



# DEPARTMENT OF CORRECTIONS

## PAROLE SERVICES

### 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  
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.

# TABLE OF CONTENTS

DEPARTMENT: Department of Correction

DIVISION: Parole Services

PS-1.	ADMINISTRATIVE REFERENCE FILE: .....	1
PS-2.	ADMINISTRATIVE RULES, COMPLETED: .....	1
PS-3.	ADMINISTRATIVE RULES PROMULGATION FILES: .....	2
PS-4.	ATTORNEY GENERAL OPINIONS: .....	2
PS-5.	AUDIT REPORTS: .....	3
PS-6.	BUDGET FILES, APPROVED ANNUAL OPERATING BUDGET: .....	3
PS-7.	CASE FILES: .....	3
PS-8.	CASE FILES, INMATE BACKGROUND (CONFIDENTIAL):.....	3
PS-9.	CASE FILES, LIFE SENTENCE: .....	3
PS-10.	CASE FILES, PARDONS (GRANTED AND DENIED):.....	4
PS-11.	CASE FILES, PAROLE (INSTITUTION) DISCHARGED:.....	5
PS-12.	CASE FILES, PAROLE SUPERVISION & SUSPENDED SENTENCE: .	5
PS-13.	CORRESPONDENCE, GENERAL: .....	5
PS-14.	COURT DECISIONS:.....	5
PS-15.	DISCHARGE LIST: .....	5
PS-16.	ELECTRONIC PAROLE DATABASE: .....	6
PS-17.	E-MAIL RECORDS:.....	6
PS-18.	FINANCIAL STATEMENTS: .....	7
PS-19.	INMATE CARDS: .....	7
PS-20.	LEAVE REQUESTS: .....	7
PS-21.	LEGISLATION FILES:.....	7
PS-22.	MAINFRAME INMATE RECORDS: .....	8
PS-23.	MINUTES, PARDONS, PAROLE, AND COMMUTATION BOARD: .....	8
PS-24.	MSA/BUDGETARY ACCOUNTING REPORTS: .....	9
PS-25.	PARDON AND COMMUTATION DOCKETS:.....	9
PS-26.	PERFORMANCE APPRAISALS:.....	9
PS-27.	PROFESSIONAL ORGANIZATIONS FILES: .....	10
PS-28.	REQUISITIONS: .....	10
PS-29.	REVOCATION, NON-COMPLIANCE, AND SETTING OF SENTENCE TRANSCRIPTS:.....	10
PS-30.	SALARY LISTS: .....	11
PS-31.	STATISTICAL REPORTS: .....	11
PS-32.	SUPERVISED INTERSTATE CASES: .....	11
PS-33.	TELEPHONE MESSAGE RECORDS: .....	12
PS-34.	TIME SHEETS: .....	12
PS-35.	VOUCHERS:.....	12

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

DEPARTMENT: Department of Corrections  
DIVISION: Parole Services  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Joie Bjerke  
RM CUSTOMER #: 0290

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

**PS-1. ADMINISTRATIVE REFERENCE FILE:**

**04-008**

This series contains information used in the daily administration of the Office of Parole Services. Information may include: professional organizations, halfway houses, speech material, correspondence, and letters and memorandums sent or received. This record series is used for occasional reference and documentation.

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

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

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

**PS-2. ADMINISTRATIVE RULES, COMPLETED:**

**04-008**

This record series is no longer being maintained separate. The files are combined with **PS-3. Administrative Rules Promulgation Files:**

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
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DEPARTMENT: Department of Corrections  
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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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**PS-3. ADMINISTRATIVE RULES PROMULGATION FILES:**

**04-008**

This series contains a complete set of all administrative rules promulgated for use by Parole Services. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. The files have very 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 an administrative rule pursuant to SDCL 1-26.

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

ALL OTHER DOCUMENTATION: Retain in office for as long as the 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 adoption of rules appearing in the 1974 printed ARSD.)

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

**PS-4. ATTORNEY GENERAL OPINIONS:**

**04-008**

Parole Services see **DOC-7** in the Administration Office section.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
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DEPARTMENT: Department of Corrections  
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OFFICE: \_\_\_\_\_  
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<b>RECORD SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>R.D.B. AUTHORITY NUMBER</b>
<b>PS-5.</b>	<b><u>AUDIT REPORTS:</u></b>  Parole Services see <b>DOC-8</b> in the Administration Office section.	<b>04-008</b>
<b>PS-6.</b>	<b><u>BUDGET FILES, APPROVED ANNUAL OPERATING BUDGET:</u></b>  Parole Services see <b>DOC-11</b> in the Administration Office section.	<b>04-008</b>
<b>PS-7.</b>	<b><u>CASE FILES:</u></b>  This record series is no longer maintained by Parole Services. This is now part of <b>ADULT-52. <u>Legal Files:</u></b> in the Adult Institution section.	<b>04-008</b>
<b>PS-8.</b>	<b><u>CASE FILES, INMATE BACKGROUND (CONFIDENTIAL):</u></b>  This record series no longer exists. Any existing confidential inmate background case files should have been sent to State Archives for screening.	<b>04-008</b>
<b>PS-9.</b>	<b><u>CASE FILES, LIFE SENTENCE:</u></b>  This record series is no longer maintained by Parole Services. This is now part of <b>ADULT-52. <u>Legal Files:</u></b> in the Adult Institution section.	<b>04-008</b>

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
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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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**PS-10. CASE FILES, PARDONS (GRANTED AND DENIED):**

**04-008**

This series provides reference to those persons who have applied for and have been granted or denied pardons. Information may include: correspondence, face sheet, pre-sentence investigation report, court documents, notification to sentencing judge and state attorney, proof of service and affidavit of publication. Information is summarized in the Pardon and Commutation Board Minutes and the Pardon and Commutation Dockets.

**RETENTION:** Retain permanently in office.

(Note: Microfilm when volume warrants.)

(Note: When the pardon is granted by the Governor, the pardon is filed with the Secretary of State's Office, in the Clerk of Courts Office of the county in which the crime was committed, and with the Division of Criminal Investigation.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
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<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>
<b>PS-11.</b>	<b><u>CASE FILES, PAROLE (INSTITUTION) DISCHARGED:</u></b>	
	This record series is no longer maintained by Parole Services. This is now part of <b>ADULT-52. <u>Legal Files:</u></b> in the Adult Institution section.	<b>04-008</b>
<b>PS-12.</b>	<b><u>CASE FILES, PAROLE SUPERVISION &amp; SUSPENDED SENTENCE:</u></b>	
	This record series is no longer maintained by Parole Services. This is now part of <b>ADULT-52. <u>Legal Files:</u></b> in the Adult Institution section.	<b>04-008</b>
<b>PS-13.</b>	<b><u>CORRESPONDENCE, GENERAL:</u></b>	
	This record series is no longer being maintained separate. The files are combined with <b>PS-1. <u>Administrative Reference Files:</u></b>	<b>04-008</b>
<b>PS-14.</b>	<b><u>COURT DECISIONS:</u></b>	
	This record series is no longer maintained by Parole Services. Court Decisions are maintained by the Administration Office as part of <b>DOC-48. <u>Legal Action Files:</u></b>	<b>04-008</b>
<b>PS-15.</b>	<b><u>DISCHARGE LIST:</u></b>	
	This record series is no longer exists for Parole Services.	<b>04-008</b>

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
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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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**PS-16. ELECTRONIC PAROLE DATABASE:**

**04-008**

This database series contains inmate information. Information may include: parole information, address, addresses of other occupants, closed case summary, education, financial information, jail days, job history, life skills, medications, narratives, supervision, testing, treatments, vehicles, victim's notification, supervision fees, executive clemency information, pardons, non-compliance hearings, and agent information. This record series is used for reference and tracking purposes.

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

**PS-17. 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.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
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DEPARTMENT: Department of Corrections  
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<b>RECORD</b>		<b>R.D.B.</b>
<b>SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>AUTHORITY</b>
		<b>NUMBER</b>
<b>PS-18.</b>	<b><u>FINANCIAL STATEMENTS:</u></b>	
	This record series is no longer maintained by Parole Services. Financial Statements are maintained by Prison Industries.	<b>04-008</b>
<b>PS-19.</b>	<b><u>INMATE CARDS:</u></b>	
	This record series is no longer maintained by Parole Services. Information on the cards is entered into the Mainframe System and is also stored in an access database.	<b>04-008</b>
<b>PS-20.</b>	<b><u>LEAVE REQUESTS:</u></b>	
	This record series is no longer maintained by Parole Services. Leave Requests are maintained by the Bureau of Personnel on TKS.	<b>04-008</b>
<b>PS-21.</b>	<b><u>LEGISLATION FILES:</u></b>	
	Parole Services see <b>DOC-49</b> in the Administration Office section.	<b>04-008</b>

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
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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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**PS-22. 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 institutional 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:** ALL OTHERS: Retain 40 years after discharge, then delete.

PARDONED INMATES: Delete immediately.

(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.)

**PS-23. MINUTES, PARDONS, PAROLE, AND COMMUTATION BOARD:**

**04-008**

This series is arranged chronologically and contains the original minutes from the Parole Board meetings and provides documentation of actions taken by the board.

**RETENTION:** Retain permanently in office.

(Note: Consider microfilming when volume warrants.)

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RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
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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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**PS-24. MSA/BUDGETARY ACCOUNTING REPORTS:**

**04-008**

This series is no longer maintained by Parole Services.

**PS-25. PARDON AND COMMUTATION DOCKETS:**

**04-008**

This book series provides documentation of applications for pardons and commutations. Information may include: name, number, offense, date received, sentence, and Parole Boards actions. This record series is used for reference and documentation purposes.

**RETENTION:** Retain books in office permanently.

(Note: Consider microfilming when volume warrants.)

**PS-26. 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.)

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

**PS-27. PROFESSIONAL ORGANIZATIONS FILES:**

**04-008**

This record series is no longer being maintained separate. The files are combined with **PS-1. Administrative Reference Files:**

**PS-28. REQUISITIONS:**

**04-008**

Parole Services see **DOC-70** in the Administration Office section.

**PS-29. REVOCAION, NON-COMPLIANCE, AND SETTING OF SENTENCE TRANSCRIPTS:**

**04-008**

These transcripts provide documentation of revocation, non-compliance, and setting of sentence hearings. Information may include: inmate name, number, date of hearing, people present, and other relevant information. The transcripts are only obtained when an appeal is filed or a law suite is filed and/or it is necessary for the appeal or law suite.

**RETENTION:** Retain 1 year after sentence has been completed, then destroy.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
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<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>

**PS-30. SALARY LISTS:**

**04-008**

This record series is no longer maintained by Parole Services. Salary Lists are maintained by the Bureau of Personnel.

**PS-31. STATISTICAL REPORTS:**

**04-008**

This series contains monthly and annual reports. Information may include: Parole Board decisions, number considered for parole, granted parole, violations, suspended sentences, pardons, commutations, non-compliance, percent and break down by race and sex, number of cases on supervision, percentage employed, restitution, fines, and child support paid. This record series is used for reference purposes.

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

**PS-32. SUPERVISED INTERSTATE CASES:**

**04-008**

This record series is no longer maintained by Parole Services. This is now part of **ADULT-52. Legal Files:** in the Adult Institution section.

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DESTRUCTION SCHEDULE  
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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>
------------------------------------	---	--

**PS-33. 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.

**PS-34. TIME SHEETS:**

**04-008**

This record series is no longer maintained by Parole Services. Time Sheets are maintained by the Bureau of Personnel on TKS.

**PS-35. VOUCHERS:**

**04-008**

Parole Services see **DOC-78** in the Administration Office section.