BOARD OF REGENTS
BLACK HILLS STATE UNIVERSITY
DAKOTA STATE UNIVERSITY
NORTHERN STATE UNIVERSITY
SD SCHOOL OF MINES & TECHNOLOGY
SOUTH DAKOTA STATE UNIVERSITY
UNIVERSITY OF SOUTH DAKOTA
SD SCHOOL FOR THE DEAF
SD SCHOOL FOR THE BLIND & VISUALLY IMPAIRED

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

Printed on Recycled Paper

PREPARED BY:

Bureau of Administration
Records Management Program
104 S Garfield Avenue; Building E
Pierre, South Dakota 57501

RECORD OFFICERS:

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Kathryn Alley:	**SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY**
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Mindy Baylor:	**UNIVERSITY OF SOUTH DAKOTA**
Marje Kaiser:	**SD SCHOOL FOR THE DEAF**
Marje Kaiser:	**SD SCHOOL FOR THE BLIND & VISUALLY IMPAIRED**

DEFINITIONS:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

Superseded: To take the place of; replace. Retain records until they are replaced by a more current version.

PBM 01234

DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

RECORDS MANAGEMENT PROGRAM
104 South Garfield; Bldg E
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 17, 2012

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, <u>any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction.</u> The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. <u>This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions:</u> vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; duplicate copies of state publications; 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.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jack R. Warner (name), acting in my position as Executive Director of the SD Board of Regents (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Regents, Public Universities, and Specialty Schools (department) consists of 5 pages and contains record series number(s) REG-96, REG-97, REG-102, REG-103, and REG-106.1.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Board of Regents, Public Universities, and Specialty Schools (department) record series numbers(s) REG-118.

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

Jack R. Warner, Executive Director of the SD Board of Regents — 11/28/12 Date

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

Dana Hoffer, State Records Manager — 12/11/2012 Date

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of December, 2012, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — 12-13-12 Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jack R. Warner (name), acting in my position as Executive Director of the SD Board of Regents (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Regents (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Board of Regents (department) record series numbers(s) EDU-0038, EDU-0041, EDU-0043, EDU-0053, EDU-0057, EDU-058, EDU-0059, EDU-0068, EDU-0069, EDU-0071, EDU-0085, EDU-0087, EDU-0088, EDU-0090, EDU-0091, EDU-0092, EDU-0094, EDU-0097, and EDU-0099.

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

Jack R. Warner, Executive Director of the SD Board of Regents — Date: 11/28/11

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

Dana Hoffer, State Records Manager — Date: 12-7-2011

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-15-11

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Kay Schallenkamp (name), acting in my position as President of Black Hills State University (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Black Hills State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Black Hills State University (department) record series numbers(s) BHS-0012, 0013, 0014, 0020, 0021, 0023, 0024, 0025, 0031, 0033, 0034, 0035, 0046, 0048, 0050, 0052, 0053, 0054, 0055, 0057, 0058, 0060, 0068, 0069, 0070, 0071, 0073, 0076, 0079, 0080, 0082, 0085, 0092, 0093, 0096, 0100, 0101, 0102, 0108, 0109, 0113, 0116, 0119, 0123, 0124, 0125, 0127, 0128, 0129, 0130, 0132, 0133, 0134, 0136, 0137, 0141, 0142, 0145, 0151, 0152, 0153, 0156, 0157, 0161, 0164, 0165, 0166, 0167, 0168, 0169, 0170, 0172, 0177, 0181, 0190, 0191, 0192, 0227, 0229, 0230, 0231, 0232, 0234, 0238, 0261, 0275, 0276, 0277, 0279, 0281, 0286, 0287, 0289, 0290, 0291, 0292, 0293, 0294, 0295, 0303, 0304, 0305, 0307, 0309, 0310, 0312, 0314, 0315, 0317, 0320, 0321, 0322, 0323, 0324, 0325, 0327, 0329, 0330, 0335, 0341, 0375, 0381, 0382, 0383, 0384, 0387, 0398, 0401, 0402, 0403, 0405, 0407, 0416, 0418, 0420, 0423, 0427, 0428, 0431, 0432, 0434, 0439, 0442, 0443, 0444, 0445, 0448, 0454, 0457, 0458, 0459, 0462, 0464, 0468, and 0472.

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

Kay Schallenkamp — Nov 30, 2011

Dr. Kay Schallenkamp, President of Black Hills State University — Date

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

Dana Hoffer — 12-7-2011

Dana Hoffer, State Records Manager — Date

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

[illegible] — 12-15-11

Signature, Chairman of the Board — Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Douglas Knowlton (name), acting in my position as President of Dakota State University (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Dakota State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Dakota State University (department) record series numbers(s) DSU-19, 21, 25, 31, 32, 34, 36, 37, 44, 47, 50, 51, 60, 62, 64, 66, 70, 74, 77, 79, 82, 83, 92, 96, 97, 98, 103, 106, 112, 118, 125, 126, 127, 128, 130, 142, 143, 159, 162, 166, 167, 175, 180, 182, 183, 202, 203, 208, 212, 216, 218, 219, 220, 229, 231, 232, 233, 249, 253, 267, 274, 275, 283, 284, 285, 288, 289, 293, 294, 297, 304, 308, 309, 310, 311, 312, 316, 317, 318, 324, 330, 331, 332, 333, 334, 335, 342, 343, 353, 357, 368, 369, 374, 381, 388, 392, 393, 394, 395, 400, 401, 402, 403, 411, 412, 416, 421, 424, 426, 428, 431, 444, 445, 449, 452, 453, 458, 461, 462, 463, 472, 475, 476, 480, 487, 488, 493, 495, 503, 504, 505, 508, 514, 520, 527, 529, 531, 542, 547, 549, 552, 566, 570, 573, 581, 589, and 595.

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

Dr. Douglas Knowlton, President of Dakota State University — Date: 11/30/2014

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

Dana Hoffer, State Records Manager — Date: 12-7-2011

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-15-11

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. James M. Smith (name), acting in my position as President of Northern State University (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Northern State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Northern State University (department) record series numbers(s) NSC-0005, NSC-0028, NSC-0029, NSC-0031, NSC-0032, NSC-0033, NSC-0034, NSC-0035, NSC-0037, NSC-0038, NSC-0039, NSC-0040, NSC-0049, NSC-0050, NSC-0051, NSC-0052, NSC-0059, NSC-0062, NSC-0101, NSC-0108, NSC-0114, NSC-0121, NSC-0130, NSC-0132, NSC-0145, NSC-0166, NSC-0167, NSC-0170, and NSC-0171.

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

Dr. James M. Smith, President of Northern State University — Date: 11/28/11

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

Dana Hoffer, State Records Manager — Date: 12-7-2011

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-15-11

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Robert A. Wharton (name), acting in my position as President of South Dakota School of Mines & Technology (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota School of Mines & Technology (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota School of Mines & Technology (department) record series numbers(s) SMT-1, 6, 7, 8, 10, 17, 25, 29, 35, 37, 42, 43, 45, 46, 47, 54, 68, 83, 87, 89, 90, 91, 114, 115, 121, 124, 125, 129, 134, 135, 136, 137 138, 142, 147, 153, 160, 161, 162, 163, 165, 170, 171, 180, 185, 186, 187, 188, 191, 194, 199, 200, 203, 205, 214, 215, 220, 221, 222, 223, 224, 227, 228, 235, 236, 237, 242, 249, 253, 260, 271, 273, 280, 281, 283, 287, 293, 294, 302, 306, 307, 308, 311, 312, 313, 314, 319, 326, 341, 351, 352, 353, 355, 356, 357, 358, 363, 364, 366, 368, 374, 375, 377, 378, 381, 383, 389, 392, 399, 406, 407, 408, 411, 412, 424, 427, 428, 429, 443, 448, 449, 451, 465, 468, 469, 470, 471, 480, 486, 487, 488, 498, 499, 500, 502, 506, 513, 524, 525, 527, 529, 543, 545, 546, 547, 561, 563, 570, 572, 574, 575, 580, 581, 582, 591, 592, 594, 597, 599, 603, 605, 615, 517, 619, 623, 641, 642, 646, 647, 659, 665, 666, 667, 676, 671, 681, 684, 686, 690, 693, 694, 695, 702, 710, 715, 716, 721, 726, 739, 740, 760, 761, 762, 769, 783, 785, 788, 796, 797, 798, 806, 809, 810, 814, 819, 823, 824, 825, and 826.

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

Dr. Robert A. Wharton, President of SD School of Mines & Technology — Date: 11-28-11

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

Dana Hoffer, State Records Manager — Date: 12-7-2011

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — Date: 12-15-11

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. David Chicoine (name), acting in my position as President of South Dakota State University (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota State University (department) record series numbers(s) SDSU-2, SDSU-4, SDSU-5, SDSU-6, SDSU-7, SDSU-13, SDSU-18, SDSU-20, SDSU-22, SDSU-23, SDSU-31, SDSU-34, SDSU-36, SDSU-38, SDSU-39, SDSU-44, SDSU-45, SDSU-47, SDSU-53, SDSU-56, SDSU-58, SDSU-59, SDSU-62, SDSU-65, SDSU-70, SDSU-74, SDSU-75, SDSU-83, SDSU-85, SDSU-90, SDSU-93, SDSU-95, SDSU-96, SDSU-98, SDSU-105, SDSU-117, SDSU-118, SDSU-123, SDSU-124, SDSU-125, SDSU-129, SDSU-131, SDSU-132, SDSU-138, SDSU-139, SDSU-141, SDSU-145, SDSU-153, SDSU-154, SDSU-155, SDSU-161, SDSU-156, SDSU-157, SDSU-158, SDSU-164, and SDSU-165.

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

David L. Chicoine
Dr. David Chicoine, President of South Dakota State University

11-22-2011
Date

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

Dana Hoffer
Dana Hoffer, State Records Manager

12-7-2011
Date

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Jeff T. Hoff
Signature, Chairman of the Board

12-15-11
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, James W. Abbott (name), acting in my position as President of University of South Dakota (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the University of South Dakota (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the University of South Dakota (department) record series numbers(s) USD-7, 8, 25, 27, 29, 31, 32, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 46, 47, 48, 50, 51, 53, 54, 55, 56, 57, 60, 61, 63, 71, 73, 74, 95, 99, 103, 105, 108, 109, 110, 111, 114, 115, 117, 126, 127, 138, 142, 143, 144, 146, 149, 152, 153, 154, 165, 190, 194, 195, 207, 209, 213, 216, 218, 224, 225, 232, 236, 237, 238, 242, 243, 245, 246, 247, 249, 253, 256, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 280, 282, 288, 290, 294, 300, 304, 305, 306, 311, 322, 333, 337, 338, 339, 340, 341, 354, 358, 362, 364, 371, 372, 373, 375, 376, 377, 378, 379, 382, 383, 384, 385, 389, 393, 394, 395, 396, 398, 399, 420, 432, 433, 443, 463, 464, 468, 475, 486, 505, 517, 519, 522, 525, 530, 532, 549, 569, 578, 584, 589, 607, 628, 632, 634, 644, 645, 652, 671, 676, 678, 682, 721, 722, and 723.

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

James W. Abbott, President of University of South Dakota — 12.02.11 Date

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

Dana Hoffer, State Records Manager — 12-7-2011 Date

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — 12-15-11 Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Marjorie A. Kaiser (name), acting in my position as Superintendent of the South Dakota School for the Deaf (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota School for the Deaf (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota School for the Deaf (department) record series numbers(s) SFD-0003, SFD-0008, SFD-0023, SFD-0026, SFD-0029, SFD-0032, SFD-0033, SFD-0043, SFD-0044, SFD-0047, SFD-0048, SFD-0049, SFD-0058, SFD-0059, SFD-0060, SFD-0063, SFD-0066, SFD-0069, SFD-0070, SFD-0072, SFD-0073, SFD-0074, SFD-0078, SFD-0080, SFD-0082, SFD-0085, SFD-0086, SFD-0087, SFD-0088, SFD-0089, SFD-0090, SFD-0091, SFD-0094, SFD-0095, SFD-0098, and SFD-0105.

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

Marjorie A. Kaiser — 12-6-11

Dr. Marjorie A. Kaiser, Superintendent South Dakota School for the Deaf — Date

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

Dana Hoffer — 12-7-2011

Dana Hoffer, State Records Manager — Date

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — 12-15-11

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Marjorie A. Kaiser (name), acting in my position as Superintendent of the South Dakota School for the Blind & Visually Impaired (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota School for the Blind & Visually Impaired (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota School for the Blind & Visually Impaired (department) record series numbers(s) VHS-8, VHS-25, VHS-28, VHS-34, VHS-38, VHS-39, VHS-48, VHS-49, VHS-50, VHS-51, VHS-52, VHS-53, VHS-54, VHS-59, VHS-60, VHS-63, VHS-68, VHS-69, VHS-82, VHS-83, VHS-84, VHS-90, VHS-91, VHS-94, VHS-95, VHS-96, VHS-97, VHS-99, VHS-127, VHS-130, VHS-131, VHS-135, VHS-137, VHS-143, VHS-146, VHS-152, VHS-164, VHS-167, VHS-171, VHS-178, VHS-179, VHS-193, VHS-213, and VHS-215.

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

Marjorie A Kaiser — 12-6-11

Dr. Marjorie A. Kaiser, Superintendent SD School for the Blind & Visually Impaired — Date

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

Dana Hoffer — 12-7-2011

Dana Hoffer, State Records Manager — Date

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DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

[illegible] — 12-15-11

Signature, Chairman of the Board — Date

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-1.	**ACCREDITATION FILES:**	**11-012**

This series contains background documents pertaining to the university accreditation process and the National Accreditation Council Files. Information may include: minutes, publications pertaining to accreditation, working papers, drafts, completed self-study, reports of on-site review, correspondence, official accreditation notices, date of accreditation, list of deficiencies (if any), response to deficiencies, certification records, letters, on-site review number, records of on-site reviews, and signatures of authorized representatives of the accrediting entity and the university. This record series is maintained to document background information required for accreditation of the university and to document the four year national certification. The National Accreditation Council Files contain confidential information with restricted access. **This record series is an open record, with the exception of the National Accreditation Council Files which are closed.**

RETENTION: INSTITUTION REPORT, TEAM RESPONSE, AND FINAL ACTION: Retain permanently in document imaging system.

ALL OTHER INFORMATION: Retain current in office. Destroy obsolete.

(Note: Consider microfilming Institution Report, Team Response, and Final Action when volume warrants.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-2.	**ACHIEVEMENT EVALUATION PROGRAM GUIDELINES:**	**11-012**

This series is arranged chronologically and contains guidelines used when evaluating personnel. Information may include: rules, regulations, and guidelines. This record series is used to keep informed of the current guidelines for performing Achievement Evaluation Program for each member of staff. The Achievement Evaluation Program can be found in each respective "Human Resources Files." **This record series is an open record.**

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

REG-3.	**ADMINISTRATIVE REFERENCE FILES:**	**11-012**

This series is arranged alphabetically and contains information used for the convenience of reference by the university and various staff members in the daily administration of university. Information may include: vendor information, mailing lists, file management, administrative rules, South Dakota Codified Laws, current state purchasing contracts, operations guides, administrative messages from other governmental agencies, and other related information. This record series is maintained for reference purposes. **This record series is an open record.**

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

(Note: Review files at least once a year to avoid build-up of superseded or obsolete material.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-4.	**ADMINISTRATIVE RULES PROMULGATION FILES:**	**11-012**

This series is most often arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26. **This record series is a conditional record series.**

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: 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 the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided 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.)

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

REG-5. AFFIRMATIVE ACTION PLANS:

11-012

This series is arranged chronologically and contains the plan developed by the university and its attached agencies for affirmative action. Information may include: correspondence, committee meeting notes, drafts of plans, finalized plan of action, policy statements, dissemination plans, salary review, employment benefits, recruiting, promotion, establishment goals, and correspondence to the plan. This record series is used to monitor compliance with existing affirmative action plans and to develop new affirmative action plans as needed. **This record series is a closed record.**

RETENTION: Retain in the Human Resources Office 2 years after superseded, then destroy provided no litigation is pending.

REG-6. AGREEMENTS, COLLECTIVE BARGAINING/COHE NEGOTIATION FILES:

11-012

This series contains information pertaining to the unionization for faculty members and the Council of Higher Ed (COHE) negotiation files. Information may include: correspondence, research documents leading to unionization, copies of agreements from other States, cover letters, terms and conditions, effective dates, costs, and personal notes made by the librarian. This record series is used in yearly negotiations of contracts and wage bargaining and for reference concerning COHE contract negotiations. The Board of Regents and COHE headquarters maintain the original COHE negotiation files. **The collective bargaining agreements are conditional records and the COHE negotiation files are closed.**

RETENTION: COLLECTIVE BARGAINING AGREEMENTS: Retain 15 years in Central Office, then destroy.

COHE NEGOTIATION FILES: Retain current in office. Destroy when cancelled or terminated.

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

REG-7. **ALCOHOL LICENSE FILES:**

11-012

This series is arranged chronologically and contains alcohol permits issued by the Department of Revenue. Information may include: original alcohol license, name of facility, inventory forms, effective dates, purpose, year-end inventory summaries, and signatures. This record series is maintained for accountability purposes of all alcohol purchased for the Science Department, and to request renewal of their alcohol license from the Department of Revenue on a yearly basis. **This record series is an open record.**

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

REG-8. **ALUMNI INFORMATION:**

11-012

This series contains general information concerning each alumnus. Information may include: name; maiden name (if applicable); degree; years attended; home address; telephone number; occupations; marital status; interests; hobbies; accomplishments; amount of contribution(s), date(s), use (if restricted), and purposes; and other information regarding each. This record series is maintained as a source for fund-raising purposes, to write press releases concerning highly successful graduates, for newsletter information, placement opportunities, alumni correspondence, and for reference purposes. **This record series is a conditional record.**

RETENTION: Retain information current. Destroy superseded or obsolete.

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

REG-9. ANNUAL REPORT TO GOVERNOR: **11-012**

This series is most often arranged chronologically and contains a copy of the annual report sent to the Governor which provides an overview of the department's programs and activities. Information may include: summary of financial reports, summary of studies and evaluations, description of program activities, program forecasts, and the department's strategic plan. This record series is maintained to document the reports submitted to the Governor regarding agency activities and for historical reference purposes. **This record series is an open record.**

RETENTION: Retain current in office, then microfilm and/or document image and maintain for 10 years. Destroy after 10 years.

(Note: File thirteen paper copies of the annual report with the State Library pursuant to SDCL 14-1A-3, and one copy with the State Archives.)

REG-10. ARTICULATION AGREEMENTS: **11-012**

This series is arranged alphabetically and contains agreements between the university and vocational/technical schools regarding dual enrollment cooperative agreements and requirements. Information may include: vocational/technical school course prefix and title, semester hours, date of approval, sample of vocational/technical school transcript, a copy of the agreement between the two parties, associate degree courses, credits, sample schedule, addendum to catalog, and other related information. This record series is used for documentation and for reference purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office after terminated, then transfer to storage for 73 years. Destroy after 75 years.

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

REG-11. ASSOCIATIONS AND ORGANIZATIONS FILES: **11-012**

This series contains current correspondence and newsletters from professional associations and organizations to which an agency belongs. Information may include: minutes of the association or organization meetings, meeting handouts, reference materials, conference agendas, expense reports, participants' names, and examples of other states' legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-12. ATHLETIC HISTORY, ATHLETIC CONFERENCE: **11-012**

This series is arranged alphabetically by name of athlete and provides a history of each athlete's participation in collegiate sports. Information may include: name of athlete, colleges attended, names of parents, home address, social security number, year graduated form high school, year enrolled in college, dates of transfer, years at other facilities or armed forces, professional athletics information, sporting events in which the athlete participates, date of last physical examination, and signature. This record series is maintained to document each athlete's eligibility to participate in respective conference events. **This record series is a conditional record.**

RETENTION: Retain active in office. Document image inactive and maintain images for 50 years. Destroy 50 years after inactive.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-13.	**ATTORNEY GENERAL OPINIONS:**	**11-012**

This series contains the official opinions handed down by the State Attorney General's Office concerning questions pertinent to the university. This record series is maintained for occasional reference, and as support for administrative decisions made and actions taken. **This record series is an open record.**

RETENTION: Retain 3 years in office, then destroy.

(Note: All Attorney General's Official Opinions are printed in the Biennial Report of the Attorney General.)

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

REG-14. BROCHURE FILES:

11-012

This series contains copies of promotion and fund raising brochures describing the school. The brochures are mailed to individuals requesting information about the school. **This record series is an open record.**

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

Retain one copy of the brochure 5 years, then destroy.

(Note: File thirteen copies of publications with the State Library pursuant to SDCL 14-1A-3, and one copy with the State Archives.)

REG-15. CATALOGS, COURSE SCHEDULES BY TERM:

11-012

This series is arranged chronologically by term and contains lists of important dates within the term. Information may include: instructions for early registration, registration worksheets, payment information, registration confirmation information, tuition and fees charts, schedule adjustment information, withdrawal information, examination schedules, admission forms and instructions, the core requirements, and a listing of courses available to students. This record series is used to provide students a guide and instructions for the following term. **This record series is an open record.**

RETENTION: REGISTRAR'S OFFICE: Retain a bound copy permanently.

SDSU LIBRARY: Retain a bound copy permanently.

(Note: Consider microfilming when volume warrants.)

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-16.	**CATALOGS, UNDERGRADUATE AND GRADUATE:**	**11-012**

This series contains published catalogs issued by the university, which list curriculum descriptions and general information about the university. Information may include: academic year, services offered, required major/minor courses, and requirements for graduation. This record series is used for reference to determine graduation requirements for individuals who wish to attend the university and for historical purposes. **This record series is an open record.**

RETENTION: REGISTRAR'S OFFICE: Retain a bound copy permanently.

SDSU LIBRARY: Retain a bound copy permanently.

(Note: Consider microfilming and/or document imaging when volume warrants.)

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

(Note: File thirteen copies with the State Library, and one copy with the State Archives pursuant to SDCL 14-1A-3.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-17.	**CHECK REGISTER PRINTOUTS:**	**11-012**

This monthly computer printout series is generated each time checks are issued, and documents all checks written by the university. Information may include: payee name, date, voucher number, check number, memorandum, batch, transaction date, and amount. This record series is maintained for reference concerning to whom checks were issued; to reconcile with bank statements and budgetary accounting reports each month; and for audit purposes. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-18.	**CLASS I, II, AND III REQUESTS:**	**11-012**

This series documents the formal Intent to Plan and Class II, II, and III requests submitted to the Board of Regents to add, change, or delete courses or programs offered at the universities. Information may include: adequacy of library and library facilities; authorized signatures; availability and qualifications of the faculty; CIP codes, classification of instructional programs; credit hours; curriculum requests; dates of application; department, division, person, and/or department originating the request; enrollment projections; general description; institution; institutional approval; instructor; justifications for deletion or addition of a course or program; name change request; prefix and number; proposed changes; title; and other related working materials. This record series is maintained to document requests submitted to the Board of Regents, for accreditation purposes, and as reference to update courses and programs. **This record series is an open record.**

RETENTION: Retain current in office for life of the course or program. Destroy 5 years after course or program has been terminated.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-19.	**COMMENCEMENT PROGRAMS:**	
	This series is arranged chronologically and contains commencement programs listing graduates and degree(s) received by each. Information may include: name of institution, date, time, location, ceremony schedule, speaker, vitae, graduates, degrees, notation of honoraries, and notation of graduation honors. This record series is used for maintaining counts on the number of degrees and actual degrees awarded, for distribution, and for historical documentation. The programs are distributed at the commencement ceremony. **This record series is an open record.**	**11-012**
	RETENTION: Retain two bound copies permanently.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-20.	**COPYRIGHT COMPLIANCE RECORDS:**	**11-012**

This series contains the copyright compliance forms completed by individuals who request copies of copyright protected articles. Information may include: name of journal, article title, name of individual receiving the article; etc. This record series is maintained to document compliance with federal copyright regulations. **This record series is an open record.**

RETENTION: Retain 5 years, then destroy provided no litigation is pending.

(Note: Libraries may maintain records in paper and/or electronic format.)

REG-21.	**COPYRIGHT PERMISSION FORMS:**	**11-012**

This series documents permissions granted for reproduction and distribution of materials. Information may include: the document to be reproduced, copyright date, name of publisher, name of author, and purpose of reproduction and distribution. **This record series is an open record.**

RETENTION: Retain 7 years, then destroy provided no litigation is pending.

(Note: Libraries may maintain records in paper and/or electronic format.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-22.	**CORRESPONDENCE, DEPARTMENT FILES:**	**11-012**

This series contains a folder for each department within each of the colleges. Information may include: correspondence, memorandums, and other information. This record series is maintained for reference and documentation concerning various subjects involving individual university departments. **This record series is an open record.**

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

REG-23.	**CORRESPONDENCE, FEDERAL:**	**11-012**

This series contains both copies and originals of letters and memorandums sent to and received from any federal agency. This record series is maintained for reference and possible use when federal litigation, claims, or audits are pending. **This record series is an open record.**

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: When litigation, claims, or audits are complete maintain for an additional 3 years, then destroy.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-24.	**CORRESPONDENCE, GENERAL:**	**11-012**

This series contains both copies and originals of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-25. CORRESPONDENCE, INTRA-CAMPUS: **11-012**

This series contains both copies and originals of letters and memorandums sent to other campus offices/divisions and the originals of letters and memorandums received from other offices, departments, and/or divisions. This record series is maintained for reference and documentation. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-26. CORRESPONDENCE, PRESIDENT/EXECUTIVE DIRECTOR: **11-012**

This series contains copies of letters and memorandums written by the Executive Director, or Campus President/Vice President, and the originals of letters written to him or her. This record series is maintained for occasional reference and documentation. **This record series is a conditional record.**

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-27.	**CORRESPONDENCE, SUPERINTENDENT:**	**11-012**

This series may contain copies of letters and memorandums sent and the originals of letters and memorandums received by the institutions. This record series is maintained for reference and documentation. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

REG-28. DAMAGED REPORTS, PUBLIC PROPERTY: **11-012**

This series is arranged chronologically and contains reports of damage or theft at the university. Information may include: written or photographic description of damage or theft, location, date, time, and (if known) person(s) responsible. This record series is maintained to document resident hall damages or property thefts, for reporting purposes, and for reference during follow-up investigation. One copy is sent to the President's Office for reference and one copy is sent to Safety and Security Office. **This record series is an open record.**

RETENTION: Retain originals current in office, then transfer to storage for 6 years. Destroy after 6 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-29.	**DEANS LIST:**	**11-012**

This series contains copies the names of students achieving academic excellence. Information may include: name of student, grade, and semester receiving the academic acknowledgement. This record series is maintained for reference. **This record series is an open record.**

RETENTION: Retain 3 year in office, then destroy.

REG-30.	**DIAGNOSTIC & ANALYTICAL REPORTS:**	**11-012**

This series is arranged numerically by the report number and contains information about the samples, tests, results and reports prepared and performed by these public service laboratories of SDSU. Information may include: name of person(s) or organization(s) submitting the sample(s), their address, city and telephone number, the type of sample submitted for specific testing services, the methods of testing, and interpretations. Separate records may be kept to document analytical chemistry tests and reports that were conducted. This information is kept to replace copies as requested by clients, for use by regulatory officials, research associates in our unit, and to provide attorneys with copies during legal disputes. This record series is essential for legal purposes and research regarding tests and reports for client(s). **This record series is a conditional record.**

RETENTION: VETERINARY SCIENCE/ANIMAL DISEASE RESEARCH & DIAGNOSTIC AND OLSON BIOCHEMISTRY LABORATORY: Retain 1 year in lab office. Transfer inactive files to storage for 6 years. Destroy by shredding 7 years after inactive provide all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: A digital copy also exists in the VDRDL database, and soon the Olson Biochemistry Lab will have the same capabilities.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-31.	**ELECTRONIC MAIL:**	**11-012**

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

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

REG-32.	**EMERGENCY CALL LISTS:**	**11-012**

This series is used by personnel on duty during the night and weekend hours as a contact list of maintenance personnel who are on call. Information may include: name of contact person for each area, address, and telephone number. This record series is used for reference concerning the names of the persons to contact in case of an emergency. **This record series is an open record.**

RETENTION: PHYSICAL PLANTS: Retain current in office. Transfer superseded or obsolete to storage for 4 years, then destroy.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-33.	**FINAL EXAMS:**	**11-012**

This series contains the final exams, which may include tests, exams, term papers, reports or other methods for evaluating the course. Information may include: course title; course number; instructor's name; and questions relating to course material, labs, research topics, and reports. This record series is maintained for final evaluation of the student academic progress and for student review. **This record series is a closed record.**

RETENTION: DEAN'S OFFICE: Retain 5 years in office, then destroy.

FACULTY MEMBERS: Retain 1 year in office, then transfer to respective Dean's Office.

REG-34.	**ENROLLMENT PERMISSION CARDS:**	**11-012**

This series is arranged alphabetically by instructor's name and grants permission by the instructor to enroll additional students in a course. Information may include: student name, social security number, course name, section number, credit hours, semester, date signed, and instructor's approval signature. This record series is used by the Registrar's Office to ensure students have received the instructor's permission prior to being enrolled in a class, and to ensure permission was granted for students enrolled in over-booked classes. **This record series is a closed record.**

RETENTION: Retain in office for relevant term, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-35.	**ENROLLMENT PROJECTIONS:**	**11-012**

This series is arranged chronologically and contains worksheets used to determine enrollment statistics for future years. Information may include: high school enrollment data, questionnaires and surveys, past year comparisons, population statistics, and other related information. This record series is used to project future enrollments for reporting, planning, and budgeting purposes. **This record series is a closed record.**

RETENTION: Retain 3 years in office, then destroy.

REG-36.	**ENROLLMENT REPORTS:**	**11-012**

This series is arranged chronologically and contains enrollment reports. Information may include: number of students enrolled, semester, class standings, student demographics, list of honor society students, ADHOC reports, geographic location, enrollment status, self or state supported, comparison studies with other schools, annual reports, and other related information. This record series is used to answer information requests regarding enrollment by the public, for university study, for reference purposes, to summarize enrollment statistics, to monitor trends, and for accreditation purposes. The original is sent to the Board of Regents in Pierre. **This record series is a conditional record.**

RETENTION: Retain 10 years in office or on-line, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-37.	**EQUIPMENT FILES:**	**11-012**

This series contains information concerning equipment that the university owns or operates. Information may include: equipment name, equipment inventory number, class type, model number, serial number, location, conditions, owner's manuals, a copy of the Purchasing and Printing agreement, company service updates, warranty, and notes on service and/or problems encountered. This record series is maintained as a reference to services rendered on each piece of equipment and to document the need for equipment replacement. **This record series is an open record.**

RETENTION: Retain in office for life of equipment, then destroy provided 1 year has passed since an independent post-audit report has been received.

CHECK OUT REPORTS: Retain 1 year in office, then destroy.

REG-38. FACT BOOK FILE: **11-012**

This series contains information used create the "Fact Book" which is a summarization of office staffing, budget, students, and other information pertaining to the institutions. Once the books are complied, they are disseminated to the institutions and to the Board. Past year copies of the "Fact Book" are also found in this series for reference. **This record series is an open record.**

RETENTION: Retain supporting documents until book is published, then destroy.

Retain book in office for 10 years, then transfer to State Archives for permanent retention.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-39.	**FTE REPORT (FULL TIME EQUIVALENT):**	**11-012**

This series provides semi-annual information concerning the number of Full Time Equivalent (FTE) employees listed by program and funding source. Information may include: date, department, class title, job title, employee type, salary to date, fiscal year-to-date funding, Full Time Equivalent expenditures by program, source funds, number of positions, type of funding, whether each contract is for nine or twelve months, and salary. This record series is used to provide an itemized account of staffing for accountability and budget purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

REG-40.	**HISTORY OF THE UNIVERSITY:**	**11-012**

This series contains originals of formal documents, which pertain to the founding and ongoing operation of the university. Information may include: publications, correspondence, minutes, reports, studies and policy materials. This record series is used to record the history of the university for future generations. **This record series is an open record.**

RETENTION: Retain originals permanently in university archives. Document image and retain electronic record permanently.

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

REG-41. INDIRECT COST RATE RECORDS: **11-012**

This series contains the working papers used to determine indirect costs associated with the facility. Information may include: date statement of expenditures, allowance for facility use, administrative expense, student service expense, library expense, computations, correspondence, personal notes regarding rate negotiations, working papers, final indirect cost rate agreements, and unit costs. This record series is used for grant proposal purposes. **This record series is an open record.**

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.

REG-42. IPEDS REPORTS: **11-012**

This series is arranged chronologically and contains Integrated Post-Secondary Education Data System (IPEDS) reports submitted annually to the South Dakota Department of Education and the United States Department of Education. Information may include: institutional characteristics, fall enrollment, financial data, library statistics, faculty salaries, and degrees awarded. The information is compiled from data received from various sources on campus and is maintained for documentation, for reference to monitor trends, and for accreditation purposes. **This record series is an open record.**

RETENTION: Retain 5 years in office, then transfer to document imaging and retain permanently.

(Note: Also consider microfilming when volume warrants.)

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

REG-43. LEGAL REFERENCE FILES: **11-012**

This series contains information and cases pertaining to issues at the campuses. The institutions file a copy of all cases with the Board of Regents Office in Pierre so that the Board can be informed and Legislative action can be taken to prevent a similar case in the future. Information may include: copies of meeting minutes, medical service plans, committee agendas and notes, correspondence on pending matters, and information on laws such as affirmative action and those concerning the handicapped. **This record series is a closed record.**

RETENTION: Retain current case files in office. Transfer closed to storage for 5 years. Destroy 5 years after closure.

Retain general reference files current in office. Destroy superseded or obsolete.

REG-44. LEGISLATION FILES: **11-012**

This series is arranged chronologically and contains information on all legislation concerning the school. Information may include: address of the legislators, correspondence from legislators, various committee minutes, resource materials, draft of bills submitted, bill tracking printouts, copies of House and Senate bills, and the final drafts of proposed legislation. This record series is used by the superintendent to draft, submit, and track bills during the legislative session that may have impact on the school. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-45.	**MINUTES:**	**11-012**

This series contains the official Board of Regent's meeting minutes and the minutes for all campus committees, associations, organizations, councils, clubs, student government, and program boards. This series does not include the senior staff meeting information. Information may include: minutes, agendas, handouts, notes, guidelines, name, dates of meetings, members in attendance, topics discussed, actions taken, authorized signatures, and other related information. The Board of Regent's minutes are maintained for historical purposes. All other minutes are maintained for reference concerning actions taken. **This record series is a closed record.**

RETENTION: BOARD OF REGENTS CENTRAL OFFICE: Retain the Board of Regent's official meeting minutes 2 years in office, then bind into a book and maintain permanently.

All OTHER MINUTES: Chairperson retains originals for 10 years, then destroy.

Retain reference copies 2 years, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-46.	**MUSEUM RECORDS:**	**11-012**

This series contains information related to the university museum and its collections, users, and requests. Information may include: loan agreements (lender's name, address, telephone number, name of piece of art to be loaned, artist's name, effective dates, name of owner, medium, dimensions, purpose of loan, shipping instructions, insurance specifications, comments, specimen condition, and expected return date), paleontological site name, names of participants, site location, field notes, dig description, hand drawn maps, removal notes, items recovered, exhibit construction, remodeling information, contracts with student artists. **This record series is an open record**

RETENTION: INVESTIGATION REPORTS: Retain for the life of the institution.

ALL OTHER INFORMATION: 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 microfilming Investigation Reports when volume warrants.)

REG-47.	**NEWSLETTERS, BOARD OF REGENTS:**	**11-012**

This series is chronologically and contains copies of the Board of Regents newsletters. Information may include: date, summary of meeting held, date of meetings, and general observations about the meeting. The information is sent to the institutions to provide information concerning board actions. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-48.	**ORGANIZATIONAL CHARTS:**	
	This series contains the organizational charts of the institution. Information may include: title name, hierarchy of the title, and the in each position. This record series is used for reference concerning the current titles and the people occupying those positions. **This record series is an open record.** **RETENTION:** Retain current in office. Destroy superseded or obsolete.	**11-012**
REG-49.	**POLICIES AND PROCEDURES:**	
	This series documents current (final approved by BOR) policies and procedures pertaining to administrative, personnel, academic, and institutional topics. Information may include: effective date, formal policy or procedure, and authoring signatures. This record series is used to determine the proper course of action to take in certain situations and for reference to insure compliance with current policies governing the administration and operation of each office, department, college, and university and its attached agencies. **This record series is an open record.** **RETENTION:** Retain current in Human Resources Office. Destroy superseded or when no longer needed provided no litigation, claims, and audit findings are pending.	**11-012**

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

REG-50. PRINTING ORIGINALS FILES:

11-012

This series is arranged alphabetically and contains printing originals of each document published by the university and requisitions for such printing. Originals may include: university catalogs, view books, alumni publications, brochures, and public relations pamphlets. Requisitions may include: department/account, telephone number, description, number of original pages, copies requested, printing instructions, and signatures. This record series is maintained for reuse and reference purposes when reprinting the document, to track outstanding print jobs, and for billing verification purposes. **This record series is an open record.**

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

REQUISITIONS: Retain 2 years in office, then destroy.

REG-51. PROBATION, SUSPENSION & PROGRESS REPORT SUMMARIES:

11-012

This computer printout series is generated each semester, sent electronically to each dean, recorded in the Student Information System per student, and contains an alphabetical listing of students on academic probation. Information may include: term, student name, social security number, resident status (continuing, new or transfer), degree, major, semester, credit hours attempted, credit hours passed, total credit hours completed, grade point average, honor points, cumulative grade point average, local and permanent address, advisor's name, date, academic status, and other appropriate information. This record series is used to inform the appropriate office of student placed on academic probation. **This record series is a closed record.**

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-52.	**PROGRAM FILES:**	**11-012**

This series is arranged alphabetically by program name and contains general information concerning each program located on campus. Information may include: correspondence, memorandums, superintendents' personal notes, and publications issued by each program. This record series is used by the superintendent to remain informed of all programs operating at the institution. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then transfer to storage for 1 year. Destroy after 2 years.

REG-53.	**PUBLICATIONS, NEWSLETTERS, & BULLETINS:**	**11-012**

This non-record series pursuant to SDCL 1-27-9(2) is arranged and stored using the Dewey Classification System and contains various publications, newsletters, and bulletins for public access concerning the history and activities of the departments, state offices, and personnel. Information may include: name of publications, date of issue, volume number, and nature of publication. The record series is used for reference and research purposes. **This record series is an open record.**

RETENTION: ISSUING OFFICE: Retain current in office. Transfer superseded or obsolete to University Archives for final disposition.

UNIVERSITY ARCHIVES: Disposal is at the discretion of the University Archivist.

(Note: Various publications never expire. Publications may become superseded or obsolete, but they remain a valuable resource of information.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-54.	**PUBLIC RELATIONS FILES:**	**11-012**

This series is arranged chronologically and contains working papers and background information for the public information program. This record series is used to compile public relations brochures of the school and to record all public relations materials disseminated. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-55.	**RECORDS MANAGEMENT FILES:**	**11-012**

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, inventory listings, 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. **This record series is an open record.**

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

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

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

REG-56. RULES AND REGULATIONS: **11-012**

This series contains the rules and regulations pertaining to each area. Rules and regulations may include: administrative rules promulgated by other colleges, departments and attached agencies that have a bearing on the daily, weekly, monthly and annual operations of this university. These laws, rules, and regulations may include, but is not limited to: State of South Dakota Codified Law, Board of Regents Policy, Bureau of Personnel rules, Bureau of Finance and Management Rules, and Bureau of Administration rules. This record series is used to ensure compliance with current and existing laws, rules, and regulations governing the administration and operation of the university, colleges, departments, offices, and the attached agencies. **This record series is an open record.**

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

REG-57. SCHEDULES/CALENDARS: **11-012**

This series is contains schedules and/or calendars. Information may include: dates, workshops, holidays, sporting events, and various teacher duties. This record series is used to apprise staff of future events, to schedule extra personnel as necessary, and for reference when setting up special events and next year's school calendar. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-58.	**SPECIAL PROJECT FILES:**	**11-012**

This series documents the ongoing activities of special projects. Special projects may include, but are not limited to: seminars, galas, phonations, senior projects, homecoming files, and others. Information includes: schedules, committee lists, names, addresses, telephone numbers, invitation lists, seating charts, volunteer lists, and miscellaneous correspondence. This record series is maintained to document special project activities, for reporting, and for reference purposes. **This record series is a conditional record.**

RETENTION: Retain 5 years in office, then destroy.

REG-59.	**STUDIES AND REPORTS:**	**11-012**

This series contains studies and reports that have been produced for or by the institutions. Information may include: public relation material, enrollment studies, facilities inventory, utilization studies, and needs analysis reports. This record series is used by the institution for reference, decision making, and administration of the programs of the school. **This record series is a closed record.**

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

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

REG-60. SUPERVISORY WORKING FILES: **11-012**

This series contains current information used in supervision of employees in the agency. Information may include: copies of applications for employment, letters of reprimand and commendation, Personnel Performance Appraisal Report's, meeting notes, training records, and other information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during the employee evaluation process. **This record series is a closed record.**

RETENTION: SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working in department.

(Note: Originals are maintained by Human Resources in the employee's "Human Resources File".)

REG-61. SURVEYS AND QUESTIONNAIRES: **11-012**

This series contains copies of surveys and questionnaires completed by this university. The information is maintained for reference to information provided by or to inquiring agencies. Substantive surveys and questionnaires are required to be sent to the Governor's Clearinghouse for review and approval. **This record series is an open record.**

RETENTION: Retain current in office. Transfer to electronic storage for 3 years, then destroy.

(Note: Surveys and Questionnaires are also available on-line.)

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

REG-62. SYLLABI, CLASS: **11-012**

This series contains the course/class syllabus that is distributed to each student at the start of each class. Information may include: summary of the course/class content, what is expected of the student, how the course is to be graded, prerequisite requirements, course name, course number, course title, and credit hours. This record series provides an outline of what the student can expect and what the university expects of the students taking the course while attending the university. **This record series is an open record.**

RETENTION: Retain 6 years in office, then transfer to storage for 2 years. Destroy after 8 years provided superseded or obsolete.

Retain reference copies current in office. Destroy superseded or obsolete.

REG-63. WORKSHOP AND SEMINAR FILES: **11-012**

This series contains material used to conduct workshops and seminars. Information may include: attendees' name, workshop or seminar titles, speakers' name, copies of notices or announcements, curriculums, handouts, dates, location, and costs. This record series is useful in determining what areas have been addressed and the names of employees attending. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-64.	**ACCOUNTS RECEIVABLE FILES, DEPARTMENT AND NON-STUDENT:**	**11-012**

This series contains the copy of record of accounts receivable billings sent to groups, departments or individuals for the purchase of supplies and materials, postage, UPS, fleet costs, consultation services, conferences, and workshops which are conducted by and for various departments of the university. Information may include: the type of supplies and materials, type of service, type of consulting service, conference or workshop title, invoice number, date, name, address, amount due, and date payment is received. This record series is maintained for reference as source documentation for funds collected by the program. **This record series is a closed record.**

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 reference copies 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-65.	**ACCOUNTS RECEIVABLE FILES, STUDENTS:**	**11-012**

This series serves as a central depository for accounts receivable information regarding students with outstanding accounts and student deferrals, and copies of reports sent to various collection agencies requesting assistance in collecting delinquent loans. Information may include: name; identification number; address; loan number; amount due; type of account; account status; copies of statement issued; summary of payments copies of correspondence with the student, the collection agency, and the State Board of Finance; and other collection data. This record series is used to monitor those loans which are being paid, to list those which have been turned over to a collection agency, to document attempts to collect outstanding loans, or to document those which have been written off. **This record series is a closed record.**

RETENTION: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted by The State Board of Finance. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies 6 months, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-66.	**APPLICATIONS FOR FREE AND REDUCED MEALS:**	**11-012**

This series documents the application for free and/or reduced meals. Information may include: name of child, home address, city, state, zip code, telephone number, school, grade of student, listing of family members, monthly income, signature of patent(s), statement of eligibility, and signature of the business manager. **This record series is a closed record.**

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.

REG-67.	**AUDIT REPORTS:**	**11-012**

This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of university funds. Information may include: cover letter; statement of assets, revenues, and expenditures; change of fund cash balance; reply to the deficiencies cited; and observation and recommendations. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be taken. The auditing agency also maintains a copy of the report. **This record series is an open record.**

RETENTION: Retain 3 years in office, then destroy.

Retain reference copies 1 year in office, then destroy.

(Note: Legislative Audit maintains reports permanently on microfilm.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-68.	**BANK STATEMENTS:**	**11-012**

This series contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statement, wire transfer records, cancelled checks, deposit records, statements, and bank balances. This record series is used to reconcile checking accounts with bank balances and for reference and audit purposes. **This record series is an open record.**

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.

REG-69.	**BOARD OF REGENTS "ACH" TRANSMITTAL DETAIL:**	**11-012**

This series is arranged chronologically by month and contains details on direct deposit transmissions, revisions, and additions for all Universities in South Dakota. Information may include: name of employee, social security number, bank account number, bank router number, amount direct deposited, deposit date, and correction detail. This record series is maintained for compliance with IRS regulations. **This record series is a conditional record.**

RETENTION: Retain 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-70.	**BOND FILES:**	**11-012**

This series is arranged numerically by project number and contains the actual bonds and coupons for buildings and other projects. Information may include: terms, issues, amounts, rates, and amounts due. This record series is used to document the purchase of buildings by bond issues and subsequent repayment. **This record series is an open record.**

RETENTION: BUILDING AMERICA BONDS: Retain outstanding in office. Transfer to storage when the latest of the final payment date of the Bonds or the final payment date of any obligations or series of obligations issued to refund directly or indirectly any or all portions of the Bonds for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER BONDS: Retain outstanding in office. Transfer paid-in-full issues to storage for 4 years. Destroy 4 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: For Build America Bonds: Records shall include basic records related to the Bond transaction (i.e. the Resolution, Tax Agreement, and the Bond Council Opinion); documentation of evidencing the expenditure of Bond proceeds; documentation evidencing the use of Bond-financed property by public and public entities (i.e. copies of leases, management contracts, and research agreements); documentation evidencing all sources of payment or security for Bonds; and documentation pertaining to any investment of bond proceeds (i.e. information related to the purchase of and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investments income received from investment of proceeds, guaranteed investment contracts, documentation of any bidding procedure related thereto, any fees paid for the acquisition or management of investment, and any rebate calculations).)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-71.	**BUDGETARY ACCOUNTING PRINTOUTS:**	**11-012**

This series may contain daily, weekly, monthly, or year-end budgetary accounting printouts. Information may include: account code credited, Activity Budget Status, Advance Travel Report, Available Funds Report, budgetary accounting codes, Cash Center Balances, contract number Daily Revenue and Journal Voucher Detail Report, Daily Transaction Register, date, description, General Ledger Trial Balance Reports, Monthly Expenditure Report, Monthly Payment Register Combined and Returned, Monthly Revenue and Journal Voucher Detail Report, Monthly Trial Balance by Company, number of items ordered, Object/Sub-object Report, purchase order number, purpose of expenditure, Revenue Analysis Report, Revenue Summary by Budget Unit, Status Register, stock number, Sub-Fund General Ledger Trail Balance, to whom or to what account the funds were transferred, total costs, Transaction Progress Report, Transaction Register, unit cost, vendor code, and Weekly Sub-Fund Report. This record series is used to compare the internal accounting reports, and to reconcile expenditures and receipts. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-72.	**BUDGET BOOKS:**	**11-012**

This series is most often arranged chronologically by year and contains copies of the Governor's recommended "Budget Book". Information may include: department's name, goals, missions, program performance indicators, current amounts budgeted, amounts received, Governor's recommendations, and total increases/decreases. This record series is maintained for reference purposes, for budget preparation, and for monitoring purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-73.	**BUDGET FILES, ANNUAL OPERATING:**	**11-012**

This series is arranged numerically by account number and contains the yearly budget summaries for the various university departments and offices as well as the Board Office. Information may include: budget requests, budget drafts, operating budgets, vouchers, purchase orders, amount of yearly budget, monthly income and expenses, cash balance, description of orders, encumbrances, accounts receivable, accounts payable, cash register tape, pink slip, invoices, petty cash expenditures, travel requests, requisitions, expense reports, end-of-month and year-end budget summaries, and other related working papers. This record series is used throughout the year in monitoring the departmental account activity and is used for preparing future budget requests. **This record series is an open record.**

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 reference copies 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-74.	**BUDGET, OPERATING:**	
	This series contains a copy of the annual authorized budget and Legislative Letter of Intent. This record series is used to report to institutions, for reference throughout the fiscal year, and for preparing the next fiscal year budget request. **This record series is an open record.**	**11-012**
	RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.	
REG-75.	**BUDGET REPORTS, FLEET MANAGEMENT:**	
	This series is arranged chronologically and contains fleet management monthly operating budget reports. Information may include: repairs performed, gas and oil consumption, tires installed, routine maintenance, and insurance costs. This record series is used for reference throughout the year in monitoring program activities and when preparing future budget requests. The audit information is maintained by the business office. **This record series is an open record.**	**11-012**
	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.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-76.	**BUDGET REPORTS, UTILITIES:**	**11-012**

This ring-binder series is arranged chronologically and contains utility budget reports. Information may include: fuel log,; electric usage; gasoline consumption; water, sewer, and garbage costs; heating degree days information; usage reports; graphs; boiler efficiency reports; receipts for gasoline used; and payroll costs. This record series is used to monitor and reconcile fiscal years receipts and expenditures. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-77.	**BUDGET REQUESTS, ANNUAL OPERATING:**	**11-012**

This series contains budget requests from the various programs and departments throughout the agency. Information may include: estimated amount needed for contractual services, supplies, travel, and capital assets; narrative of justification of fund request; report of last years' revenue; fund request totals broken down by activity; organizational charts; mission statements; goals and objectives; capital maintenance projects; performance indicators; revenue sources and amounts; past year requests; current year funding; requested funding for upcoming fiscal year; projected activities and needs; detailed justification; and revenue projections. This record series is used to formulate the newest budget request for the agency, for reference to determine budget amounts from previous years, and for reference when preparing future budgets. The requests are combined and submitted to the Board of Regents, Governor, and the State Legislature. **This record series is an open record.**

RETENTION: UNIVERSITY BUDGET OFFICE: 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.

CENTRAL BOR OFFICE: Retain 10 years, then destroy.

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-78.	**CAS DOCUMENTS (SOUTH DAKOTA CENTRAL ACCOUNTING SYSTEM (CAS)):**	**11-012**

This series contains CAS vouchers and supporting documentation which may include: payroll, non-cash, cash receipts, transfers, expenditure corrections, or revenue corrections. This record series is maintained for audit purposes. **This record series is an open record.**

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: For documents stored electronically, the original will be retained for 1 year after the close of the fiscal year at which time the originals may be destroyed. The electronic copy may be destroyed after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.)

Retain reference copies 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-79.	**CASH REPORTS:**	**11-012**

This series contains the original forms used to record the ending cash drawer balance for each day. Information may include: date, cashier's name, amounts of cash, amounts of checks, amounts received via charge card, total daily receipts, petty-cash, cash on hand, cash collections, bank deposits, and ending balance. This record series is used to ensure strict accountability of all cash handled each day, and for audit and reconciliation purposes. **This record series is an open record.**

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.

REG-80.	**CHECK REGISTER PRINTOUTS:**	**11-012**

This daily file is generated each time checks are issued, and documents all checks written. Information includes: payee name, date, A/P invoice number, check number, fund information, and amount. **This record series is an open record.**

RETENTION: Purge reports after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-81.	**CONTRACT AND AGREEMENTS (NON EMPLOYMENT):**	**11-012**

This series contains copies of contracts and agreements between the university and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, funding sources, buyer's name, contract number, contractor's name and address, correspondence, itemized list of goods for sale, names of involved parties, prices, supplier, and telephone numbers. This records series is maintained for reference, compliance, and audit purposes. **This record series is an open record.**

RETENTION: DESIGNATED ADMINISTRATIVE OFFICE: Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

EMPLOYMENT CONTRACTS: See Human Resources Files.

Retain reference copies current in office. Destroy superseded or obsolete.

(Note: SDCL 1-24A-1 Requires that all consultant contracts be filed with the State Auditor.)

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

REG-82. CONTRACTS, ATHLETIC COMPETITION:

11-012

This series contains the original contracts made between the university and other teams to conduct athletic competitions. Information may include: date, athletic authority, date(s) of event, time, names of managers, officials for the event, rules to be followed, guaranteed financial consideration, and authorized signatures. **This record series is an open record.**

RETENTION: Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-83. COPY MACHINE USAGE:

11-012

This monthly series contains copies of the copy machine usage reports indicating the number of copies made on departmental copiers. Information may include: department name, accounting code, reporting period, beginning and ending meter readings, name or card of person making copies, number of copies made by card or person, number of copies made on each machine, number of copies made by students, authorization codes, total copies generated, and the amount of funds collected from students. This record series is maintained to reconcile and/or bill copy machine usage. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-84.	**DATA TRANSCRIPTION FORMS:**	**11-012**

This series is arranged alphabetically by grant name and contains the forms used to encode grant data. Information may include: state identification number, school records status, project type, account number, award or rejection date, dollars awarded, fringe benefits, and budget breakdown. This record series is used by Grants Administration for data encoding purposes.

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

REG-85.	**DEPRECIATION FILES:**	**11-012**

This annual cumulative report contains depreciation information on equipment owned by the university. Information may include: equipment name, purchase price, life expectancy, annual depreciation, and balance. This record series is maintained for audit purposes. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-86.	**EQUIPMENT FILES:**	
	This series contains information concerning equipment that the university owns or operates. Information may include: equipment name, equipment inventory number, class type, model number, serial number, location, conditions, owner's manuals, a copy of the Purchasing and Printing agreement, company service updates, warranty, and notes on service and/or problems encountered. This record series is maintained as a reference to services rendered on each piece of equipment and to document the need for equipment replacement. **This record series is an open record.**	**11-012**
	RETENTION: Retain in office for life of equipment, then destroy provided 1 year has passed since an independent post-audit report has been received.	
	CHECK OUT REPORTS: Retain 1 year in office, then destroy.	
REG-87.	**FINANCIAL INFORMATION SYSTEMS DATA:**	
	This series contains the financial information systems data. Information may include: fund, organization, account, program, activity, location codes, and vendor information stored in HRFIS. Detail includes: revenues, expenditures, general ledger transactions vendor information, and any associated supporting documents. Reports can be run on data as needed. The information is maintained for audit purposes. **This record series is an open record.**	**11-012**
	RETENTION: Purge data after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-88.	**FINANCIAL INFORMATION SYSTEMS REPORTS:**	**11-012**

These monthly and year-end reports are run by Shared Services and are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: budget status report (FGRBDSC), trial balance report (FGRTBAL), organizational detail (FGRODTA), general ledger detail (FGRGLTA), program detail (FGRPDTA), and grants reports (FRRGITD). **This record series is an open record.**

RETENTION: Purge reports after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

JUNE FINAL REPORTS: Retain 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-89.	**FINANCIAL STATEMENTS:**	**11-012**

These financial statements provide an overview of financial condition for a given year. Information may include: balance sheets; statement of revenues, expenditures and changes in fund balances—budgeted and actual; receipts; status of funds; money in equipment; value of supplies on hand; amount of money given out in loans and scholarships; statement of net assets; statement of fixed assets; statements of assets and fund cash balance; statement of cash flows; management discussion and analysis; summary of significant accounting procedures; footnotes; supplemental information; and working papers. This record series is maintained for reference and audit purposes. **This record series is an open record.**

RETENTION: Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy superseded or obsolete.

REG-90.	**FINANCIAL STATEMENT WORKING PAPERS:**	**11-012**

This series contains working papers that are used to develop various statements and schedules required to produce financial reports. Reports may include: Balance Sheets, Changes in Fund Balances, and Statements of Fund Balances. This record series is used for reference and as supporting documentation for development of the final financial statements, schedules, and reports; and for audit purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-91.	**FUND-RAISING AND PLEDGE FILES:**	**11-012**

This series contains information on fund-raising projects and pledges made. Information may include: master contribution lists (name and addresses), pledges, contributions, copies of invoices, sponsor forms, total funds deposited, donor's name, business name (if applicable), date, specified purpose (if applicable), amounts requested, form of payment, check number (if applicable), type scholarship (if applicable), pledge amount, pledge restrictions by donor, and payments received. This record series is used to document the collection and disbursement of scholarship pledges, for reference during future fund-raising campaigns, to insure thank-you letters are sent, for statistical reporting, for accounting purposes, to study giving trends, and to monitor pledge collections. **This record series is an open record.**

RETENTION: Retain 1 year in office, then transfer to storage fro 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.

REG-92.	**GIFTS AND DONATION FILES:**	**11-012**

This series is arranged chronologically and contains correspondence concerning cash gifts and other donations made to the school by individuals, estates, and service organizations. Information may include: name, address, date of gift, amount or type of gift, and special use instructions if any were specified. This record series is used to document thank-you letters are sent to the individuals making the donations, and for occasional reference purposes. The business office issues the receipt for each gift. **This record series is an open record.**

RETENTION: Retain 4 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-93.	**GRANT FILES:**	**11-012**

This series contains the copy of record of all grant applications. Information may include: grant applications, terms and conditions of the grants, funding sources, working papers, grant documentation, budgets, original and reference copies of contracts and agreements, monitoring or accounting records, external evaluation of project activities, assessment of project to date, performance evaluation measures, outcomes of work performed, contributions to activities success, travel, consultants, document of activity process, conclusions, recommendations, grant reports, report deadlines, narrative revision to grant application, line added budget narrative, all grantee and grantor correspondence relating to modifications, notifications by grant specialist that modification has been approved or disapproved, and other related grant information. This record series is maintained for administering current grants, for reference when requesting new grants, for audit purposes, and for Board of Regents reporting purposes. Each division is responsible for administering its own funded grants. **This record series is an open record. unless exception contained in award document.**

RETENTION: GRANTS ADMINISTRATION OFFICE: Retain all records pertinent to an award for a period of 3 years from the date of submission of the final expenditure report or as provided in U.S. OMB Circular A110.53(b), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

UNSUCCESSFUL GRANT PROPOSALS: May be destroyed after receipt of notice of non-award form the sponsoring agency.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-94.	**GRANT REQUEST ROUTING & APPROVAL SIGNATURE RECORDS:**	**11-012**

This series contains the instruments used to document approval received from appropriate university officials to apply for grants and to provide notification of application for grants. Information may include: name, date, state identification number, project director, college, school, department, proposed time frames, summary of budget support, dollar amount, title, abstract, names of supporting agencies, comments, and authorized signatures. This record series is used to document the authority gained to apply for grants and to provide notification of application. **This record series is an open record unless exception contained in award document.**

RETENTION: Retain for a period of 3 years from the date of submission of the final expenditure report or as provided in U.S. OMB Circular A110.53(b), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-95.	**INSURANCE FILES, UNIVERSITY:**	**11-012**

This file serves as the official depository for all insurance policies for the university. Information may include: original insurance policies, endorsements, claim forms, claim filing procedures and guidelines, items insured, and correspondence. This record series is used for documentation of insurance coverage and for reference to policy terms and conditions. **This record series is an open record.**

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy superseded or obsolete.

REG-96.	**INTER-DEPARTMENTAL INVOICES:**	**12-002**

This monthly series contains copies of the invoices generated by the departments to bill other campus offices for services. Information may include: account number, account name, line charges, and total cost. This record series is used to verify the amount to be transferred from each program's account for services provided and to answer inquires concerning billing amounts. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-97.	**JOURNAL VOUCHERS AND INVOICES ON HRFIS SYSTEM:**	**12-002**

This series contains all journal vouchers (with the exception of expenditure corrections), direct and regular invoices, cash receipts and cash transfers and will have supporting documentation electronically attached to the HRFIS. This record series is maintained for audit purposes. **This record series is an open record.**

RETENTION: Institutions will retain original vendor invoices and supporting documentation for journal vouchers for one year after the close to the fiscal year at which time the originals may be destroyed.

Electronic Documents purge after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-98.	**LEASE AND LEASE/PURCHASE AGREEMENTS:**	**11-012**

This series contains leases and/or lease/purchase agreements between the university and other parties. Information may include: names of parties, terms of the agreement, effective dates, termination dates, and signatures. This record series is used to insure compliance, to negotiate new leases as necessary, and for audit purposes. **This record series is an open record.**

RETENTION: Retain current in office. Transfer terminated to storage fro 4 years. Destroy 4 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-99.	**LOCAL BANKING ACCOUNT AUTHORIZATION FILES:**	**11-012**

This series is arranged chronologically and documents permission granted by State Auditor and the State Treasurer for the agency to maintain a local banking account. Information may include: date, account name, account number, type of account, a list of authorized depositors, yearly dollar volume, signatures of individuals authorized to write checks on the account, and approving signatures. This record series is maintained for audit purposes to document the authorization received to maintain a local banking account. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-100.	**MILEAGE REPORT FORMS, SCHOOL VEHICLES:**	**11-012**

This series is arranged by vehicle license number and contains mileage information regarding vehicles owned by the school. Information may include: license number, date dispatched, to whom dispatched, beginning and ending mileage, total miles driven, the average miles per dispatch, gallons of gasoline used, and the miles per gallon figures. This record series is used to monitor fuel efficiency and miles each vehicle is used per year, and for audit purposes. **This record series is an open record.**

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.

REG-101.	**PROCUREMENT CARD:**	**11-012**

This series is arranged chronologically by month and contains procurement card information. Information may include: account number report, buyer reports, procurement card master statement, and the upload to accounting report. This record series is maintained for audit purposes. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-102.	**RECEIPTS, ACCOUNTING (CASHIER'S):**	**12-002**

This series is arranged numerically by receipt number and contains the receipts used to document the receipt of funds. Information may include: receipt number, payer, department name, date, amount received, list of cash or checks, description, coding for proper accountability, from whom received, and the signature and/or initials of the individual who received the money. This record series is used to document the receipt of funds and for data entry to the accounting system. **This record series is an open record.**

RETENTION: Institutions will retain original vendor invoices and supporting documentation for journal vouchers for one year after the close to the fiscal year at which time the originals may be destroyed.

Electronic Documents purge after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-103.	**RECEIPTS, STUDENT (CASHIER'S):**	**12-002**

This series contains the student receipt issued for payment of tuition and fees. Information may include: student ID number, student name, semester that is being paid, amount that is being paid, type of payment being made (check, cash, or credit card), session number, and student system receipt number. This record series is maintained as proof of payment amount, proof of cash returned, and for audit purposes. **This record series is a closed record.**

RETENTION: Retain in the student system until system data is purged.

(Note: Receipts are not printed. The data is maintained on the Student System. Cash receipts to a student that pays cash is pulled directly from the Student System.)

REG-104.	**REIMBURSEMENT CLAIM FILE (LUNCH):**	**11-012**

This series is arranged chronologically by month and documents the application to the State for meals served to subsidized students. Information may include: warrant number, date, payee, control number, gross, discount, net amount, operating statement, and a listing of which meals were taken. They are prepared form invoices and applications for free and reduced meals. **This record series is a conditional record.**

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-105.	**REIMBURSEMENTS, TITLE I & TITLE IV:**	**11-012**

This series is used to document the application for reimbursement of the Title I and Title IV funds from the Federal Government. Information may include: vendor, description, amount paid, amount approved, available balance, dates, total amounts claimed, project title identification number, name of person who prepared the form, and the signature of who received the document. This record series is maintained for audit purposes. **This record series is an open record.**

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

REG-106.	**RELEASE FORMS, STAFFORD LOANS:**	**11-012**

This series is arranged alphabetically by student's name and contains a signed form documenting the receipt of a Stafford student loan check. Information may include: student name, social security number, lender's name, date issued, issued by, received by, and date. The Finance Office maintains this form to document the release of a guaranteed student loan check. **This record series is a closed record.**

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

(Note: Beginning the 2010 term, US Department of Education disburses Direct Loans (formerly Stafford) electronically to student accounts.)

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

REG-106.1. REMOTE CHECK DEPOSIT: **12-002**

This series contains the physical checks remotely deposited at the current banking institution under contract with the State of South Dakota. Information may include: check number, date of check, pay to the order of, amount, and signature. The physical checks are stored in a secure area. **This record series is a closed record.**

RETENTION: Retain not less than 3 days nor more than 60 days of the day of processing, then destroy by shredding or incineration.

REG-107. RESALE INVENTORY FILES: **11-012**

This series is arranged chronologically and provides the annual summary of inventories maintained in the departments of items for resale. Information may include: dates, quantities, descriptions, cost, selling price, extensions, signatures, and annual inventory computer printout. This record series is maintained for inventory verification, budgetary accounting reconciliation, and accountability purposes. **This record series is an open record.**

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 reference copies 1 year in office, then destroy.

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

REG-108. SALES TAX REPORTS: **11-012**

This series is arranged chronologically and contains copies of sales tax reports submitted to the South Dakota Department of Revenue. Information may include: date, reporting period, sales tax license number, gross sales, net sales subject to tax, tax distribution amounts (state and city), total tax remitted, and working papers. This record is kept for reference and for audit purposes. The originals are maintained by the Department of Revenue. **This record series is an open record.**

RETENTION: Retain 1 year in office, the 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.

REG-109. SALES TAX SUMMARY SHEETS: **11-012**

This series is arranged chronologically by month and contains the working papers used to figure sales tax collections. Information may include: date, amounts collected, and amounts paid. The Finance Office used this information to figure sales tax collections and amount to be paid to the Department of Revenue for meals and dormitory use. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-110.	**SOUTH DAKOTA FINANCIAL SYSTEM REPORTS (CAS):**	**11-012**

This series contains daily, weekly, monthly, and year-end reports received from the Bureau of Finance and Management used to reconcile receipts and expenditures. Information is maintained by the Finance Officer and may include: revenue and journal voucher reports, open purchase order reports, available funds reports, revenue analysis reports, state general ledger trial balance, company general ledger trail balance, expenditure reports, encumbrance detail reports, cash center reports, object/sub-object reports, budget adjustments reports, and special Bureau of Administration revenue reports. This record series is maintained for reconciliation and audit purposes. **This record series is an open record.**

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 reference copies current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-111.	**STATE TELEPHONE NETWORK USAGE REPORTS:**	**11-012**

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

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.

REG-112.	**TAX REPORTS, OTHER:**	**11-012**

This series contains copies of tax reports submitted to IRS forms 1099, 4782, and Return of withheld Federal Income Tax/Quarterly reports. Information may include: date, reporting period, sales tax license number, gross sales, net sales subject to tax, tax distribution amounts (state and city), total tax remitted, and working papers. This record series is kept for reference and audit purposes. **This record series is a conditional record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-113.	**TITLE I EXPENDITURE APPROVALS:**	**11-012**

This series contains documentation of Title I appropriations and guidelines for appropriate disposal of these funds. Information may include: school, name of staff members, number of full-time equivalent employees (FTEs), rate of pay, salaries, benefits, services, capital outlays, and indirect costs. The approval is granted annually. **This record series is a conditional record.**

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.

REG-114.	**TITLE I REIMBURSEMENT FORMS:**	**11-012**

This series documents the school's application for reimbursement of Title I funds form the Federal Government. Information may include: vendor, description, amount paid, amount approved, available balance, dates, total amounts claimed, project title, identification number, and prepared and received by signatures. This record series is maintained for audit purposes. **This record series is a conditional record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-115.	**TUITION RATE RECORDS:**	**11-012**

This series is arranged chronologically by semester and contains information used to document tuition rates charged. Information may include: tuition schedules based on residence, tuition classification, undergraduate/graduate status, and copies of course catalogs. This record series is maintained for reference and audit purposes. **This record series is an open record.**

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.

REG-116.	**VEHICLE REPORTS:**	**11-012**

This series contains the monthly vehicle report received from State Fleet and Travel Management. Information may include: date of travel, vehicle identification number, driver, account number charged, number of miles driven, rate per mile, and total charge. This record series is maintained for charging departments use of each vehicle and for audit purposes. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-117.	**VEHICLE TITLES:**	**11-012**

This series is arranged numerically and contains titles to each vehicle owned by the school. Information may include: date of issue, title number, serial or identification number, make, model, body type, year, weight, odometer/miles, county, owner names and address, seller's signature, and notary signature. The titles are maintained in the business office safe for security purposes. **This record series is an open record.**

RETENTION: Retain for life of vehicle in office. Transfer of title will occur when the vehicle is sold or declared surplus.

REG-119.	**W-9 VENDOR FILES:**	**11-012**

This series is arranged alphabetically by vendor name and contains W-9 Vendor Registration Forms. Information may include: vendors legal name, address, telephone number, FAX number, legal business designation, taxpayer identification number, registered vendor with Small Business Administration, authorized signatures, date signed, and telephone number of the authorized individual signing the form. This record series is required by the federal government to be maintained for income tax reporting purposes. **This record series is a closed record.**

RETENTION: Retain current. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-120.	**WRITE-OFF AUTHORITY, STATE BOARD OF FINANCE:**	**11-012**

This series is arranged chronologically and contains information which documents write-off authority received from the State Board of Finance. Information may include: student's name, identification number, company name, amount due, reason, permission granted, and authorized signatures. This record series is maintained to document write-off authority granted for bad debts owed to the university and for audit purposes. **This record series is a conditional record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-121.	**1042S INTERNATIONAL STATEMENT OF EARNINGS FORM:**	**11-012**

This series is housed alphabetically in an electronic database in the Windstar system and contains the statement of earnings or scholarships received which is covered under a tax treaty between the U.S. and foreign governments. Information may include: student's name, social security number or ITIN, address, tax codes or treaty codes, dollars paid, taxes paid, fellowships, and scholarships received. This record series is required to be kept by the I.R.S. for purposes of verification of taxes paid and scholarships received. **This record series is a closed record.**

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

REG-122.	**AFFIRMATIVE ACTION PLANS:**	**11-012**

This series is arranged chronologically and contains the plan developed by the university and its attached agencies for affirmative action. Information may include: correspondence, committee meeting notes, drafts of plans, finalized plan of action, policy statements, dissemination plans, salary review, employment benefits, recruiting, promotion, establishment goals, and correspondence to the plan. This record series is used to monitor compliance with existing affirmative action plans and to develop new affirmative action plans as needed. **This record series is a closed record.**

RETENTION: Retain paper file in the Human Resources Office 2 years after superseded, then destroy provided no litigation is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-123.	**APPLICATIONS FOR WORK-STUDY:**	**11-012**

This series is arranged alphabetically by name of applicant and contains applications submitted by work-study students desiring employment with the university. Information may include: name, address, gender, telephone number, position applied for, type of work desired, date of application, education, previous employment experience, work history, honors, special skills, health, classification, availability dates, signatures, and comments. This record series is used by the program to review applicants' qualifications and to aid in the hiring process. **This record series is a conditional record.**

RETENTION: SUCCESSFUL APPLICATIONS: Retain active in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

UNSUCCESSFUL APPLICATIONS: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-124.	**DIRECT DEPOSIT AUTHORIZATION FORM:**	**11-012**

This series contains signed employee direct deposit authorization forms. Information may include: employee name, social security number or Banner ID, name of the financial institution, financial institution's Federal Reserve routing numbers, employee's banking account numbers for checking or savings, and a voided check. This record series is used to establish direct deposit for payroll and accounts payable payments. This is a Board of Regents mandatory policy for direct deposit. **This record series is a closed record.**

RETENTION: Transfer to the employee's "Human Resources File".

Retain original paper document for 4 months after it is scanned and verified, then destroy by shredding.

REG-125.	**DRAFT COMPLIANCE FORMS:**	**11-012**

This document series is a statement of registration compliance. Information may include: employee's response to whether they have or have not registered with Selective Service, the signature of the employee, the date the form was signed, and the printed name. This record series is used to determine if an employee has complied with the Selective Service Act and is required to be maintained by SDCL 3-2-1.1, Administrative Rule 50:01:07:05.2, and the United States Code 50 U. S. C. 453. **This record series is a closed record.**

RETENTION: Transfer to the employee's "Human Resources File".

Retain original paper document for 4 months after it is scanned and verified, then destroy by shredding.

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

REG-126. FTE REPORT (FULL TIME EQUIVALENT):

11-012

This series provides semi-annual information concerning the number of Full Time Equivalent (FTE) employees listed by program and funding source. Information may include: date, department, class title, job title, employee type, salary to date, fiscal year-to-date funding, Full Time Equivalent expenditures by program, source funds, number of positions, type of funding, whether each contract is for nine or twelve months, and salary. This record series is used to provide an itemized account of staffing for accountability and budget purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

REG-127. GRIEVANCE FILES:

11-012

This series contains grievance complaints filed by the faculty and exempt employees against the university or its employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and Bureau of Personnel findings (if applicable). This record series is used to investigate grievances, to determine if a mutually agreeable solution is available, and to document reasons for actions taken. **This record series is a closed record.**

RETENTION: Transfer all documentation pertinent to the employee's personnel file to the employee's "Human Resources File".

Retain all other documentation current in the Human Resources Office. Transfer closed to storage for 2 years. Destroy 2 years after closed provided no litigation is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-128.	**HUMAN RESOURCES FILES:**	**11-012**

This series alphabetically by name of employee and contains the personnel records for each faculty, exempt employee, and career service employee. Information may include: applications for employment, transcripts, resumes, letters of offer, personal data sheet, prior service verifications, personnel action notices, employment contracts, termination letters, evaluation materials, letters of reprimand and commendation, faculty letters of promotion and tenure, deferred pay agreements, and other employment documents. This record series is maintained for historical reference and future employment verifications. **This record series is a closed record.**

RETENTION: Retain current. Destroy 25 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain paper documents for 4 months after it is scanned and verified, then destroy by shredding.

(Note: Review files at least once a year to avoid build-up of superseded or obsolete material.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-129.	**I-9 EMPLOYEE ELIGIBILITY FORM:**	**11-012**

This document series provides information on the employment eligibility status of new employees. Information may include: name of employee, address, date of birth, social security number, citizenship status, date of hire, ID information and numbers, various signatures, employer review and verification, and citizenship or employment eligibility document identification and expiration date (if any). This information is required by the Department of Homeland Security and U.S. Citizenship & Immigration Services to verify the legal right to work in the U.S. **This record series is a closed record.**

RETENTION: Transfer to the employee's "Human Resources File".

Retain original paper document for 4 months after it is scanned and verified, then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-130.	**INSURANCE/BENEFIT FILES:**	**11-012**

This series is arranged alphabetically by name of employee and contains a record of the employee's benefit enrollments (health insurance, life insurance, educational benefits) and FMLA, worker's compensation, ADA accommodations correspondence. Information may include: employee name, dependent names, social security number, family status changes, copies of first report of injury, beneficiary names, effective dates of coverage, temporary and permanent accommodation documents, etc. This record series provides a reference of the university sponsored benefits that each employee maintains. **This record series is a closed record.**

RETENTION: Currently retained permanently in HRFIS.

Retain paper documents for 4 months after it is scanned and verified, then destroy by shredding.

(Note: These files should be kept separate form the employee's Human Resources Files.)

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

REG-131. IRS 8233 TAX TREATY EXEMPTION FORM: **11-012**

This series is arranged alphabetically by campus and contains copies of the 8233 form signed by a foreign national worker as proof of participation in a tax treaty between the U.S. and the foreign national's country of tax residence; and the supporting statement. Information may include: name; social security number; country of citizenship; passport and visa number; effective dates for passport and visa; immigration status; and U.S. and foreign address. **This record series is a closed record.**

RETENTION: Retain paper file 3 years in office, then scan and maintain electronically for 20 years. Destroy after 23 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-132. LEAVE REQUESTS: **11-012**

This series contains the data for electronic leave requests maintained in the Human Resource Finance Information System (HRFIS) and any paper leave requests that have been encoded and used to support the submission of electronic leave requests. Information may include: employee's name, title, employee number, position, type of leave, reason for leave, approval status, dates of leave, hours of leave taken, total hours for period, un-official leave balances for pay period, and signatures of employee and supervisor. Leave requests are used for payroll and audit purposes. **This record series is a closed record.**

RETENTION: Data is currently retained permanently in HRFIS.

PAPER LEAVE REQUESTS: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-133.	**PAYROLL DEDUCTION AUTHORIZATIONS:**	**11-012**

This series contains originals and copies of signed authorizations for payroll deductions from each employee. Examples of deduction may include: United Way, Wellness, COHE, SDSEO, Foundation, savings bonds, parking permits, campus debit cards, garnishments, and child support. Information may include: employee's name, social security number, account number, whether a new deduction or modification, amount to deduct, reason, and signatures. This record series is used to determine amounts to deduct from employees' payroll and for documentation purposes. **This record series is a closed record series.**

RETENTION: Retain current. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

If the original paper documents have been scanned, then retain for 4 months after it is scanned and verified, then destroy by shredding.

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

REG-134. PAYROLL REPORTS/LEAVE REPORTS:

11-012

This series consists of a variety of payroll reports and leave reports used by the Shared Payroll center and the Payroll Offices at the Universities and Special Schools to process monthly payroll and weekly adjustment runs. Information is stored within the HRFIS. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money, to ensure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes. This series is not part of the state payroll system. **This record series is a closed record.**

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

REG-135. PERFORMANCE PLANNING & REVIEW DOCUMENTS:

11-012

This series is arranged alphabetically and contains the original forms completed by immediate supervisors and administrators. Information may include: period of review, background information, previous employment history, description of position, assignment distribution, statement of responsibilities, major performance objectives for the future, major contributions, future, and employee's assessment of statements. This record series is maintained to set objectives, evaluate performance, and for reference during employment actions. **This record series is a closed record.**

RETENTION: Retain in Human Resources Office 3 years after termination, then destroy by shredding.

If scanned, Retain original scanned paper documents 4 months after scanned and verified, then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-136.	**PERSONNEL ACTION REQUEST FORMS (PAR):**	**11-012**

This series contains EPAF (Employee Personnel Action Form) and PAR information used to initiate and adjust changes in employees' appointments including salaries, classifications, position numbers, titles, departments, percent time, appointment dates, funding sources, and status (new appointment, resignation, leave without pay, etc.). Information may include: social security number, Banner ID, effective dates, current and proposed salaries or titles, position number, title, funding sources, FTE, etc. Shared Employee Agreements are also part of this file. **This record series is a closed record.**

RETENTION: Transfer to the employee's "Human Resources File".

Retain scanned documents for 4 months after scanned and verified, then destroy.

REG-137. POLICIES AND PROCEDURES: **11-012**

This series documents current (final approved by BOR) policies and procedures pertaining to administrative, personnel, academic, and institutional topics. Information may include: effective date, formal policy or procedure, and authoring signatures. This record series is used to determine the proper course of action to take in certain situations and for reference to insure compliance with current policies governing the administration and operation of each office, department, college, and university and its attached agencies. **This record series is an open record.**

RETENTION: Retain current in Human Resources Office. Destroy superseded or when no longer needed provided no litigation, claims, and audit findings are pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-138.	**PROFESSIONAL DAYS PROGRAM FILES:**	**11-012**

This series is arranged chronologically and contains general information on the five-day staff development planning session held at the school. Information may include: announcements, recommendations, and information relating to the training courses conducted during the session. This record series is used to document planning and in-service training courses held at the school and to setup future training. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then destroy.

REG-139.	**PROFESSIONAL OUTSIDE ACTIVITY REPORT:**	**11-012**

This series is arranged alphabetically by name of employee and contains professional outside activity reports. Information may include: the name of the staff member, date the form was prepared, title of staff member, department name, College/Division, description of activity, estimated number of hours involved, approximate dates of the activity, facilities, and materials. This record series is maintained for monitoring any outside consulting contracts that staff members and to insure that the consulting contracts complies with the university policy. **This record series is a closed record.**

RETENTION: HUMAN RESOURCES OFFICE: Retain 3 years in office, then destroy by shredding.

(Note: This series may be scanned to HRFIS.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-140.	**RECRUITMENT AND SELECTION DOCUMENTS:**	**11-012**

This series contains the recruitment and selection processes within the On-line Employment System. Processes may include: recruit actions, job postings, and hiring proposals. This system maintains all recruit actions; job postings; applicant information and materials; and hiring proposals. Information may include: advertising information; screening and selection information; position number; title; incumbent's name; pay grade; department/organization; hiring manager; duration; percent time; justification to fill; funding sources; candidates' applications, resumes, and attachments (education, training, experience, transcripts, cover letter, work sample, reference lists, etc.); supplemental questions; rating criteria/instruments; posting statuses; applicant statuses/documentation; proposed employee's name, address, and social security number; tenure and rank; proposed start date; and proposed salary. The recruitment and selection process follows an established workflow for review and approval including the department head/dean/director, administrator (VP level), budget, and human resources. This record series is used to obtain approval to recruit a vacancy; to fill the vacancy; to document the process and criteria used to screen and select candidates; to document there has been no employment discrimination; and for reference to answer questions from unsuccessful candidates. **This record series is a closed record with the exception of the job announcement which is conditional.**

RETENTION: Retain information in the On-line Employment System until a purge is requested, then delete.

Retain a copy of successful applicant's information and materials in the employee's "Human Resources Files".

(Note: Department, Search Committee, or Human Resources may maintain a paper copy file. If so, retain paper file for up to 3 years, then destroy by shredding.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-141.	**TIMESHEETS:**	**11-012**

This series contains the data for electronic timesheets maintained in the Human Resource Finance Information System (HRFIS) and any paper timesheets that have been encoded and used to support the submission of electronic timesheets. Information may include: employee's name, title, employee number, position, dates worked, hours worked, dates of leave, type of leave, hours of leave taken, total hours for period, un-official leave balances for pay period, and signatures of employee, supervisor, and administrator. This record series is maintained pursuant to the Fair Labor and Standards Act requirements to document hours worked and to initiate the payroll process. **This record series is a closed record.**

RETENTION: Data is currently retained permanently in HRFIS.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-142.	**UNEMPLOYMENT INSURANCE & WORKERS COMPENSATION:**	**11-012**

This computer printout series is arranged alphabetically by employee name and provides documentation for determination of proper remittance of monies for unemployment insurance and worker's compensation. Information may include: employee name, date, gross, account charged, worker's compensation, and unemployment insurance. The Department of Labor maintains the originals. **This record series is a closed record.**

RETENTION: Retain report in local Human Resources Office for 1 year, then destroy.

(Note: As of June 2009, quarterly reports will be stored in Central E-Print repository.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-143.	**USCIS EMPLOYMENT ELIGIBILITY FILE:**	**11-012**

This is arranged alphabetically and contains copies of the documents presented by a foreign national worker as proof of eligibility to accept employment. Documents may include: demographic page of valid passport and page showing expiration date; U.S. visa page(s); I-94 card(s); documents issued by USCIS (i-20, DS2019, Employment Authorization Document (EAD) card, or I-797 H-1b1 approval notice); receipt Social Security Number (SSN) application; and Social Security card. Information may include: name, social security number, country of citizenship, passport number, visa number, and effective dates for passport and visa. **This record series is a closed record.**

RETENTION: Retain paper file 1 year in office after termination, then scan and maintain electronically for 20 years. Destroy after 21 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-144.	**USCIS IMMIGRATION STATUS CHANGE/EXTENSION FILE:**	**11-012**

This is arranged alphabetically and contains copies of the forms filed by the employer and documents presented by the foreign national to support the application or petition for immigration status change or extension. Documents may include: completed USCIS form; prevailing wage request; prevailing wage determination; completed US DOL ETA 9035 or ETA 9089 form, if required; resume or CV; diplomas and/or transcripts; demographic page of valid passport and page showing expiration date; U.S. visa page(s); I-94 card(s); documents issued by USCIS (I-20, DS2019, Employment Authorization Document (EAD) card, or I-797 H-1b1 approval notice); and employer financial statement if required. Information may include: name, social security number, country of citizenship, passport number, visa number, and effective dates for passport and visa. **This record series is a closed record.**

RETENTION: Retain paper file 1 year in office after permanent residence has been granted or terminated, then scan and maintain electronically for 20 years. Destroy after 21 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-145.	**VOLUNTEER WORK AGREEMENT:**	**11-012**

This series is arranged alphabetically and contains volunteer/unpaid work agreements. Information may include: name of person (volunteer/unpaid), their address, phone number, date of birth, social security number, affirmative action information (gender, martial status, ethnicity, and citizenship), department, work location, position, dates of service, approximate number of hours per week, and supervisor's name, title, and phone number. This form has a brief statement of the terms and conditions of the voluntary/unpaid work agreement. The form is signed and dated by the volunteer/unpaid, and it is also signed and dated by the Dean/Director/Department Head. **This record series is a closed record.**

RETENTION: Transfer to the employee's "Human Resources File".

If scanned, Retain original scanned paper documents 4 months after scanned and verified, then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-146.	**W-2 EMPLOYEE EARNINGS TAX FORM:**	**11-012**

This series is arranged alphabetically by employee name and contains copies of the W-2 forms prepared for each employee. The forms are maintained electronically in a PDF file by the Shared Payroll Center. Information may include: employee name, social security number, address, employer Federal ID number, gross wages earned, taxable wages, Social Security taxes withheld, Medicare tax withheld, dependent child care credit, earned income credit, TSA amount and other amounts that may be required to be reported to the Internal Revenue Service. This record series is used to report the amount of taxes to be withheld from payroll checks. The information is kept for reference, to satisfy federal IRS regulations, and for employment verification reasons. **This record series is a closed record.**

RETENTION: Retain current forms in the Shared Payroll Center in electronic format permanently.

(Note: A PDF file maintained for each Institution by year and for each W2 correction file processed.)

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

REG-147. W-4 EMPLOYEE TAX FORM: **11-012**

This series contains the original completed W-4 forms submitted by each employee. Information may include: employee name, social security number, address, number of exemptions claimed, additional withholding, if any, signature, and date. This record series is used to calculate the amount of taxes to be withheld from payroll checks. The information is kept for reference and to satisfy federal IRS regulations. **This record series is a closed record.**

RETENTION: Transfer to the employee's "Human Resources File".

Retain original paper document for 4 months after it is scanned and verified, then destroy by shredding.

REG-148. WORKERS COMPENSATION FILES: **11-012**

This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." The First report of injury in reported on-line to the Bureau of Personnel. Information may include: employer information, employee information, information relating to the on-the-job injury, and doctor reports. This record series is maintained for reference to reports filed by employees. **This record series is a closed record.**

RETENTION: Retain in the Human Resources Office for 1 year, 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: The State Department of Labor and Regulation, Division of Labor and Management maintain the original Worker's Compensation claims for 80 years.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-149.	**WORK STUDY PAYROLL FILES AND HOURLY STUDENT LABOR FILES:**	**11-012**

This series contains the work study and hourly student authorizations used to establish a job record within the HRFIS. Information may include: student's name, SSAN, hourly rates, and other demographic data. This record series is maintained to monitor total hours worked per pay period and to ensure total hours assigned do not exceed allotment. **This record series is a closed record.**

RETENTION: Retain electronically 3 years after termination of employment, then destroy.

Retain original paper document for 4 months after it is scanned and verified, then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-150.	**ACCESSION LIST:**	**11-012**

This series contains a numerical listing of items in print. Information may include: author, title, number, publisher, publication date, source, cost, and remarks. This record series provides statistical information for the State Library of books available at the school library. **This record series is an open record.**

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

REG-151.	**ACCOUNTS PAYABLE:**	**11-012**

This series documents requests by the library to the business office for payment of materials received. Information may include: date, company name, account number, amount, etc. This record series is maintained for audit purposes. **This record series is an open record.**

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

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

REG-152. CIRCULATION STATISTICS: **11-012**

This series contains summaries of library circulation statistics. Information may include: date, number stored, number removed, monthly record of books, software, audio-visual equipment checked out/checked in, computer hours logged, on-line resource usage, accessions, gate count, demographics of library users, etc. This record series is used for reporting and comparison purposes. **This record series is an open record.**

RETENTION: Records are maintained on the statewide integrated library system called South Dakota Library Network (SDLN) and/or at libraries with no end date given barring a system failure or change of system. At the time of a change of system, a complete backup should be made before implementing a new system.

REG-153. COLLECTIONS INVENTORY CONTROL: **11-012**

This series contains documentation of both leased and purchased items accessible through libraries. Information may include: author, title, publisher, and remarks. **This record series is an open record.**

RETENTION: Records are maintained on the statewide integrated library system called South Dakota Library Network (SDLN) and/or at libraries with no end date given barring a system failure or change of system. At the time of a change of system, a complete backup should be made before implementing a new system.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-154.	**COPYRIGHT COMPLIANCE RECORDS:**	**11-012**

This series contains the copyright compliance forms completed by individuals who request copies of copyright protected articles. Information may include: name of journal, article title, name of individual receiving the article; etc. This record series is maintained to document compliance with federal copyright regulations. **This record series is an open record.**

RETENTION: Retain 5 years, then destroy provided no litigation is pending.

(Note: Libraries may maintain records in paper and/or electronic format.)

REG-155.	**COPYRIGHT PERMISSION FORMS:**	**11-012**

This series documents permissions granted for reproduction and distribution of materials. Information may include: the document to be reproduced, copyright date, name of publisher, name of author, and purpose of reproduction and distribution. **This record series is an open record.**

RETENTION: Retain 7 years, then destroy provided no litigation is pending.

(Note: Libraries may maintain records in paper and/or electronic format.)

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

REG-156. LIBRARY ACQUISITIONS-PAYMENTS: **11-012**

This series documents requests by the library to the business office for payment of materials received. Information may include: date, company name, materials acquired, material and shipping costs, and fund source. This record series is maintained to determine material acquisition cost, update values in library collections inventory and on university financial statements, and for audit purposes. **This record series is an open record.**

RETENTION: LIBRARY: Retain 1 year in office, then destroy provided the library collection inventory system has been verified; and all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

FINANCE OFFICE: Scan and maintain images in financial accounting system. Retain images for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-157. LIBRARY OPERATIONS: **11-012**

This series contains information documenting operations of the university libraries and may include records of or pertaining to: budget, gifts, planning, publications, reports, and digital resources. This record series is maintained for reference and historical purposes. **This record series is an open record.**

RETENTION: Retain 7 years in office, then review for destruction or permanent retention upon consultation with a designated individual such as a dean, director, or university archivist.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-158.	**LIBRARY RECORDS:**	**11-012**

This series contains information related to the university library; and its collections, users, and requests. Information may include: accession records, On-Line Library Center (OCLC) Technical Bulletins, check-in cards for periodicals, budget requests for supplies and equipment, inter-library loan requests, list of journals and periodicals ordered by the library, statistics, census microfilm rental program files, gift files, guest registers, application for admission to the Special Collections, and other related information. This record series is used for reference and historical purposes; to document the value of materials purchased or donated; to document telecommunication charges; to document payments made for rental; for reporting and comparison purposes; to process requests; to insure subscriptions are renewed on time; for budget preparation; to document past subscription costs; and to provide reference of gifs received. **This record series is an open record.**

RETENTION: PHOTOGRAPHS: Retain permanent in storage.

(Note: Consider having negative made of old photographs and maintaining them at an alternate location to provide backup security for these photographs.)

ALL OTHER INFORMATION: 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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-159.	**PAYMENT FORM:**	**11-012**

This series documents requests by the library to the business office for payment of materials received. Information may include: date, company name, fund from which the bill is to be paid, amount of bill, and signature of librarian. This record series is maintained for audit purposes. **This record series is an open record.**

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.

REG-160.	**PROJECT FILE:**	**11-012**

This series contains a list of bibliography searches or presentations prepared by the librarian for staff members or students. This record series is used for services rendered. **This record series is an open record.**

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

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

REG-161. PUBLICATIONS, NEWSLETTERS, & BULLETINS: **11-012**

This non-record series pursuant to SDCL 1-27-9(2) is arranged and stored using the Dewey Classification System and contains various publications, newsletters, and bulletins for public access concerning the history and activities of the departments, state offices, and personnel. Information may include: name of publications, date of issue, volume number, and nature of publication. The record series is used for reference and research purposes. **This record series is an open record.**

RETENTION: ISSUING OFFICE: Retain current in office. Transfer superseded or obsolete to University Archives for final disposition.

UNIVERSITY ARCHIVES: Disposal is at the discretion of the University Archivist.

(Note: Various publications never expire. Publications may become superseded or obsolete, but they remain a valuable resource of information.)

REG-162. REQUEST FORM, PRINTED MATERIAL/AUDIO VISUAL: **11-012**

This series constitutes a request to the South Dakota State Library for printed material and/or audio-visual material. Information may include: date requested, author, title, publisher, date of publication, where you obtained this information, age or reading level, purpose, title of magazine, volume number, date of issue, page, article title, author, library name, and copyright compliance. **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

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

REG-163. STATUS REPORTS, ANNUAL (STATE LIBRARY):

11-012

This series is arranged chronologically and contains the status reports generated by the State Library in Pierre. Information may include: school name, address, person responsible for the library, telephone number, cost of salaries, number of employees on staff, total hours worked, services offered, total number of books, inventory of media and equipment, periodicals, number of interlibrary loans, number of audio-visual loans, number of talking book loans, budget expenditures, signatures, and supplemental narratives. This record series is used to summarize library services provided to visually handicapped and to document the size of the library collection. Copies are furnished to the superintendent and principal. The original is maintained by the State Library in Pierre. **This record series is an open record.**

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

REG-164. TALKING BOOK REGISTRATION:

11-012

This series is arranged chronologically and contains copies of talking books registration forms. The file includes both school and State Library registrations. Information may include: application dated and signed by the applicant, applicant's telephone number and address, shipping information, and due date. This record series is maintained to monitor the use of talking books checked out from the school library and the State Library in Pierre. **This record series is an open record.**

RETENTION: Retain 1 year in office after material is returned, then destroy.

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

REG-165. ASBESTOS RECORDS: **11-012**

This series contains the State Engineer's and the State Energy Asbestos Evaluation research project forms. Information may include: reference and research data, research notes, testing services information, test results, literature on resolution ideas, and corrective maintenance plans. This record series is maintained to document results of the asbestos evaluation and for formulating corrective plans as new technology or materials are introduced. Reports are filed with the Department of Environment and Natural Resources in Pierre to receive authorization to proceed when corrective measures are planned. **This record series is an open record.**

RETENTION: Retain in office or in storage for the life of structure or until the problem no longer exists. Retain 30 years after asbestos removal. Destroy when respective building or problem ceases to exists.

REG-166. BUILDING EVACUATION PLANS: **11-012**

This series is arranged alphabetically by building name and contains the evacuation plans for each building. Information may include: building name, floor plans, and sketches showing the preferred emergency exit routes for each building. This record series is used for reference purposes. Information is also relayed to staff in each building area for fire and emergency evacuation drills. **This record series is an open record.**

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-167.	**BUILDING FILES:**	**11-012**

This series contains original information which provides a complete history of all construction and renovation projects for each building on campus as well as building evaluations and present value. Information may include: building name, type of construction, costs, bids, specifications, correspondence, status of construction, copies of contracts, worksheets, copies of vouchers, building evaluations, and other related information related to each building. This record series is maintained for reference concerning the status of all construction on campus, to provide a capital improvements history of all building remodeling and modifications, for verification of contract agreements concerning building maintenance, and for federal audit purposes. **This record series is an open record.**

RETENTION: Retain in office for the life of the building. Transfer to storage after building is destroyed and/or removed. The building plans are maintained permanently in storage.

(Note: Some of the building plans and specifications are also maintained permanently in the Office of the State Engineer.)

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

REG-168. BUILDING PLANS AND SPECIFICATIONS FILES: **11-012**

This series is arranged numerically by project number and contains the scale drawing of all proposed construction projects. Information may include: preliminary, first review, second review, first final and as-built. Preliminary plans are for projects under consideration but not under contract. The first final plan is the plan from which the building was designed with no changes. The as-built plans show the exact layout of the construction as completed with all changes and modifications. This record series is maintained for reference for future construction and for floor layout and design. **This record series is a closed record.**

RETENTION: Retain in office for the life of the building. Transfer to storage after building is destroyed and/or removed to be retained permanently.

(Note: Some of the building plans and specifications are also maintained permanently in the Office of the State Engineer.)

REG-169. CALENDARS, DAILY ACTIVITY: **11-012**

This series is arranged chronologically and contains the plant director's notes concerning the activities occurring each day. Information may include: name of employees and timed work on each project; special drills; and maintenance and construction notes. This record series is used for convenience of reference and administrative purposes. **This record series is an open record.**

RETENTION: Retain 5 years in office, then destroy.

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

REG-170. CLIMATOLOGICAL, DATA RECORDS:

11-012

This series contains all climate, weather, and meteorological records as provided by the National Weather Service for the state of South Dakota. Weather information may be indexed by date, time, city, county, region or location, etc. This record series is used for historical references, determining trends and norms, and forecasting weather and climate patterns. **This record series is an open record.**

RETENTION: Retain permanent.

(Note: Hardcopy reports are archived at SDSU.)

(Note: Electronic data is archived by outside resources.)

REG-171. DAMAGED REPORTS, PUBLIC PROPERTY:

11-012

This series is arranged chronologically and contains reports of damage or theft at the university. Information may include: written or photographic description of damage or theft, location, date, time, and (if known) person(s) responsible. This record series is maintained to document resident hall damages or property thefts, for reporting purposes, and for reference during follow-up investigation. One copy is sent to the President's Office for reference and one copy is sent to Safety and Security Office. **This record series is an open record.**

RETENTION: Retain originals current in office, then transfer to storage for 6 years. Destroy after 6 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-172.	**DEPRECIATION FILES:**	**11-012**

This annual cumulative report contains depreciation information on equipment owned by the university. Information may include: equipment name, purchase price, life expectancy, annual depreciation, and balance. This record series is maintained for audit purposes. **This record series is an open record.**

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.

REG-173.	**EMERGENCY CALL LISTS:**	**11-012**

This series is used by personnel on duty during the night and weekend hours as a contact list of maintenance personnel who are on call. Information may include: name of contact person for each area, address, and telephone number. This record series is used for reference concerning the names of the persons to contact in case of an emergency. **This record series is an open record.**

RETENTION: PHYSICAL PLANTS: Retain current in office. Transfer superseded or obsolete to storage for 4 years, then destroy.

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

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

REG-174. ENERGY CONSERVATION MANAGEMENT FILES:

11-012

This series is arranged chronologically and contains audit records concerning each building. Information may include: building identification, average cost to heat/cool building, energy used per day, types of energy used, recommendations to make each building more fuel efficient, federal monies requested with Board of Regents approval, federal inspection forms, and the three-year follow up report of energy usage. This record series is maintained for reference concerning ways to increase efficiency for each building. **This record series is an open record.**

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

REG-175. ENVIRONMENTAL SYSTEMS FILES:

11-012

This series contains information concerning environmental systems (fire alarms, smoke detectors, fire extinguishers, boilers, heating plant, etc.). Information may include: building identification, system identification, date inspected, time, inspector, batteries or standby power system check, alarm system check, authorized signatures, test reports, smoke stack temperatures, steam output poundage, percentage of draft, boiler number, water hardness, caustics, alkalinity, TSD chemical concentration levels, blow downs, electronics, conductivity studies, sulfides, ph levels, suspension, type of equipment, areas of deficiency, types and pounds of chemicals used, maintenance performed, allowable emission, operations schedules, part per mission, of pollution emitted, and authorized signatures. This record series is used for reference to document maintenance and inspections on environmental equipment. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-176.	**EQUIPMENT FILES:**	
	This series contains information concerning equipment that the university owns or operates. Information may include: equipment name, equipment inventory number, class type, model number, serial number, location, conditions, owner's manuals, a copy of the Purchasing and Printing agreement, company service updates, warranty, and notes on service and/or problems encountered. This record series is maintained as a reference to services rendered on each piece of equipment and to document the need for equipment replacement. **This record series is an open record.**	**11-012**
	RETENTION: Retain in office for life of equipment, then destroy provided 1 year has passed since an independent post-audit report has been received.	
	CHECK OUT REPORTS: Retain 1 year in office, then destroy.	

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

REG-177. FACILITIES USE AGREEMENTS, OUTSIDE PARTIES:

11-012

This series contains contracts and agreements between the university and those who would use the facilities. Information may include: facilities and equipment utilized, purpose of facility use, fees involved for same, indemnification clause, name of organization, contact name, address, telephone numbers, dates reserved, receipt number issued, special needs, type of function, type of meals needed (if applicable), and signatures. This record series is used for reference purposes. **This record series is an open record.**

RETENTION: Retain 3 years after end of contract, then destroy.

REG-178. FACILITY USAGE FILES:

11-012

This series is arranged chronologically and contains scheduling information pertaining to the use of the gymnasium and other meeting rooms throughout the school. Information may include: date, name of individual making the request, time period, and purpose. This record series maintained for monitoring and scheduling facility usage. **This record series is an open record.**

RETENTION: Retain 3 years after end of contract, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-179.	**FIRE AND ELECTRICAL INSPECTION REPORTS:**	**11-012**

This series is arranged chronologically and contains the reports issued by the State Fire Marshal and the State Electrical Inspector. Information may include: facility name, supervisor, address, building items inspected, rating of each, and recommendations. This record series is used to document the results of the inspections and to initiate corrective actions for deficiencies. The originals are maintained by the State Fire Marshal's Office and the State Electrical Commission. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-180.	**FIRE DRILLS:**	**11-012**

This series is arranged chronologically and contains copies of fire drill information for the school. Information may include: state and city fire marshal safety check lists; number of students and employees participating; problems located; dates of fire drill; escape time; time of drill; unusual problems noted; and letters and recommendations from the fire marshals concerning drills. This record series is maintained for reference and to document that drills were performed. **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

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

REG-181. FUEL DELIVERY LOGS: **11-012**

This series is arranged chronologically and contains a listing of all fuel oil and gasoline deliveries received. Information may include: date, type of fuel, number of gallons delivered, and delivery ticket. This record series is used to verify fuel bills, for energy conservation reports, and for monitoring purposes. Information relating to billing processes is transferred to the business office. **This record series is an open record.**

RETENTION: Retain full logs 1 year in office, then transfer to storage 9 years (in case of leak). Destroy 10 years after last entry.

REG-182. GASOLINE TAX REPORTS: **11-012**

This series is arranged chronologically and contains copies of gasoline tax reports sent to the Department of Revenue in Pierre for tax refund purposes. Information may include: list of gasoline purchases taxed and untaxed, amount of tax paid, list of suppliers that deducted tax, list of supplier that did not deduct tax, and cover letter. This record series is maintained to justify federal tax refund requests and for audit purposes. The original is maintained by the Department of Revenue in Pierre.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-183.	**INVENTORY, CAPITAL ASSET (PROPERTY) FILES:**	**11-012**

This series is arranged chronologically and documents all property maintained by the university and its attached agencies. Information may include: a copy of the university's inventory printout, copies of vouchers, deletion forms, maintenance forms that reflect changes in the inventory information, inventory procedure manual, and surplus property received and transferred forms. This record series is maintained for property management controls, accountability purposes, and audit purposes. **This record series is an open record.**

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

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

(Note: The University's equipment inventory is maintained separately from the State of South Dakota's equipment inventory. When university's equipment inventory is merged with the South Dakota's equipment inventory, computer output microfiche (COM) is received.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-184.	**INVENTORY, CAPITAL ASSETS:**	**11-012**

This series contains information regarding the university's assets. Information may include: a copy of the Central Annual Inventory printout, monthly and year-end inventory reports, 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. **This record series is an open record.**

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 current Inventory Procedures Manual in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-185.	**KEY REGISTRATION CARDS:**	**11-012**

This series provides a list of all key numbers requested and/or assigned. Information may include: name, date issued, amount of deposit (if any) collected from faculty members, and key registration number. This record series is used to document each key assigned to an employee or student, to determine if a particular key had been given to an employee or student, and to determine which locks need to be changed if a key or set of keys are lost. **This record series is a conditional record**

RETENTION: Retain current in office. Transfer terminated records to storage for 3 years. Destroy 3 years after terminated.

REG-186. MAJOR FACILITY CHANGES, SUMMARY OF: **11-012**

This series contains working papers and notation made by the faculty and staff of major changes to the facility since the latest self-study of self assessment. **This record series is an open record.**

RETENTION: Retain 1 year in office after superseded or obsolete, then transfer to storage permanently.

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

REG-187. MILEAGE REPORT FORMS, SCHOOL VEHICLES: **11-012**

This series is arranged by vehicle license number and contains mileage information regarding vehicles owned by the school. Information may include: license number, date dispatched, to whom dispatched, beginning and ending mileage, total miles driven, the average miles per dispatch, gallons of gasoline used, and the miles per gallon figures. This record series is used to monitor fuel efficiency and miles each vehicle is used per year, and for audit purposes. **This record series is an open record.**

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.

REG-188. OPERATIONS AND MAINTENANCE: **11-012**

This series is arranged alphabetically by building and contains operations and maintenance information concerning each building and associated equipment. Information may include: owner's manuals and other information regarding equipment repair maintenance. This record series is maintained to document all service rendered to each piece of equipment and to document the need for equipment replacement. **This record series is an open record.**

RETENTION: Retain current in office for life of equipment. Destroy after equipment is declared surplus or sold.

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

REG-189. PCB (POLYCHLORINATED BIPHENYL) EQUIPMENT REPORT FORM:

11-012

This series is arranged by transformer identification number and contains the State Engineer's inventory forms for each transformer identifying PCB contaminants which have the potential to be a health hazard. Information may include: physical inspection audit, serial number, name of manufacturer, type of transformer equipment, size, model number, primary and secondary voltage identification, whether the unit is a filled or dry transformer, location, oil capacity, condition of the unit, and distance from the nearest building. The information is sent to the State Engineer's Office in Pierre to monitor the possibility of an accidental release of PCB contaminants into the environment. **This record series is an open record.**

RETENTION: Retain in office or in storage for life of equipment, then destroy provided no litigation is pending.

REG-190. POLICE FILES:

11-012

This series is arranged numerically by assigned case number and contains university police files. Information may include: incident or criminal activity; type of incident; when and how it was reported; initial reports; interview reports; test and methods used to solve incident; results; arrest report; charges; additional agencies involved; and disposition of the crime or incident. The files are referenced to do background checks; statistics of criminal activity; and are required to be kept on file by law. This record series is used to track incidents and/or criminal activity. **This record series is a conditional record.**

RETENTION: UNIVERSITY POLICE DEPARTMENT: Retain permanently in storage.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-191.	**POLICE FILES, TRAFFIC TICKETS:**	**11-012**

This series is arranged both alphabetically and numerically by ticket number and contains university traffic tickets. Information may include: ticket number; violation type; violation location; vehicle(s) involved; vehicle license number; make, model, color, and year of vehicle; officer identification; amount of fine; computer printouts of activity; where and how to pay the ticket; voided tickets, reason for voiding the ticket; and action taken when the ticket is not paid in a timely manner. This record series is used for the tracking of the amount paid and those tickets unpaid. **This record series is a conditional record.**

RETENTION: UNIVERSITY POLICE DEPARTMENT: Retain current and unpaid tickets in office. Transfer paid tickets to storage to 4 years. Destroy 4 years after paid provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-192.	**PROPERTY MANAGEMENT FILES:**	**11-012**

This series is arranged chronologically and documents all property maintained by university and its attached agencies. Information may include: a copy of the inventory printout, copies of vouchers, deletion forms, maintenance forms that reflect changes in the inventory information, inventory procedure manual, and surplus property received and transferred forms. This record series is maintained for property management controls, accountability purposes, and audit purposes. **This record series is an open record.**

RETENTION: PROPERTY MANAGEMENT OFFICE: 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.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-193.	**REAL PROPERTY:**	
	This series contains legal records that document ownership of university owned real property. Information may include: name of seller, name of buyer, amount of consideration, rendered, legal description, and notary signature a seal. This record series is maintained fro ownership documentation purposes and is duplicated at the County Register of Deeds Office. **This record series is an open record.**	**11-012**
	RETENTION: Transfer original deeds, abstracts, and easements to the State Office of School and Public Lands in accordance to SDCL 5-1-8.	
	ALL OTHER INFORMATION: 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.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-194.	**SECURITY RECORDS:**	**11-012**

This series contains information regarding security reports, including theft records, lost and found records, and verification of rounds. Information may include: property name, university name, last known location of property, signature and title of the person reporting theft or loss, purchase date of property, cost estimated value, date stolen or lost, property tag number (if applicable), current inventory number (if applicable), recovery actions taken, time and location of security checks, name of owner or finder, date security or authorized person took possession of item, and date released. This record series is maintained for reference, to document security rounds are being made, form making inventory adjustments, for reporting purposes, and for accountability. **This record series is a conditional record.**

RETENTION: STOLEN PROPERTY RECORDS: Retain current in office. Destroy after cleared off the Central Annual Inventory provided no litigation is pending.

INCIDENT REPORTS: Retain originals current in office, then transfer to storage for 5 years. Destroy after 5 years provided all litigation or claim is pending.

ALL OTHER INFORMATION: Retain 1 year in office, then destroy.

(Note: Also see Police Files.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-195.	**SURPLUS INVENTORY RECORDS:**	**11-012**

This series is arranged chronologically and contains information relating to all property which has been declared surplus or removed from the inventory. Information may include: date, property management number, budgetary accounting codes, agency name, address, description of the item being declared surplus, condition, transfer date, and disposition. This record series is used to document the final disposition of all property declared surplus. **This record series is an open record.**

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: All sale information must be on file with the Property Management Office.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-196.	**SURPLUS PROPERTY FILES:**	**11-012**

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. **This record series is an open record.**

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

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

REG-197. SURPLUS SALES RECORDS:

11-012

This series is arranged chronologically by sale date and contains information relating to the disposition of items sold at a public auction. Information may include: notification of surplus property forms, expense vouchers, advertisements of sale, legal notices, auctioneer contracts, and clerk sheets. This record series is used to verify all transactions for property sold and for reference concerning the disposition of certain items. **This record series is an open record.**

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

(Note: All sale information must be on file with the Property Management Office.)

REG-198. TITLES, BOATS AND TRAILERS:

11-012

This series contains the titles that the State Division of Motor Vehicles has issued for boats and trailers. This information may include: owner's name and address, description of the boat or trailer, identification numbers, and lien holder information. This record series is used to document ownership of the boat or trailer. **This record series is an open record.**

RETENTION: Retain current in office. Transfer of the title will occur when it is sold or declared surplus.

(Note: Retain a copy of the title 5 years after sale, then destroy.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-199.	**VEHICLE FILES:**	**11-012**

This series contains information regarding each vehicle assigned to the agency. Information may include: trip data including vehicle identification number, sign-out sheets for each vehicle, sign-out dates and times, driver, return dates and times, beginning and ending odometer readings, and purposes of travel, fuel/oil usage data, and summaries of maintenance performed on each vehicle. This record series is maintained to document usage of each vehicle, to justify the sale of old vehicles and purchase of new vehicles, and for audit purposes. **This record series is an open record.**

RETENTION: Retain trip data 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 fuel/oil usage data and maintenance records 4 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-200.	**WORK ORDERS:**	**11-012**

This series contains the copies of standard work orders submitted. Information may include: date, number, location, description of work requested, date started, names of maintenance crew, work request number, date finished, account charged, requestor's name, and authorized signatures. This record series is maintained to ensure the completion of requested maintenance and repair tasks. **This record series is an open record.**

RETENTION: PHYSICAL PLANT: 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.

HISTORIC PRESERVATION FILES: Retain permanently.

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-201.	**WORK REQUESTS, MAINTENANCE:**	**11-012**

This series contains the originals of all work requests submitted by the various university programs. Information may include: date, location, requestor's signature, work requested, names of maintenance crew, work request number, repair parts used, and completion date. This record series is used to set priorities for completion of job requests, to ensure all work is satisfactorily completed, and to document the reason each department was or was not billed for repairs. **This record series is an open record.**

RETENTION: PHYSICAL PLANT: 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.

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

REG-202. WORK SCHEDULES: **11-012**

This series is separated by department and contains chronological work schedules. Information may include: work assignments, relief days, vacation days, and supervisor's signature. Schedules are used to make work assignments and schedule arrangements for house parents, teachers' aide, food service personnel, and maintenance workers. **This record series is a conditional record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-203.	**ACADEMIC PROGRESS REPORTS:**	**11-012**

This series documents and monitors a student's academic progress through elementary and secondary school. The teacher compiles the information which includes: student's name, class, subject, date, teacher, counselor, current status, ability, attitude, performance, recommendations, and additional comments. **This record series is a closed record.**

RETENTION: Retain 5 years after graduation or student leaves school system, then destroy.

REG-204.	**ACCIDENT REPORTS:**	**11-012**

This series documents the reporting of all accidents within the twenty-four (24) hours allotted by administrative rules. Information may include: name of person injured, date of accident, exact time of accident, place accident occurred, nature of accident, activity engaged in, teacher/sponsor of activity, disposition of student, person filing report, date of filing report, and comments. **This record series is a closed record.**

RETENTION: Retain 3 years in office after closed, then destroy.

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

REG-205. ACTIVITY LOGS, DAILY/MASTER: **11-012**

This series is arranged alphabetically by student, then chronologically by date and contains house parents' comments concerning daily activities in the dormitory. Information may include: date students leaving the dormitory, purpose incident and contact reports, students who did laundry, and medical treatment activities. This record series is maintained by the house parents to monitor activities within each dormitory and for reporting to the dormitory coordinator incidents which require further action. **This record series is a conditional record.**

RETENTION: DAILY LOGS: Retain 3 months in office, then transfer to storage for 9 months. Destroy after 1 year.

MASTER LOGS: Retain 1 year in office, then destroy.

REG-206. ADVISORY COUNCIL FILE: **11-012**

This series is arranged alphabetically and contains the Advisory Council file. Information may include: list of names, addresses, and telephone numbers of individual board members; correspondence; and minutes of meetings. This record series is maintained for reference purposes. **This record series is an open record.**

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-207.	**AMERICAN PRINTING HOUSE FOR THE BLIND (AHP) FILES:**	**11-012**

This series is arranged chronologically and contains the annual certification of attendance records at the school. The certification is done every year in March. Information may include: number of students broken down by degree of vision, status sheets, certification notification, and signature of certification personnel. This record series is maintained to verify that only SDSBVI student's eligibility for the federal quota allocation. **This record series is an open record.**

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

REG-208.	**ANNUAL REPORTS, SD HIGH SCHOOL ACTIVITIES ASSOCIATION:**	**11-012**

This report series is filed annually with the South Dakota High School Activities Association. It is used to compile state-wide statistics of levels of participation. Information in the report includes: name, semesters, activity, and number of students. **This record series is an open record.**

RETENTION: Retain 6 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-209.	**ATTENDANCE CALENDARS:**	**11-012**

This series is used to record conferences with parents, times tardy, and comments concerning attendance. Information in the file includes: name, date, student identification number, and whether absence was excused or unexcused. **This record series is a closed record.**

RETENTION: Retain 6 months after end of school year, then destroy.

REG-210. ATTENDANCE LOGS: **11-012**

This Excel spreadsheet series is arranged alphabetically by student's last name and contains the attendance reports for only the SDSBVI. Information may include: student's name and days in attendance. This record series is maintained to document attendance record for reporting purposes. Annual totals are entered into the Student Information System (SIMS). **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-211.	**AUDIOLOGICAL FILE:**	**11-012**

This series is arranged alphabetically and contains the audiological test information. Information may include: name, date of birth, address, telephone number, parents name, date of evaluation, results, and recommendations. **This record series is a closed record.**

RETENTION: Retain in office until student graduates or reaches the age of 21, then destroy.

REG-212.	**BIDS, QUOTATIONS:**	**11-012**

This series is used to document the letting of informal bids, those amounting to less than $3,500. Notification of bid letting is sent to a sampling of vendors who then submit their price and the school chooses. Information may include: quantity, item, price, total, and closing date. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-213.	**BIDS, SUCCESSFUL:**	**11-012**

This series is used to document bids let and received by the school for goods and services rendered. Information may include: notice of bid letting, contract terms, amount of contract, date, signature of parties, and instructions to publish. This records series is used to document proper procedure in the letting of bids, and are retained for audit purposes. **This record series is an open record.**

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.

REG-214.	**BIDS, UNSUCCESSFUL:**	**11-012**

This series documents the receipt of unsuccessful bid applications by the school district. They are used for audit purposes and to demonstrate compliance with laws pertaining to the letting of bids. Information in the file includes: bidder, specifications, prices, and signatures. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-215.	**CLASS TEST RECORD SHEET:**	**11-012**

This series is maintained to provide the Board of Education with test scores used to determine curriculum strengths and weaknesses. Information may include: students name, test scores, date tested, percentile rank, and name of test. The information is duplicated in the standard test record. **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

REG-216.	**CONSENTS, MEDICAL TREATMENT:**	**11-012**

This series documents the consent of parent/guardian and child for emergency medical services that may be required while the child is under the supervision of an employee of the school district. The consent form is filed annually and includes: school district, name of student, date of signing, and signatures of parent/guardian and child. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

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

REG-217. EVALUATIONS, TEACHER:

11-012

This series is compiled by principals for school board review. Information on the form may include, but is not limited to: name, date, grade, subject, extra duty, personal characteristics, instructional effectiveness, professional characteristics, comments, classroom visits, signature of evaluator and teacher, and teacher reactions to evaluation. These evaluations are used to make recommendations to the school board regarding the prospect of reemployment and any stipulations that may be contingent upon reemployment. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided no litigation concerning employment terms is pending.

REG-218. FOOD SERVICE:

11-012

This series contains food service records for only the SDSBVI. Information may include: menus, meal counts, and mandatory serve safe food records. **This record series is an open record.**

RETENTION: Retain 1 month in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-219.	**HANDBOOKS, ELEMENTARY/SECONDARY:** This handbook series provides a source of reference to students of approved school board policy. Information in the handbook may include: announcements, book fines, rules of conduct, detention procedures, dress code, flag salute, grading, honor roll, and etc. This series is printed annually for distribution at the beginning of the school year. **This record series is an open record.** **RETENTION:** Retain current in office. Destroy superseded or obsolete.	**11-012**
REG-220.	**HEALTH RECORD:** This series serves to chronicle the health record of the student. It is arranged alphabetically by student name, and includes: history of illness, emergency telephone number, physician, name of school attended, certificate of immunization, sex, birthplace, birth date, parent or guardian, and address. Entries are made primarily while pupil is in the elementary grades but is retained in students file through his senior year. **This record series is a closed record.** **RETENTION:** Retain in office, until student completes final year of school, then destroy.	**11-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-221.	**INDIVIDUAL EDUCATION PROGRAM (IEP) FILES:**	**11-012**

This series documents the drafting of an Individual Educational Program for a student determined to be educationally deprived. Information may include: student name, date of birth, date of program entry, present levels of performance, prioritized long-term goals, short term objectives, placement recommendation, beginning/ending date, minutes per day, time in regular classroom, review date, committee members present, date of meeting, and parent's signature and date. **This record series is a closed record.**

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-222.	**INDIVIDUAL STUDENT FILES:**	**11-012**

This series is arranged alphabetically student's name and contains the student directory information; and the active master, overflow, and former on campus and outreach student files. Student directory information may include: student's name, contact information, parent's name and contact information, date and place of birth, enrollment status, dates of participation, and degrees or honors received. The Master Files may include: student and family identification, admission forms, all current education records (i.e. IEPs/ITPs, evaluation reports, progress reports, medical evaluations, and decisions of hearing officers), current and most previous test results, eye reports, medical information, official correspondence, current and previous year's Individual Evaluation Program (IEP), report cards, related progress reports, release forms, summer school reports, and secondary materials written or produced by local school districts or other individuals/agencies. The Overflow Files may include: release forms, correspondence, past educational and medical records, and prior years IEPs. Former on campus student files may include: correspondence, release forms, transcript/report cards, last (IEP), last comprehensive evaluation, last medical vision report, immunization records, and information relating to accident or injury. Former outreach student files may include: student's name, address, and telephone number, birth place and date, release forms, correspondence, parents' name and contact information, enrollment application, enrollment status, dates of participation, last IEP, and last vision and comprehensive evaluation. This record series is used to record involvement by the school. Test data becomes obsolete after five years. **This record series is a closed record.**

RETENTION: STUDENT DIRECTORY INFORMATION: Retain permanently.

STUDENT FILES: Retain active in office. Transfer inactive to storage and retain until the student reaches the age of 25, then destroy.

RELEASE FORMS: Retain 3 years, then destroy provided no notice of claim has been filed. If claim has been filed, then retain until the student reaches the age for 25, then destroy.

(Note: Review files annually to avoid build-up of superseded or obsolete information.)

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

REG-223. LEDGER, GENERAL AND DORMITORY: **11-012**

This series contains computer files of the general ledgers and dormitory ledgers maintained by the Business Office for only the SDSBVI. Information may include: account number, account name, beginning balance, debit and credit balances, receipt number, transfer amount, refund amount, and ending balance. This record series is used to balance weekly accounts of students, for fund accountability, reconciliation with other accounting reports, and audit purposes. The dormitory information is supplied by the house parent of each dormitory. **This record series is a closed record.**

RETENTION: Retain computer files 4 years, then erase provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

REG-224. MASTER ELIGIBILITY LISTS: **11-012**

This series provides the Executive Secretary of the South Dakota High School Activities Association with a list of students eligible to represent the high school in interscholastic fine arts or athletic competition during the current school year. Information may include: name, date of birth, date of enrollment, number of full and regular studies carried successfully, number of semesters attended, date of medical examination, and signature of school principal. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-225.	**ON-SITE REVIEW, DEPARTMENT OF EDUCATION:**	**11-012**

This series contains the State Department of Education on-site review. Information may include: related correspondence and state accreditation reports. This record series is used to document the Department of Education's accreditation process. **This record series is an open record.**

RETENTION: Retain until the next on-site review, then destroy.

REG-226.	**PERMANENT RECORD CARD:**	**11-012**

This series contains the student's permanent record card. Information may include: student's name, date of birth, name of school previously attended, parents name, phone number, doctor, siblings, date of graduation, teacher, year, grade, classes, and attendance records. This record series is used to reference previous academic achievements and to provide a complete record of grades attained and days present. **This record series is a closed record.**

RETENTION: Retain permanent in office.

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

REG-227. PHYSICAL EXAMINATIONS (SDHSAA): **11-012**

This series documents parent permission for participation in organized high school athletics, any history of injury, illness, or disease, the taking of medication, and certification of physical fitness by a physician. Information may include: pupil name, year in school, city, date of birth, high school, medical history, date, signature of parent or legal guardian, and signature of physician. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

REG-228. PROFESSIONAL DAYS PROGRAM FILES: **11-012**

This series is arranged chronologically and contains general information on the five-day staff development planning session held at the school. Information may include: announcements, recommendations, and information relating to the training courses conducted during the session. This record series is used to document planning and in-service training courses held at the school and to setup future training. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then destroy.

REG-229. PSYCHOLOGICAL FILE: **11-012**

This confidential file series is used to provide a basis for academic placement. Information may include: name, date of birth, referred by, examined by, assessment procedures, summary of findings, and signature of psychologist. **This record series is a closed record.**

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-230.	**PURCHASE ORDERS:**	**11-012**

This form series is arranged numerically by purchase order number, and documents the approval of items for purchase by the business office. Information may include: purchase order number, shipping address, date, coding, quantity, number ordered, number received, stock number, description, price, total amount, and date of "Purchase Order Request". **This record series is an open record.**

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.

REG-231.	**RECEIPTS:**	**11-012**

This series is issued in duplicate with the original going to the payer and the duplicate being retained by the school for reference. Both the original and duplicate copies of receipts which are voided should be retained. The receipt provides proof of payment for the payer and a means of accountability for money received by the school district. Receipts should be pre-numbered and include: date, receipt number, name of school, city or town, received from, amount, description, fund name credited to, and received by signature. The nature of some receipts will require supporting documents be maintained by the school. Examples of such receipts are food service sales and admissions to school functions. **This record series is an open record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-232.	**REGISTERED WARRANT REGISTER:**	**11-012**

This series records checks which are not paid for want of funds. Information on the register includes: number, date, and amount of each warrant, fund upon which the same is drawn, date of presentation, name and address of the person in whose name the same is registered, date of payment when made, amount of interest and the total amount paid thereon, date when notice to the person in whose name such warrant is registered is mailed. This series serves as a control record on the warrants from the time they are registered until they are paid. **This record series is a conditional record.**

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.

REG-233.	**REGIONAL STUDENT RECORDS:**	**11-012**

This series is arranged alphabetically by student name and the outreach consultant/specialist's working file. Information may include: copies of the IEPs, vision and medical information, educational records, and test results. The originals are maintained in the "Individual Student File". This record series provides a summary of services provided to each student receiving regional consultant services. **This record series is a closed record.**

RETENTION: Retain in office until student graduates or reaches the age of 21, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-234.	**RELEASE REQUESTS:**	**11-012**

This series is required by the Family Educational Rights and Privacy Act of 1975 (PL 93-3580) whereas a reasonable effort must be made to notify the parent or eligible student of the exchange of school information. Information may include: student's name, date of birth, grade, records requested by, records requested from, address, specific records to be disclosed, purpose of disclosure, date, and signature of parent/guardian or individual. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

REG-235.	**REPORT CARDS:**	**11-012**

This series is used to report academic status of students to parents. Information may include: name, year, grade, subject, grades, attendance record, and principal's signature. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-236.	**REQUISITIONS:**	**11-012**

This series initiates the "Purchase Orders" if the request is deemed appropriate. Information on the form includes: request date, department or class, coding, approved by, address, quantity, itemized description, unit price, total, employee's signature, and date. **This record series is an open record.**

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.

REG-237.	**SPECIAL EDUCATION ENROLLMENT FORMS:**	**11-012**

This series documents the enrollment of children in the Special Education Program, and electronic copies are submitted annually to the Division of Elementary and Secondary Education, Special Education Program for their reference. Information may include: date, identification number, name, district, duplicate category, date of birth, age, certification date, entry date, and social security numbers of the staff. **This record series is a closed record.**

RETENTION: Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-238.	**STANDARD TEST SCORES:**	**11-012**

This series documents achievement levels in relation to grade level in school. Standard tests are administered throughout the elementary and secondary grades. **This record series is a closed record.**

RETENTION: Retain in office through the student's last year in school, then destroy.

REG-239.	**STATEMENT OF PARENTAL RIGHTS:**	**11-012**

This series documents the notification of parents with children receiving special services of their rights and the procedures concerning placement. The statement is signed by the parent or guardian and dated. **This record series is a closed record.**

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

REG-240.	**STUDENT COUNCIL FILES:**	**11-012**

This series is arranged chronologically and contains the student council information. The principal is the student council advisor. Information may include: student council constitution, names of members, and copies of meeting minutes. This record series is maintained to document actions taken by the student council. **This record series is a conditional record.**

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

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

REG-241. STUDENT COUNSELING FILE(S): **11-012**

This series is arranged alphabetically by the student's name and contains information about the student's counseling sessions. Information may include: student's name, counseling notes, behavior/incident notes, psychological evaluations, and financial records for Social Security medications. This information is necessary to provide effective intervention. This record series is utilized in case conceptualization, treatment, and assessment; and is also essential in decision making regarding referral of the client for other services, assessment of progress, and termination. **This record series is a closed record.**

RETENTION: COUNSELING OFFICE: Retain current in office. Transfer inactive to storage for 10 years. Destroy by shredding 10 years after last date of attendance.

REG-242. STUDENT DORMITORY RECORDS: **11-012**

This series is arranged alphabetically by student's name and is the central depository in the dormitory for information regarding the students. Information may include: student name, house parents' or dormitory coordinators' comments, incident reports, travel information, correspondence, copies of parental consent forms, medications, copies of IEPs, student schedules and activities, behavior plans, and quarterly reports. This record series is maintained for reference and to report pertinent information to parents or guardians. **This record series is a closed record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-243.	**TEST FILE, DIAGNOSTIC OR ACHIEVEMENT:**	**11-012**

This series is used to maintain results of diagnostic or achievement tests completed by the student and used to monitor progress and determine the need for special services. Information may include: name of student, test name, score received, date of test, and percentile ranking. **This record series is a closed record.**

RETENTION: Retain 5 years in office after dismissal from program, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-244.	**ACADEMIC FOLDERS, STUDENT:**	**11-012**

This series is arranged alphabetically by student's name and contains the student's academic history file within his/her department major. Information may include: name, social security number, ID number, address, date of birth, place of birth, course name, course number, course title, credit hours attempted, credit hours completed, grades assigned, semester grade point average, accepted transfer credits (if applicable), current academic status, honors, and other degrees and programs completed. This record series provides a history of the courses completed and grades earned in the pursuit of a major within the college and/or department. **This record series is a closed record.**

RETENTION: Retain current in office. Scan when volume warrants and maintain electronic file in student academic folder for 10 years, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-245.	**ACADEMIC RECORDS:**	**11-012**

This database series is arranged numerically by social security number, and the paper series is arranged alphabetically by student's name and contains student records, student terms, grading, academic standing, graduation process, transcripts, student hiatus/withdrawal, student attendance tracking, and student information transfer used to update the cumulative academic history of each student. Information may include: name, social security number, date of birth, place of birth, course name, course number, course title, credit hours attempted, credit hours completed, grades assigned, semester grade point average, accepted transfer credit (if applicable), current academic status, honors, and other degrees and programs completed. This record series provides a history of courses completed and grades earned by the student while attending. **This record series is a closed record.**

RETENTION: Retain permanently.

(Note: When a student re-enters the institution, the data from the document image record is encoded in the student information system.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-246.	**ADD/DROP FORMS:**	**11-012**

This series contains the forms that document the course(s) added or dropped form each student's schedule. Information may include: name, identification number, social security number, date classification, course number, course title, addition or deletion status, and signatures of the student, advisor, and instructor (if applicable). This record series is used to update the current class rosters, to document class changes made by the student, and to initiate corrections for tuition costs. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

REG-247. ADDRESS AND PERSONAL DATA: **11-012**

This series is arranged by semester and contains student's address and personal information. Information may include: directory information, address, telephone number, and parent/spouse telephone number. **This record series is a conditional record series.**

RETENTION: Retain information current.

(Note: Information is maintained in the Student Information System.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-248.	**APPLICATION & STUDENT ACADEMIC RECORDS, GRADUATE COLLEGE:**	**11-012**

This series is arranged by the applicant's name and contains student applications for Graduate College admissions, and the Graduate College student academic records. Information may include: student's name, address, city, state, zip code, telephone number, email, social security number, student ID number assigned, birth date, gender, ethnicity, post-secondary institution attended, year attended and/or graduated, grade point average, GRE scores (if applicable), possible major and minor course of study, transcripts of all coursework taken post-high school, personal statements, personal references, emergency contact, emergency address and telephone number as they appear on the application, copies of correspondence, admission letters, degree audit evaluations, plans of study, orals information, petitions, residency applications (in-state tuition), and course validation forms. The information that is on the application form is required, verified, and used to determine if the applicant meets the admission requirements of the university and meets the requirements to graduate in their degree program and all other requirements as set by the Graduate College. **This record series is a closed record.**

RETENTION: ENROLLED: Retain 10 years after last date of attendance, then destroy.

UN-ENROLLED: Retain 1 year, then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-249.	**APPLICATION FOR GRADUATION:**	**11-012**

This series is arranged alphabetically by student's name and contains student applications to graduate at the end of a given academic semester. Information may include: date, name, social security number, identification number, current mailing address, parents/spouse name and address, permanent mailing address, telephone number, college, degree, major(s), minor(s), date of graduation, signature, official transcript, and checklist (if applicable). The application notifies the Registrar of the student's intent to graduate and the college dean's final recommendation for graduation. This record series is maintained for reference purposes to document that the student has fulfilled all requirements prior to graduation. **This record series is a conditional record.**

RETENTION: Retain 10 years after last date of attendance, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-250.	**APPLICATION FOR UNDERGRADUATE STUDENT, ADMISSION FILES:**	**11-012**

This series is arranged alphabetically by applicant's name and contains the student application for admission to the university. Information may include: student's name, address, city, state, zip code, telephone number, email, social security number, the student ID number assigned, birth date, gender, ethnicity, high school attended and year graduated, class rank, grade point average, college entrance test scores, possible major and minor course of study, transcript of high school courses, grades, post secondary transcripts of courses (if applicable), residency applications (in-state tuition), personal statements, personal references, emergency contact, and emergency address and telephone number. The information on the application is required, verified, and used to determine if an applicant meets admission requirement of the university. **This record series is a closed record.**

RETENTION: ENROLLED: Retain 10 years after last date of attendance, then destroy.

UN-ENROLLED: Retain 1 year, then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-251.	**AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION:**	**11-012**

This series is arranged alphabetically by student's name and contains formal student authorization for release of academic information. Information may include: name, social security number, student's signature and date, and name of party requesting the release of the information. This record series is used to document authorization for release of academic information to the requesting party. **This record series is a conditional record.**

RETENTION: Retain 1 year in office, then destroy.

(Note: Information is maintained pursuant to the Family Educational Right and Privacy Act (FERPA) of 1974.)

REG-252.	**CHANGE OF GRADE FORMS:**	**11-012**

This series contains the forms that document changes in student grades as authorized by originating instructor. Information may include: student's name; identification number; course name and number; section; credit hours; semester; instructor; date work was completed; grade assigned; and instructor, department head, and dean of instructor's department signatures. Graduate courses also require the signature of the college dean. This record series is used to document class completion, grade assigned or grade changes needed due to previous error, and to update the student's transcripts. **This record series is a closed record.**

RETENTION: Retain 10 years after last date of attendance, then destroy.

(Note: The Semester Final Grades are entered in the Student Information System.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-253.	**COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY, (CAAP) INDIVIDUAL STUDENT CAAP SCORE REPORTS:**	**11-012**

This series is arranged alphabetically by student's name and contain the tests and test score of the student. Information may include: student name; student address; identification numbers and/or social security numbers; the scoring date; gender; birth date; ethnicity; educational level; English as a second language status; GPA; major; enrollment status; educational plans; and CAAP scores in writing, mathematics, reading, and science reasoning. This record series is used to verify that all students have passed all sections of the CAAP test in order to graduate. The information is referenced monthly during academic year. **This record series is a closed record.**

RETENTION: ACADEMIC EVALUATION AND ASSESSMENT: Retain current term files in office. Keep CAAP score reports on disk for 5 years after the testing date. Destroy after 5 years by shredding.

REG-254.	**CORRESPONDENCE, EXTENSION & REGISTRATION FORMS:**	**11-012**

This series contains the completed forms for all people who take correspondence courses. Information may include: student's name, classification, department name, department number, address, birth date, telephone number, date enrolled, course number, grade, fees, payment information, instructor's signature, and grades earned. This record series is used to record the grades on the "Transcripts, Computer" and for reference concerning the number of extension courses offered yearly. **This record series is a conditional record.**

RETENTION: Retain 5 years in office, then destroy.

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

REG-255. CREDIT BY EXAMINATION FORMS:

11-012

This series contains the credit by examination forms. Information may include: identification number, type of test, test results, account number for payment, birth date, course number, course type, credits earned, current education level, department, exam date, minimum acceptable score, name of exam, number of credit hours, reason for exam, semester credit hours, gender, signatures, student's name, and proof of payment. The test is maintained in the semester academic history file. This record series is maintained as to why the credit was allowed and to document payment made. **This record series is a conditional record.**

RETENTION: Retain 5 years after last date of attendance, then destroy.

(Note: The Semester Final Grades are entered in the Student Information System.)

REG-256. DROP/HOLD FILES:

11-012

This series contains drop/hold slips issued for each student. Information may include: student's name, address, social security number, date of birth, department, course hours, and effective dates. This record series is maintained to determine impact to financial aid. **This record series is a closed record.**

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-257.	**ELLSWORTH BRANCH FILES:**	**11-012**

This series contains information on courses being taught at the Ellsworth Branch. Information may include: receipts, computer printout of class lists showing classes taken, and credit hours. This record series is used to list revenues generated by classes taught at Ellsworth. **This record series is an open record.**

RETENTION: REGISTRATION FORMS: Retain 2 years in office, then microfilm and/or document image and maintain permanently.

ALL OTHER INFORMATION: 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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-258.	**GRADE REPORTS, FINAL:**	**11-012**

This series contains a list used by instructors to record final grades of students enrolled in each class, and provides a listing of students in each class that instructors use to record grades each student has earned. Information may include: department, instructor, course number, course title, term discipline, section number, enrollment data, total number of students enrolled, credit hours, student name, social security number, student ID number, mid-term grades, final grade, total number of grades given, grade distribution, corresponding grade percentages, distribution of grades by division, average credit hours, average mid-term grade, average final grade, cumulative grade point average (GPA), pass/fail, degree audit and summary report, gender, marital status, date of last enrollment, notations indicating work to be completed if an incomplete mark was received, instructor's signature, and other handwritten remarks, degree, and major. This record series is used to document semester grades received by students enrolled in each class, to document instructor's signature, to update grades on each student's transcript, for assessment, for cross reference documentation, for reporting, to monitor grades of students on probation, for historical research, statistical reference, comparison, and audit purposes. **This record series is a closed record.**

RETENTION: If paper grades exist, retain 20 years, then destroy.

Electronic grades are entered in Student Information System and retained for 20 years, then purge and destroy.

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

REG-259. GRADUATION CHECKLISTS (UNDERGRADUATE): **11-012**

This series is arranged alphabetically by the student's name within each college and degree and contains a checklist of undergraduate requirements the student needs for graduation and any information that affects the student's eligibility to graduate. The Registrar uses this information as a worksheet to check graduation qualifications. Information may include: name, honors, exit exam information, number of credits earned toward graduation, graduation ratio check, GPA information, and a core requirement check list. This record series is used for reference to verify that the student has completed all requirements prior to allowing him/her to graduate. **This record series is an open record.**

RETENTION: Retain 10 years after last date of attendance, then destroy.

REG-260. GRADUATION, LISTS: **11-012**

This series is arranged chronologically by semester and then placed alphabetically by name under degree and contains the graduation list. Information may include: name, degree, major, minors, and college of candidates. This record series is used for reference regarding individuals who have qualified to graduate, to order diplomas, to prepare commencement programs, and to prepare Board of Regent's report of graduates and Integrated Post-Secondary Education Data System (IPEDS) reports. **This record series is an open record.**

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

Retain one copy of commencement for 75 years, then destroy.

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

REG-261. INTERNATIONAL STUDENT FILE: **11-012**

This series contains both current and former international student files attending the university. Information may include: student name, birth date, student ID number, Social Security number, home address, local address, copies of Passports, I-20 INS student application for visa forms, DS2019 U.S. State Department application for visa forms, (formerly IAP66), admissions letters, transcripts, financial data, and similar type information to meet Board of Regents, Immigration & Naturalization Service and the U.S. State Department policies and regulations.

RETENTION: CURRENT STUDENTS: Retain active in office.

FORMER STUDENTS: Transfer to storage to be retained permanently.

(Note: The U.S. Immigration & Naturalization Service requires that the files be kept indefinitely.)

REG-262. REQUESTS TO CHANGE ACADEMIC PROGRAM: **11-012**

This series is arranged alphabetically by student's name and contains requests from students to change their academic program. Information may include: name, social security, student ID number, catalog year, current program, added program and advisor, deleted program, and authorization signatures of the department head, advisor, student, and dean. This record series is used to document academic program changes and for reference purposes. These requests are maintained in the respective student file for five years after date of last enrollment or graduation. **This record series is a conditional record.**

RETENTION: Retain 1 year after last attendance date, then destroy.

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

REG-263. SEMESTER FINAL GRADE FILES: **11-012**

This series is generated each semester and is arranged by department. Information may include: class rosters, final grade rosters, instructor's original copy, final copy sent back to instructor, change of grade forms, special petitions, petitions, edit printouts, and other reports. This record series is kept to document final grades, for reference purposes, and for audit purposes. **This record series is a closed record.**

RETENTION: Retain 20 years, then destroy.

(Note: Records may be maintained in paper or electronic format.)

REG-264. STUDENT LISTS, GRADUATES: **11-012**

This series provides a list of all students slated to graduate within the semester. Information may include: student's name, classification, and semester schedule for graduation. This record series is used to prepare files fro closure upon graduation and to notify loan holders of a student's graduation. This series is generated each academic semester. **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-265.	**STUDENT RECORDS, FACULTY/INSTRUCTORS/TEACHING ASSISTANTS:**	**11-012**

This series contains student records held by faculty, instructors, or teaching assistants that students have failed to pickup. Information may include: exams, tests, quizzes, term papers, reports, grade book, and other assignments. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy by shredding provided no student grievances or complaints have been filed.

REG-266.	**STUDENT TEACHER FILES:**	**11-012**

This series is arranged alphabetically by name of student teacher and contains information of all Education major institutions regarding procedures for using student teachers at the school. Information may include: student teacher's name, correspondence, procedures to follow, and a summary of how student teachers' time was utilized. This record series is maintained to insure compliance with standards adopted for student teachers working at the school. **This record series is a closed record.**

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

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

REG-267. STUDENT TRIP PERMIT REQUESTS:

11-012

This series is arranged chronologically by date within each College/Unit and contains the forms that authorize student travel for various events. Information may include: the date of the trip, the purpose of the trip, destination of the trip, method of travel, and a list of students who are going on the trip. This record series is maintained as a reference to who went on the trip, the purpose of the trip, and for insurance claim purposes. **This record series is a closed record.**

RETENTION: Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-268. TEST SCORES, GED/ACT/SAT/CLEP/STANFORD ACHIEVEMENT:

11-012

This series is arranged alphabetically by name of student and contains test scores for GED, ACT, SAT, CLEP, or Stanford Achievement test concerning each. Information may include: name, type of test, score received, age, grade, subject, and percentile ranking. This record series is used for reference when providing student services. **This record series is a closed record.**

RETENTION: Retain 5 years in office, then destroy.

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

REG-269. TRANSCRIPT REQUEST LETTERS: **11-012**

This series contains original requests for copies of transcripts submitted by current or former students. Information may include: student's name, address, item requested, address where transcript was sent, date, and transcript requested. This record series is maintained for reference purposes and to answer questions concerning transcript requests. **This record series is a closed record.**

RETENTION: Retain 6 months in office, then destroy.

REG-270. WITHDRAWAL RECORDS: **11-012**

This series is arranged alphabetically by student's name and contains information regarding student's withdrawal from class or from the university. Information may include: name, identification number, payment summary, charges summaries, refund amount due to the student, date of student contact, date of withdrawal, type of withdrawal (student or university originated), last date student attended class, student level, and semester withdrawn. Information includes documentation of the withdrawal process. This record series is kept in the student folder for reference purposes. **This record series is a closed.**

RETENTION: Retain 5 years after last attendance date, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-271.	**ATHLETIC HISTORY, ATHLETIC CONFERENCE:**	**11-012**

This series is arranged alphabetically by name of athlete and provides a history of each athlete's participation in collegiate sports. Information may include: name of athlete, colleges attended, names of parents, home address, social security number, year graduated form high school, year enrolled in college, dates of transfer, years at other facilities or armed forces, professional athletics information, sporting events in which the athlete participates, date of last physical examination, and signature. This record series is maintained to document each athlete's eligibility to participate in respective conference events. **This record series is a conditional record.**

RETENTION: Retain active in office. Document image inactive and maintain images for 50 years. Destroy 50 years after inactive.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-272.	**STUDENT FOLDERS, ATHLETES:**	**11-012**

This series is arranged alphabetically by athlete's name and contains information regarding each athlete at the university. Information may include: instructor's academic informational letters, health referral records, games assignments, statistical information, evaluation forms, complaints and suggestions, student athletes code of conduct, dining authorizations, eligibility information, health participation information, letters of intent, name of athlete, address, social security number, terms of attendance, grade point average, current class load, credit hours attempted, credit hours earned, completed summer sessions, current season of participation, ACT scores, SAT scores, pervious seasons competition, total institutional credit hours earned, authorizing signatures, and copies of eligibility forms form other colleges and universities attended previously. This record series is maintained for reference purposes, to monitor academic eligibility, to provide proof of eligibility, to insure each athlete meets athletic conference eligibility requirements, to investigate complaints and implement suggestions offered as appropriate, and to document the academic and athletic progress of each athlete. **This record series is a closed record.**

RETENTION: Retain 6 years after last attendance date, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-273.	**ACCOUNTS RECEIVABLE DISTRIBUTION REPORTS:**	**11-012**

This monthly computer printout series contains accounts receivable distributions regarding student tuition payments. Information may include: account number, description, semester, current charges, current payments, credits, and outstanding balances. This record series is used to verify the distribution of student fee collections, to verify account balance, and for audit purposes. **This record series is a closed record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-274.	**ACCOUNTS RECEIVABLE FILES, STUDENTS:**	**11-012**

This series serves as a central depository for accounts receivable information regarding students with outstanding accounts and student deferrals, and copies of reports sent to various collection agencies requesting assistance in collecting delinquent loans. Information may include: name; identification number; address; loan number; amount due; type of account; account status; copies of statement issued; summary of payments copies of correspondence with the student, the collection agency, and the State Board of Finance; and other collection data. This record series is used to monitor those loans which are being paid, to list those which have been turned over to a collection agency, to document attempts to collect outstanding loans, or to document those which have been written off. **This record series is a closed record.**

RETENTION: FINANCE OFFICER: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted by The State Board of Finance. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

ALL OTHER OFFICES: Retain 6 months, then destroy.

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

REG-275. APPLICATIONS FOR WORK-STUDY:

11-012

This series is arranged alphabetically by name of applicant and contains applications submitted by work-study students desiring employment with the university. Information may include: name, address, gender, telephone number, position applied for, type of work desired, date of application, education, previous employment experience, work history, honors, special skills, health, classification, availability dates, signatures, and comments. This record series is used by the program to review applicants' qualifications and to aid in the hiring process. **This record series is a conditional record.**

RETENTION: SUCCESSFUL APPLICATIONS: Retain active in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

UNSUCCESSFUL APPLICATIONS: Retain 1 year in office, then destroy.

REG-276. CANCELLATION REPORTS:

11-012

This series is generated monthly and provides the names of individuals on whom collection agencies have ceased collection efforts. Information may include: name, last known address, date collection initiated, amount due, and reason for cessation of collection efforts. This record series is used to initiate write-off authority. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then destroy.

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

REG-277. COLLECTION AGENCY ACKNOWLEDGEMENTS:

11-012

This series contains collection agencies' acknowledgements used to verify receipt of loan files, records of payments to the accounts, and cancellation of collection efforts by various agencies. This applies to all Perkins, Emergency, and other Campus-Based Loans short-term loan programs. Information may include: name, account number, last known address, dates relevant to collection policies and procedures, and reason for cancellation is appropriate. This record series is maintained to verify all activity between Loan Collection Offices and Collection Agency. **This record series is a conditional record.**

RETENTION: Retain until loan is satisfied, then transfer to storage for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-278. COLLECTION AGENCY REPORTS:

11-012

This monthly computer printout series is used to summarize the status of all delinquent loans turned over to collection agencies. Information may include: borrower's name and address, loan number, program or loan type (National Direct Student Loan, Supplemental Educational Opportunity Grant, College Work Study Program, PELL Grants, and State Incentive Grant), principal and interest due, payments received, total amount due, and collection status. The report is maintained to determine the status of outstanding loans, for reference to monitor loan collection activities, to update student loan account histories, and for audit purposes. **This record series is a conditional record.**

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-279.	**EMERGENCY LOAN FILES:**	**11-012**

This series documents all emergency loans issued to, repaid, or unpaid by students. Information may include: student's name, applications, disclosure statement of loan, promissory notes, loan period, due date, date issued, date paid, principal date, interest due, interest paid, payment problem codes, collection letters, account appraisal on cancellation form, total annual amount loaned, total annual amount repaid, information surrounding the stock portfolio, including uncollected balances, copy of stock certificates, tax information, statement of receipts of dividends, and other related information. This record series is used to document the issuance and collection of emergency loans issued to students, to monitor the fund, to determine future loan eligibility, and for audit purposes. **This record series is a closed record.**

RETENTION: COLLECTED: Retain current in office. Transfer paid-in-full to storage for 4 years. Destroy 4 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

UNCOLLECTIBLE: Retain 3 years in office, then transfer to storage for 4 years. Destroy 7 years after determined to be uncollectible provided the Board of Finance write-off authority has been granted and 1 year has passed since an independent post-audit reports has been received.

ELIGIBILITY INFORMATION: Retain 10 years, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-280.	**FISAP PART III SECTION A/SECTION B/SECTION C-PERKINS LOAN:**	**11-012**

This series contains the Perkins Loan report. The report shows Section A: Cumulative borrower count for cancellation that is reported on the FISAP; Section B: Fund Activity-funds advanced, administrative cost allowance, and Federal Capital Contribution; and Section C: Cumulative repayment information (ageing). **This record series is an open record.**

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 has been resolved and final action has been taken.

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

REG-281. FISCAL OPERATION REPORT (FISAP): **11-012**

These annual fiscal operation application to participate (FISAP) reports contains information regarding federal funding of campus based programs, which provide students with financial aid including work-study, Perkins Loans, and supplemental educational opportunity grants (SEOG). Information may include: date, name of institution, Perkins Loan program portion of fiscal operation reports, type of aid requested and amount of requests. This record series is used to request federal funding for each program, for reporting financial aid activities to the federal Department of Education, and for audit purposes. **This record series is an open record.**

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

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

REG-282. GENERAL ENTRY BINDERS: **11-012**

This ring-binder series is arranged chronologically by date and contains general entries for reconciling all student loan accounts. Information may include: cash on hand, amounts collected, expenses, and ending balance. This record series is used to reconcile all NDSL/Perkins, SEOG, PELL, and CWSP loan files. **This record series is a conditional record.**

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-283.	**GREENTREE-PERKINS LOAN FILES:**	**11-012**

This series contains documentation concerning Perkins Loan issuance and repayments. Information may include: date of loan advances, copies of promissory notes, copies of billings issued, collection letters issued, deferments granted, personal history, signed rights and responsibilities, disclosure statements, repayment plans, student loan repayment ledger noting principal and interest payments, receipts, outlays, net cash flow, resulting cash balances, various queries regarding loans, transaction dates, exit interview, amounts received/cancelled, daily, weekly, and monthly reports, and other related information. This record series documents loans issued and attempts to collect re-payments of outstanding loans, to document terms and conditions of loans, to provide quick reference to the balances of all current outstanding loans, to complete the annual FISAP report, and to recap all activity in the Perkins loan fund. **This record series is a closed record.**

RETENTION: Retain outstanding in office. Transfer to storage for 5 years when paid-in-full or write-off authority has been granted by the State Finance Board. Destroy 5 years after paid-in-full or write-off authority has been granted by the State Board of Finance provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain promissory notes outstanding in office. Return paid-in-full to the respective student.

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

REG-284. LOAN COLLECTIONS, STUDENT:

11-012

This series contains the information to document the collection of student loans. Information may include: name, social security number, correspondence, deferment requests, exit interview list, N.D.S.L. information, financial need report, parental statements, financial aid application, personal evaluation, applications for scholarships, applications for grants, family financial information, and application for loan funds. **This record series is a closed record.**

RETENTION: Retain current in office. Transfer paid-in-full to storage for 5 years. Destroy 5 years after paid-in-full provided federal audit has been completed and provided that 1 year has passed since an independent post-audit report has been received.

REG-285. LOAN FILES:

11-012

This series contains all documentation concerning loan issuance and repayments. Loans are broken into six different categories: 1) outstanding; 2) delinquent; 3) deferred; 4) cancelled teacher; 5) collection agency referred; and 6) written-off. Information may include: promissory note, date of loan advances, student loan repayment ledgers, copies of billings issued, collection letters issued, deferments granted; financial aid package information, personal history, signed rights and responsibilities, disclosure statements, repayment plans, student loan repayment ledger noting principal and interest payments, and other related information. **This record series is a closed record.**

RETENTION: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted by the Board of Finance. Destroy 4 years after paid-in-full or written-off provided that 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-286.	**PERKINS STUDENT LOAN FILES:**	**11-012**

This series is arranged alphabetically by student name and contains records used to collect repayment of student loans. Information may include: names of individuals who have outstanding loans, copies of loan advances, exit interviews, billings, collection letters, deferments, personal history, disclosure statements, repayment ledger/plans noting principal and interest payments, payment receipts, cancellations, outlays, net cash flow, daily/weekly/monthly reports, and all other data relating to this student loan. This record series is maintained to document loans which are being paid, to list loans which have been turned over to a collection agency, and to document loans which have been written off. Loans are categorized into the following categories: 1) outstanding, currently enrolled, 20 deferred and/or postponed, 3) cancelled based upon the current criteria established by the US Congress and subject to their changes and modifications, 4) delinquent, 5) collection agency referred, 6) paid in full, and 7) written off. Files are maintained, in part, to complete the annual FISAP report, and to recap all activity in the Perkins loan fund. **This record series is a closed record.**

RETENTION: LOAN COLLECTION OFFICE: Retain outstanding in office. Transfer to storage for 3 years when paid in full, cancellation, or write-off authority has been granted by The State Board of Finance. Destroy after 3 years provided one year has passed since an independent post-audit report has been received.

ALL OTHER OFFICES: Retain working papers 1 year in office, then destroy.

(Note: After 3 collection attempts, the collection information is transferred to the Board of Regents collection process for further action.)

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

REG-287. PROMISSORY NOTES/ED LOANS/TUITION LOANS:

11-012

This series is arranged alphabetically by student's name and contains the original promissory note for short-term student loans. Information may include: lending party, name, social security number, loan number, date due, loan amount, terms, service charge amounts, date repaid, receipt number, total amount received, and authorized signatures. This record series is maintained to document terms and conditions of loans. **This record series is a conditional record.**

RETENTION: Retain outstanding in office. Transfer paid-in-full to storage for 4 years. Destroy 4 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-288. SCHOLARSHIP FILES:

11-012

This series is arranged alphabetically by scholarship title and contains information regarding each scholarship administered through the university. Information may include: scholarship title, name of granting agency or donor, name of recipient, copies of award letters, copies of letters of acceptance, donor correspondence, scholarship eligibility requirements, qualifications, specific terms and conditions of each scholarship, and list of previous recipients. This record series is maintained for scholarship accountability, for reference to proved assistance to students applying for scholarships, and for historic documentation purposes. **This record series is a closed record.**

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

ALL OTHER INFORMATION: Retain for the life of scholarship, then destroy.

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

REG-289. SHORT-TERM CAMPUS LOANS-EXCLUDING PERKINS AND EMERGENCY LOANS:

11-012

This series contains summaries of account status for national direct student loans, nursing loans, and health professional loans. Information may include: name, identification number, loan amounts, balance, principle paid, amount forgiven, current principle, past principle, next payment date, amount, interest due, status code, correspondence, deferment requests, application for financial aid, parental statements, and family financial information. This record series is used for reference to monitor account balances. **This record series is a conditional record.**

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

REG-290. STATEMENT OF FINANCES:

11-012

This series is arranged alphabetically by name of foreign graduate student and contains financial information concerning each foreign graduate student. Information may include: name, address, years of study proposed, date of enrollment, financial status of student and family, and total income. This record series is used to determine financial responsibility. **This record series is a closed record.**

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-291.	**STUDENT FINANCIAL AID FILES:**	**11-012**

This series contains all related information on every student receiving or requesting financial aid. Information may include: name, application for assistance, financial aid award sheets, scholarship award notices, policy statements, correspondence, ineligibility notices, academic progress reviews, Institutional Student Information Records (ISIR), student data forms, student need analysis documents, validation check lists, and other related information. This record series is used to insure applicants qualify for aid, to administer the withdrawal of funds, and to monitor funds use. The business office maintains the audit copies for four years. **This record series is a conditional record.**

RETENTION: FINANCIAL AID OFFICE: Retain files in office 1 year since the student's date of last attendance, then transfer to storage for 4 years. Destroy 5 years after loan assignment, repayment, cancellation, or write-off authority has been granted provided 1 year has passed since an independent post-audit report has been received.

ALL OTHER OFFICES: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-292.	**WORK-STUDY MATCHING FUNDS ACCOUNTING FILES:**	**11-012**

This series is arranged chronologically and contains copies of accounting records used to compile matching funds statements requesting payment under the state off-campus work-study employment program. Information includes copies of: check stubs, vouchers, correspondence, memorandums, billings, and invoices. This record series is used for quick reference during the payment process, for budget preparations, and for statistical reporting purposes. **This record series is an open record.**

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

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-293.	**WORK-STUDY STUDENT EMPLOYMENT FILES:**	**11-012**

This series contains information regarding work-study student employment history. Information may include: student's name, class schedules, work schedules, social security number, telephone number, supervisor's name, employment location, work study amount awarded, copies of signed time sheets, payroll period, hours worked, total hours allowed, hours used, hours remaining, award letter, recommendation requests, and related correspondence. This record series is maintained to monitor the work-study student, to make recommendations, and for reference purposes. **This record series is a closed record.**

RETENTION: Data is currently retained permanently in HRFIS.

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

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

REG-294. ADDRESS AND PERSONAL DATA:

11-012

This series is arranged by semester and contains student's address and personal information. Information may include: directory information, address, telephone number, and parent/spouse telephone number. **This record series is a conditional record series.**

RETENTION: Retain information current.

(Note: Information is maintained in the Student Information System.)

REG-295. EXEMPTIONS, FOOD SERVICE:

11-012

This series contains information used to administer changes to student food service contracts. Information may include: student's name, social security number, mailing address, date of exemption, reason for exemption, the report issued from Student Services listing all students who are exempt from purchasing meal plans, Flex purchases, corrections, transfers, meal plan changes, housing changes, new identification number, library number, and authorized signatures. The Finance Office uses this information to credit the student's account for the amount of the meal plan. **This record series is a conditional record.**

RETENTION: Retain 1 year in office, then destroy.

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

REG-296. INVENTORY, CONSUMABLES:

11-012

This series contains inventories of consumables (food used in preparation of meals, bookstore items, etc.) Information may include: date, name of employee, item description, preferred quantity, start quantity, end quantity, daily inventory reports, food name, cost, selling price, extension, signatures, annual inventory computer print outs, and supplier. This record series is used for reconciliation and audit purposes; and to monitor quantities bought and used by the agency. **This record series is an open record.**

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.

REG-297. INVOICES, STUDENT:

11-012

This series is arranged alphabetically by student's name and contains an invoice sent to each student to request payment for any outstanding fees. Information may include: name, address, invoice number, date, description of fees, unit prices, and total amount due. This record series is used to document the Finance Office's attempt to collect outstanding fees for tuition, library fines, parking fines, dormitory damages, and other incidents. **This record series is a closed record.**

RETENTION: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted by the State Finance Board. Destroy 4 years after paid-in-full or write-off authority has been granted by the State Board of Finance provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Invoices are no longer printed. They are electronically provided to the student.)

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

REG-298. MEAL STATISTICS:

11-012

This series is arranged chronologically and list the number of meals served daily. Information may include: date; number fed for breakfast, dinner, super; total meals; and number of students, guests, and employees fed at each meal. This record series is used to determine the cost per meal, for budget formation, and for reporting purposes. **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

REG-299. MENUS:

11-012

This series contains the menu that is posted weekly through out the school for student information. Information may include: date, listing of food being served for breakfast, dinner, and supper, itemized ingredients, cost per serving, number of meals served, and a list of leftovers. This record series is used to monitor food costs and for reporting purposes. **This record series is an open record.**

RETENTION: Retain 1 month in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-300.	**PLACEMENT FILES:**	**11-012**

This series is arranged alphabetically by name of student and provides documentation of individual students' education and job interests. Information may include: name, date of graduation, major, minor, resume, references, date, list of names and addresses to whom references are sent, and statistical data relating to the placement of graduates. This record series is maintained to assist graduates in securing employment opportunities. **This record series is a conditional record.**

RETENTION: Retain 1 year after graduation, then document image and maintain images for 29 years. Destroy 30 years after graduation.

(Note: Destroy paper after images have been inspected and verified to meet quality standards.)

REG-301.	**RECEIPTS, STUDENT (CASHIER'S):**	**11-012**

This series of receipts contains the student receipt issued for payment of tuition and fees. Information may include: student ID number, student name, semester that is being paid, amount that is being paid, type of payment being made (check, cash, or credit card), credit card number, credit card expiration date, cash returned, student signature, colleague session number, and colleague receipt number. This record series is maintained as proof of payment amount, proof of cash returned, and for audit purposes. **This record series is a closed record.**

RETENTION: CASHIER'S OFFICE: 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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-302.	**REFERENCE FILES, EMPLOYMENT:**	**11-012**

This series is arranged alphabetically by student's name and contains reference files to aid in the student's search for employment. Information may include: student's name, student ID number, social security number, mailing address, telephone number, major and minor, self-reported transcript, and letters of reference. This record series is maintained to assist students in finding employment in their field of study. **This record series is an open record.**

RETENTION: CAREER AND ACADEMIC PLANNING (CAP) CENTER: Retain current active files in office for 1 year. Transfer inactive files to storage for 5 years. Destroy 6 years after inactive.

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

REG-303. RESIDENCE HALL INTERNET APPLICATIONS AND PAYMENT RECEIPTS:

11-012

This paper and database series is arranged alphabetically by student's name and contains the records of student application forms and payment receipts for Internet usage in residence halls including the apartments. Information may include: name, student ID number, campus address, campus and/or cell phone number, payment amount, type of payment, refund amount, any discount amount; the make, model, or type of computer; and type of operating system. This record series provides a record of on-campus Internet connection and payment for this application while attending. **This record series is a conditional record.**

RETENTION: Retain paper applications 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: The database is archived annually at the end of each fiscal year (summer session). The electronic database records are deleted after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-304.	**RESIDENCE HALL INTERNET CONNECTION WORK ORDERS:**	**11-012**

This paper and database series is arranged numerically by student's residence hall, room and port number and serves as the student's official record of Internet connectivity in the residence halls. Information may include: name, campus address, campus and/or cell phone number, make, model, and type of computer, type of operating system, adapter address of the network card, and student's signature and date. This record series is used to document that a working connection to the Internet was established as of the signature date; that staff did not damage the computer in the course of configuring the computer for Internet access; and the student's waiver of liability for any software conflicts or problems that may occur as a result of the connection to the Internet. **This record series is a conditional record.**

RETENTION: Retain paper applications 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: The database is archived annually at the end of each fiscal year (summer session). The electronic database records are deleted after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-305.	**RESIDENTIAL LIFE HOUSING CHECK OUT INVENTORY & DAMAGES OF CAMPUS HOUSING:**	**11-012**

This series is arranged alphabetically by student's name and contains the housing inventory and damage records of room inspections. Information may include: student's name, home address, home telephone number, student ID number, social security number, assigned on campus room or apartment, beginning inventory, ending inventory, room or apartment condition of room or apartment upon check in/check out, and residential hall damages of all common areas. The information is used to assess known damages to the residents of the resident halls and apartments. This record series is kept to document disputed billings for damages. **This record series is a conditional record.**

RETENTION: RESIDENTIAL LIFE OFFICE: Retain current check out, inventory, and damage statements in office for 2 years. Transfer to storage for 3 years when student is no longer living in the university housing units. Destroy after 5 years provided no disputes or litigation is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-306.	**RESIDENTIAL LIFE HOUSING INFORMATION/APPLICATIONS:**	**11-012**

This series contains information on each student's housing intentions. Information may include: student's name, date completed, telephone number, forwarding address, birth date, plans for next semester, identification number, permanent address, gender, class, major, roommate preference, residence hall preference, whether the residence hall is coeducational, handicaps, procedures, requirements, terms, conditions, academic eligibility and classification, whether the student is moving off campus, joining a fraternity, sorority, or graduating; revenues generated by dormitory charges, design capacity, assigned capacity, percentage, deposit amounts, check-out conditions, verification of key returns, change requests, quiet lifestyle agreements, and signatures. If the student is requesting family housing, then information may also include: permanent address, rent payment amounts and date, account number credited, deposit amounts received, apartment numbers, dates of occupancy, and comments. If the student is exempt from housing, then information may also include: off-campus address, landlord's name, and parent's name, address, and telephone numbers. This record series is used to process room requests, to assign rooms, to match preferences, for reference to terms and condition of the housing contract, and to document off-campus housing. **This record series is a conditional record.**

RETENTION: RESIDENTIAL LIFE OFFICE: (CONTRACTS): Retain active housing applications in office for 2 years. Transfer to storage for 3 years when student is no longer living in the university housing units. Destroy after 5 years provided no disputes or litigation is pending.

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-307.	**RESIDENT LIFE OCCUPANCY SUMMARIES, RESIDENCE HALLS:**	**11-012**

This weekly computer database and printout series contains summaries of residence hall occupancy rates. Information may include: date, reporting period, single rooms, returning students, total cancelled, net totals, and grand totals. This record series is used to summarize occupancy rates, to compare year-to-date statistics, and to predict future trends. **This record series is an open record.**

RETENTION: RESIDENTIAL LIFE: Retain 2 years in office, then transfer to storage for 8 years. Destroy after 10 years.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-308.	**STUDENT CONDUCT RECORDS:**	**11-012**

This series of records is arranged alphabetically by the student's name and contains student conduct records used for follow up and review of incidents. Information may include: incident reports; receipt for confiscated items; search authorizations; notice-to-appear letters; reports of judicial hearings; sanction letters; letters of explanation; records of criminal, civil, or other actions brought to the attention of the University; hearing tapes; correspondence; and the disposition of the hearing. This record series is maintained for verification of past incidents in the event of future cases/incidents. **This record series is a closed record.**

RETENTION: JUDICIAL AFFAIRS/RESIDENTIAL LIFE: Retain 7 years after last date of incident, then destroy provided no litigation is pending.

(Note: Exceptions are made for cases that result in suspended and expulsion students from the University. Transfer expelled student records to the Records and Registration Office to be merged with respective the student's "Academic Records".)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
REG-309.	**STUDENT COUNSELING FILE(S):**	**11-012**

This series is arranged alphabetically by the student's name and contains information about the student's counseling sessions. Information may include: student's name, ID number, social security number, history of student health, mental problems, reason for referral, nurse's notes, doctor's notes, notes of treatment, notes of medication, laboratory reports, and correspondence regarding student's physical condition. Separate records may be kept including the following: drug record, record of communicable disease, record of treatments, number of sessions held, how often the session held, type of session (individual or group), type of treatment, length of treatment, results of treatment, prognosis, recommendation for future treatment, and privacy and disclosure forms. This information is necessary to provide effective intervention. This record series is utilized in case conceptualization, treatment, and assessment; and is also essential in decision making regarding referral of the client for other services, assessment of progress, and termination. **This record series is a closed record.**

RETENTION: COUNSELING OFFICE: Retain current in office. Transfer inactive to storage for 10 years. Destroy by shredding 10 years after last date of attendance.

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

REG-310. STUDENT MEDICAL FILE(S): **11-012**

This series is arranged alphabetically by the student's name and contains information about the student's medical appointments at the university. Information may include: pre-entrance physical and history; immunization record; nurse's notes; doctor's notes; notes of treatment; notes of medication; x-ray reports; laboratory reports; correspondence regarding student's physical condition; paid insurance receipts; and emergency room receipts. Separate records may be kept including the following: personal training files, physical education exemption; informatory patient; drug record; record of communicable disease; ledger cards on student account receivable balances; laboratory records; record of state supplied vaccines; tuberculin test administered; positive reactors to TB tests; immunizations records (required); students with supplemental insurance; records of loans of medically equipment; and records of physical exams done at health service. This information is required in all medical records as legal documentation of the care provided to clients, and is necessary for appropriate diagnosis and treatment. This record series is essential for decision making regarding assessment of progress or referral of client for other services. **This record series is a closed record.**

RETENTION: STUDENT HEALTH OFFICE: Retain current in office. Transfer inactive to storage for 10 years. Destroy by shredding 10 years after last date of attendance.

REG-311. SURVEYS, FOOD PREFERENCE AND ALLERGIES: **11-012**

This series is arranged alphabetically and contains the most current food surveys for each student living at the school. Information may include: student's name, date of survey, known likes, known dislikes, allergies, medical comments, and special dietary requirement. This record series is used to plan menus suited to each individual student's need. **This record series is a conditional record.**

RETENTION: Retain 1 year in office, then destroy.