



SOUTH DAKOTA TOWNSHIPS

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Human Resources and Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue; Bldg E
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070

Phone: (605) 773-3589
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MEMORANDUM

TO: Townships

FROM: Dana Hoffer
State Records Manager

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

DATE: January 28, 2019

The purpose of the guide is to provide uniform retention and destruction schedules so that township records can be managed efficiently and in compliance with state law, SDCL 1-27-18, which requires local governing bodies to “promote and implement the principles of efficient records management for local records.” Township officials must also maintain a list of documents which were destroyed.

Township officials are required by administrative rule 24:52:11:04 to give the State Archivist 30 days’ notice before destroying records the following types of records: “records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports, maps, minutes, and photographs.” You may send your list to: State Archives, 900 Governors Drive, Pierre, SD 57501, or telephone: 605-773-3804.

Unless otherwise covered by specific statutes or township policies, the record retention and destruction schedule in this guide apply to all townships of the State of South Dakota. It establishes the “**Minimum**” amount of time township records must be retained before they can be legally be destroyed. It is up to the governing body of each respective township to set up final review and disposal procedures for records which have reached the end of their retention time.

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.

Procedure to Dispose of Township Records Using this Manual:

- The Township may adopt this manual as its Records Management Policy.
- Each Township that adopts this manual as its Records Management policy is required to retain a permanent list of all records destroyed pursuant to SDCL 1-27-19.
- You may proceed immediately to dispose of records pursuant to this manual with the following exception:

Administrative Rule 24:52:11:04. Destruction of local government records—Archivist must be notified. Governing bodies or agencies of any county, city, town, township, district, authority, public corporation, or political subdivision planning to destroy local records, as defined in subdivision (1) of SDCL 1-27-9, shall notify the archivist 30 days before the date of the proposed destruction. Notification shall include the name or title of the records, inclusive dates, information content of the records, and quantity. If the archivist believes the records should be preserved, the archivist shall arrange for the transfer of the records to the archives or to a suitable public records storage facility. Transfer of the records may be made at the expense of the state archivist. **This section applies only to the following types of records: records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports, maps, minutes, and photographs.**

- Townships are not required to submit a list to Records Management; however, Records Management will review a Township's list of records that it plans to destroy to ensure the appropriate retention periods have been met. The list should include the following: **Record series number and record title as listed in this manual and the inclusive dates of the records being destroyed.**
- For records not listed in this manual, Townships must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

Contact Information:

Records Management
Dana Hoffer, Manager
1320 East Sioux Avenue
Pierre, SD 57501
Phone: (605) 773-3589
Fax: (605) 773-5955

State Archives
Chelle Somsen, State Archivist
Cultural Heritage Center
900 Governors Drive
Pierre, SD 57501
Phone: (605) 773-5521
Fax: (605) 773-6041

The Records Retention and Destruction Guide for South Dakota Townships has been reviewed and adopted for use by the office(s) of the _____ Township.

Signature of Township Clerk

Date

Signature of Township Board Chairman

Date

TO RECORDS DESTRUCTION BOARD PETITION FOR AUTHORITY TO DESTROY RECORDS

This request is made by the the undersigned Gary Carstensen
as President, SOUTH DAKOTA ASSOCIATION OF TOWNS AND TOWNSHIPS (title)
of the State of South Dakota, 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 with particularity in that certain "Record Retention and Destruction Schedule Authorization of South Dakota Towns and Townships" consisting of eighteen pages, and containing designations as follows: Records Series Numbers TWP-1 (consecutively numbered) through TWP-42, a copy of which Schedule is attached hereto, and made a part hereof by reference as if set forth herein in full.

The authority requested is to destroy, as to each and every record described in the said attached Schedule, at the expiration of the time therein provided for the retention of each of the said records, severally, in any type of storage.

The organizational structure of the South Dakota Towns and Townships is set forth in the said attached Schedule and the purpose for which the several records were kept and any previous Board action in reference thereto is likewise set forth.

The undersigned certifies that, as to each and every record petitioned to be destroyed, the authority requested 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 that as to all state contracts and Surety Bonds, will allow all applicable statutes of limitations for bringing actions thereon to pass.

Gary Carstensen
SIGNATURE

Sept 27, 91
DATE

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

Mary Helen Bussion
SIGNATURE, STATE RECORDS MANAGER

9-27-91
DATE

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 4th day of October 19 91 and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

[Signature]
SIGNATURE, CHAIRMAN OF THE BOARD

10/7/91
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:

- (1) "Local record," a record of a county, municipality, township, district, authority, or any public corporation or political entity whether organized and existing under charter or under general law, unless the record is designated or treated as a state record under state law;
- (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.

South Dakota Codified Laws:

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.

1-27-18. Local records management programs. The governing body of each county, municipality, township, district, authority, or any public corporation or political entity, whether organized and existing under charter or under general law, shall promote and implement the principles of efficient records management for local records. The governing body may, as far as practical, follow the program established for the management of state records. The commissioner of administration may, upon the request of a governing body, provide advice and assistance in the establishment of a local records management program.

1-27-19. Annual meeting to authorize destruction of political subdivision records--Record of disposition. The State Record Destruction Board shall meet at least once each year and consider requests of all political subdivisions for the destruction of records and to authorize their destruction as in the case of state records. However, in the case of any records recommended to be destroyed, the board shall require a record to be kept of the disposition of the documents.

1-27-42. Public record officer for the state, county, municipality, township, school district, special district, or other entity. The public record officer for the state is the secretary, constitutional officer, elected official, or commissioner of the department, office, or other division to which a request is directed. The public record officer for a county is the county auditor or the custodian of the record for law enforcement records. The public record officer for a first or second class municipality is the finance officer or the clerk or the custodian of the record for law enforcement records. The public record officer for a third class municipality is the president of the board of trustees or the custodian of the record for law enforcement records. The public record officer for an organized township is the township clerk. The public record officer for a school district is the district superintendent or CEO. The public record officer for a special district is the chairperson of the board of directors. The public record officer for any other entity not otherwise designated is the person who acts in the capacity of the chief financial officer or individual as designated by the entity

6-1-11. Form of certain public records--Duplicate--Computerization. Whenever the creation, maintenance, or storage of any public record is specified by state law for political subdivisions, such record may be in the form of punched cards, magnetic tapes, disks, and other machine-sensible data media within a data processing system. Such records shall be backed up by a duplicate, be accessible to viewing members of the public, and be retained in accordance with all applicable requirements for the retention of manual records. To the extent an office is computerized, the office need not keep a hard, paper copy. If current public records are converted to a computerized format, the political subdivision may destroy those records which the state records destruction board has pursuant to §1-27-19, declared to be of no further administrative, legal, fiscal, research, or historical value.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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

DEPARTMENT: State of South Dakota
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OFFICE: Townships
PROGRAM: Townships
RECORDS OFFICER: Townships
RM CUSTOMER #: _____

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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TWP-1. ADMINISTRATIVE REFERENCE FILES:

91-014

This alphabetic series is maintained for convenience of reference. Topics in the file may include but are not limited to association files, policies and procedures, Civil Defense, computer information, and complaints.

RETENTION: Retain current information. Destroy superseded or obsolete.

TWP-2. ANNUAL STATEMENTS, TOWNSHIP TREASURERS':

91-014

This series contains annual statements prepared by township treasurers as required by SDCL 8-10-30. The reports are submitted to the County Auditor's Office, are used for reference, and include the following types of information: township name, name of township treasurer, date, listing of expenditures and their purpose, total receipts, total disbursements and cash balance. The County Auditor maintains these reports for three years, and the township clerk must record this information in the book of records (minutes).

RETENTION: Retain permanently on the book of records (minutes). Transfer to County Auditor should the political subdivision dissolve.

(NOTE: Subject to screening by the State Archivist prior to disposal.)

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TWP-3. AUDIT REPORTS:

91-014

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

RETENTION: Retain 3 years, then destroy.

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

TWP-4. BANK STATEMENTS:

91-014

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

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

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TWP-5. BID PROPOSALS:

91-014

This series contains the bids submitted by various vendors for goods or services to be provided to the township.

RETENTION: Retain 4 years, then destroy provided no claim, audit, or litigation is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-6. BOND DESTRUCTION CERTIFICATES:

91-014

This series contains copies of Bond Destruction Certificates submitted by the bonding firm to the township. They document the destruction of bonds two years after payment. Information may include but is not limited to: date, township, bond number, maturity date, destruction date, amount, and authorized signature. They are maintained for audit purposes.

RETENTION: Retain 4 years after bond has been paid and posted to Bond Register, then destroy provided no audit, claim, or litigation is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

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TWP-7. BOND REGISTER:

91-014

This series is maintained as a record of payments for both principal and interest of bonds. Information of the register may include: principal, interest rate, total principal and interest, levy interest, levy date, documentation of purchasers and origin of bonds.

RETENTION: Retain full book until all respective bonds have been retired, then transfer to storage for 4 years. Destroy 4 years after all bonds have been retired provided no claim, audit, or litigation is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-8. BONDS, CLERKS' AND TREASURERS':

91-014

SDCL 8-7-1 requires township treasurers to post a bond with one or more sureties or have a bond executed by a surety company authorized to do business in this state. SDCL 8-6-1 requires a township clerk to post a bond with two or more sureties.

RETENTION: File with County Auditor immediately.

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TWP-9. BURIAL/CEMETERY RECORDS:

91-014

This series, comprised of the cemetery plat book and its index and the cemetery plot sales record, details the name of the decedent, the legal description of the cemetery plot, a map of the cemetery, and details of the sale.

RETENTION: Retain permanently.

(NOTE: Consider microfilming or duplicating these records and storing them in a separate location (i.e. the state archives) to provide dispersal protection of these vital records.)

(NOTE: Subject to screening by the State Archivist prior to disposal.)

Transfer to County Auditor should the political subdivision dissolve.

TWP-10. CANCELLED CHECKS:

91-014

This series is filed numerically and contains the cancelled checks issued by the township and returned by the bank after the transaction has transpired. Information includes: date, amount tendered, payee, authorizing signature, bank drawn upon, account number, date check cleared the bank, and endorsements.

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending.

When litigation, claim, or audit is complete maintain for an additional 3 years, then destroy.

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TWP-11. CHECK REGISTERS:

91-014

This series is arranged numerically by check number and contains registers or stubs from checks issued by the township. Information includes: check number, issue date, amount, payee, and purpose. The information is maintained for reference concerning parties to whom checks were issued and for audit purposes.

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-12. CENSUS RETURNS:

91-014

This series contains copies of demographic data on the township compiled by the United States Census Bureau.

RETENTION: Maintain throughout any challenge to the United States Census Bureau's findings. Otherwise, dispose of this nonrecord material immediately.

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RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
TWP-13.	<u>CONTRACTS AND AGREEMENTS:</u> This series contains both originals (copies of record) and reference copies of contracts and agreements between the agency and other parties. Information includes: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes. RETENTION: Retain current originals (copies of record); transfer terminated to storage for 7 years. Destroy 7 years after terminated. Retain current reference copies; destroy terminated.	91-014
TWP-14.	<u>CORRESPONDENCE, FEDERAL:</u> This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from any federal agency. The information is maintained for reference and for possible use when federal litigation, claims, or audits are pending. RETENTION: Retain 3 years. Destroy after 3 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.	91-014
TWP-15.	<u>CORRESPONDENCE, GENERAL:</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. RETENTION: Retain 2 years, then destroy.	91-014

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TWP-16. DEPRECIATION FILES:

91-014

This annual cumulative report contains depreciation information on equipment owned by the township. Information includes: equipment name, purchase price, life expectancy, annual depreciation, and balance. The information is maintained for audit purposes.

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-17. EASEMENTS:

91-014

This series contains documentation of easements received or granted by the township. Information includes grantor, legal descriptions of property, purpose of easement, amount of consideration, and authorized signatures. Easements are maintained here as a central record of all easements owned or granted by the township. Transactions involving easements are detailed in the Book of Records (minutes). Easements should be filed with the County Register of Deeds.

RETENTION: Retain current easements. Transfer terminated to storage for 10 years. Destroy 10 years after terminated.

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TWP-18. ELECTION BALLOTS:

91-014

This series contains the official ballots used in township elections. Information may include: candidates' names, township questions, issuance of bond questions, county and name of township. This series includes hand-marked paper ballots, voting machine ballot records, contested ballots, and unused or spoiled ballots.

RETENTION: Retain paper ballots, voting machine ballot records, and unused or spoiled ballots 60 days after election and/or recount, then destroy.

Retain contested ballots 1 year, then destroy provided no litigation is pending.

TWP-19. ELECTION CERTIFICATES:

91-014

This series contains copies of certificates issued declaring the outcome of elections. Information on the form includes: date of election, office, name of prevailing candidate, term of office, and signature of clerk. These are filed with the County Auditor and are also presented to the prevailing candidate.

RETENTION: Retain 1 year, then destroy provided no litigation is pending.

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TWP-20.	<u>ELECTION NOTICES:</u> This series serves to notify the public of an election. Information on the notices includes: date, location, hours polls will be open, list of offices to be filled or ballot issues being considered, list of polling places, and signature of clerk, auditor, or finance officer. RETENTION: Retain 60 days after election, then destroy.	91-014
TWP-21.	<u>ELECTION POLL AND TALLY LISTS:</u> This series is a list of those voting in a township election and is used to canvass the elections. Information includes: names of voters, names of candidates, and date and place of meeting at which election is held. RETENTION: Retain 60 days after election, then destroy.	91-014
TWP-22.	<u>ELECTION RETURNS:</u> This series is forwarded to the township clerk by election officials and is maintained by the township clerk for reference. Information includes: vote totals and candidates' names. They are the election results. RETENTION: If maintained separately, retain 25 years, then transfer to State Archives for final disposition. Otherwise, maintain permanently with the official minutes (Township Book of Records.)	91-014

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TWP-23. EMPLOYEE FILES:

91-014

This series is arranged alphabetically by name and contains a folder for each employee in the township. Information may include but is not limited to: applications for employment, personal data sheets, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the township and provide payroll information. They are maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active employee files. Transfer terminated employee files for storage for 3 years. Destroy 3 years after employment is terminated.

TWP-24. EMPLOYMENT APPLICATIONS, UNSUCCESSFUL:

91-014

This series is arranged alphabetically by applicants' names and may contain copies of resumes and credentials of individuals who have applied for part-time employment with the township, i.e., driving the maintainer or mowing weeds. Information includes: name of applicant, address, education, training, and experience. The files are maintained as a source of information when filling vacant positions within the township. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files."

RETENTION: Retain 1 year, then destroy.

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TWP-25. FINANCIAL STATEMENTS:

91-014

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

RETENTION: Retain 4 years. Destroy after 4 years provided no claim, litigation, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-26. GRANT FILES:

91-014

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information includes: grant applications, working papers, grant documentation, and monitoring and accounting records. The information is used for administering current grants, for reference when requesting new grants, and for audit purposes.

RETENTION: Retain current; transfer terminated to storage for 4 years. Destroy 4 years after terminated provided no claim, audit, or litigation is pending. Retain 4 years. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

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TWP-27. INVENTORY, CAPITAL ASSETS:

91-014

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

RETENTION: Retain current; transfer terminated to storage for 4 years. Destroy 4 years after terminated provided no claim, audit, or litigation is pending. Retain 4 years. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

Retain current procedures manuals; destroy obsolete or superseded.

TWP-28. LEGISLATION FILES:

91-014

This series is arranged chronologically and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information includes: resource materials, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. The information is used for bill drafting, submission, and tracking during the legislative session.

RETENTION: Retain current; destroy superseded or obsolete.

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TWP-29. LEVY, NOTICE OR CERTIFICATE OF:

91-014

This series is required by SDCL 8-10-2 and is a report of actions taken at the annual township meeting indicating the amount of money that will need to be raised for the ensuing year. The information is also available to the township in its annual meeting minutes.

RETENTION: File with county auditor within 3 days of annual meeting.

TWP-30. MINUTES:

91-014

This series contains the official copy of record of the minutes (also known as the Township Book of Records) of special and annual township meetings and township board meetings.

RETENTION: Retain permanently as the township's book of records.

(NOTE: Consider microfilming or photocopying these minutes and storing the duplicates in a different building to provide dispersal protection of these VITAL RECORDS.)

(NOTE: Subject to screening by the State Archivist prior to disposal.)

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TWP-31. MINUTES, MISCELLANEOUS COMMITTEE:

91-014

This series is arranged alphabetically by committee name and contains copies of minutes from committee meetings. Information includes: date, committee name, members present, topics discussed and actions taken.

RETENTION: Retain 4 years, then destroy.

(NOTE: Subject to screening by the State Archivist prior to disposal.)

TWP-32. NOTICES, MEETING, ANNUAL AND SPECIAL:

91-014

SDCL 8-3-1 requires each organized township to hold a township meeting on the first Tuesday of March. Notices of the time and place of this meeting must be published in a legal newspaper within the county. SDCL 8-3-3 allows for additional township meetings under certain circumstances; notices of these meetings must also be published. This series contains the documentation that meetings held were properly advertised.

RETENTION: Retain 1 year, then destroy.

TWP-33. OATH OF OFFICE:

91-014

This series contains the oath executed by elected or appointed township officials within 10 days of notice of election.

RETENTION: File with county auditor immediately.

(NOTE: SDCL 8-4-5 states that failure to file a required oath constitutes a refusal of such office. SDCL 8-4-6 imposes a \$50 fine for entering upon township duties without first taking a required oath of office.)

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TWP-34. PETITIONS:

91-014

This series contains original petitions signed by township residents urging action by the government. They are maintained here for public record. Information on the petition may include but is not limited to: resolution number, date, signature, description of property or action to be taken, and Notary Public seal and signature. The petitions have little value after the resultant issue has been acted upon.

RETENTION: Retain 1 year, then destroy.

TWP-35. PETITIONS, NOMINATING:

91-014

This series documents the nomination of an individual who has declared as a candidate for the office named in the petition. Information on the petitions includes: jurisdiction applicable for the office sought; nominee; county; declaration of candidate; instructions to signers; verification by person circulating nominating petition; date; seal; and signatures of officer administering oath, person circulating nominating petition, and candidate.

RETENTION: Retain 1 year, then destroy.

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TWP-36. RECEIPT BOOKS:

91-014

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

RETENTION: Retain full book 1 year, then transfer to storage for 3 years. Destroy after 4 years provided no audit, litigation, or claim is pending.

When litigation, claim, or audit is complete maintain for an additional 3 years, then destroy.

TWP-37. RESIGNATIONS, ACCEPTANCE AND NOTICES:

91-014

This series contains resignations tendered by various township officers. Information includes: name of resigning officer, reason for resignation, date, and signature of resigner and acceptance, date and signatures of the Board of Supervisors. Notices of resignation are to be filed with the township clerk.

RETENTION: Retain until such resignation is recorded in the minutes of the annual meeting and approved and made part of the book of records, then destroy.

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TWP-38. TOWNSHIP BOOK OF RECORDS:

91-014

This series contains the official minutes and actions of the township. It is maintained by the township clerk.

RETENTION: Retain for the life of the township. Transfer to the County Auditor should the township cease to exist.

(NOTE: Subject to screening by the State Archivist prior to disposal.)

TWP-39. VEHICLE AND EQUIPMENT FILES:

91-014

This series contains information regarding each motor vehicle and/or piece of equipment owned by the township. Information may include: trip data including vehicle identification number, sign-out sheets for each vehicle, sign-out dates and times, driver, return dates and times, beginning and ending odometer readings, and purposes of travel; fuel/oil usage data; bills of sale, and summaries of maintenance performed on all equipment. The information is maintained to document usage of each vehicle, to justify the sale of old vehicles and purchase of new vehicles, and for audit purposes.

RETENTION: Retain trip data 1 year then transfer to storage for 3 years. Destroy after 4 years provided no claim, litigation, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

Retain fuel/oil usage data and maintenance records 3 years, then destroy.

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TWP-40. VEHICLES TITLES/EQUIPMENT BILLS OF SALE:

91-014

This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. It is used as documentation of vehicle ownership and includes: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.

RETENTION: Retain current; transfer when respective vehicle has been sold or declared surplus.

TWP-41. WORKERS' COMPENSATION FILES:

91-014

This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information includes: employer information, employee information, information relating to the on-the-job injury, and doctor reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor, Division of Labor and Management.

RETENTION: Retain 1 year after claim is settled, then transfer to storage for 3 years. Destroy 4 years after claim is settled provided no litigation is pending.

(NOTE: The State Division of Labor and Management maintains these files on microfilm for 15 years.)