



CENTRAL MAIL

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 31, 2009

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Central Services
PROGRAM: Central Mail
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0325

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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CM-1. ADMINISTRATIVE REFERENCE FILE:

07-004

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

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

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

(Note: Previous record series number was CM-2.)

CM-2. CERTIFIED REGISTERED MAILING LISTS:

07-004

This series is arranged chronologically and contains the original U.S. Post Office listing of certified mail and registered mail. Information may include: article number, office of origin, whether or not a return receipt is required. Registered mail includes the following information: date sent, article number, addressee, postage, amount due sender, whether C.O.D., and sending agency. This record series is maintained for documentation for legal purposes.

RETENTION: Retain full book 2 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The U.S. Post Office maintains for 2 years.)

(Note: Previous record series number was CM-3.)

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CM-3. EQUIPMENT LEASE MAINTENANCE:

07-004

This series is arranged alphabetically by company, then chronologically and contains documentation on maintenance performed on leased equipment. Information includes: copy of lease, annual rates, equipment description, and copies of bills. Information is maintained for bill reconciliation.

RETENTION: Retain for the length of the lease, then destroy.

(Note: Previous record series number was CM-4.)

CM-4. MAILING STATEMENTS:

07-004

This series is arranged chronologically by month, then by mailing rate and contains mailing statements. Information may include: bulk; presorted; standard mailing; postage due; express mail; business reply and stamp expenditures; postage expenditure report; and Fed Ex and Spee-Dee statements. This record series is maintained to verify postage billing and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was CM-5.)

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CM-5. POSTAGE AUTHORIZATION CARDS:

07-004

This 4"x7" card series is arranged chronologically by date and contains the postage authorization card issued by each agency for mailing services. Information may include: date, agency budgetary accounting codes, authorized signatures, and telephone numbers. This record series is maintained for billing purposes.

RETENTION: Retain 3 months in office, then destroy.

(Note: Previous record series number was CM-6.)

CM-6. RECORDS MANAGEMENT FILES:

07-004

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

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

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

(Note: Previous record series number was CM-7.)

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SERIES NO.**

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**R.D.B.
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CM-7. SURPLUS PROPERTY FILES:

09-012

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

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