



COUNTY HIGHWAY
SUPERINTENDENTS

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
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Pierre, SD 57501-5070
Phone: (605) 773-3589
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MEMORANDUM

TO: County Officials

FROM: Dana Hoffer
State Records Manager

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

DATE: December 17, 2009

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 24:52:11:04, **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.

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, Greg Vavra (name), acting in my position as President, South Dakota Association of County Highway Superintendents (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the County Highway Superintendents (department) consists of 8 pages and contains record series number(s) HWY-1 (consecutively re-numbered) through HWY-18.

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 County Highway Superintendents (department) record series numbers(s) HWY-2, HWY-4, HWY-9, HWY-10, and HWY-12.

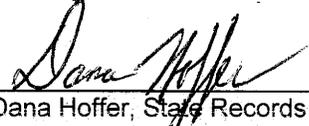
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Greg Vavra, President, SDACHS

11-30-2009
Date

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



Dana Hoffer, State Records Manager

12-10-2009
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 17th day of December, 2009, 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

12-17-2009
Date

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.
- 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.

- This manual is also available on-line on Records Management's website. <http://www.state.sd.us/boa/records.htm>
- 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
Dana Hoffer, Manager
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 HIGHWAY SUPERINTENDENT:

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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: Highway Superintendent
RECORDS OFFICER: Highway Superintendent
RM CUSTOMER #: _____

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

09-010

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the agency. Information may include: vendor information, mailing lists, file management, job tickets for printing, administrative rules, South Dakota Codified Laws, current purchasing contracts, operation guides, administrative messages from other governmental agencies, and other related information. Information is maintained for reference purposes.

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

HWY-2. ANNUAL REPORT, BUDGET DISBURSEMENT, AND BALANCES:

09-010

This series contains reports listing projects undertaken by the Highway Department, along with associated costs. Work done for townships and other entities is also set forth. This series also includes reports reflecting approved budget, expenditures, and unspent balances.

RETENTION: Retain 5 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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HWY-3. APPLICATIONS FOR EMPLOYMENT, UNSUCCESSFUL:

09-010

This series may contain copies of résumés, credentials, and job application forms. Information includes: name, address, education, training, and experience. The file may be used as a source in filling vacancies in the county highway superintendent's office as they occur. Successful applicant's applications become part of their personnel file.

RETENTION: Retain 1 year in office, then destroy.

HWY-4. BID PROPOSALS:

09-010

This series is used to document bids let and bids received by the county for goods and services rendered. Information includes: notice to suppliers, date, deadline, Auditor's signature, instructions to publish, and record of bid submitted. Information is duplicated in the "Minutes, County Commission."

RETENTION: Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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HWY-5. CONTRACTS, MATERIALS:

09-010

This series contains a copy of contracts for materials purchased by the county used to verify prices and specifications of goods received and include: materials procured, amount paid, date, and terms of the agreement.

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

HWY-6. CORRESPONDENCE:

09-010

This series contains both the original of letters and memorandums received and copies of letters and memorandums sent. The files are used for occasional reference and documentation.

RETENTION: If correspondence is an official record made or received pursuant to law or in connection with the transaction of official business, the retention should be covered by an existing record series.

If correspondence is not an official record made or received pursuant to law or in connection with the transaction of official business maintain 2 years, then destroy.

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OFFICE: County Offices
PROGRAM: Highway Superintendent
RECORDS OFFICER: Highway Superintendent
RM CUSTOMER #: _____

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
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HWY-7.	<u>EASEMENTS FOR ROADS, DRAINAGE, PIPELINES, AND UTILITIES:</u>	
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09-010

This series contains approved easements for roads, drainage, pipelines, and utilities.

RETENTION: Retain current in office. Destroy 6 years after superseded or vacated.

HWY-8.	<u>ELECTRONIC MAIL:</u>	
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09-010

This non-record series contains e-mail messages sent or received by employees of the agency.

RETENTION: If the e-mail message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is appropriate to print e-mails and file them with like paper records.

HWY-9.	<u>EQUIPMENT RECORDS:</u>	
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09-010

This series includes reports showing all costs related to equipment maintenance, repair, and operation. The files are used as reference and may include specifications, maintenance history, and other pertinent information.

RETENTION: Retain current in office. Destroy upon disposal of equipment or transfer with equipment when it is traded or sold.

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HWY-10. HIGHWAY RIGHT-OF-WAY AGREEMENTS:

09-010

This series contains copies of right-of-way agreements for county purchases of land necessary for highway projects.

RETENTION: Retain current in office. Destroy 6 years after superseded or vacated.

HWY-11. INVENTORY, CAPITAL ASSETS AND SUPPLIES:

09-010

This series includes annual inventory reports reflecting inventory on hand, inventory received, and inventory usage. This series also includes capital asset reports listing capital assets, purchases of assets, and disposal of assets.

RETENTION: Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HWY-12. MAPS:

09-010

This series contains various maps of the state and county. They are used for reference by county highway employees.

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

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

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HWY-13. PERSONNEL FILES:

09-010

This series contains a folder for each employee in the county highway superintendent's 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, résumés, 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: Destroy 5 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.

HWY-14. PROJECT FILES:

09-010

This series contains a file for each road or bridge maintained by the county highway department. Information pertaining to road or bridge maintenance/construction projects undertaken by the highway department is included in these files. They serve as documentation of design, methods, and materials used in the construction and maintenance of roads and bridges.

RETENTION: Retain permanently in office.

(Note: Consider electronic storage and microfilming when volume warrants.)

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HWY-15. RESOLUTIONS, FEDERAL HIGHWAY AID:

09-010

This series contains a copy of the resolution sent to the Department of Transportation requesting matching funds for road construction in the county. Information includes: county, description of roadway, work to be performed, and voting results of the county commission. The Department of Transportation maintains the original resolution.

RETENTION: Retain permanently in office.

(Note: Consider electronic storage and microfilming when volume warrants.)

HWY-16. RESOLUTIONS, HIGHWAY CHANGES:

09-010

This series contains copies of resolutions used to document changes in the county highway system. Information includes: resolution number, legal description of highway, and additions or deletions.

RETENTION: Retain permanently in office.

(Note: Consider electronic storage and microfilming when volume warrants.)

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HWY-17. TIME RECORDS:

09-010

This series contains records of highway employee hours worked. This series may be either in digital or paper form, these records include hours worked and equipment used on each project. Sick leave, vacation, and holiday time used are recorded here. Payroll records are maintained which reflect each employee's correct balance for sick and vacation leave.

RETENTION: Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HWY-18. VOUCHERS:

09-010

This series contains copies of vouchers used to request payment from the county auditor's office. Information on the voucher may include but is not limited to: the reason for which the money was expended, the amount, funds affected, date, to whom funds were paid or to which account they were transferred, and authorized signatures. They are used for reference to determine quantities and description of supplies and services ordered and for vendor information. The county auditor's office maintains the original voucher for audit purposes.

RETENTION: Retain 4 years in office, then destroy.