



BUILDINGS AND GROUNDS

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
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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 31, 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 24:52:11:01, 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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RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Central Services
PROGRAM: Buildings and Grounds
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0322

<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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B&G-1. ADMINISTRATION REFERENCE FILE:

07-002

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 B&G-1.)

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B&G-2. BOILER PLANT, FUEL SAMPLES:

07-002

This series is arranged chronologically by date and contains chemical analysis on samples taken by Buildings and Grounds of heavy fuel used by the Boiler Plant. The samples are sent to a laboratory, analyzed, and a Report of Chemical Analysis is returned. The Report of Chemical Analysis includes: laboratory number, job number, name and company, sample description, sample matrix, parameter, result, method, and analyzed.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was B&G-2.)

B&G-3. BUILDING CONTACT LIST:

07-002

This series is arranged alphabetically by building name and contains a list of contact persons for each agency on the Capitol complex. Information may include: building name, agency name, and name of contact person(s). This record series is used for reference concerning the names of individuals to contact.

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 Destroy superseded of obsolete.

(Note: Previous record series number was B&G-5.)

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B&G-4. EQUIPMENT MAINTENANCE:

07-002

This card and database series contains a summary of all repair information on equipment. Information may include: equipment name, serial number, purchase date, list of repairs made, cost, manufacture, model, card number, building, room number, and date. This record series is used to monitor equipment operating costs, equipment quality, and maintenance effectiveness.

RETENTION: CARDS: Retain in office until data has been encoded and verified to be accurate and complete, then destroy.

DATABASE: Retain information for the life of equipment, then delete.

(Note: Previous record series number was B&G-8.)

B&G-5. FACILITY USE APPLICATION FORMS:

07-002

This series is arranged chronologically and contains applications for the use of the Capitol Building Rotunda. Information may include: date and time of event; applicant's name, address, and telephone number; description of event; applicant's signature; and authorized signature approving or disapproving the application. This record series is maintained for reference and administrative purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was B&G-30.)

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B&G-6. FUEL DELIVERY LEDGER:

07-002

This database series contains a listing of all fuel deliveries received. Information may include: date, number of gallons delivered, and fuel ticket number. This record series is used to verify fuel bills and for energy conservation purposes.

RETENTION: Retain information current on database. Delete superseded or obsolete.

(Note: Previous record series number was B&G-9.)

B&G-7. HERBICIDE AND PESTICIDE APPLICATION RECORD:

07-002

This series is arranged chronologically and contains Herbicide and Pesticide Application Records. Information may include: date, time, applicator, pest, pesticide rate, temperature/wind velocity, and location. This record series is maintained for administering herbicides and pesticides.

RETENTION: Retain for 3 years, then destroy.

(Note: Previous record series number was B&G-10.)

B&G-8. INVENTORY SUPPLIES:

07-002

This database series contains a running balance of current supplies on hand. Information may include: item name, location, quantity on hand, number dispensed, number replenished, and current balances. This record series is used for reordering purposes.

RETENTION: Retain information current in database. Delete superseded or obsolete.

(Note: Previous record series number was B&G-12.)

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B&G-9. KEY REGISTERS:

07-002

This three ring binder series is arranged alphabetically by building, then numerical by room number and contains a list of all individuals who have been issued a key for that particular room. Information may include: building name, agency, persons name, date issued and returned, and key/door/room number. This record series is used to provide keys to individuals when locks are changed and for accountability and security purposes.

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

(Note: LRC maintains the Legislator Key Register. Various departments also maintain registers for Building and Grounds.)

(Note: Previous record series number was B&G-13.)

B&G-10. MAXIMO ADVANTAGE SYSTEM SOFTWARE:

07-002

This database series serves as a tool for preventive maintenance, for tracking equipment history, and for monitoring and reporting purposes. Information may include, but is not limited to: equipment name, serial number, manufacturer, make, model, and equipment location; work orders requested, agency contact person, telephone number, work location, and description of the requested work; building names; building room numbers; equipment operating hours, and date of last maintenance; and employee hours worked. This record series is used for administrative purposes.

RETENTION: Retain information current on database. Delete superseded or obsolete.

(Note: Previous record series number was B&G-14.)

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B&G-11. METER CARDS:

07-002

This series is arranged alphabetically by building name, and contains the monthly electrical reading as received from the electrical meters. Information may include: building name, reading, demand factor, date, and total kilowatt hours used for the month. This record series is used to verify electrical bills, and for energy conservation purposes. The information is maintained on the Building Automation System.

RETENTION: Retain 10 years on the Building Automation System, then purge and destroy.

(Note: Destroy Meter Cards after they have been entered into the Building Automation System.)

(Note: Previous record series number was B&G-15.)

B&G-12. ON-LINE VEHICLE MILEAGE LOGS:

07-002

This series contains mileage and fuel usage information entered on-line by Buildings and Grounds for each month. Information may include: vehicle number, date the mileage reading is for, beginning and ending mileage, date the fuel usage is for, type of fuel, gallons used, and dollar amount of fuel used. A non-cash voucher is then prepared billing Fleet and Travel back for fuel usage. All paper work (mileage and fuel), is attached to the non-cash voucher.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was B&G-16.)

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B&G-13. PLANS, FLOOR:

07-002

This series is arranged alphabetically by building name, and contains the large scale drawings of the floor layouts for all state-owned, and some state-leased buildings. Information may include: building name, floor number, and a drawing of all floor designs for each. This record series is maintained for reference concerning remodeling projects, and current design.

RETENTION: Retain in office, until the plans either become superseded by new/revised plans or become obsolete. Destroy superseded or obsolete plans.

(Note: Consider microfilming when volume warrants.)

(Note: Subject to Archival screening prior to disposal.)

(Note: Previous record series number was B&G-18.)

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B&G-14. PROJECT RECORDS:

07-002

This series is arranged alphabetically by project name and may contain information concerning completed projects, on-going projects, projects placed on-hold, circuit alteration to project records, draftsman's correspondence, and circuit alterations. Information may include, but is not limited to: contracts and correspondence concerning the projects, lists of material used, copies of plans and specifications, change orders, operation and maintenance manuals, as-built drawings, and copies of OSE plans. This record series is used to document project completed, to supervise on-going projects, and for periodic review of projects placed on hold.

RETENTION: Retain until the completed project records have become either superseded by new/revised project or become obsolete. Destroy when project records become superseded or obsolete.

(Note: Consider microfilming when volume warrants.)

(Note: Previous record series number was B&G-20.)

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B&G-15. RECORDS MANAGEMENT FILE:

07-002

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.

B&G-15.1. 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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B&G-16. VEHICLE AND EQUIPMENT TITLES:

07-002

This series contains the titles for cushman and equipment that Buildings and Grounds has purchased. Information may include: owner's name and address, description of the vehicle/equipment, and lien holder information. This record series is used to document vehicle/equipment ownership.

RETENTION: Retain current in office. Transfer when respective vehicle/equipment has been sold or declared surplus.

(Note: Previous record series number was B&G-26.)

B&G-17. WATER TREATMENT TEST RECORDS:

07-002

This series is arranged chronologically by date and contains test results and chemical analysis of closed loop hot water and steam systems, and open loop cooling tower systems. Information may include: date, test report, chemical analysis, and log of chemicals added. This record series is used to insure that all closed loop boiler systems and open loop cooling tower systems are maintained according to established standards and health codes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was B&G-28.)

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B&G-18. WIRING CERTIFICATES:

07-002

This series is arranged chronologically by date and contains a copy of the standard wiring certificates as issued by the State Electrical Commission. Information may include: certificate number, electrician name, job description, job location, fee paid (if any), type of service, and electrician's signature. This record series is used to register all wiring project under taken by this Program.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was B&G-29.)