

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

DEPARTMENT: State of South Dakota
DIVISION: Political Sub-Divisions
OFFICE: Local Schools
PROGRAM: Fiscal
RECORDS OFFICER: 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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SCL-33. APPLICATIONS, FREE & REDUCED PRICE MEALS:

13-012

This series contains the application for free and reduced price meals submitted to the school district for review. Information on the application includes, but is not limited to: name, address, name(s) of children, school, grade, adults living in household, total number of household members, income, income reporting guidelines, signature of adult family member, and signature of determining official.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-33.1. AUDIO/VIDEO RECORDINGS OF SCHOOL BOARD MEETINGS:

15-017

This series may contain audio and/or video recordings of school board meetings.

RETENTION: Retain 90 days in office after minutes have been approved, then destroy.