



BUREAU OF FINANCE  
AND  
MANAGEMENT

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

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DEPARTMENT OF  
EXECUTIVE MANAGEMENT

BUREAU OF  
ADMINISTRATION

PMB 01234

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## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: December 19, 2013

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.

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

DEPARTMENT: Executive Management  
DIVISION: Finance and Management  
OFFICE: Finance and Management  
PROGRAM: Accounting Systems  
RECORDS OFFICER: Barb Nincehler  
RM CUSTOMER #: 0563

<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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**BFM-1. ACCOUNT LEDGERS:**

**07-029**

This series is arranged numerically by account number and contains the current balance of funds available in each accounts payable and accounts receivable ledgers. Information may include: account number, account name, date of transaction, type of transaction, an itemized list of debits and credits, and current ending balance. This record series is maintained to determine current account balances and to insure funds are available before expenditures are authorized.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-1.)

**BFM-2. ACCOUNTING SYSTEM DESIGN RECORDS:**

**07-029**

This series is arranged alphabetically by topic and contains background design and training information on the current accounting system. Information may include, but is not limited to: training information, instructions, payroll specifications, test file data, explanation of system, and list of system changes. This record series is maintained for reference concerning the design of the current accounting system.

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 Destroy superseded or obsolete.

(NOTE: Previous record series number was BFM-2.)

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RM CUSTOMER #: 0563

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**BFM-3. ACCOUNTING SYSTEM FILES BACKUP:**

**07-029**

This daily BA207C00 or BA27CS00 series is arranged alphanumerically by file number and contains record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-3.)

**BFM-4. ACCOUNTING SYSTEM FILES BACKUP (WEEKEND):**

**07-029**

This weekly BA20JC99 or BA20JC99 computer output microfiche (COM) series is arranged alphanumerically by file number and contains record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-4.)

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

**BFM-5. ACCOUNTING SYSTEM POLICIES AND PROCEDURES:**

**07-029**

This series is divided by topic and contains written statements of policy regarding security, purge policies, program operations, form 1099, and general accounting procedures. Information may include: date established, copies of finance officers meeting minutes, and the written policy or procedure. This record series is maintained to document established policies and procedures.

**RETENTION:** Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

(NOTE: Previous record series number was BFM-61.)

**BFM-6. ACCOUNTING SYSTEM PROGRAM SPECIFICATION**  
**MANUALS:**

**07-029**

This series is divided by module title and contains information on the design and operations of the MSA accounting system. Modules include: accounts payable, purchasing, budgetary control, financial controller, and general ledger. Information may include, but is not limited to: operator's guides, application guide, record description of file layout, data processing instructions, and lists of report options. This record series is maintained for reference, for documentation, and for audit purposes.

**RETENTION:** Retain in office for the life of the system. Destroy after 1 year provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-62.)

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RM CUSTOMER #: 0563

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

**BFM-7. ACCOUNTS PAYABLE FILES BACKUP (POST-CYCLE):**

**07-029**

These daily BA20JA01 series is arranged alphanumerically by file number and contain record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-5.)

**BFM-8. ACCOUNTS PAYABLE FILES RELOAD:**

**07-029**

This weekly or as required BA20JA05 series is arranged alphanumerically by file number and contains record counts of accounting system file reloads. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-6.)

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OFFICE: Finance and Management  
PROGRAM: Accounting Systems  
RECORDS OFFICER: Barb Nincehler  
RM CUSTOMER #: 0563

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

**BFM-9. ACCOUNTS PAYABLE RECONCILIATION FILE**  
**PROCESSING:**

**07-029**

This daily BA20JA35 computer output microfiche (COM) series is arranged numerically and by payment code and lists payments and amounts processed. Information may include: payment code, number of warrants, and related warrant amounts. This record series is maintained to reconcile payments in accounts payable.

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

(NOTE: Previous record series number was BFM-7.)

**BFM-10. ADMINISTRATIVE REFERENCE FILES:**

**07-029**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(NOTE: Previous record series number was BFM-8.)

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

**BFM-11. ADMINISTRATIVE RULES PROMULGATION FILES:**

**07-029**

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Retain in office for as long as rules are in effect, then destroy.

(NOTE: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper.)

(NOTE: Previous record series number was BFM-10.)

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PROGRAM: Accounting Systems  
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RM CUSTOMER #: 0563

<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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**BFM-12. ADVANCE TRAVEL REPORT :**

**07-029**

This weekly BA21 series contains advance travel accounts receivable (by employee number and by center) reports. This record series is maintained to record and reconcile accounting system transactions and balances.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-89.)

**BFM-13. ALTERNATE SEARCH FILES REBUILD:**

**07-029**

This weekly or as required BA20JA35 computer output microfiche (COM) series is arranged alphanumerically by file number and contains record counts of alternate search files rebuilt. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-11.)

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**BFM-14. ANNUAL FINANCIAL REPORT OF SOUTH DAKOTA:**

**07-029**

This series is arranged chronologically and contains the original Annual Consolidated Financial Statements for all South Dakota agencies published annually by the bureau. This information provides an overview of the State's financial condition for a given year. Information may include: introductory section, financial section, statistical section, and auditor's verification section. This record series is maintained for reporting purposes and for historical documentation purposes. The administrative assistant maintains "Document Masters" current in office for copying and reprinting purposes.

**RETENTION:** Retain one copy permanently.

(NOTE: File two copies and one electronic copy of the publication with the State Library pursuant to SDCL 14-1A-3, and two copies with State Archives.)

(NOTE: Consider microfilming when volume warrants.)

(NOTE: Previous record series number was BFM-12.)

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PROGRAM: Accounting Systems  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

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**NUMBER**

**BFM-15.** ANNUAL FINANCIAL REPORT OF SOUTH DAKOTA  
WORKING PAPERS:

**07-029**

This series is arranged chronologically and contains Annual Financial Reports of South Dakota working papers. Information for each agency 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. This record series is maintained to document background information, for reference when preparing the final publication, and for federal audit purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-13.)

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OFFICE: Finance and Management  
PROGRAM: Accounting Systems  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

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

**BFM-16. APPROPRIATION CARRYOVERS:**

**07-029**

This series is arranged numerically and contains forms used to carryover appropriations from one fiscal year to the next. Information may include: agency name, budgetary code, amount to be carried over, reason, and authorized signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 2 years in office, then microfilm and maintain film for 8 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(NOTE: Previous record series number was BFM-14.)

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

<b>DEPARTMENT:</b>	<u>Executive Management</u>
<b>DIVISION:</b>	<u>Finance and Management</u>
<b>OFFICE:</b>	<u>Finance and Management</u>
<b>PROGRAM:</b>	<u>Accounting Systems</u>
<b>RECORDS OFFICER:</b>	<u>Barb Ninceheler</u>
<b>RM CUSTOMER #:</b>	<u>0563</u>

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**BFM-17. APPROPRIATION TRANSFER VOUCHERS:**

**07-029**

This series is arranged numerically and contains copies of vouchers used to transfer budget amounts or appropriation authority from one area to another. Information may include: date, application area, document identification, payee, payer, original account, transfer account, amount, description, and authorized signatures. This record series is maintained for reference purposes to document budget transfers and authorized appropriation transfers.

**RETENTION:** Retain 2 years in office, then microfilm and maintain film for 8 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(NOTE: Previous record series number was BFM-15.)

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**BFM-18. AVAILABLE FUNDS FILE BUILD (AKA, AFF REBUILD):**

**07-029**

This cyclical BA20JB55 computer output microfiche (COM) series is arranged by company and contains listings of the AFF parameter cards. Information may include: company, account, center, tolerance amount, tolerance percent, year-to-date (YTD)/life-to-date (LTD) code, appropriation code, encumbrance code, company mask, account mask, center mask, and account replace codes. This record series is used to document the rules for building the available funds file.

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

(NOTE: Previous record series number was BFM-16.)

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**BFM-19. AVAILABLE FUNDS REPORT (AFR):**

**07-029**

These weekly and monthly computer output microfiche (COM) series are arranged numerically by center and contain information on appropriation balances. Reports in this job stream may include: BA20JB60, BA20JB61, BA20JB62, BA20JB63. This record series is maintained to record and reconcile accounting system transactions and balances, and as a historic record of the State's financial activity.

**RETENTION:** Retain weekly reports 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain monthly reports permanently.

(NOTE: Previous record series number was BFM-17.)

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**BFM-20. BATCH BUDGETARY CONTROL ENTRY:**

**07-029**

This BA20JB09 series is arranged by document number, is generated upon request, and contains documents entered into budgetary control through batch processing. Information may include: document number, company, account, center, application code, and debit/credit amount. This record series is maintained to document batch budgetary control entries.

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

(NOTE: Previous record series number was BFM-18.)

**BFM-21. BATCH GENERAL LEDGER MAINTENANCE:**

**07-029**

This weekly BA20JG10 computer output microfiche series (COM) is arranged numerically by company or fund and contains batch proof lists showing general ledger maintenance including addition of accounts and/or account centers, and center description maintenance. Information may include: company, application area, batch number, batch type, transaction code, action code, transaction key area, and batch totals. This record series is maintained to reconcile all general ledger maintenance.

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

(NOTE: Previous record series number was BFM-19.)

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**BFM-22. BATCH INVOICE ENTRY EXCEPTIONS:**

**07-029**

This cyclical BA20JA09 series contains information regarding batch invoice exceptions caused by duplicate control group numbers, invalid vendor number, etc. Information may include: control group number, invoice and vendor numbers, company, account, center, amount, and miscellaneous invoice information. This record series is maintained to document batch accounts payable entries and exceptions.

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

(NOTE: Previous record series number was BFM-20.)

**BFM-23. BUDGETARY CONTROL EXCEPTION REPORT:**

**07-029**

This daily BA20JH10 series is arranged numerically by company or fund and contains requisition, purchase order, and invoice lines that are in the budgetary control exception cue. Information may include: company, center, paying entity, vendor number, document number, status, and amount. This record series is maintained to record, reconcile, and update budgetary control exceptions.

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

(NOTE: Previous record series number was BFM-21.)

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**BFM-24. BUDGETARY CONTROL EXTRACT:**

**07-029**

This weekly BA20JB45 computer output microfiche (COM) series has four sections: unfinished document, budgetary control extract, document file purge, and transaction file purge. The unfinished document report is arranged alphanumerically by document and contains all information related to unfinished budgetary control documents. The budgetary control extract report is arranged alphanumerically by source system and company and contains records and amounts extracted from budgetary control. The document file purge is arranged by document identification number and contains documents and related lines purged from budgetary control. The transaction file purge is arranged by source system, company, and document. The unfinished document report is maintained as a record of unfinished documents. The extract report is used to reconcile records and transactions extracted from budgetary control. This record series is used to document the file purge and transaction file purge which are used to reconcile records purged from budgetary control.

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

(NOTE: Previous record series number was BFM-22.)

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**BFM-25. BUDGETARY CONTROL FILES BACKUP (POST-CYCLE):**

**07-029**

These daily BA20JB01 series are arranged alphanumerically by file number and may contain record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-23.)

**BFM-26. BUDGETARY CONTROL FILES RELOAD:**

**07-029**

This weekly or as required BA2JC05 series is arranged alphanumerically by file number and may contain record counts of accounting system file reloads. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-24.)

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**BFM-27. CASH RECEIPT JOURNALS:**

**07-029**

This monthly journal series is arranged alphabetically by program and numerically by receipt number, and is used to record checks deposited in the State Treasury. Information in the journal may include: received from, receipt number, amount, and coding for fund posting. This record series is used for reference to monitor total revenues, and for audit purposes.

**RETENTION:** Retain full book 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-28.)

**BFM-28. CASH RECEIPT TRANSMITTALS:**

**07-029**

This series is arranged chronologically and contains the standard forms used to deposit funds in the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is maintained for audit purposes to document and credit each account with the amounts deposited. The State Treasurer's office maintains the originals.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-29.)

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**BFM-29. CENTRAL SERVICES BILLING REPORTS (CS01UR11):**

**07-029**

This quarterly CS01UR11 computer output microfiche (COM) contains a summary of the central services amount each State agency is assessed for fiscal and accounting operation overhead. Information may include: billing period, agency name, budgetary codes, description of services, transactions, overhead, amounts billed by agency, and total amounts billed. This record series is maintained for reference to document the amount each agency is billed for services.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series numbers were BFM-32.)

**BFM-30. CHART OF ACCOUNTS:**

**07-029**

This series is generated yearly by the Bureau of Finance and Management and lists all sub-object codes. Information may include: section, sub-section, coding structure, code number, account name, and use description. This record series is used for reference when coding vouchers, requisitions, and payroll/personnel forms.

**RETENTION:** Retain current in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

(NOTE: Previous record series number was BFM-33.)

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**BFM-31. COMMON COMPONENT FILES BACKUP (POST-CYCLE):**

**07-029**

This daily BA20JC01 series is arranged alphanumerically by file number and may contain record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-34.)

**BFM-32. COMPUTER LOGS:**

**07-029**

This series is arranged chronologically and contains logs concerning various accounting system processing records such as the daily cycle control log and others. Information may include: reconciliation of control record counts and/or amounts. This record series is maintained for reference purposes to verify accounting system accuracy.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

(NOTE: Previous record series number was BFM-36.)

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**BFM-33. CONTRACTS AND AGREEMENTS:**

**07-029**

This series contains both originals and copies of contracts and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

Retain copies current in office. Destroy terminated.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

(NOTE: Previous record series number was BFM-38.)

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**BFM-34. COST ALLOCATION PLANS (A-87):**

**07-029**

This series is arranged chronologically and contains information detailing Central Service's billed and unbilled indirect costs. The Statewide Indirect Cost Allocation Plan is submitted to the federal Health and Human Services Department for approval. Information may include: billing period, agency name, agency coding, lists of billed and unbilled costs, total billed and unbilled amounts, and total billed and unbilled amounts. This record series is maintained to comply with federal regulations which require documentation of state government expenses.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-41.)

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**BFM-35. DAILY ACCOUNTING SYSTEM REPORT (BA20JE11):**

**07-029**

This daily computer output microfiche (COM) series is arranged numerically by center or company and contains accounting system management reports. Reports in this job stream may include: State trial balance; BOA revenue; revenue and journal voucher report; budget adjustments; journal voucher by document; overdrawn list; invested; cash by company; and bank reconciliation. This record series is maintained to provide interim information on accounting system transactions and balances.

**RETENTION:** Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-42.)

**BFM-36. DAILY ACCOUNTING SYSTEM REPORT (BA20JE15):**

**07-029**

This daily computer output microfiche (COM) series is arranged numerically by center or warrant number and contains accounting system management reports. Reports in this job stream may include: warrant register by center; warrant register by warrant number; and cancelled payments. This record series is maintained to provide interim information on accounting system transactions and balances.

**RETENTION:** Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-43.)

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**BFM-37. DOCUMENTATION CONTROL INPUT (DCI):**

**07-029**

This BA20JD10 computer output microfiche (COM) series is generated upon request and contains lists of terminal identification numbers, operator codes, and systems screens. Information may include: terminal identification numbers, operator codes, and screen numbers. This record series is maintained to document accounting system access.

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

(NOTE: Previous record series number was BFM-44.)

**BFM-38. FINANCIAL CONTROLLER EXTRACT:**

**07-029**

This weekly BA20JF50 computer output microfiche (COM) series is arranged by source system and company and contains transactions extracted from financial controller. Information may include: source system, company, debit/credit code, account, center, source code, effective date, debit amount, credit amount, transaction extracted, and transaction amounts extracted. This record series is maintained to reconcile transaction extracted from financial controller into general ledger.

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

(NOTE: Previous record series number was BFM-45.)

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**BFM-39. FINANCIAL CONTROLLER FILES BACKUP (POST-CYCLE):**

**07-029**

This daily BA20JF01 series is arranged alphanumerically by file number and contains record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-46.)

**BFM-40. FINANCIAL CONTROLLER FILES RELOAD:**

**07-029**

This weekly or as required BA20JF05 series is arranged alphanumerically by file number and contains record counts of accounting system file reloads. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-47.)

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**BFM-41. FINANCIAL SYSTEMS INTERFACE (FSI):**

**07-029**

This daily BA20JF10 computer output microfiche (COM) series is arranged alphanumerically by company and contains financial data from outside payrolls interfaced with the accounting system. Information may include: company, input debit/credit amounts, input transaction counts, output debit/credit amounts, and output transaction counts. This record series is maintained to reconcile outside payrolls with the accounting system.

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

(NOTE: Previous record series number was BFM-48.)

**BFM-42. GENERAL FUND ANALYSIS RECORDS:**

**07-029**

This series is arranged chronologically and contains the monthly working papers used to balance the various general fund accounting reports. Information may include, but is not limited to: date, beginning balances, amounts debited and credited, amounts outstanding, and ending balances. This record series is maintained for reference and to document the reconciliation of the general fund and the budgetary accounting reports.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-49.)

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**BFM-43. GENERAL LEDGER FILES BACKUP (POST-CYCLE):**

**07-029**

This daily BA20JG01 series is arranged alphanumerically by file number and contains record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-50.)

**BFM-44. GENERAL LEDGER FILES RELOAD:**

**07-029**

This weekly or as required BA20JG05 series is arranged alphanumerically by file number and contains record counts of accounting system file reloads. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-51.)

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**BFM-45. GENERAL LEDGER OPEN/CLOSE/DELETE:**

**07-029**

This annual or as required BA20JG40, BA20JG41, BA20JG42 computer output microfiche (COM) series is arranged by company and contains company policy. Information may include: company, current year, posting date, and company policies. This record series is maintained to document any general ledger open/close/delete.

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

(NOTE: Previous record series number was BFM-52.)

**BFM-46. GENERAL LEDGER POST:**

**07-029**

This cyclical BA20JG10 computer output microfiche (COM) series is arranged by company and contains financial transactions posted to general ledger. Information may include: company, account, center, source code, effective date, application code, and debit and credit totals. This record series is maintained to reconcile all general ledger postings.

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

(NOTE: Previous record series number was BFM-53.)

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**BFM-47. INVENTORY, CAPITAL ASSETS:**

**07-029**

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

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain procedures manuals current in office. Destroy obsolete or superseded.

(NOTE: Consider receiving Central Annual Inventory on computer output microfiche (COM) instead of paper and maintaining fiche in office the full 4 years prior to disposal.)

(NOTE: Previous record series number was BFM-54.)

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**BFM-48. MONTHLY ACCOUNTING SYSTEM REPORT, ACCOUNTS PAYABLE BALANCES:**

**07-029**

This monthly BA20JE62 series is arranged numerically by center and contains the accounts payable balances. This record series is maintained to record and reconcile accounting system transactions and balances, and as a historic record of the State's financial activity.

**RETENTION:** Retain permanently.

(NOTE: Previous record series number was BFM-59.)

**BFM-49. MONTHLY ACCOUNTING SYSTEM REPORT (BA20JE60):**

**07-029**

This monthly BA20JE60 computer output microfiche (COM) series is arranged numerically by center or company and contains accounting system management reports. Reports in this job stream may include: State trial balance; trial balance by company; expenditure report; revenue and journal voucher report; BOA revenue; agency funds activity; and company 8000 trial balance by center. This record series is maintained to record and reconcile accounting system transactions and balances, and as a historic record of the State's financial activity.

**RETENTION:** Retain permanently.

(NOTE: Previous record series number was BFM-55.)

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**BFM-50. MONTHLY ACCOUNTING SYSTEM REPORT (BA20JE62):**

**07-029**

This monthly BA20JE62 computer output microfiche (COM) series is arranged numerically by center or document number and contains accounting system management reports. Reports in this job stream may include: bank reconciliation; employee receivables; and accounts payable balances. This record series is maintained to record and reconcile accounting system transactions and balances, and as a historic record of the State's financial activity.

**RETENTION:** Retain permanently.

(NOTE: Previous record series number was BFM-56.)

**BFM-51. MONTHLY ACCOUNTING SYSTEM REPORT (BA20JE63):**

**07-029**

This monthly BA20JE63 computer output microfiche (COM) series is arranged numerically by center or company and contains accounting system management reports. Reports in this job stream may include: encumbrance detail report; projects; encumbrance balances; aged invoice; and open requisitions. This record series is maintained to record and reconcile accounting system transactions and balances, and as a historic record of the State's financial activity.

**RETENTION:** Retain permanently.

(NOTE: Previous record series number was BFM-57.)

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**BFM-52. MONTHLY ACCOUNTING SYSTEM REPORT (BA20JE64):**

**07-029**

This monthly BA20JE64 computer output microfiche (COM) series is arranged numerically by center or warrant number and contains accounting system management reports. Reports in this job stream may include: revenue summary; cash centers; warrant registers (by center and by warrant number); object/sub-object by program; special travel report; object/sub-object by department; and cancelled warrants. This record series is maintained to record and reconcile accounting system transactions and balances, and as a historic record of the State's financial activity.

**RETENTION:** Retain permanently.

(NOTE: Previous record series number was BFM-58.)

**BFM-53. MONTHLY TRANSACTION FILE (GM331) PURGE:**

**07-029**

This monthly BA20JG45 computer output microfiche (COM) series is arranged by company and contains counts of records purged from the GM331 file. Information may include: the read and write of the monthly transaction file, GM331, and the read and write of the yearly transaction file GH792. This record series is maintained to insure the integrity of monthly and yearly transaction files.

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

(NOTE: Previous record series number was BFM-60.)

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**BFM-54. ON-LINE ACTIVITY REPORTS:**

**07-029**

This daily BA20JB10 series is arranged by document identification number and contains records of document entry. Information may include: document identification number, source system, document type, entry date, company, account, center, and debit/credit amounts. This record series is maintained as a record of data entry in budgetary control, accounts payable, and purchasing.

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

(NOTE: Previous record series number was BFM-63.)

**BFM-55. ON-LINE INVOICE ENTRY BY OPERATOR:**

**07-029**

This daily BA20JA26 computer output microfiche (COM) series is arranged numerically by operator code and contains total number of documents and total amount entered by each operator. Information may include: operator code, terminal, date, time, control number, vendor number, invoice number, and payment amount. This record series is used by data encoders to reconcile on-line invoice entries.

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

(NOTE: Previous record series number was BFM-64.)

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**BFM-56. PAYROLL/PERSONNEL SYSTEM MODIFICATIONS:**

**07-029**

This series is arranged chronologically and contains all documentation describing payroll changes made to the payroll/personnel system. Information may include: date, nature, scope, and procedures involved. This record series is maintained to document all changes made to the payroll/personnel system.

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

(NOTE: Previous record series number was BFM-65.)

**BFM-57. POSTED TRANSACTION INQUIRY (PTI) UPDATE:**

**07-029**

This cyclical BA20JG20 computer output microfiche (COM) series contains posted transaction record counts. Information may include: posted transactions (read and written) and on-line index records written. This record series updates on-line posted transaction inquiry (screen 220) in the general ledger.

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

(NOTE: Previous record series number was BFM-66.)

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**BFM-58. PRORATION OF INVESTMENT EARNINGS RECORDS:**

**07-029**

This series is arranged chronologically and contains information used to determine payback of interest income. Information may include: agency name, budgetary accounting code, amount invested, percentage of total amount invested, and amount allocated to each agency. This record series is used to document the distribution of investing agency's interest income.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-68.)

**BFM-59. PURCHASE ORDERS:**

**07-029**

This series is arranged numerically and contains copies of all purchase orders issued by the bureau. Information may include, but is not limited to: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, unit cost, and total cost. This record series is used for reference concerning all supplies and materials ordered, to determine delivery dates, and for reordering and billing purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-69.)

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**BFM-60. PURCHASE ORDER PRINT SUMMARY:**

**07-029**

This daily BA20JH12 series is arranged alphanumerically by buying entity and buyer identification number and contains two sections; the buyer action report and the purchase order print summary. Buyer action reports contain information regarding requisitions and purchase orders with messages followed by information about the purchasing documents to which the message applies. Information may include: buying entity, buyer identification, message, reference number, paying entity, vendor number, vendor short name, catalog number, item number, item short name, and promise date. Purchase order print summaries contain the number of purchase orders printed and the total amount. This record series is maintained to document information provided to the Procurement Management division regarding the status of applicable purchasing documents.

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

(NOTE: Previous record series number was BFM-26.)

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**BFM-61. PURCHASING FILES BACKUP (POST-CYCLE):**

**07-029**

This daily BA20JH01 series is arranged alphanumerically by file number and contains record counts of accounting system file backups. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-70.)

**BFM-62. PURCHASING FILES RELOAD:**

**07-029**

This weekly or as required BA20JH05 series is arranged alphanumerically by file number and contains record counts of accounting system file reloads. This record series is maintained for reconciling file record counts and to insure the integrity of accounting system files.

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

(NOTE: Previous record series number was BFM-71.)

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**BFM-63. RECEIPT BOOKS:**

**07-029**

This series contains forms issued to document the receipt of money. Receipts are prenumbered and may 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. This record series is maintained for audit purposes.

**RETENTION:** Retain full book 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-72.)

**BFM-64. RECONCILIATION UPDATE:**

**07-029**

These cyclical BA20JA30 computer output microfiche (COM) series are arranged by bank account payment code and payment reference number and contain lists of all transactions added or updated to the accounts payable system. Information may include: bank account, bank account payment number, payment reference number, vendor name, payment type, payment date, payment amount, clear date, clear amount, and payment status. This record series is used to reconcile payment transaction additions or updates to the accounts payable system.

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

(NOTE: Previous record series number was BFM-73.)

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**BFM-65. RECORDS MANAGEMENT FILES:**

**07-029**

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

**RETENTION:** RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete.

(NOTE: Previous record series number was BFM-74.)

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**BFM-66. REQUISITIONS, CAPITAL ASSETS:**

**07-029**

This series contains the formal requests to order supplies or equipment. A copy is submitted to Procurement Management in Pierre, which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This record series is used for reconciliation purposes. Procurement Management maintains the audit copies for four years.

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

(NOTE: Previous record series number was BFM-75.)

**BFM-67. RULES AND REGULATIONS:**

**07-029**

This series is arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules may include: Bureau of Personnel, Bureau of Finance and Management, procedural manual, communication procedures, and other miscellaneous rules. This record series is used to insure compliance with current rules and regulations governing the administration and operation of the Bureau.

**RETENTION:** Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded.

(NOTE: Previous record series number was BFM-76.)

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**BFM-68. SALARY INCREASE POLICY REPORTS:**

**07-029**

This annual computer printout series contains a summary of old and new salary schedules. Information may include: date, budgetary codes, department name, job classification code, employee name, old salary, new salary, amount increase, and percentage of increase. This record series is maintained to ensure proper modifications have been made to the payroll system.

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

(NOTE: Previous record series number was BFM-77.)

**BFM-69. STATE TELEPHONE NETWORK USAGE REPORTS:**

**07-029**

This computer printout series is generated monthly and contains the summary of telephone usage within the Bureau. Information may include: telephone line number and an itemized list of calls by date, time, telephone number called, length of call, cost, city called, and total cost by number. This record series is used for telephone billing verifications and to monitor for possible abuse of services.

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

(NOTE: Consider receiving on computer output microfiche (COM) instead of paper.)

(NOTE: Previous record series number was BFM-78.)

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**BFM-70. STATEWIDE COST ALLOCATION PLANS:**

**07-029**

This series is arranged chronologically by fiscal year and contains the Statewide Cost Allocation Plans, which document the expenditures of central services agencies. Information may include, but is not limited to: negotiation agreements, correspondence, section 1 and 2 of the allocation of costs, financial statements, function and benefit statements, summary of costs, and over/under recoveries. This record series is maintained to document agreements between federal and state government on how central service funds operate and bill allowable costs to user agencies.

**RETENTION:** Retain permanently.

(NOTE: Previous record series number was BFM-139.)

**BFM-71. SYSTEM PAYMENT REGISTER:**

**07-029**

This cyclical BA20JA25 computer output microfiche (COM) series is arranged alphabetically by bank account payment code and list each payment made during a specific payment cycle. Information may include: bank account, bank account payment code, paying entity, payment reference number, payment date, vendor number, vendor name, and payment amount. This record series is maintained to reconcile payments made by the accounts payable system to the "South Dakota Warrant Writer" BA68UR23 or BA20JA20.

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

(NOTE: Previous record series number was BFM-79.)

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**BFM-72. TOTAL RESOURCES RECONCILIATION:**

**07-029**

This database series is arranged chronologically by month and contains itemized lists of differences between the accounting system and State Treasurer's records. Information may include: title, period, state treasurer's balance, adjustments, adjusted state treasurer's balance; fund balance, adjustments, adjusted fund balance, worksheets, background support, and schedules. This record series is maintained for reconciliation, for documentation, and for audit purposes.

**RETENTION:** Retain 4 years in office, then destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-80.)

**BFM-73. UNOBLIGATED CASH REPORTS:**

**07-029**

This series is generated yearly and contains a list of all general fund unobligated cash balances remaining at the end of a fiscal year. Information may include: date (period), description and work papers relating to each entry, general fund carryover request, budgetary accounting report working papers, additions/deductions affecting cash balance, amount, and grant total remaining in each account. This record series is maintained for reference purposes when reviewing budget requests and unobligated amounts.

**RETENTION:** Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years.

(NOTE: Previous record series number was BFM-81.)

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**BFM-74. VENDOR LISTS:**

**07-029**

This on-line computer series is arranged chronologically and contains lists of current vendors who sell goods and services to State agencies. Information may include, but is not limited to: lists of vendors' names and addresses, and vendor numbers assigned by this office. This record series is maintained to determine a vendor number for each vendor, to disseminate the information to agencies for use when coding requisitions and vouchers, and for internal reference when coding accounts.

**RETENTION:** Retain on-line computer information current in office. Replace superseded or obsolete.

(NOTE: Previous record series number was BFM-83.)

**BFM-75. VOUCHERS:**

**07-029**

This series contains copies of direct vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. This record series is used to enter on the central accounting system.

**RETENTION:** Retain in office 1 year, transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-84)

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**BFM-76. W-9 IRS FORMS:**

**13-003**

This series is arranged chronologically and contains IRS W-9 forms used to request the taxpayer identification number for each vendor who sells goods or services to South Dakota. Information may include: vendor information and vendor tax identification number. This record series is maintained to document each taxpayer identification numbers.

**RETENTION:** Retain 1 year in office, then transfer to storage for 6 years. Destroy after 7 years.

(NOTE: Previous record series number was BFM-85.)

**BFM-77. WARRANT WRITER:**

**07-029**

This cyclical BA20JA20 computer output microfiche (COM) series is arranged numerically by warrant number and contains information regarding grand totals for warrant to be written. Information may include: total number of checks, total number of void checks, and total amount of checks.

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

(NOTE: Previous record series number was BFM-86.)

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**BFM-78. WARRANT WRITER (SOUTH DAKOTA):**

**07-029**

This cyclical BA68UR23 or BA68JS23 computer output microfiche (COM) series contains warrant create, warrant write, and reconciliation transaction file statistics. Information may include: warrant records read, warrant records written, warrant dollar amount, and beginning/ending warrant numbers. This record series is maintained to reconcile the warrants written by the accounts payable system to the "SD Warrant Writer" BA68UR20 or BA68JS20 and to the "System Payment Register" BA68UR25 or BA68JS25.

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

(NOTE: Previous record series number was BFM-87.)

**BFM-79. WEEKLY ACCOUNTING SYSTEM REPORT :**

**07-029**

This weekly BA20JH40 series is arranged numerically by center, by company, or by purchase order number and contains accounting system management reports. Reports in this job stream may include: open purchase orders (PO) by PO number; open purchase orders by center; general fund revenue analysis; encumbrance balances; and aged invoice. This record series is maintained to record and reconcile accounting system transactions and balances.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-88.)

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

DEPARTMENT: Executive Management  
DIVISION: Finance and Management  
OFFICE: Finance and Management  
PROGRAM: Administration  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

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

**BFM-80. ADMINISTRATIVE RULES PROMULGATION FILES:**

**07-029**

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Retain in office for as long as rules are in effect, then destroy.

(NOTE: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper.)

(NOTE: Previous record series number was BFM-91.)

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RECORDS OFFICER: Barb Nincehler  
RM CUSTOMER #: 0563

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**BFM-81. APPLICATIONS, UNSUCCESSFUL:**

**07-029**

This series is arranged alphabetically by applicants' names and may contain copies of resumes, credentials, and standard Bureau of Personnel job application forms from individuals who have applied for employment with the agency. Information may include: name of applicant, address, education, training, and experience. This record series is maintained as a source of information when filling vacant positions within the agency. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files."

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

(NOTE: Previous record series number was BFM-92.)

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OFFICE: Finance and Management  
PROGRAM: Administration  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

**RECORD** **R.D.B.**  
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**BFM-82. DOCUMENT MASTERS:**

**07-029**

This series is arranged numerically by form number and contains the masters of all forms and publications used by the Bureau. Publications may include: Governor's Budget Book, Budget-In-Brief, and the Annual Financial Report of South Dakota. Forms may include, but are not limited to: narrative reports, form designs, accounting reports, budget directives, and interim reports. This record series is used to reprint additional copies as necessary. The Governor's Budget Book, Budget-In-Brief, and the Annual Financial Report of South Dakota are maintained permanently in the Finance and Management's Budget and Accounting divisions.

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

(NOTE: File two copies and one electronic copy of the budget and financial publications with the State Library pursuant to SDCL 14-1A-3.)

(NOTE: Previous record series number was BFM-95.)

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OFFICE: Finance and Management  
PROGRAM: Administration  
RECORDS OFFICER: Barb Nincehler  
RM CUSTOMER #: 0563

**RECORD** **R.D.B.**  
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**BFM-83. FEDERAL ASSISTANCE FILES:**

**07-029**

This series is arranged chronologically and contains various documents relating to the administration of federal assistance received by State and local governments. Information may include: revenue sharing, state actual use reports, statements of assurance, and local government correspondence. This record series is maintained for reference concerning the use of federal funds and for audit purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was BFM-97.)

**BFM-84. LEGISLATION FILES:**

**07-029**

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

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

(NOTE: Previous record series number was BFM-101.)

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OFFICE: Finance and Management  
PROGRAM: Administration  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
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**BFM-85. PERFORMANCE COMMUNICATION DOCUMENTS:**

**07-029**

This series is arranged alphabetically by name of employee and contains the standard performance appraisal with an itemized statement of standards and responsibilities for each employee. Information may include: principal accountabilities, standards of each accountability, performance ratings, performance indexes, comments, and ratings received. Performance Communication Documents are required by administrative rule and are used for justifying merit increases in pay, for commending deserving employees, and as documentation supporting the dismissal of Career Service Employees for unsatisfactory job performance. This record series is maintained for audit purposes.

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

(NOTE: Previous record series number was BFM-103.)

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OFFICE: Finance and Management  
PROGRAM: Administration  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

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**BFM-86. PERSONNEL/PAYROLL REPORTS:**

**07-029**

This series consists of computer printout reports concerning payroll and personnel. Reports may include, but are not limited to: Accumulated Earnings and Tax Report, Leave Account Balances, Payroll Authorization, Payroll Register, Payroll Distribution Register, and Personnel Probationary Report. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Consider receiving data on computer output microfiche (COM) instead of paper and maintaining fiche in office the entire 4 years prior to disposal.)

(NOTE: Previous record series number was BFM-105.)

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DEPARTMENT: Executive Management  
DIVISION: Finance and Management  
OFFICE: Finance and Management  
PROGRAM: Administration  
RECORDS OFFICER: Barb Nincehler  
RM CUSTOMER #: 0563

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
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**BFM-87. POLICIES AND PROCEDURES:**

**07-029**

This series is arranged alphabetically by procedural name and contains the current procedure for each. Information may include: Bureau of Personnel policies; and Bureau of Finance and Management policies. This record series is used to determine the proper course of action to take in certain situations.

**RETENTION:** Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

(NOTE: Previous record series number was BFM-106.)

**BFM-88. RECORDS MANAGEMENT FILES:**

**07-029**

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

**RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS:** Retain 3 years in office, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete.

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**DEPARTMENT:** Executive Management  
**DIVISION:** Finance and Management  
**OFFICE:** Finance and Management  
**PROGRAM:** Administration  
**RECORDS OFFICER:** Barb Ninceheler  
**RM CUSTOMER #:** 0563

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**BFM-89. RULES AND REGULATIONS:**

**07-029**

This series is arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules may include: Bureau of Personnel, Bureau of Finance and Management, procedural manual, communication procedures, and other miscellaneous rules. This record series is used to insure compliance with current rules and regulations governing the administration and operation of the division.

**RETENTION:** Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded.

(NOTE: Previous record series number was BFM-109.)

**BFM-89.1. SURPLUS PROPERTY FILES:**

**09-012**

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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OFFICE: Finance and Management  
PROGRAM: Administration  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
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**BFM-90. TRAVEL REQUESTS:**

**07-029**

This series contains copies of both in-state and out-of-state travel requests. Information may include: origin, destination, leave date, return date, leave time, return time, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. Out-of-state travel requests also include: estimated transportation costs, estimated meal costs, estimated lodging costs, any fee schedules, and miscellaneous fees. All employees who travel on State business prepare and submit these forms for approval prior to their departure. This record series is used for travel coordination purposes and for paying travel expenses upon return. The State Auditor maintains the original out-of-state travel request with the original voucher for four years.

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

(NOTE: Previous record series number was BFM-111.)

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DEPARTMENT: Executive Management  
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OFFICE: Finance and Management  
PROGRAM: Budget Analysis  
RECORDS OFFICER: Barb Nincehler  
RM CUSTOMER #: 0563

<b>RECORD</b>		<b>R.D.B.</b>
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**BFM-91. AUDIT REPORTS, STATE AGENCIES:**

**07-029**

This series contains copies of both Department of Legislative Audit and private audit reports concerning the expenditure and administration of agency funds. This record series is 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 current in office. Destroy superseded or obsolete.

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

(NOTE: Previous record series number was BFM-117.)

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<b>DEPARTMENT:</b>	<u>Executive Management</u>
<b>DIVISION:</b>	<u>Finance and Management</u>
<b>OFFICE:</b>	<u>Finance and Management</u>
<b>PROGRAM:</b>	<u>Budget Analysis</u>
<b>RECORDS OFFICER:</b>	<u>Barb Ninceheler</u>
<b>RM CUSTOMER #:</b>	<u>0563</u>

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**BFM-92. BUDGET ACTION FILES:**

**07-029**

This series is arranged numerically by department number and contains the agency files which are utilized by budget analysts in preparing and executing the agency budget for each fiscal year. Information may include, but is not limited to: agency narrative reports, major items requested by the agency, major items as recommended by BF&M, major items as recommended by the Governor, major items appropriated by the legislature, personal services analysis, correspondence, minutes, budget justifications, rolling budget reports, agreements or memorandums of understanding between agencies, audit findings, legislative letters of intent, and appropriation summaries. This record series is maintained for budget formulation and for reference to monitor fund use.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Paper subject to Archival screening prior to disposal.)

(NOTE: Previous record series number was BFM-113.)

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DEPARTMENT: Executive Management  
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OFFICE: Finance and Management  
PROGRAM: Budget Analysis  
RECORDS OFFICER: Barb Nincehler  
RM CUSTOMER #: 0563

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**BFM-93. DIRECTIVES, INTERNAL:**

**07-029**

This series is arranged alphabetically by topic and contains the directives issued by the Commissioner. Information may include: topic, date, explanation of situation, and procedural instructions. This record series is maintained for reference concerning the proper course of action to take in certain situations.

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

(NOTE: Previous record series number was BFM-124.)

**BFM-94. ECONOMIC PROJECTION DATA:**

**07-029**

This series is arranged chronologically and contains information used to help predict future economic trends. Information may include, but is not limited to: regression models, sales tax data, agricultural forecasts, forecasts on revenue sharing, anti-inflation policies, taxation, and other related information. This record series is used to predict annual revenue based on economic trends.

**RETENTION:** Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(NOTE: Subject to archival screening prior to disposal.)

(NOTE: Previous record series number was BFM-125.)

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DEPARTMENT: Executive Management  
DIVISION: Finance and Management  
OFFICE: Finance and Management  
PROGRAM: Budget Analysis  
RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
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**BFM-95. FISCAL IMPACT STATEMENTS, ADMINISTRATIVE**  
**RULES:**

**07-029**

This series is arranged numerically by fiscal note number and contains copies of proposed administrative rules and their fiscal impact. Information may include: agency name, current rules, proposed rules, and worksheets used to determine how the proposed legislation will fiscally impact each respective agency. This record series is maintained for reference to answer question concerning proposed administrative rules and to answer legislative requests.

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

(NOTE: Previous record series number was BFM-127.)

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<b>OFFICE:</b>	<u>Finance and Management</u>
<b>PROGRAM:</b>	<u>Budget Analysis</u>
<b>RECORDS OFFICER:</b>	<u>Barb Ninchelser</u>
<b>RM CUSTOMER #:</b>	<u>0563</u>

<b>RECORD</b>		<b>R.D.B.</b>
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**BFM-96. GOVERNOR'S BUDGET AND BUDGET-IN-BRIEF BOOKS:**

**07-029**

This bound book series contains the original Governor's Budget Book and the Budget-In-Brief published annually by the Bureau. This record series is maintained to provide an historical record of the State's annual budget. The administrative assistant maintains "Document Masters" current in office for copying and reprinting purposes.

**RETENTION:** Retain one copy permanently.

(NOTE: File two copies and one electronic copy of the publication with the State Library pursuant to SDCL 14-1A-3, and two copies with State Archives.)

(NOTE: Consider microfilming when volume warrants.)

(NOTE: Previous record series number was BFM-129.)

**BFM-97. GOVERNOR'S BUDGET AND BUDGET-IN-BRIEF WORKING PAPERS:**

**07-029**

This series is arranged chronologically and contains the working papers from all South Dakota agencies which are used to prepare the Governor's Budget Book and the condensed Budget-In-Brief publications. Information may include, but is not limited to: working papers, miscellaneous budgetary records, and copies of approved budgets for each respective agency. This record series is maintained to document background information and for reference when preparing the final publications.

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

(NOTE: Previous record series number was BFM-130.)

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RECORDS OFFICER: Barb Ninceheler  
RM CUSTOMER #: 0563

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**BFM-98. LEGISLATIVE BILL FILES:**

**07-029**

This series is arranged numerically by bill number and contains copies of proposed legislative bills, legislative action information, and information related to their fiscal impact. Information may include, but is not limited to: fiscal note log containing fiscal note numbers, bill number, date received, description, requested by, prepared by, and date returned to requester; request for fiscal note forms containing bill number, sponsor, requestor's signature, and date; copies of proposed bills; completed fiscal notes; working papers; appropriation bills; letters of intent; written testimonies; and other related information. This record series is used to answer inquiries concerning the fiscal impact of all proposed legislation and is used for reference purposes.

**RETENTION:** Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years.

(NOTE: Consider microfilming when volume warrants.)

(NOTE: Paper subject to Archival screening prior to disposal.)

(NOTE: Previous record series number was BFM-128.)

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 PROGRAM: Budget Analysis  
 RECORDS OFFICER: Barb Nincehler  
 RM CUSTOMER #: 0563

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**BFM-99. OBJECT/SUB-OBJECT REPORTS BY FUND:**

**07-029**

This annual computer printout series is divided by sub-object code number and contains lists of previous fiscal year fund expenditures. Information may include: amounts authorized by object/sub-object, line item of expenditure, and year-end balance. This record series is maintained for reference to compare previous year expenditures and for reviewing current budget requests.

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

(NOTE: Previous record series number was BFM-135.)

**BFM-100. REVENUE DATA RECORDS:**

**07-029**

This series is arranged chronologically and contains a monthly summary of revenue generated by the State. Information may include: Revenue Analysis Summary Reports, working papers, projections, and Revenue Department quarterly and annual reports. This record series is maintained to determine the monthly revenue and for reference to compare projected to actual income.

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

(NOTE: Previous record series number was BFM-138.)