



## COUNTY EXTENSION

## RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF  
EXECUTIVE MANAGEMENT

BUREAU OF  
ADMINISTRATION

PMB 01234

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

## MEMORANDUM

TO: County Officials

FROM: Mary Bisson  
State Records Manager

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

DATE: December 30, 2004

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, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

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.

## **Procedure to Dispose of County Records Using this Manual:**

- The County Commission must adopt this manual as its Records Management Policy.
- Each County is required by law to retain a permanent list of all records destroyed pursuant to SDCL 1-27-19.
- According to Administrative Rule (ARSD 24:52:11:01) each County planning to destroy 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.
- Records Management will review a County'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, you 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  
Mary Bisson, Director  
104 S Garfield Ave.  
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) 773-3615  
Fax: (605) 773-6041

## **COUNTY EXTENSION:**

EXT-1.	ACCOMPLISHMENTS/REPORTS, PROGRAM: .....	1
EXT-2.	ACHIEVEMENTS FILE: .....	1
EXT-3.	ACTIVITY REPORTS (S.E.M.I.S.): .....	2
EXT-4.	ADMINISTRATIVE REFERENCE FILE: .....	2
EXT-5.	ANNUAL PLAN, EXTENSION OFFICE:.....	3
EXT-6.	APPLICATIONS, IRRIGATION AUTHORITY: .....	3
EXT-7.	APPOINTMENT SCHEDULES: .....	4
EXT-8.	BUDGET FILES:.....	4
EXT-9.	CERTIFICATION CARDS, PRIVATE APPLICATORS: .....	4
EXT-10.	CORRESPONDENCE, GENERAL: .....	5
EXT-11.	ENROLLMENT REPORT, 4-H: .....	5
EXT-12.	ENVIRONMENTAL IMPACT STATEMENTS: .....	5
EXT-13.	EXPENSE ACCOUNTS FILE: .....	6
EXT-14.	FOREIGN YOUTH EXCHANGE PROGRAM REPORTS:.....	6
EXT-15.	4-H IDENTIFICATION NUMBER LISTS: .....	6
EXT-16.	HOMEMAKER FILES:.....	7
EXT-17.	INPUT SUMMARIES: .....	7
EXT-18.	INSURANCE RECORDS: .....	7
EXT-19.	INVENTORIES, PUBLICATIONS/BULLETINS: .....	8
EXT-20.	INVENTORY, CAPITAL ASSETS: .....	8
EXT-21.	JUNIOR WESTERN LIVESTOCK SHOW PRINTOUTS: .....	8
EXT-22.	LOAN VERIFICATION FILES, SMALL BUSINESS:.....	9
EXT-23.	MAP FILE:.....	9
EXT-24.	MEETING MINUTES, COUNTY EXTENSION BOARD: .....	9
EXT-25.	MEETING MINUTES, 4-H COUNCIL: .....	10
EXT-26.	MEETING MINUTES, HOMEMAKER COUNCIL: .....	10
EXT-27.	MEMBERSHIP LISTS: .....	10
EXT-28.	MEMORANDA OF UNDERSTANDING:.....	11
EXT-29.	PENALTY MAIL SURVEYS:.....	11
EXT-30.	PERSONNEL FILES: .....	12
EXT-31.	PESTICIDE TEST MATERIALS: .....	12
EXT-32.	PUBLICATIONS AVAILABLE FILE:.....	13
EXT-33.	VOUCHERS:.....	13

<b>DEPARTMENT:</b>	<u>State of South Dakota</u>
<b>DIVISION:</b>	<u>Political Subdivision</u>
<b>OFFICE:</b>	<u>County Offices</u>
<b>PROGRAM:</b>	<u>County Extension</u>
<b>RECORDS OFFICER:</b>	<u>Extension Agent &amp; Economist</u>
<b>RM CUSTOMER #:</b>	<u>                    </u>

**EXT-1. ACCOMPLISHMENTS/REPORTS, PROGRAM:**

This series contains a copy of the report sent to the State Supervisor at South Dakota State University in Brookings. Information on the annual report includes: narrative of various activities, participation recorded in activities, and County Extension Office activities. The County Commission and State Extension Board also receive a copy of the report. They may be used for reference when developing future reports.

**EXT-2. ACHIEVEMENTS FILE:**

This file is maintained to document activities pertaining to, and culminating in, Achievement Days at the State Fair. They may be used to prepare annual recognition awards and include: project, award, entrants, State Fair entries, and results.

Page: 1

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

DEPARTMENT:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-3.    ACTIVITY REPORTS (S.E.M.I.S.):**

**85-021**

This State Extension Management Information System ring-binder series contains original activity reports sent to the State Supervisor at South Dakota State University in Brookings. The reports are used to apprise the supervisor of County Extension Agents' and Home Economists' monthly activities. The reports are arranged chronologically by month and include: description of activities, month, year, planning unit, agent identification number, day, program, purpose, subject, audience breakdown, sex, race, and hours. The reports are also used to help plan future County Extension activities.

**RETENTION:** Retain 2 years in office, then destroy.

**EXT-4.    ADMINISTRATIVE REFERENCE FILE:**

**85-021**

This file is maintained for convenience of reference by the various Extension Office personnel. Topics in the file may include but are not limited to: investment credit, agricultural laws, taxes, marketing, hedging, leasing, land rental rates, production costs, irrigation costs, estate planning, custom rates, financial statements, forms management, and cooperatives.

**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:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-5.     ANNUAL PLAN, EXTENSION OFFICE:**

**85-021**

This series contains copies of the annual plan for the county extension office which is submitted to the state supervisor. They are arranged chronologically by year and include: program objectives for future, unit number, name, subject, description of problem, potential audience, target dates, land, who will implement, and evaluation. They may also be used for preparing future annual plans.

**RETENTION:** Retain 2 years in office, then destroy.

**EXT-6.     APPLICATIONS, IRRIGATION AUTHORITY:**

**85-021**

This series contains convenience copies of applications to the State Department of Agriculture and the State Conservation Commission pursuant to SDCL 46-5-6.5. The applications grant authority for the irrigation of croplands within the county. They are arranged alphabetically by owner name and include: owner name, address, location, legal description, type of irrigation, and water quality. The Register of Deeds Office also maintains a copy of the application.

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

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

DEPARTMENT:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-7.    APPOINTMENT SCHEDULES:**

**85-021**

This ring binder series, compiled daily, is used to record attempted contacts made by the public in the absence of the county agent or home economist. Information contained therein includes: type of call, name, address, nature of business, and date.

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

**EXT-8.    BUDGET FILES:**

**85-021**

This file may contain: budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities and when preparing future budget requests.

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

**EXT-9.    CERTIFICATION CARDS, PRIVATE APPLICATORS:**

**85-021**

This series contains a record of all private applicator certifications issued by the County Extension Office. This certification is authorized by the State Extension Office in Brookings and is based on pesticide test results. Information on the cards includes: name of applicator, classification of chemical to be applied, date of issuance, date of expiration, and signature of issuer.

**RETENTION:** Retain 4 years in office, then destroy.



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

DEPARTMENT:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-10. CORRESPONDENCE, GENERAL:**

**85-021**

This file may contain both copies of letters and memorandums sent and the originals of letters and memorandums received by the County Extension Office. The files are used for occasional reference and documentation purposes.

**RETENTION:** Retain 2 years in office, then destroy.

**EXT-11. ENROLLMENT REPORT, 4-H:**

**85-021**

This annual report documents participation in 4-H sponsored events. This file may contain: statistical breakdown of number of members, age, residence, racial or ethnic origin, volunteer records, years in service, record of camps sponsored, projects, and events. This report is filed with the 4-H Youth Specialist at the South Dakota State University.

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

**EXT-12. ENVIRONMENTAL IMPACT STATEMENTS:**

**85-021**

This file contains convenience copies of environmental outcomes in the event a proposed course of action is followed. They are prepared by the Federal Environmental Protection Agency agents. The series is arranged chronologically and includes: area impacted, possible benefits or detriments, and recommended courses of action. They are used here for convenient reference by the County Extension Office personnel concerning projects within the county which may have adverse environmental effects.

**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:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-13. EXPENSE ACCOUNTS FILE:**

**85-021**

This file constitutes the Extension Office's expense account records incurred by the extension agent and home economist. Information in the file is arranged chronologically by month and includes: miles driven, meals, and incidental expenses. Information is kept for reference when determining fund status and for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since and independent post-audit report has been received.

**EXT-14. FOREIGN YOUTH EXCHANGE PROGRAM REPORTS:**

**85-021**

This series contains copies of reports submitted by students that have stayed in a foreign country for the International Foreign Youth Exchange Program. They are sent here for reference purposes only.

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

**EXT-15. 4-H IDENTIFICATION NUMBER LISTS:**

**85-021**

This series contains a list of all 4-H entrants to events and their corresponding 4-H identification number. They are used for convenience when identifying entrants. A new list is issued annually.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

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

DEPARTMENT:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-16. HOMEMAKER FILES:**

**85-021**

This file contains lists of Homemaker Club memberships. They are arranged alphabetically by member name and include: club enrollments, officer list, district, national, and minutes of meetings.

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

**EXT-17. INPUT SUMMARIES:**

**85-021**

This standard form series is used to plan work and allocate time of County Extension personnel. They are sent to the State Supervisor at South Dakota State University at Brookings. Information on the form includes: description of plan of work and a detailed allocation of hours to be spent in the respective programs. They may also be used for planning future time allocations.

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

**EXT-18. INSURANCE RECORDS:**

**85-021**

This series is maintained as documentation to insurance coverages of various participants in Extension Office activities. They are arranged chronologically by year and include: name of insurance company, roster of insured members, insurance waivers, signature of parents, and Notary Public seal and signature. The files are also used as documentation in the event of insurance claims.

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

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

DEPARTMENT:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-19. INVENTORIES, PUBLICATIONS/BULLETINS:**

**85-021**

This series contains an ongoing inventory of the various bulletins and publications offered by the Extension Office. It is used to identify low supplies of bulletins available to the public. The inventory is arranged numerically by bulletin number and includes both the name of the bulletin and number of bulletins on hand.

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

**EXT-20. INVENTORY, CAPITAL ASSETS:**

**85-021**

This series may include: copy of annual inventory printouts, file maintenance forms which reflect changes in the inventory, an inventory procedures manual, and surplus property received and transferred forms. The file is maintained for property management of capital assets of the County Extension Office. The auditor's office maintains the fiscal inventory files for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

**EXT-21. JUNIOR WESTERN LIVESTOCK SHOW PRINTOUTS:**

**85-021**

This computer printout series is received annually and used to determine premium awards and county awards due. The reports are arranged chronologically by year and include: type of entrant, name, county, and award received. The printouts are used by this office to total points so that county awards may be distributed.

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

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

DEPARTMENT:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-22. LOAN VERIFICATION FILES, SMALL BUSINESS:**

**85-021**

This series contains documentation to county extension agents' damage assessments of cropland. The assessments may be used as partial qualification for Small Business Loans to farmers. They are arranged chronologically by assessment date and include: rangeland, capacity, drought damage, reduction of capacity, loss, and hail damage. The Agricultural and Soil Conservation Service also maintains a copy of the damage assessment.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

**EXT-23. MAP FILE:**

**85-021**

This series may contain: state maps, county maps, and municipal maps. They are used for reference by County Extension Office personnel.

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

**EXT-24. MEETING MINUTES, COUNTY EXTENSION BOARD:**

**85-021**

This series contains the original meeting minutes of the County Extension Board. The board meets irregularly to monitor and direct the activities of the County Extension Office.

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

(NOTE: Subject to archival screening prior to disposal. Consider filing the minutes with the Register of Deeds Office.)

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

DEPARTMENT:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-25. MEETING MINUTES, 4-H COUNCIL:**

**85-021**

This series contains the original minutes from the County 4-H Council meetings. The Council directs and monitors the activities of the 4-H program within the county extension office. They are arranged chronologically by meeting date.

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

(NOTE: Consider recording the minutes with the Register of Deeds Office. Subject to archival screening prior to disposal.)

**EXT-26. MEETING MINUTES, HOMEMAKER COUNCIL:**

**85-021**

This series contains the original minutes of the County Homemaker Council meetings. The Council meets to direct and oversee the Home Economist activities.

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

(NOTE: Subject to archival screening prior to disposal. Consider filing the minutes in the Register of Deeds Office.)

**EXT-27. MEMBERSHIP LISTS:**

**85-021**

This series is maintained to keep county extension personnel current on various related boards or commissions memberships. The lists contain names, addresses, and telephone numbers of all members. Information in the file may include, but is not limited to: County Extension Board, County Weed Board, and the County Homemaker Council.

**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:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-28. MEMORANDA OF UNDERSTANDING:**

**85-021**

This series has been discontinued. It once contained memoranda and/or agreements between the County Commission and the State Extension Service. The file outlines duties and obligations of the County Commissioners, the County Agent, and Home Economist. The information is no longer needed by the county.

**RETENTION:** Immediate disposal.

**EXT-29. PENALTY MAIL SURVEYS:**

**85-021**

This series contains copies of surveys conducted by the State Extension Office surveying postage costs. The studies are done to determine the most efficient method of postage payment (prepaid, stamps). Information of the survey includes: state code, identification code, first class, third class, and bulk third class.

**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:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-30. PERSONNEL FILES:**

**91-025**

This series contains a folder for each employee in the County Extension Office. Information in the file may include but is not limited to: application for employment, personal data sheet, personal action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume', service record, notice of resignation, W-4 forms, and supervisor's report of employee separation. The files serve as a history of the employee's service.

**RETENTION:** Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance , and provided 1 year has passed since an independent post-audit report has been received.

**EXT-31. PESTICIDE TEST MATERIALS:**

**85-021**

This series contains applications, blank tests, instruction manuals, study materials, answer sheets, and related material. The tests are conducted by the County Extension Office for the licensing of pesticide applicators in the State. Upon completion, the tests are mailed to the State Extension Office at South Dakota State University in Brookings where they maintain the test results.

**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:	State of South Dakota
DIVISION:	Political Subdivision
OFFICE:	County Offices
PROGRAM:	County Extension
RECORDS OFFICER:	Extension Agent & Economist
RM CUSTOMER #:	

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

**EXT-32. PUBLICATIONS AVAILABLE FILE:**

**85-021**

This file contains all information and forms used by the extension office personnel for ordering or subscribing to various publications. Information in the file may include but is not limited to: order forms, prices, availability of publications, types of publications, and subject matter.

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

**EXT-33. VOUCHERS:**

**85-021**

This series may contain copies of travel, non-cash, direct, receiving, vouchers. Each voucher includes: the reason for which the money was expended, the amount, the fund expended from, date, who the funds went to or what account they were transferred to, and the authorized signatures. They are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. The County Auditor maintains the audit copy.

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