funds were transferred to, and authorized signatures. These are used to reconcile with the South Dakota Financial System Reports computer-generated accounting reports; for reference when determining quantities, descriptions of supplies, and services ordered; for vendor information; and for audit purposes. These records are not microfilmed.

RETENTION: FEDERAL HAVA (Help America Vote Act)
FUNDS: Retain until grant is finalized. Destroy 3 years after the date of submission of the final expenditure report provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

STATE FUNDS: Retain 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: Administrative/Fiscal/Personnel
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0581

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

SOS-101. BAD CHECK FILES:

17-002

This series is arranged chronologically by date received and contains a spreadsheet of information regarding insufficient funds checks that were presented to the Secretary of State's Office as payment for filings. Information includes: payor's name, check number, amount, purposes, date, reason unpaid, and a copy of the receipt. The information is used to document efforts to collect payment. After 60 days, if reimbursement has not been received, the filing is reversed and the status is changed where applicable.

RETENTION: Retain spreadsheet information current.

SOS-102. BANK STATEMENTS:

17-002

This series is arranged chronologically by statement date and contains records sent by individual banks. Information includes: date, canceled checks, deposit slips, statements, and bank balance. The statements are used to reconcile checking accounts with bank balances and for audit purposes. These records are not microfilmed.

RETENTION: Scan statements and retain in file management system for 2 years, then destroy provided, all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain paper 6 month after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Administrative/Fiscal/Personnel
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0581

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

SOS-103. BUDGET FILES:

17-002

This series is arranged chronologically and contains related budget working papers for development of the budget. Information may include, but is not limited to: budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activity and for preparing future budget requests. These records are not microfilmed.

RETENTION: Retain 3 years in office, then destroy.

SOS-104. BUDGET REQUESTS, ANNUAL OPERATING:

17-002

This series is arranged chronologically and contains budget request for the Secretary of State's Office. Information may include: program missions, organizational charts, deferred maintenance, goals, reports of past year's revenues, performance indicators, narrative justifications of fund requests, and fund request totals broken down by activity. The request are compiled into one document representing the request to the Governor and the State Legislature. These records are not microfilmed.

RETENTION: Retain 3 years in office, then destroy.

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

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: Administrative/Fiscal/Personnel
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0581

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

SOS-105. CASH RECEIPT TRANSMITTAL/DAILY BALANCE SHEETS:

17-002

This series is arranged chronologically and provides the information to complete the deposit of funds to the State Treasurer and the summary of daily receipts. Information may include: date, agency name, agency number, receipt numbers, transaction classification, amounts, total deposits, and authorized signatures. The information is maintained to document the amounts deposited, how the accounts were credited, and for reconciliation and audit purposes. These records are not microfilmed.

RETENTION: Scan and maintain in file management system.

FEDERAL HAVA (Help America Vote Act) FUNDS: Retain until grant is finalized. Destroy 3 years after the date of submission of the final expenditure report provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

STATE FUNDS: Destroy after 2 years provided all litigation, claims, and audit findings involving the records have resolved and final action has been taken.

Retain paper 6 months after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Administrative/Fiscal/Personnel
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0581

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

SOS-106. CONTRACTS:

17-002

This series is arranged alphabetically and contains originals and copies of contracts between the Secretary of State and other parties. Information may include but is not limited to: names of parties, terms and conditions, effective dates, costs, and fund sources. The information is maintained for reference purposes to determine the terms of contracts and to write new contracts. These records are not microfilmed.

RETENTION: Scan and maintain in file management system.

FEDERAL HAVA (Help America Vote Act) FUNDS: Retain until grant is finalized. Destroy 3 years after the date of submission of the final expenditure report provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

STATE FUNDS: Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

(Note: SDCL 1-24A-1 requires a copy of all consultant contracts to 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.)

(Note: SDCL 1-27-1, 1-27-4.1 and 1, 1-27-4.2 require the retention of contracts for public inspection. SDCL 1-27-45 requires the posting of all contracts on a searchable website, which in this case is OPEN SD. Immediately after the signing of the contract and assignment of the contract number, the current contract for each vendor and project is to be posted on OPEN SD under the Secretary of State.)

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: Administrative/Fiscal/Personnel
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0581

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

SOS-107. CORRESPONDENCE:

17-002

This series contains copies of letters and memorandums sent and the originals of letters and memorandums received by the Secretary of State. This series is maintained for reference and documentation purposes. These records are not microfilmed.

RETENTION: Retain 2 years in office, then destroy.

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

SOS-108. OFFICE REFERENCE FILES:

17-002

This series contains information used in the daily functions of the office. Information may include: mailing or telephone lists, indexing lists, procedure manuals, internal controls and other related information. This series is maintained for reference purposes. These records are not microfilmed.

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

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Administrative/Fiscal/Personnel
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0581

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

SOS-109. PERSONNEL FILES:

17-002

This series is arranged alphabetically by name of employee and contains a file for each employee in the Office of the Secretary of State. Information may include, but is not limited to: personal data, applications, resumes, personnel action notices, payroll deductions authorizations, retirement and insurance information, registration cards, insurance enrollment cards, check deposit authorizations and interview questionnaires. The information is maintained to provide a history of each employee's service and for audit purposes. Portions of these files are maintained by the Bureau of Human Resource Office. These records are not microfilmed.

RETENTION: Scan and maintain in file management system.

FEDERAL HAVA (Help America Vote Act) FUNDS: Retain until grant is finalized. Destroy 3 years after the date of submission of the final expenditure report provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

STATE FUNDS: Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor and Regulation, Division of Retirement and Insurance, and provided no litigation, claim, or audit is pending.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Administrative/Fiscal/Personnel
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0581

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

SOS-110. PERSONNEL/PAYROLL REPORTS:

17-002

This series is generated semi-monthly and contains reports concerning personnel, payroll, and timekeeping. Information may include, but is not limited to: accumulate earnings and tax reports, leave accounting balances, payroll authorizations, payroll registers, payroll distribution registers, time sheets, and leave requests. The information is used to check the accuracy of the payroll system, to insure that sufficient accurate data on hours worked and compensation received are being generated for retirement purposes, initiate the payroll process and documents hours worked, and for audit purposes. Copies of certain pages from the final reports are submitted to the State Auditor's Office to authorize payment to employees. These records are not microfilmed.

RETENTION: Scan and maintain in file management system.

FEDERAL HAVA (Help America Vote Act) FUNDS: Retain until grant is finalized. Destroy 3 years after the date of submission of the final expenditure report provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

STATE FUNDS: Retain paper reports for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: Administrative/Fiscal/Personnel
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0581

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

SOS-111. PROPERTY MANAGEMENT FILES:

17-002

This series may include, but is not limited to: copies of the central annual inventory printouts, file maintenance forms which will reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The information is maintained for property management and accountabilities purposes, along with completion of Comprehensive Annual Financial Report (CAFR) requirements. These records are not microfilmed.

RETENTION: Retain reference copies of reports in office in order to complete CAFR year-end report, then destroy.

SOS-112. RECORDS MANAGEMENT FILES:

17-002

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: DESTRUCTION AUTHORIZATION FORMS:
 Retain 3 years in office, then destroy.

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

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Administrative/Fiscal/Personnel
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0581

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

SOS-113. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:

17-002

These daily, weekly, monthly, and year-end computer reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: daily revenue journal voucher detail report, daily transaction register, status register, activity budget status, weekly sub-fund report, advance travel-accounts receivable, transaction progress report, monthly revenue journal voucher detail report, revenue analysis report, general ledger trial balance, sub-fund general ledger trial balance, and monthly expenditure report. The information is maintained for audit purposes. These records are not microfilmed.

RETENTION: Retain electronic monthly summary reports in office directory.

FEDERAL HAVA (Help America Vote Act) FUNDS: Retain until grant is finalized. Destroy 3 years after the date of submission of the final expenditure report provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

STATE FUNDS: Destroy after 2 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Administrative/Fiscal/Personnel
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0581

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

SOS-114. SURPLUS PROPERTY FILES:

17-002

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. These records are not microfilmed.

RETENTION: Retain 2 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-200. ADMINISTRATIVE RULES PROMULGATION FILES, STATE AGENCIES:

17-002

This series contains copies of certificate, approval of rules, and the administrative rules by the respective agencies. This information is filed with the Secretary of State pursuant to SDCL 1-26-7 and is maintained for public inspection purposes.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

(Note: SDCL 1-26-7 states in part, that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. 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.)

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: General Services
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0583

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

SOS-201. ADMINISTRATIVE RULES PROMULGATION FILES,
SECRETARY OF STATE:

17-002

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings used in the promulgation of administrative rules for the Office of the Secretary of State. Information is used to document the process followed to finalize administrative rules. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26. These records are not microfilmed.

RETENTION: Scan and retain current in file management system. Destroy superseded or obsolete.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

<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>
------------------------------------	---	--

**SOS-202. APPOINTMENTS/OATHS OF OFFICE/FINANCIAL
INTEREST STATEMENTS-ELECTED OFFICIALS:**

17-002

This series contains Executive, General and Attorney General Appointments; Oaths of Office; and Financial Interest Statements for Elected Officials. Information may include, but is not limited to: name of appointee, appointed to, assignment, effective dates, duration, resignations, statement of duties, signed sworn oaths of office, date administered, signature of state officials or notary public, and date of filing. Information is maintained by the Secretary of State pursuant to SDCL 1-8-1, 1-8-1(3), 1-8-1(4), and 1-11-5. Appropriate financial statements are appended to the oaths.

RETENTION: Scan and maintain in file management system. Microfilm and maintain film for 25 years. Destroy film and images after 25 years provided 10 years have passed since appointee has resigned or term has expired.

PAPER: Retain current term records. Purge files when term has expired or the individual has resigned and maintain for 1 year, then destroy.

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

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-203. AUDIT REPORTS, SECRETARY OF STATE:

17-002

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditures and administration of funds for the Secretary of State’s Office. Information includes: cover letter; statement of assets, revenues, and expenditures; change of fund cash balances; and observations and recommendations. The reports are reviewed to identify problem areas and discrepancies so that corrective measures may be implemented. These records are not microfilmed.

RETENTION: Scan and maintain in file management system.

FEDERAL HAVA (Help America Vote Act) FUNDS: Retain until grant is finalized. Destroy 3 years after the date of submission of the final expenditure report provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

(Note: Legislative Audit maintains reports permanently.)

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

<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>
------------------------------------	---	--

SOS-204. AUDIT REPORTS, STATE AND LOCAL AGENCIES:

17-002

This series may include but is not limited to copies of audit reports compiled by the Department of Legislative Audit and subsequently filed with the Secretary of State. The Auditor General maintains a permanent copy of this material in the Department of Legislative Audit.

RETENTION: Scan and maintain in file management system. Delete images at the discretion of the Secretary of State's Office when no longer of reference value.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

SOS-205. BIOGRAPHIES, LEGISLATIVE MANUALS (BLUE BOOK):

17-002

This series is arranged alphabetically by name of legislator and contains general information on each legislator concerning personal background and experience. Information may include, but is not limited to: name, home address, employment information, legislative information, pictures, and related data. The information is used for research and development. This record series is maintained to compose the biennial "Legislative Manual, South Dakota". These records are not microfilmed.

RETENTION: Retain scanned or electronic files in the office directory for 2 years, then delete after publication of the subsequent manual.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

<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>
------------------------------------	---	--

SOS-206. BONDS OF STATE OFFICERS AND EMPLOYEES RECORDS:

17-002

This series is arranged chronologically and may include, but is not limited to the bonds of state officers, appointees of the Governor, or employees of the state required to give bonds. Information may include, but is not limited to: name of individual, nature of the instrument filed, and date filed. The information is maintained pursuant to SDCL 1-8-1(4) and SDCL 3-5-1 to document the filing of the bonds. The bond is forwarded to Legislative Audit for filing.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain current paper in office. Destroy superseded or obsolete provided images have been inspected and verified to meet quality standards.

(Note: Pursuant to SDCL 3-5-5.1, the Bureau of Administration began purchasing a blanket bond covering all state employees, officers, member of state boards and commissions, and appointees of the Governor in 2004, thereby making the filing of the individual bonds with our office unnecessary. In the future if the blanket bond is not purchased, the filing of the individual bonds must resume.)

SOS-207. CODE OF LAW, OFFICIAL COPY:

17-002

This series contains the official code of laws consisting of all the statutes contained in the bound South Dakota Codified Laws volumes and supplements. The information is maintained pursuant to SDCL 2-16-17.

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

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-208. COMMUTATION OF SENTENCE, GOVERNOR:

17-002

This series is arranged chronologically by year filed and alphabetically by name of the person whose sentence has been commuted. Information may include, but is not limited to: name, date, previous sentence, modified sentence, and signature of the Governor and Secretary of State. This information is submitted by the Governor pursuant to SDCL 24-14 and is maintained for documentation purposes.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper permanently.

SOS-209. DISTRICT CERTIFICATION:

17-002

This series is arranged alphabetically by name of the district and contains related documentation concerning district organization, certification, elections, dissolutions and other related matters. Districts may include, but are not limited to: rural water districts, conservation districts, watershed districts, water project districts, power districts, and sanitary districts. The information is filed with the Secretary of State to document that each district is properly registered with the state.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 month after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-210. ENROLLED ACTS/RESOLUTIONS/VETOED BILL REGISTER:

17-002

This book series is arranged chronologically by legislative year and numerically by document number and contains the finalized bills, acts, and resolutions approved by the Legislature and forwarded to the Governor and filed with the Secretary of State. Information may include, but is not limited to: date, bill/act/resolution number, content, signatures of House of Representatives and Senate officials, signature of the Governor, and signature of the Secretary of State. The information is maintained pursuant to SDCL 2-7-20.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Bind original documents into books and maintain books permanently either at the Secretary of State’s Office or State Archives.

SOS-211. EXECUTIVE ORDERS:

17-002

This series is arranged chronologically by calendar year and numerically by order number and contains copies of executive orders, which may include reorganization orders, filed with and signed by the Secretary of State. Information may include, but is not limited to: order number, title, nature of order, and signatures of the Governor and the Secretary of State. The information is maintained pursuant to SDCL 1-8-1(1).

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then transfer to State Archives for screening and final disposition.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-212. EXECUTIVE PARDONS:

17-002

This series is arranged chronologically by issue date, then alphabetically by name and contains the official copies of pardons handed down by the Governor. Information may include: name of person, name of person granted pardon, nature of pardon, and date filed. This record series is maintained pursuant to SDCL 24-14-11 to register pardons issued.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper copies permanently.

(Note: Pardons processed through the Board of Pardons and Parole and signed by the Governor are initially indexed as "Public" within the file management system, indicating that the pardon is open to the public. 5 years from the date the pardon was signed by the Governor, the indexing is changed to "Sealed." No information about the pardon can be released to the public on sealed pardons. All pardons issued prior to 2004 are sealed and closed to the public.)

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-213. EXECUTIVE PROCLAMATIONS/DECLARATIONS:

17-002

This series is arranged chronologically by calendar year and alphabetically by subject and contains copies of executive proclamations and declarations signed by the Governor. Information may include, but is not limited to: title, nature of the proclamation/declaration, and Governor's signature. Selected information honoring individuals or causes are maintained for courtesy and informational purposes. Proclamations or declarations declaring emergencies to exist or convening special session of the Legislature are maintained pursuant to SDCL 1-8-1(1).

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then transfer to State Archives for screening and final disposition.

SOS-214. EXTRADITION RECORDS:

17-002

This series is arranged chronologically by year issued then alphabetically by name of defendant and contains the original extraditions received from other states and copies of extraditions issued by South Dakota. Information may include, but is not limited to: name of defendant, where individual is to be extradited to or returned from, State's Attorney certification, authenticity, code cite of violation, and copies of warrants and affidavits of complaints. The information is maintained pursuant to SDCL 23-24-32.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

<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>
------------------------------------	---	--

SOS-215. HOUSE OF REPRESENTATIVES/SENATE CONCURRENT RESOLUTIONS:

17-002

This series is arranged chronologically by year and contains concurrent resolutions passed by the House of Representative and the Senate. Information includes: resolution number, statement, content, signatures of Speaker of the House and President of the Senate, and date filed. The information is maintained pursuant to SDCL 2-7-7.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Bind original documents with original enrolled acts and maintain books permanently either at the Secretary of State's Office or State Archives.

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: General Services
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0583

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

SOS-216. HOUSE OF REPRESENTATIVES/SENATE, FILED WORKING BILLS:

17-002

This paper series is arranged chronologically by year and numerically by bill number and contains the originals of draft bills filed in the House and/or Senate. Information includes: bill number; date introduced, referred, amended, sent to House/Senate, reintroduced, referred, amended, adopted, and returned to originating legislative body; action; and final disposition. These records are used to provide documentation that proper steps were followed in the introductions and consideration of legislation. Final bills approved by both legislative bodies are reprinted and appear in the "Original Enrolled Acts/Joint Resolution/Veto Bill Register". Records are filed here pursuant to SDCL 2-7-7.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then transfer to State Archives for screening and final disposition.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-217. HOUSE OF REPRESENTATIVES/SENATE JOURNALS:

17-002

This leather-bound book series is arranged chronologically by year and legislative day and provides a certified account of discussions and transactions occurring in each of the legislative bodies. Information includes: date, committee reports, summary of bills signed, communications and petitions read, resolutions and motions passed, and official signatures. This information is maintained to document the proceedings of the House of Representatives and Senate pursuant to SDCL 2-7-7.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Bind original documents into books and maintain books permanently either at the Secretary of State’s Office or State Archives.

(Note: Legislative Research Council is the agency responsible for binding the Journals and providing a set of books to the Secretary of State.)

SOS-218. LEGISLATIVE HANDBOOKS (RED BOOKS):

17-002

This bound series is arranged chronologically and contains the yearly books published by the Legislative Research Council, which list elected legislators and other information concerning the upcoming session. Information includes: session date, names of Legislators, telephone numbers, party affiliation, committee assignments, rules governing the session, committee names and membership lists, and other related data. This series is used to answer inquiries from the public. Legislative Research Council maintains one copy for each year permanently.

RETENTION: Retain in office permanently.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-219. LEGISLATIVE MANUALS (BLUE BOOKS):

17-002

This bound book series is arranged chronologically and published every two years. The book lists the names of elected officials and other information concerning South Dakota. According to SDCL 2-7-3, information may include, but is not limited to: official directory of state government; list of current county officials; compilation of appropriation for state departments; election results for the Primary and General Elections; biographical information on constitutional officers, legislators, public utility commissioners, supreme court justices, circuit court judges and US senators and members of Congress; listing of past statewide elected officials; a brief chronology of South Dakota; states and pictures regarding South Dakota institutions; information regarding the State Seal and State Emblems; the current version of the State Constitution; population information regarding counties and municipalities; and the names of gubernatorial appointees to boards and commissions. The research information is maintained for reference to rewrite and reprint the manual, and to fulfill the requirements of SDCL 1-8-1.

RETENTION: Retain in office permanently.

(Note: File with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06.)

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-220. LOBBYIST EMPLOYER AUTHORIZATIONS:

17-002

This series is arranged chronologically by year, then alphabetically by name of lobbyist, and contains authorizations issued by each lobbyist's employer documenting approval granted for that person to conduct legislative activities for the business or organization. Information includes: name of lobbyist, name of company or organization granting permission, address, and nature of business.

RETENTION: Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office when no longer of reference value.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

SOS-221. LOBBYIST/LOBBYIST EMPLOYER EXPENSE REPORT RECORDS:

17-002

This series is arranged chronologically by year, then alphabetically by name and contains the expense reports filed with the Secretary of State pursuant to SDCL 2-12-11. Information includes: name, address, and itemized expenses. The information is maintained for public information purposes.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT:	<u>Secretary of State</u>
DIVISION:	<u>Secretary of State</u>
OFFICE:	<u>Secretary of State</u>
PROGRAM:	<u>General Services</u>
RECORDS OFFICER:	<u>Teresa Bray</u>
RM CUSTOMER #:	<u>0583</u>

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

SOS-222.	<u>LOBBYIST REGISTRATION RECORDS:</u>	
-----------------	--	--

17-002

This paper series is arranged chronologically by year, then alphabetically by name and provides a listing of individuals who have registered as legislative lobbyists. Information includes: date registered, name of registrant, address, occupation, name of organization or group represented, address of group, area of interest, and receipt number. This information is maintained by the Secretary of State pursuant to SDCL 2-12 and is maintained to list individuals properly registered as lobbyists.

RETENTION: Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office when no longer of reference value.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-223. MISCELLANEOUS FILINGS:

17-002

This series is arranged alphabetically and contains various records filed with the Secretary of State, which may include, but is not limited to: filings mandated by law; and courtesy filings such as statewide bingo/raffles requests (SDCL 22-25- 25(5)), athlete agent filings (SDCL 59-10-5), environmental covenants (SDCL 34A-17-8), bond information statements, and gaming compacts. Information may include, but is not limited to: title, date filed, nature, statement and signatures.

RETENTION: Scan and maintain in file management system.

Statewide Bingo/Raffle Requests, Athlete Agent Filings, Environmental Covenants, Bond Information Statements and Gaming Compacts: Microfilm and retain film and images permanently.

All other Miscellaneous Filings: Images are purged and destroyed at the discretion of the Secretary of State's Office when no longer of reference value.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: General Services
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0583

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

SOS-224. NEWSPAPER OWNERSHIP STATEMENTS:

17-002

This series is arranged chronologically by year, then alphabetically by name and contains the ownership and circulation statements filed with the Secretary of State pursuant to SDCL 17-2-2.5. Information includes: newspaper name, frequency of issue, number of issues published annually, annual price, mailing address, publisher's name, and statistical information regarding circulation. The information is maintained for public information purposes.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

SOS-225. NOTARY CORRESPONDENCE/ APOSTILLES/ AUTHENTICATIONS:

17-002

This series contains copies of letters and memorandums sent and originals of letters and memorandums received. The information is maintained for reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-226. NOTARY PUBLIC APPLICATIONS, OATHS AND BOND RECORDS:

17-002

This series is arranged both chronologically and alphabetically and contains the standard form submitted by individuals requesting Notary Public status. The information includes: name of the applicant, mailing address, county, notary seal imprint, name and signature of surety, and applicant's signature. This information is used for issuing notary commissions.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images 50 years. Destroy film and images after 50 years.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

SOS-227. PERSONALITY'S RIGHTS OF PUBLICITY:

17-002

This series is arranged chronologically by year, then alphabetically by name and contains the registrations for a personality's right of publicity filed with the Secretary of State pursuant to SDCL 21-64-2. Information includes: name of deceased personality, date of death, name and address of claimant, basis for the claim and rights claimed.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-228. PISTOL PERMIT APPLICATIONS:

17-002

This series is arranged numerically by the date the official permit is printed. The issuing county maintains a copy of the temporary application and the Secretary of State retains the office copy of the pistol permit applications submitted by various county sheriffs. Both copies are maintained for a period of five years. Information may include, but is not limited to: name of applicant, address, driver's license number, occupation, date of birth, physical description, place of birth, country of citizenship, alien/admission number, affidavit of no previous felonies or violent crimes, applicant's signature, and sheriff's signature, investigative data and conclusions. This information is used to issue a permit card which is valid for five years and is maintained pursuant to SDCL 23-7. These records are not microfilmed.

RETENTION: Scan applications by date processed and maintain in file management system for 5 years, then destroy.

Retain paper 6 months after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

<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>
------------------------------------	---	--

SOS-229. RECIPROCITY AGREEMENTS:

17-002

This series is arranged chronologically by state and effective dates and contains copies of reciprocity agreements between state government agencies and other parties. Information may include, but is not limited to: names of parties, terms of agreements, effective dates, and authorized signatures. The information is maintained pursuant to SDCL 32-10-30 to document all agreements entered into by governmental agencies. The respective agencies maintain the originals.

RETENTION: Scan and maintain in file management system. Microfilm and maintain film and images for 7 years after the termination of the agreement, then destroy.

Retain current paper in office. Destroy superseded or obsolete provided images have been inspected and verified to be accurate and complete.

(Note: Records Management will encode the original microfilm into the vault with a 10 year retention. The film will be reviewed every 10 years for final disposition.)

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-230. SCHOOL DISTRICT RECORDS/NOTICE OF CHANGE:

17-002

This series is arranged alphabetically by name of school district and contains records documenting the change in school district organizations. Information may include but is not limited to: name of district, area of change or reorganization, legal descriptions, and authorized signatures. The information is maintained pursuant to SDCL 13-6-48.1 to document changes in school district boundaries.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 month after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

SOS-231. SESSION LAW BOOKS:

17-002

This leather-bound book series is generated by the Code Counsel, arranged chronologically, and contains the laws enacted each year. Information includes: session laws, chapter number and wording of newly enacted legislation. The Secretary of State maintains this non-record information for reference purposes.

RETENTION: Retain in office permanently.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-232. STATE BOARD OF FINANCE RECORDS:

17-002

This series is arranged chronologically and contains records used to perform the administrative functions of the State Board of Finance pursuant to SDCL 1-8-1.1 and the official minutes of the State Board of Finance pursuant to SDCL 4-1-2.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 2 years after scanned, then transfer to State Archives for screening and final disposition.

SOS-233. STATE CONSTITUTION:

17-002

This series contains the original enrolled Constitution for the State of South Dakota. Information includes: article number, title of article, definition of article, and authorized signatures. This information is maintained pursuant to SDCL 1-8-1.

RETENTION: The original constitution has been transferred to State Archives for preservation and safe-keeping.

(Note: The Secretary of State’s Office is responsible for maintaining the current version of the State Constitution and providing it to the public electronically, as well as in booklet form.)

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: General Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0583

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

SOS-234. STATE SONG:

17-002

This series contains a copy of the composition of the official state song "Hail! South Dakota". This is maintained pursuant to SDCL 1-6-7.

RETENTION: Retain in office permanently.

SOS-235. SUPREME COURT ORDERS/RULES:

17-002

This series is arranged numerically and contains copies of orders and rules issued by the Supreme Court. Information may include, but is not limited to: number, description, narration, nature and scope, and date filed. The information is maintained pursuant to SDCL 16-3-7 to register court decisions and for public information purposes.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Business Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0584

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

SOS-300. BANKRUPTCY NOTIFICATIONS:

17-002

This series is arranged chronologically by date received and contains copies of bankruptcy notices sent to the Secretary of State concerning business bankruptcies. Information includes: name of company and type of bankruptcy. This courtesy copy is submitted to the Secretary of State for informational purposes. These records are not microfilmed.

RETENTION: Retain 2 years in office, then destroy.

SOS-301. CORPORATION REGISTRATION RECORDS:

17-002

This series is arranged alphabetically by name of corporation and category (domestic, foreign, or cancelled) and contains related information concerning corporation incorporations and registrations. Information may include, but is not limited to: organizational records of a corporation, commercial registered agent filings, limited partnerships, limited liability company, and limited liability partnerships, and related information including amendments, mergers, dissolutions, and annual reports. This information, maintained pursuant to SDCL 47-1A and 59-11, is used to document proper formation of the corporation, and for public informational purposes. A majority of this information is maintained on the SOS Enterprise Business Systems database.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then transfer to State Archives for screening and final disposition.

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: Business Services
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0584

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
SOS-302.	<u>CORRESPONDENCE, CORPORATIONS:</u> This series is arranged alphabetically by reference name and contains copies of letters and memorandums sent and originals of letters and memorandums received. The information is maintained for reference and documentation purposes. These records are not microfilmed. RETENTION: Retain 2 years in office, then destroy.	17-002
SOS-303.	<u>CORRESPONDENCE, UNIFORM COMMERCIAL CODE/EFS:</u> This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. The information is used for occasional reference and documentation. These records are not microfilmed. RETENTION: Retain 2 years in office, then destroy.	17-002
SOS-304.	<u>FARM/RANCHES/HOME, NAME REGISTRATION:</u> This series is arranged alphabetically by name of farm, ranch, or home name. Information may include, but is not limited to: name registered, person registering the name, address, date of filing, and signatures. This information is maintained pursuant to SDCL 43-27-1. RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently. Retain paper 1 year after scanned, then transfer to State Archives for screening and final disposition.	17-002

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Business Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0584

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

SOS-305. MECHANIC LIENS AND RELEASE RECORDS:

17-002

This series is arranged alphabetically by name and contains copies of mechanics liens and releases filed against property owned by public utilities. Information includes: name of the public utility, name of the contractor, description of goods or services provided, date serviced provided, and amount of the lien. This information is maintained pursuant to SDCL 44-9-1 and SDCL 44-9-8 as public record of a lien against property.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

ORIGINAL DOCUMENTS: Retain 6 years in office after scanned, then destroy.

SOS-306. POSTSECONDARY AUTHORIZATIONS:

17-002

This series is arranged chronologically and lists the name and address of the applicant who has received authorization to provide postsecondary education. Information includes: date received, applicant/institution name and address and institutional accreditation information. This information is maintained to document authorization, for public information, and pursuant to SDCL 13-48.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 3 years after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Business Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0584

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

SOS-307. RAILROAD DEEDS/MORTGAGE/LEASES INDEX CARDS:

17-002

This card series is arranged alphabetically by title, then chronologically by date filed and lists instruments filed with the Secretary of State pursuant to SDCL 49-34-11. Information includes: title, date filed, file number, register number, and page number. The information is maintained as an index to the "Railroad Deeds/Mortgages/Leases Registers".

RETENTION: Scan and maintain in file management system. Microfilm and retain film, images, and index cards permanently.

SOS-308. RAILROAD DEEDS/MORTGAGE/LEASES REGISTERS:

17-002

This series is arranged numerically by page number and indexed alphabetically and contains the official record of all railroad deeds, mortgages, and leases. Information includes: name of parties, terms of the documents, effective dates, and authorizing signatures. This information is maintained pursuant to SDCL 49-34-11 to record property owned or leased by railroads.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

(Note: Originals are returned to submitting party.)

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: Business Services
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0584

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

SOS-309. RESERVATIONS, CORPORATE NAMES:

18-001

This series is arranged chronologically and lists the name and address of the applicant who has received tentative rights to use a name until the proper registration has occurred. Information includes: date received, reserved name, name and address of the applicant, and expiration date. The information is maintained for reference to determine availability of a name. This information is maintained in the SOS Enterprise Business System database. These records are not microfilmed.

RETENTION: Index as a corporate name. Retain data in file management system for 180 days, then delete.

SOS-310. SUMMONS AND COMPLAINT FILES:

17-002

This series is arranged chronologically and may include but is not limited to copies of summonses, complaints, notices, and demands filed against foreign and domestic corporations and non-resident motorists and hunters. Information includes: name of the plaintiff and defendant, cover letter, copies of the summons, complaint, notice or demand and attachments, and documentation of mailing. This information is maintained pursuant to SDCL 15-7-7, SDCL 15-7-14, and SDCL 47-1A. These records are not microfilmed.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Business Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0584

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

SOS-311. TRADEMARK/SERVICEMARK REGISTRATION RECORDS:

17-002

This series may include, but is not limited to trademark, servicemark, logo, and emblem applications, renewals and assignments. Information includes: name and address of the applicant, description of the mark, and actual copies of the mark. This information is maintained to document proper registration of a mark, for public information, and pursuant to SDCL 37-6-5 and SDCL 43-44-1.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 1 year after scanned, then transfer to State Archives for screening and final disposition.

SOS-312. UCC INFORMATION/SEARCH REQUESTS:

17-002

This series is arranged chronologically by date filed and contains the requests submitted by the general public requesting information on outstanding liens. Information includes: date submitted, name of debtor, and name and address of individual requesting the information. These copies are maintained for reference and documentation purposes. These records are not microfilmed.

RETENTION: Retain 3 months in office, then destroy.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Business Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0584

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

SOS-313. UNIFORM COMMERCIAL CODE/EFFECTIVE FINANCING STATEMENTS:

17-002

This series contains documentation on the filing and termination of liens filed against individuals and businesses. Forms and statements filed with the Secretary of State's Office may include, but are not limited to: Uniform Commercial Code (UCC)/EFS-1 statements and attachments, Federal Tax Liens, Notice of Release of Federal Tax Liens, and related UCC/EFS-3 statements and attachments which may amend, continue, assign, partially release, or terminate a lien. Information may include: name and address of debtor, identification number, secured party name and address, items secured filing date and time, and authorized signatures. The information is public information maintained to insure that secured commodities are not sold until liens against them have been satisfied and terminated. This series of information is maintained in the SOS Enterprise UCC System.

RETENTION: Scan and process daily and maintain in file management system. Microfilm and retain film and images permanently.

(Note: Originals are returned to submitting party.)

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

DEPARTMENT: Secretary of State
 DIVISION: Secretary of State
 OFFICE: Secretary of State
 PROGRAM: Election Services
 RECORDS OFFICER: Teresa Bray
 RM CUSTOMER #: 0582

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

SOS-400. ABSTRACT OF ELECTION RETURNS (STATE AND COUNTY CANVASSES):

17-002

This series is arranged chronologically by date of election and contains the official abstracts of elections submitted to the Secretary of State by each county auditor from the county canvassing board and official abstracts of elections completed by the State Canvassing Board. Information may include, but is not limited to: date of election, county, names of candidates, vote totals for each, and authorized signatures. This information is then used to compile the official statewide canvass of election results and maintained pursuant to SDCL 12-20-38.1.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 2 years after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Election Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0582

<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>
------------------------------------	---	--

SOS-401.	<u>ADMINISTRATIVE RULES PROMULGATION FILES, STATE ELECTION BOARD:</u>	
-----------------	--	--

17-002

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearing used in the promulgation of administrative rules for the State Election Board. Information is used to document the process followed to finalize administrative rules. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Scan and retain current in file management system. Destroy superseded or obsolete.

Retain paper current in office until scanned, then destroy provided images have been inspected and verified to be accurate and complete.

(Note: SDCL 1-26-7 states in part, that "Each agency shall keep the original records, documents, and instruments required by this 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.)

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Election Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0582

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

SOS-402. CAMPAIGN FINANCING FILINGS:

17-002

This series contains campaign expense reports filed by state and county political parties, individuals running for public office, state political action committees and committees for or against "ballot questions" such as initiatives, referendums, and constitutional amendments. Information includes: campaign financial expense reports and contribution summaries. The records are maintained for public information purposes. The records are maintained for public information purposes pursuant to SDCL 12-27.

RETENTION: Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office when no longer of reference value.

(Note: SDCL 12-27-41 allows for filing by electronic submission.)

SOS-403. CORRESPONDENCE, ELECTIONS:

17-002

This series contains copies of statutorily required letters and memorandums sent and originals of letters and memorandums received. The information is maintained for reference and documentation purposes

RETENTION: Retain 2 years in office from date of received, then destroy.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Election Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0582

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

SOS-404. ELECTION COURT CASES:

17-002

This series is arranged alphabetically by names of the involved parties and contains copies of lawsuits filed against the State Election Board. Information includes: names of involved parties, briefs, statements, exhibits, conclusions, findings of fact, and other related data. The information is used by this program to keep informed on the status of lawsuits concerning the office. The Attorney General's Office maintains copies of the information and the originals are filed with the respective courts. These records are not microfilmed.

RETENTION: Scan and maintain in file management system for 1 year after the court case is completed. Images are purged and destroyed at the discretion of the Secretary of State's Office when no longer of reference value.

Retain paper in office until the completion of the court case, then destroy provided images have been inspected and verified to be accurate and complete.

SOS-405. ELECTION RETURN BOOKS:

17-002

This bound booklet series is arranged chronologically and contains bound pamphlets of elections held in South Dakota. Information includes: date of election, name of county, precinct, names of candidates for positions, vote tallies by precinct, and statewide vote tally. This information is published and distributed as a public record.

RETENTION: Retain booklets permanently.

(Note: File with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06.)

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Election Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0582

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

SOS-406. MINUTES, STATE BOARD OF ELECTIONS:

17-002

This paper series is arranged chronologically and contains the official minutes of the State Board of Election. Information includes: date of meetings, members present, topics discussed, actions taken, and authorized signatures. The information is maintained to document all actions taken by the board.

RETENTION: Scan and maintain in file management system. Microfilm and retain film and images permanently.

Retain paper 3 years after scanned, then destroy provided images have been inspected and verified to be accurate and complete.

SOS-407. PETITIONS, ELECTIONS:

17-002

This series is arranged alphabetically by name and contains the nominating petitions for certain statewide candidates and legislators; and statewide wide ballot questions petitions for initiatives and referendums and constitutional amendments. Information includes: names of candidates or referendums/ initiatives/constitutional amendments, and signatures of individuals who have signed the petitions. This series is not microfilmed.

RETENTION: Retain successful candidate files 1 year after expiration of term, then destroy.

Retain unsuccessful candidate files 1 year after the election, then destroy.

Retain initiatives, referendum, and constitutional amendments petitions 1 year after the election, then destroy.

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

DEPARTMENT: Secretary of State
DIVISION: Secretary of State
OFFICE: Secretary of State
PROGRAM: Election Services
RECORDS OFFICER: Teresa Bray
RM CUSTOMER #: 0582

<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>
------------------------------------	---	--

SOS-408. SAMPLE BALLOT:

17-002

This series is arranged alphabetically by name of county and contains sample ballots for each. Information includes: name of the county and the actual sample ballot. The information is maintained pursuant to SDCL 12-16 for informational purposes. This series is not microfilmed.

RETENTION: Retain a sample from each election permanently.

DUPLICATE COPIES: Retain 2 years in office after the election, then destroy.