



BOARD OF  
CHIROPRACTIC EXAMINERS

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: January 8, 2010

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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Examiners  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Board of Chiropractic  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 1189

<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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**BCE-1. ADMINISTRATIVE REFERENCE FILES:**

**07-040**

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, general correspondence and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and 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.)

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**BCE-2. ADMINISTRATIVE RULES, PROMULGATION FILES:**

**07-040**

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 comments 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.

**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 provides that “No rule is enforceable in the Courts unless properly adopted,” the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

(Consider maintaining on microfilm instead of paper and destroying paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was CH-1.)

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**BCE-3. AUDIT REPORTS:**

**07-040**

This series is arranged chronologically and contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of state funds. This record series is maintained for identifying problem areas and discrepancies so that corrective measures can be taken. The auditing agency also maintains a copy of the report.

**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: Legislative Audit maintains original audit reports.)

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

**BCE-4. BANK STATEMENTS:**

**07-040**

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statement, canceled checks, deposit records, and bank balances. This record series is maintained for checking account reconciliation with bank balances and for reference and audit purposes.

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

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

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**BCE-5. CERTIFICATES, CHIROPRACTIC X-RAY ASSISTANTS:**

**07-040**

This series is arranged alphabetically and contains information about chiropractic X-Ray assistants certified by the Chiropractic Examiners Board. Information may include: applications, correspondence, copy of diploma, education history, complaints, photograph, the actual examination taken, examination ID number, certificate number issued, and continuing education credits. This record series is used to document the certification and renewal process of chiropractic X-Ray assistants.

**RETENTION:** Retain in office 1 year after expiration, then transfer to storage for 4 years. Destroy 5 years after expiration.

(NOTE: Consider microfilming when volume warrants.)

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

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**BCE-6. COMPLAINT FILES:**

**07-040**

This series contains all related correspondence received from either the general public or initiated by the Chiropractic Examiners Board concerning problems which have occurred with chiropractors. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, and related materials. This record series is used by the Board to determine if a complaint is substantiated, and if so, to take corrective action. If the complaints are substantiated, this information is then placed in each respective "License Files, Chiropractors."

**RETENTION: UNSUBSTANTIATED:** Retain 5 years in office after final determination, then destroy.

(Note: If like complaint exists within this 5 years, then retain like complaints for 10 years, then destroy.)

**SUBSTANTIATED:** Retain until case is closed, then transfer to the respective "License Files, Chiropractors," and maintain permanently.

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

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**BCE-7. CONTINUING EDUCATION FILES:**

**07-040**

This series is arranged alphabetically by name and contains information documenting requisite education required to apply for and maintain a chiropractic license. Information may include: applicant name, courses attended, date of course, name and address of schools, certification, school affidavits, and authorizing signatures. This record series is maintained to ensure proper continuing education is received by all licensed chiropractors. South Dakota requires chiropractors to obtain forty hours of continuing education in a two-year education period. Chiropractic X-Ray assistants must obtain six hours in a three year educational period.

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

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

**BCE-8. CONTRACTS AND AGREEMENTS:**

**07-040**

This series is most often arranged alphabetically and contains reference copies of contracts in which the Board may have an interest. It also contains the agency's copy of contracts and agreements between the Chiropractic Examiners Board and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain current in office. Destroy 6 years after terminated provided no litigation is pending.

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

(Note: Previous record series number was CH-8.)

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**BCE-9. FINANCIAL STATEMENTS:**

**07-040**

This series is arranged chronologically, and contains financial statements which provide an overview of the Board's financial condition for a given fiscal year. Information may include: balance sheets; statement of revenues, expenditures, and changes in fund balances (budgeted and actual); statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. This record series is maintained for reference and audit purposes.

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

(Note: Previous record series number was CH-11.)

**BCE-10. LICENSE FILES, CHIROPRACTIC HOSPITALS:**

**07-040**

This series is arranged alphabetically by hospital name and contains data for licensed chiropractic hospitals (there is only one hospital at Marion, South Dakota.) Information may include: original application, inspection reports, correspondence, license number issued, renewal application, and renewal date. This record series is used to document the licensing and renewal process.

**RETENTION:** Retain in office 1 year after expiration, then transfer to storage for 4 years. Destroy 5 years after expiration.

(Note: Previous record series number was CH-13.)

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**BCE-11. LICENSE FILES, CHIROPRACTORS:**

**07-040**

This series is arranged alphabetically by licensee name and contains personal data for licensed chiropractors. Information may include: original applications, college grade transcripts, references, internship verification, verification of experience, renewal applications, and renewal date. This record series is used to document the licensing and renewal processes of all chiropractors.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film permanently.

(Note: Document imaging system also exists.)

(Note: Previous record series number was CH-14.)

**BCE-12. MINUTES, CHIROPRACTIC EXAMINERS BOARD:**

**07-040**

This series is arranged chronologically and contains the official minutes of the Chiropractic Examiners Board meetings. Information may include: date of meetings, members present, topics discussed, and action taken. This record series is used for occasional reference and documentation purposes.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film permanently.

(Note: Document imaging system also exists.)

(Note: Previous record series number was CH-15.)

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**BCE-13. PEER REVIEW COMMITTEE FILES:**

**07-040**

This series is maintained to comply with a state statute which establishes a Peer Review Committee as an arm of the Board of Chiropractic Examiners. Information may include: correspondence, confidential patient records, complaints, inspection reports, and recommendations to the Chiropractic Examiners Board. This record series documents reviews of complaints made by the public or peers against licensed chiropractors and insurance companies.

**RETENTION:** Retain in office for 2 years after case closed, then transfer to storage for 3 years. Destroy 5 years after case closed provided no litigation is pending.

(Note: Previous record series number was CH-16.)

**BCE-14. PRECEPTOR PROGRAM FILES:**

**07-040**

This series is arranged alphabetically and contains the Board approvals of preceptor programs prior to license issue. Information may include: applications, transcripts, letters from sponsors, and board approval. This record series is used to document approval of an optional three month chiropractic preceptor program during the last year of internship. After licenses are issued these records will be made a part of the "License Files, Chiropractors."

**RETENTION:** Retain current in office. Transfer to permanent license files upon successful completion of the preceptor program.

(Note: Previous record series number was CH-17.)

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**BCE-15. RECEIPT FILES:**

**07-040**

This series is arranged chronologically and contains the forms issued to document the receipt of money. Information may include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This records series is maintained for audit purposes.

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

(Note: Previous record series number was CH-19.)

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**BCE-16. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

**07-040**

These daily, weekly, monthly\*\*, and year-end\*\* Computer Output Microfiche (COM) reports are used to monitor and reconcile fiscal year 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 trail balance\*, company general ledger trial balance\*, expenditure reports\*, bank reconciliation reports\*, employee receivable reports\*, warrant register reports\*, encumbrance detail reports\*, accounts payable reports\*, project reports\*, cash center reports\*, object/sub-object reports\*, budget adjustments reports, Special Bureau of Administration revenue reports, agency funds activity reports\*, and special travel expenditure reports. This record series is maintained for audit purposes.

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

(NOTE: The asterisk (\*) indicates reports maintained permanently on microfilm or "COM by the Bureau of Finance and Management. (\*\*)  
 Many of the June monthly reports serve as the year-end reports.)

(Note: Previous record series number was CH-21.)

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**BCE-17. SUNSET REVIEW FILES:**

**07-040**

This series documents the sunset review process to justify the importance and continuation of the Chiropractic Examiners Board. Information may include: proposed rules and regulations, related correspondence, plans of action, interim legislative committee minutes, adopted rules, copies of other states' legislation, testimony, and press clippings. This record series is used for the current review process and for reference on past sunset requirements for the Board.

**RETENTION:** Retain 4 years in office, then transfer to storage for 1 year. Destroy after 5 years.

(Note: Previous record series number was CH-20.)

**BCE-17.1. SURPLUS PROPERTY FILES:**

**09-012**

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

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

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**BCE-18. VOUCHERS:**

**07-040**

This series is arranged chronologically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Information may include: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is maintained for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

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

(Note: Previous record series number was CH-22.)