



COUNTY VETERANS' SERVICE

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 VETERANS' SERVICE:

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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: Veterans' Service
RECORDS OFFICER: Veterans' Service Officer
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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VET-1. ADMINISTRATIVE REFERENCE FILE:

85-021

This series is maintained for convenience of reference by the Veterans' Service Officer. Topics in the file may include but are not limited to: Agent Orange, Prisoner of War (P.O.W.), Missing in Action (M.I.A.), Congressional delegations, National Cemetery, nursing home residents receiving aid, and press releases.

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 Destroy superseded or obsolete.

VET-2. CLAIMS FILES:

85-021

This series documents the Veterans Service Officer dealings with veterans or their families making applications for or receiving benefits from the Veterans Administration. The files are arranged alphabetically by claimant name and include: Prisoner of War (P.O.W.), dependent parent, pension, compensation, name, personal information, correspondence, and copies of discharge papers. This office does not handle any funds received by the Veterans Administration but acts solely as a liaison between the Administration and veterans or their dependents.

RETENTION: Retain 10 years in office after last activity, then destroy.

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VET-3. DEATH CERTIFICATES:

85-021

This series contains copies of death certificates sent from the State Division of Veterans Affairs. They are used by the Veterans Service Officer to ascertain veracity of request of death benefits by veterans' dependents. A copy of the certificate is permanently on file in the Register of Deeds Office.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: Consider filing with the respective "Claims File" and maintaining for 5 years after last activity prior to disposal.)

VET-4. INSTITUTION REFERENCE FILE:

85-021

This series is maintained for convenience of reference by the Veterans Service Officer. It is used for information concerning the various institutions available to provide services to veterans. Topics in the file may include but are not limited to: location of institution, services provided by the institution, cost, and financial assistance available. The file is maintained to keep the Veterans' Service Officer apprised of current institution capabilities and requirements so that assistance may be given to veterans who apply.

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

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VET-5. INSURANCE INFORMATION, VETERANS:

85-021

This series is maintained for convenience of reference concerning insurance available to veterans. Topics in the file may include but are not limited to: applications, coverages, premiums, terms and conditions, and costs.

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

VET-6. INVENTORY, CAPITAL ASSETS:

85-021

This series may include: inventory printouts, file maintenance forms which will reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred. This file is maintained for property management and accountability purposes. The County Auditor maintains the master inventory records.

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.

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VET-7. LOAN AVAILABILITY/APPLICATION FILE:

85-021

This series is maintained for convenience of reference by the Veterans Service Officer. It is used to keep abreast of current requirements for obtaining federally guaranteed loans. The file also includes a list of veterans or dependents who have applied for and/or received federally guaranteed loans through this office. Information includes: letters and memorandums, veteran's name, nature of loan, amount, copies of application, pamphlets or brochures, federal newsletters, and any other related material.

RETENTION: Retain loan reference material current in office. Destroy superseded or obsolete.

(NOTE: Retain copies of veteran's loan application 1 year in office, then destroy.)

VET-8. TELEPHONE REVOLVING FUND FILES:

85-021

This series contains the computer report or itemized listing of telephone service charges to the Veterans' Service Office. They are used as a record of long distance calls made from the office. The file is arranged chronologically by month and includes: bills from Wats and Telpak, date, time, number called, cost, and city.

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.

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VET-9. TRAINING PROGRAMS REFERENCE FILE:

85-021

This series is maintained for convenience of reference by the Veterans' Service Officer. It is used to keep abreast of all formal education and training programs available to veterans across the state. Topics in the file may include but are not limited to: colleges and universities, internships, on-the-job training programs, Veterans Administration funding, and related material.

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

VET-10. VETERANS LETTER, (NEWSLETTER):

85-021

This series contains copies of the public newsletter issued by the State Division of Veterans Affairs. It includes items of interest to veterans of South Dakota.

RETENTION: Retain 1 year in office, then destroy.