



# DEPARTMENT OF CORRECTIONS

## ADULT INSTITUTIONS

### RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
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104 S Garfield Avenue  
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# 2004

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The employees of the Department of  
Corrections, who contributed so much of  
their time to explain the purpose and  
content of each record.

## STATE RECORDS DESTRUCTION BOARD

Steve Stoneback, Deputy  
Commissioner of Administration  
(Chairman)

Rich Sattgast  
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DEPARTMENT OF  
EXECUTIVE MANAGEMENT

BUREAU OF  
ADMINISTRATION

PBM 01234

**RECORDS MANAGEMENT PROGRAM**

104 South Garfield  
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## MEMORANDUM

TO: State Agencies

FROM: Mary Bisson  
State Records Manager

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

DATE: January 12, 2005

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: Department of Corrections  
DIVISION: Adult Institutions  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Joie Bjerke  
RM CUSTOMER #: 0294

<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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**ADULT-1. ACCREDITATION REPORTS:**

**04-008**

This record series is no longer maintained by the Adult Institutions.

**ADULT-2. ADMINISTRATIVE REFERENCE FILE:**

**04-008**

This series contains information used in the daily administration of the agency. 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.

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 Destroy superseded or obsolete.

**ADULT-3. ANALYSIS OF INMATE POPULATION REPORT:**

**04-008**

This series contains the original monthly population analysis report developed for both the warden and for public information. Information may include: inmate total count, average daily count, admissions, prior offenders, average age, average sentence received, releases, average time incarcerated, race, housing assignments, work assignments, medical services, and summaries. The data is summarized in the "Annual Reports" of the special staff office.

**RETENTION:** FINAL REPORTS: Retain permanently in office.

WORKING PAPERS: Retain 1 year in office, then destroy.

(Note: Consider microfilming the final reports when volume warrants.)

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RECORDS OFFICER: Joie Bjerke  
RM CUSTOMER #: 0294

<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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**ADULT-4. ANNUAL REPORTS:**

**04-008**

This series is arranged chronologically by year and contains the original annual report which statistically breaks down prison population and types. Information may include: recaptulations, analysis of state populations, and social relations. This record series may be used for research, reference or documentation by prison staff, and are also available through the State Library in Pierre.

**RETENTION:** Retain permanently in office.

(Note: File thirteen copies of the publication with the State Library pursuant to SDCL 14-1A-3 and two copies with State Archives.)

(Note: Consider microfilming when volume warrants.)

(Note: Annual Reports have not been done by the Adult Institutions since 1996.)

**ADULT-5. ANNUAL REPORT, WORK RELEASE PROGRAM:**

**04-008**

This record series is no longer exists or is maintained by the Adult Institutions. SDCL 24-8-14 has been repealed. Any existing work release program annual reports should be sent to State Archives for screening prior to disposal.

**ADULT-6. APPEAL OF DISCIPLINARY BOARD ACTION (D-11):**

**04-008**

This record series has been replaced by the Administrative Remedy Process. See **DOC-2. Administrative Remedy Process, Secretary DOC.**

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**ADULT-7. APPLICATIONS, UNSUCCESSFUL:**

**04-008**

This record series is no longer maintained by the Adult Institutions. Employment applications are maintained by the Bureau of Personnel.

**ADULT-8. APPLICATIONS, WORK RELEASE (DENIED):**

**04-008**

This record series is no longer maintained by the Adult Institutions. Inmates are notified by unit staff when they are not eligible for work release.

**ADULT-9. ATTORNEY GENERAL OPINIONS:**

**04-008**

This series contains the official opinions handed down by the State Attorney General concerning questions pertaining to the agency. This record series is maintained for occasional reference and a support for administrative decisions made and actions taken.

**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 and most are also available on the Attorney General's website.)

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**ADULT-10. BILLING FILES, (INVOICES):**

**04-008**

This series is arranged chronologically and contains the Prison Industries billing to agencies or individuals for work performed. Information may include: invoice, correspondence, rough specifications, purchase order, receiving and delivery record, and item request. This record series is maintained for documentation 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.

**ADULT-11. CASH DISBURSEMENT (WARRANTS):**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration as part of the Inmate Banking Records.

**ADULT-12. CASH MEMORANDUMS:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration as part of the Inmate Banking Records.

**ADULT-13. CASH RECEIPT JOURNALS:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration.

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**ADULT-14. CASH RECEIPT TRANSMITTALS:**

**04-008**

This record series is no longer maintained by the Adult Institutions.  
The records are maintained by DOC Administration.

**ADULT-15. COMMODITIES ORDER FORM (S101JS07):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-16. CONTRACTS FILE, TEACHERS:**

**04-008**

This record series no longer maintained by Adult Institutions.  
Teachers are FTE's or under contract. Contracts are maintained by the Administration Office. See **DOC-18. Contracts and Agreements:**

**ADULT-17. CORRESPONDENCE, GENERAL:**

**04-008**

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

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

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**ADULT-18. DAILY INMATE COUNT SHEETS:**

**04-008**

This series is arranged chronologically by month contains daily inmate count sheets. Information may include: count, counter's name, number, dates to and from, and counter's signature. This record series is used by staff personnel to compile and verify the "Analysis of Population Reports"; and is maintained to as documentation to the data in the "Analysis of Population Reports."

**RETENTION:** Retain 5 years in office, then destroy.

**ADULT-19. DAILY PRODUCTION RECORDS (K-1):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-20. DETENTION ORDER AND REVIEW (D-5 & D-6):**

**04-008**

This series consists of the standard forms used to authorize immediate detention of an inmate when prompt action is required to alleviate a threat to the security of the institution, another inmate, or himself/herself. Information may include: inmate name and number, reason for detention, authorized signatures, results of twenty-four hour review, and follow-up review.

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

(Note: Consider microfilming when volume warrants.)

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RECORDS OFFICER: Joie Bjerke  
RM CUSTOMER #: 0294

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		<u>NUMBER</u>

**ADULT-21. DETENTION REVIEW (D-6):**

**04-008**

This record series is no longer maintained separate.

**ADULT-22. DISCIPLINARY RECORDS:**

**04-008**

This information is now part of **ADULT-47. Institution Files:** and can also be found in **ADULT-56. Mainframe Inmate Records:**

**ADULT-23. DISCIPLINARY COMMITTEE FINDINGS AND DISPOSITION (D-7):**

**04-008**

This series contains the Unit Disciplinary Committee (UDC) and/or the Disciplinary Hearing Committee (DHO) findings and disposition. Information may include: inmate's plea, inmate's number, witnesses, testimony, summary of evidence in support of UDC's/DHO's decision, UDC's decision, sanction imposed, credit for time served under administrative detention, net time to serve, signature of UDC/DHO member(s), and received by inmate's signature. This record series is used to document the UDC's findings of fact and to subsequent the UDC's/DHO's decision.

**RETENTION:** Retain current in office. Transfer discharged to storage for 5 years. Destroy 5 years after discharge from DOC provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider microfilming when volume warrants.)

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**ADULT-24. DISCIPLINARY REPORT (A-28):**

**04-008**

This form contains the DOC's record of rules officially broken by inmates. Information may include: name and number, date of infractions, location of infraction, a detailed description of the incident, reporting employees' name and signature, names of adverse witnesses, and shift commander's review. These are part of the "Institutional Files".

**RETENTION:** Retain current in office. Transfer discharged to "Institutional Files" to be retained for 5 years. Destroy 5 years after discharge from DOC provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ADULT-25. EDUCATIONAL INFORMATION:**

**04-008**

This series is arranged chronologically and contains educational information for the current student body. Information may include: attendance records, student work, and course assessments. This record series is used for reference during the student's educational experience.

**RETENTION:** Retain current in office. Destroy upon class completion.

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**ADULT-26. EDUCATION SUMMARY OF DEMOGRAPHICS:**

**04-008**

This database series is arranged chronologically and a summary of education demographics. Information may include: student's name, pre and post assessment contact hours, and goals and achievements of students. This record series is for reference purposes both present and future.

**RETENTION:** Retain information current in Litpro database. Delete superseded or obsolete information after 7 years.

**ADULT-27. E-MAIL RECORDS:**

**04-008**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. If the e-mail message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is permissible to print record e-mails and file them with like paper records.

**ADULT-28. FINANCIAL REPORTS, FARMS:**

**04-008**

This record series is no longer exists. DOC no longer operates farms.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Department of Corrections  
DIVISION: Adult Institutions  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Joie Bjerke  
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**ADULT-29. FINANCIAL STATEMENTS:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration as part of the Inmate Banking Records.

**ADULT-30. FINGERPRINT CARDS, INMATES:**

**04-008**

This information is now part of ADULT-47. Institution Files:

**ADULT-31. FURLOUGH RECORDS:**

**04-008**

This information is now part of ADULT-47. Institution Files:

**ADULT-32. GED SCORES:**

**04-008**

This series is arranged alphabetically by inmates' last name and contains GED scores. Information may include: inmate's name, and partial and completed GED test scores. This record series is maintained for reference purpose during the student's participation in the program. The original GED test scores are maintained by the GED Program in Pierre.

**RETENTION:** Retain in office until the students' dismissal, then destroy reference copy and transfer original to the GED Office in Pierre.

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**ADULT-33. GENERAL LEDGER:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration as part of the Inmate Banking Records.

**ADULT-34. GRANT FILES:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration.

**ADULT-35. INDIVIDUAL EDUCATION PLAN (IEP) AND SPECIAL ASSESSMENTS:**

**04-008**

This series is arranged alphabetically by inmate's last name and contains individual education plans and special assessments for inmates. Information may include: inmate's name, number, IEP, and assessment information. This record series is used for reference purpose and to evaluate the progress of the inmate.

**RETENTION:** Retain 2 years in office from the student's dismissal from the program, then transfer to the Sioux Falls School District to be retained permanently.

**ADULT-36. INMATE ACCOUNT STATEMENTS:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration as part of the Inmate Banking Records.

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**ADULT-37. INMATE DISCHARGE LIST:**

**04-008**

This computerized series is arranged numerically by number and contains the lists of active discharges and parolees. Information may include: name, number, facility, wing, and type of release. The discharge lists are sent to the Department of Corrections and the Division of Criminal Investigation in Pierre.

**RETENTION:** Retain current in office. Destroy after the discharge list is completed and has been verified to be accurate.

**ADULT-38. INMATE RECORDS, ALCOHOL AND DRUG ABUSE:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The inmate alcohol and drug abuse records are maintained by the Department of Human Services.

**ADULT-39. INMATE RECORDS, CENTRAL:**

**04-008**

This record series has been replaced by **ADULT-47. Institution Files:**

**ADULT-40. INMATE RECORDS, COUNSELING:**

**04-008**

This information is now part of **ADULT-47. Institution Files:**

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**ADULT-41. INMATE RECORDS, FEDERAL BUREAU OF INVESTIGATION (F.B.I.):**

**04-008**

This series contains a copy of F.B.I. records of inmates incarcerated in the DOC prison system. Information may include: National Crime Information Center (NCIC) sheet, contributor of fingerprints, name, inmate number, arrested or received date, charge, and disposition. New records are received from the F.B.I. when an inmate is discharged and subsequently re-incarcerated. This record series is used for reference to inmate handling.

**RETENTION:** Retain current in office. Transfer discharged to "Legal Files" to be retained for 5 years. Destroy 5 years after discharge from DOC provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ADULT-42. INMATE RECORDS, FOREIGN:**

**04-008**

This series consists of a file for each inmate who is incarcerated in the South Dakota Department of Corrections under the Interstate Compact Agreement with another state. Information may include: copies of criminal history, fingerprint cards, photographs, physical description, and admission records. This record series is used for occasional reference.

**RETENTION:** Retain current in Central Records. Destroy 5 years after the inmate has been discharged or transferred out of South Dakota.

(Note: Consider microfilming when volume warrants.)

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**ADULT-43. INMATE RECORDS, MEDICAL:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The inmate medical records are maintained by the Department of Health.

**ADULT-44. INMATE RECORDS, WORK RELEASE:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The Administration Office maintains work release files. See **DOC-81. Work Release Files:**

**ADULT-45. INSPECTION REPORT, KITCHEN:**

**04-008**

This series contains inspection reports of kitchens, which are done three times a week. Inspections are done by correctional staff or a food service staff member and are posted for employees. Areas inspected and reported on are: cleanliness and the sanitation of each area in the kitchen. All problems are noted in the report. Inspections are required by policy and are 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.

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**ADULT-46. INSPECTOR GENERAL REPORTS:**

**04-008**

This record series no longer exists. This position was eliminated and the original reports were maintained by DOC Administration.

**ADULT-47. INSTITUTIONAL FILES:**

**04-008**

This series is arranged alphabetically by inmate name and contains an individual record of each inmate currently under the jurisdiction of the Department of Corrections (DOC) adult institutional system. These records are stored at the housing unit where the inmate is located and are transferred with the inmate as the inmate moves between facilities. Once the inmate discharges, the record is transferred to the DOC central records area for storage. The information may include: copies of material generated from sources outside of DOC including presentence investigations, criminal histories, judgment and convictions, and official statements; and the originals generated by DOC including classification packets, disciplinary paperwork, individual program directive, furlough records, counseling information, fingerprint of inmates, receipt of living guide form, and administrative appeals. This record series is maintained for reference purposes.

**RETENTION:** Retain 5 years after inmate has been discharged from DOC, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Discharge is defined as an inmate's final release from custody of the DOC as defined in SDCL 24-5-2 and 24-15A-17. A parole or release on suspended sentence is not a discharge.)

(Note: Consider microfilming when volume warrants.)

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**ADULT-48. INVENTORY, CAPITAL ASSETS:**

**04-008**

This record series is no longer maintained by the Adult Institutions.  
The records are maintained by DOC Administration.

**ADULT-49. INVENTORY, FOOD STOCK (WAREHOUSE):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-50. ITEM SUBSTITUTION LOG:**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-51. LEGAL CASE FILES:**

**04-008**

This series is arranged alphabetically by name of plaintiff and contains legal case files. Information may include: personal notes, investigative reports, and copies of court documents. This record series is used for reference to former litigations when preparing for new cases.

**RETENTION:** Retain current in office. Transfer closed case files for storage for 2 years. Destroy 2 years after closure.

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**ADULT-52. LEGAL FILES:**

**04-008**

This series is arranged alphabetically by inmate name and contains an individual record of each inmate currently under the jurisdiction of the Department of Corrections (DOC) adult system including those incarcerated and those on parole. These records are stored at the DOC central records area. The information may include: copies of material generated from sources outside of DOC including presentence investigations, criminal histories, judgments and convictions, official statements, and holds/detainers; copies of material generated by the DOC with the originals held by agencies outside DOC including fingerprint cards; and originals generated by DOC including date calculation worksheets, parole records, correspondence, and inmate photographs. This record series is maintained for reference purposes.

**RETENTION:** Retain 5 years after inmate has been discharged from DOC, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Discharge is defined as an inmate's final release from custody of the DOC as defined in SDCL 24-5-2 and 24-15A-17. A parole or release on suspended sentence is not a discharge.)

(Note: Consider microfilming when volume warrants.)

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**ADULT-53. LOG, KEYS:**

**04-008**

This series is arranged by employee name and contains a log of all keys signed out to employees. Information may include: employee name, date, what keys are checked out and date checked back in on termination or reason for checking the keys back in. This record series is maintained for reference.

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

**ADULT-54. LOG, MAIL CONFISCATIONS:**

**04-008**

This series is arranged chronologically and contains a list of everything confiscated from the mail. Information may include: date, who opened the mail, inmate name, type of confiscations (property, drugs, stamps, etc.), and how it was disposed. This record series is maintained for reference.

**RETENTION:** Retain 5 years in office, then destroy.

**ADULT-55. LOG, SEIZED CONTRABAND:**

**04-008**

This series is arranged chronologically and contains logs of contraband seized from inmates. Information may include: date, name of officer that recovered, types of contraband, inmate name, disposition, who was present, and how it was destroyed. This record series is maintained for reference.

**RETENTION:** Retain 5 years in office, then destroy.

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**ADULT-56. MAINFRAME INMATE RECORDS:**

**04-008**

This computer series is arranged by inmate name and DOC assigned sentence number(s) and contains an individual record of each inmate currently under the jurisdiction of the Department of Corrections (DOC) adult system. These records are stored on the state mainframe computer. Information may include: inmate admission date; sentence information including crime, sentence, county, judge, plea, release and parole dates; demographics; disciplinary; classification; scheduling; assignment; transfer; parole; and visit information. This record series is maintained for reference purposes.

**RETENTION:** Retain 40 years after discharge, then delete.

(Note: Discharge is defined as an inmate's final release from custody of the DOC as defined in SDCL 24-5-2 and 24-15A-17. A parole or release on suspended sentence is not a discharge.)

**ADULT-57. MATERIALS REQUISITION (K-103):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-58. MONTHLY KITCHEN PAYROLL (K-14):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

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**ADULT-59. MONTHLY RECORD SHEETS (K-9A):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-60. MOTHER AND INFANT PROGRAM:**

**04-008**

This series is arranged chronologically by date of application and contains applications for the Mother and Infant Program. Information may include: application, mother's name, ID number, and date of application. This record series is kept for referencing dates of who applied, the approval of those who applied, the participation of the program, and the date of stay.

**RETENTION:** Retain 5 years after inmate has been discharged from DOC, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider microfilming when volume warrants.)

(Note: These records are only relevant to the SD Women's Prison.)

**ADULT-61. NOTICE OF VIOLATION (D-8):**

**04-008**

This record series no longer exists.

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**ADULT-62. PACT PROGRAM:**

**04-008**

This series is arranged chronologically by date of stay and contains the applications for the PACT (Parent and Child Together) program. Information may include: signed rule sheet, medical release form, immunization records, transportation information, pact inventory checklist, emergency contact, room assignment, weekend menu, and pact evaluation. This record series is maintained to keep dated records of the proper criteria for eligibility, responsibility, funding, and participation in this program.

**RETENTION:** Retain 5 years after inmate has been discharged from DOC, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider microfilming when volume warrants.)

(Note: These records are only relevant to the SD Women's Prison.)

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**ADULT-63. PERFORMANCE APPRAISALS:**

**04-008**

These documents are most often arranged chronologically within the personnel file of every state employee. Information is maintained by the Bureau of Personnel and may include: checklist denoting the areas discussed and supervisor and employee comments and signatures. Evaluations are required to ensure communication between supervisors and employees and to provide documentation of an employee's performance. This record series is maintained for audit purposes pursuant to Equal Opportunity Commission requirements.

**RETENTION:** AGENCY MANAGER: At your discretion, retain 6 months, then destroy by shredding.

(Note: Transfer original performance appraisal to the Bureau of Personnel.)

**ADULT-64. PERSONNEL DATA CARDS:**

**04-008**

This database series is arranged alphabetically and contains information on inmates who are currently enrolled, have been enrolled, or applied for but were denied enrollment in the work release program. Information may include: name, institution number, case number, applications received, board's action, placement information, date of discharge or removal from the program, released from program before placement, and earnings while on the program. The record series is maintained for reference purposes.

**RETENTION:** Retain 3 years, then delete.

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**ADULT-65. PERSONNEL FILES:**

**04-008**

This record series is no longer maintained by the Adult Institutions. Personnel files are maintained by the Bureau of Personnel.

**ADULT-66. PERSONNEL/PAYROLL REPORTS:**

**04-008**

This record series is no longer maintained by the Adult Institutions. Each employee receives pay stubs via e-mail and the information can also be accessed on Lawson's Self-Evident Applications.

**ADULT-67. PHOTOGRAPH FILE, INMATES:**

**04-008**

This series contains a photograph (mug shot) and the physical description of each inmate who is incarcerated within the DOC. The photos include both front and side views and the identification number assigned to the inmate. Physical description information may include: name, number, aliases, date, received from, crime, sentence, social security number, S.I.D. number, occupation, last employer, legal residence, date of birth, place of birth, sex, and any marks or scars. This record series is used for inmate identification purposes.

**RETENTION:** PHOTOGRAPHS: Retain current negative and 2 copies of the photos in office. Destroy photos after inmate has been discharged.

**PHYSICAL DESCRIPTION INFORMATION:** Retain current in office. Destroy 5 years after the inmate has been discharged.

(Note: Consider microfilming physical description information when volume warrants.)

(Note: Digital pictures are also maintained by DOC for reference.)

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**ADULT-68. PHYSICAL DESCRIPTION CARDS, INMATES:**

**04-008**

This record series is no longer maintained separate. Physical description information is part of the inmate photograph file.

**ADULT-69. PROBLEM/INCIDENT LOG:**

**04-008**

This series contains the daily log of problem or incidents occurring in the kitchens. Information may include: date, problem/incident (in detail), actions taken, and initials of supervisor. The logs are retained for year-end reference.

**RETENTION:** Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.

**ADULT-70. PROPERTY RECORDS, INMATES:**

**04-008**

This computer series contains all property currently owned by inmates. Information may include: ID number, name, property items, date received, and number received. This record series is maintained for reference purposes.

**RETENTION:** Retain information current. Destroy 2 years after discharged.

**ADULT-71. PURCHASE LEDGER, FOOD SERVICE:**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

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**ADULT-72. PURCHASE ORDERS (A-31):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-73. RADIO INVENTORY:**

**04-008**

This computer series contains the tracking system of the two-way radios. The radios are accounted for by serial number. Information may include: serial number, number of radios on hand, how many are checked out, and the running total. When an employee checks out a radio he or she signs a receipt. The radio is returned at the time of termination and the employee is given the original receipt. This series is downloaded once a month.

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

**ADULT-74. REQUEST FOR BID (K118):**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-75. REQUISITIONS:**

**04-008**

This record series is no longer maintained by the Adult Institutions. The records are maintained by DOC Administration.

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**ADULT-76. SPECIAL PROGRAMS FILE:**

**04-008**

This record series no longer exists. The Coolidge High School no longer exists.

**ADULT-77. STEWARD REPORT, MONTHLY:**

**04-008**

This record series no longer exists. Adult Institutions contract food services out to another company.

**ADULT-78. TIME SHEETS:**

**04-008**

This record series is no longer maintained by the Adult Institutions. Time sheets are now maintained by the Bureau of Personnel on TKS.

(Note: Adult Institutions did not start using TKS until February 2001. Therefore, Time Sheets from 2001 need to be kept 4 years, then they can be destroyed provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.)

**ADULT-79. TELEPHONE MESSAGE RECORDS:**

**04-008**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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

**ADULT-80. TEMPERATURE LOGS:**

**04-008**

This series is used to log temperatures of the coolers, freezers, and waters to maintain constant temperatures. Information may include: date; time; signature; note of actions taken; and temperature readings from coolers, water, freezer, refrigerator, dish machine, and wash and rinse cycles. Logs are required for the American Correctional Association (ACA) and are 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.

**ADULT-81. TRAINING MATERIALS:**

**04-008**

This series contains various training materials. Information may include: books, pamphlets, charts, films, slides, and sound recordings. The record series is used to conduct training courses for DOC personnel, volunteers, and other persons involved with prison activities.

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

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

DEPARTMENT: Department of Corrections  
DIVISION: Adult Institutions  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Joie Bjerke  
RM CUSTOMER #: 0294

<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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**ADULT-82. TRANSCRIPTS AND HIGH SCHOOL DIPLOMAS  
(COOLIDGE HIGH SCHOOL):**

**04-008**

This series is arranged alphabetically by inmate's last name and contains transcripts and high school diplomas. Information may include: name, date, the student's transcript, and the actual high school diploma. This record series is maintained for reference purposes.

**RETENTION:** Retain permanently in office.

(Note: Consider microfilming and destroying the paper after the film has been inspected and verified to meet quality standards.)

**ADULT-83. UNIT ACTIVITY LOG SHEETS:**

**04-008**

This series contains the daily activity for each DOC housing unit, transfers to special housing units, searches, urine analysis, major disciplinary, and major incidents. Information may include: date, name, overtime record, violations, and authorized signatures. The log constitutes the official record of types and number of individuals entering the facility. This record series is maintained for protection against possible civil or criminal lawsuits.

**RETENTION:** Retain 1 year in office, then transfer to storage for 5 years. Destroy after 6 years provided no litigation is pending.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Department of Corrections  
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OFFICE: \_\_\_\_\_  
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RECORDS OFFICER: Joie Bjerke  
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RECORD

SERIES NO.    TITLE---DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE

R.D.B.  
AUTHORITY  
NUMBER

**ADULT-84. VEHICLE FILE:**

**04-008**

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

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

**ADULT-85. VISITATION CARDS, OUTSIDER:**

**04-008**

This record series no longer exists. All records have been destroyed.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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<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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**ADULT-86. VISITATION LISTS:**

**04-008**

This computer series contains a list of each inmate's approved visitors. Information may include: visitor's name, address, and relation to inmate. Individuals must complete an application and a background check before they can be added to an approved visitor list.

**RETENTION:** Retain 40 years after discharge, then delete.

**ADULT-87. VOUCHERS:**

**04-008**

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Information may include: purpose of 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 description of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of voucher may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

**RETENTION:** FINANCE OFFICER: 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 PROGRAMS:** Retain 3 months in office, then destroy.