



DEPARTMENT OF CORRECTIONS

JUVENILE CORRECTIONS AGENT

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Administration
Records Management Program
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, South Dakota 57501-5070

2004

PROJECT STAFF

Tim Reisch, Secretary of the
Department of Corrections

Cliff Curtis
Records Management Specialist

Mary Helen Bisson
State Records Manager

Joie Bjerke
Records Officer

Dana Hoffer
Records Management Specialist

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
Acting Commissioner of Administration
(Chairman)

Rich Sattgast
State Auditor

Gary Hoscheid
State Government Audit Manager
State Auditor General's Office

Marvene Riis
Acting State Archivist

Gary Campbell
Assistant Attorney General

Mary Helen Bisson
State Records Manager



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

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

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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DIVISION: Juvenile Corrections Agent

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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: Juvenile Corrections Agent
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Joie Bjerke
RM CUSTOMER #: 0293

<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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JCA-1. ACTIVITY/STATUS REPORTS, MONTHLY:

04-008

This series is arranged chronologically and contains a copy of the report sent to DOC listing monthly activities. Information may include: number of commits, number of revocations and placements returned to, number of terminations, number of intensive family study referrals, number of NCIC warrants issued, community activities by office, projected release from facilities, and file audits. This record series is used for reference purposes and to provide information to the Secretary of Corrections and to the Governor.

RETENTION: Retain 2 years in office, then destroy.

JCA-2. CHART OF ACCOUNTS:

04-008

This series is generated yearly by the Bureau of Finance and Management and lists all sub-object cost. Information may include: sections, sub-section, coding structure, code number, account name, and description of the use. This record series is used for reference when coding vouchers, requisitions, and payroll/personnel form.

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

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JCA-3. E-MAIL RECORDS:

04-008

This series contains e-mails sent or received by the 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.

JCA-4. INVENTORY, CAPITAL ASSETS:

04-008

This series is arranged chronologically and contains information regarding the agencies assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms which reflects changes in inventory, inventory, procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability 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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JCA-5. JUVENILE FILES:

04-008

This series is arranged alphabetically by juvenile's last name and contains juvenile files. Information may include: court information, intake information, assessments and records, placement/transition reports, aftercare, correspondence, and internal communications. This record series is used reference purposes.

RETENTION: Retain 5 years in office after the child's 21st birthday, then destroy provided no litigation is pending.

(Note: Consider microfilming when volume warrants.)

JCA-6. JUVENILE OFFENDER TRACKING SYSTEM (JOTS):

04-008

This electronic series is arranged alphabetically by juvenile's last name and contains the Juvenile Offender Tracking System (JOTS). Information may include: juvenile's name, number, demographics data, case management plan, agent/juvenile transfers, incentive programs, IAP initial interviews, UA testing, out-of-state site visits, Chins reviews, and follow-up summary. This record series used to track juveniles and for reference purposes.

RETENTION: Retain 40 years, then delete.

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JCA-7. KEY REGISTER CARDS:

04-008

This 4" X 6" card series is arranged alphabetically by name and contains a listing of all keys issued to each employee for vehicles and doors. Information may include: name, driver's license number, expiration date, key number, date issued, dates returned, and holders' signature. This record series is used to ensure all keys are returned as the employee terminates.

RETENTION: Retain current in office. Destroy terminated employee cards.

(Note: Plans are to replace the cards with a computerized system.)

JCA-8. MINUTES, DEPARTMENT OF CORRECTIONS:

04-008

This series is arranged chronologically by date of meeting and contains a copy of the finalized minutes form the meetings. Information may include: dates, members present, any handouts relevant to the meetings, and topics discussed. This record series is used for reference concerning all actions pertaining to the juveniles.

RETENTION: Retain 3 years in office, then destroy.

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JCA-9. 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 you discretion, retain 6 months, then destroy by shredding.

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

JCA-10. 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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JCA-11. TRAINING INFORMATION:

04-008

This series is arranged chronologically and contains training information. Information may include: training manuals, information on programs, expectations of position, rules of the institution, policies and procedures, risk management information, and other information that may be deemed necessary to train an individual for a specific position. This record series is used for the purpose of training personnel for positions and 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 material.)

JCA-12. VENDOR FILES:

04-008

This series is arranged alphabetically by vendor's name and contains vendor files. Information may include: copies of vouchers, invoices, shipping documents, credit memos, and correspondence. This record series is used for reference as the possibility exists to want to order from the same vendor.

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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JCA-13. 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: 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.

JCA-14. WORKGROUPS/PROJECTS:

04-008

This series is arranged chronologically and contains workgroup/project information that deals with issues pertaining to programming within the juvenile facilities, overcrowding, placement options, and/or other issues instrumental in the operations of the Department of Corrections. Information may include: meeting minutes, training materials, related materials, memberships, goals and/or objectives, and other information that may be deemed necessary in meeting the requirements of the group/project. This record series is used for reference purpose and are often appointed by the Governor's Office or other leading officials such as the Secretary of Corrections.

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.