



# DEPARTMENT OF AGRICULTURE

## 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

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## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: January 8, 2016

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 and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; duplicate copies of state publications; 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.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Lucas Lentsch (name), acting in my position as the Secretary of the Department of Agriculture (title), requests that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Agriculture (department) consists of 74 pages and contains record series number(s) SDDA-1 (consecutively re-numbered) through SDDA-119.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Agriculture (department) record series numbers(s) 401-3, 401-6, and 401-9.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

  
\_\_\_\_\_  
Lucas Lentsch, Secretary of the Department of Agriculture

11/10/15  
\_\_\_\_\_  
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

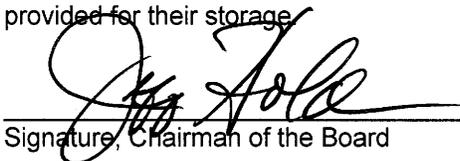
  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

11-24-2015  
\_\_\_\_\_  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of December, 2015, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

  
\_\_\_\_\_  
Signature, Chairman of the Board

12-16-15  
\_\_\_\_\_  
Date

## **South Dakota Codified Laws:**

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

### **Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

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DEPARTMENT: Agriculture  
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RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0226

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

**15-006**

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, department program information, legislation, legislative task force information, property management information, news releases, monthly reports, reference manuals, logs; rules and regulations, mailing lists, and any other related information. This record series is maintained for reference purposes.

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

(Note: Department of Agriculture News Releases is subject to screening by the State Archivist prior to disposal.)

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

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**SDDA-2. ADMINISTRATIVE RULES AND PROMULGATION FILES:**

**15-006**

This series is most often arranged by subject matter and contains administrative rules and promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment 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 provided 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.)

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

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**SDDA-3. AFFIRMATIVE ACTION PLANS:**

**15-006**

This series is most often arranged chronologically and contains the plan developed by the agency for affirmative action. Information may include: correspondence, committee meeting notes, drafts of plans, and finalized plan of action. This record series is maintained to monitor compliance with existing affirmative action plans and to develop new affirmative action plans as needed.

**RETENTION:** SDDA PERSONNEL: Retain in office 2 years after superseded, then destroy provided no litigation is pending.

**SDDA-4. ASSOCIATIONS AND ORGANIZATIONS FILES:**

**15-006**

This series is most often arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Information may include: minutes of the association or organization meetings, conference agendas, participants' names, and examples of other states' legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization.

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

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**SDDA-5. BANK STATEMENTS:**

**15-006**

This series is most often arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information is maintained by the Finance Officer and 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 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.

**SDDA-6. CONTINUITY OF OPERATION PLANS/DISASTER  
RECOVERY PLANS:**

**15-006**

This series may contain Continuity of Operation Plans (COOP) and Disaster Recovery Plans.

**RETENTION:** Retain current.

**SDDA SECRETARY:** At your discretion, destroy superseded or obsolete by shredding.

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**SDDA-7. CONTRACTS, LEASES, AND AGREEMENTS:**

**15-006**

This series is most often arranged alphabetically and contains reference copies of contracts, leases, and agreements in which the agency may have an interest. It also contains the agency's copy of contracts, leases, and agreements between the agency 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 originals current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to work being performed.)

**SDDA-8. CORRESPONDENCE, FEDERAL:**

**15-006**

This series contains both copies and originals of letters and memorandums sent to and received from any Federal agency. This record series is maintained for reference and for possible use when federal litigation, claims, or audits are pending.

**RETENTION:** Retain 1 year in office, 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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**SDDA-9. CORRESPONDENCE, GENERAL:**

**15-006**

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

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

**SDDA-10. ELECTRONIC COMMUNICATION RECORDS:**

**15-006**

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

**RETENTION:** Determine the record status of the message based on the content. If the 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 in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

**NON-RECORD MESSAGES:** Retain until action has been taken, then destroy or delete.

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**SDDA-11. GRANT FILES:**

**15-006**

This series contains information concerning the administration of funded grants. Information is maintained by the Finance Officer and may include: grant applications, working papers, grant documents, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION: FINANCE OFFICER:** Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ALL OTHERS PROGRAMS:** Retain current in office. Destroy superseded or obsolete.

(Note: Grants may be retained electronically or in paper form.)

**SDDA-12. GRIEVANCE FILES:**

**15-006**

This series is most often arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and Bureau of Human Resources findings (if applicable). This record series is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

**RETENTION: MANAGERS:** At your discretion retain copies 6 months, then destroy by shredding.

(Note: Bureau of Human Resources maintains the originals.)

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**SDDA-13. LEGISLATION FILES:**

**15-006**

This series is arranged chronologically within the division's electronic filing system and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session, as well as for historical reference.

**RETENTION:** SDDA SECRETARY: Retain 5 years, then destroy at your discretion superseded or obsolete.

**SDDA-14. MINUTES, BOARDS AND COMMISSIONS:**

**15-006**

This series is most often arranged alphabetically by board/committee name, and contains copies of minutes from each. Information may include: board/committee name, dates of meetings, members present, topics discussed, actions taken and authorized signatures. Boards and Commissions may include, but are not limited to: State Fair Commission, SD American Dairy Association, SD Wheat Commission, SD Oilseeds Council, SD Soybean Research Council, SD Brand Board, SD Corn Utilization Council, State Conservation Commission, Weed and Pest Commission, and Seed Certification Board. This records series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** STATE CONSERVATION COMMISSION: Retain 20 years in EDMS, then destroy. Transfer scanned paper records to State Archives for final disposition.

ALL OTHERS: Retain 20 years, then destroy.

(Note: Records are subject to archival screening by the State Archivist prior to disposal.)

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RECORDS OFFICER: Taya Runyan  
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**SDDA-15. MINUTES, DEPARTMENT COMMITTEES:**

**15-006**

This series is arranged alphabetically by committee name and contains copies of minutes from committee meetings. Information may include: date, committee name, members present, and topics discussed. Copies are sent to the director to keep informed of committee actions and are used for reporting purposes.

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

(Note: Records are subject to screening by the State Archivist prior to disposal.)

**SDDA-16. MINUTES, OUTSIDE ASSOCIATIONS AND ORGANIZATIONS:**

**15-006**

This series is arranged alphabetically by organization name and contains copies of minutes from each. Information may include: organization name, dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference purposes.

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

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**SDDA-17. OPEN RECORDS REQUESTS:**

**15-006**

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

**RETENTION: DENIAL LETTERS:** Retain permanently.

**ALL OTHER INFORMATION:** Retain 1 year in office, then transfer to storage of 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.

**SDDA-18. PERFORMANCE APPRAISALS:**

**15-006**

These documents are most often arranged chronologically within the personnel file of every state employee. Information is maintained by the Bureau of Human Resources and may include: checklist denoting the areas discussed and supervisor and employee comments. 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 requirement.

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

(Note: Transfer to Bureau of Human Resources upon completion.)

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**SDDA-19. POLICY AND PROCEDURES, AGRICULTURE DEPARTMENT:**

**15-006**

This series contains the current department procedures for each program area. Policy and procedures may be kept in paper form or within the division's electronic filing system. Information may include: rough drafts, research material, special project training guides, special project planning portfolios, and final copies of policies and procedures. This record series is maintained for historical and reference purposes.

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

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

**SDDA-20. POLICIES AND PROCEDURES:**

**15-006**

This series is most often arranged alphabetically by procedural name and contains the current procedure for each. Information may include: Correspondence Guidelines, Bureau of Human Resources policies and Bureau of Finance and Management policies. This record series is used to determine the proper course of action to take in certain situations.

**RETENTION:** Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

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**SDDA-21. RECEIPT BOOKS:**

**15-006**

This series is most often arranged chronologically and contains forms issued to document the receipt of money. Receipts are maintained by the Finance Officer, are pre-numbered, and 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 record series is maintained for audit purposes.

**RETENTION:** Retain 2 year in office, then transfer to storage for 3 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-22. RECORDS MANAGEMENT FILES:**

**15-006**

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

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

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

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**SDDA-23. REQUEST FOR PROPOSAL (RFP):**

**15-006**

This series may contain RFPs for professional and non-professional services. Information may include: title of solicitation; proposal due date; RFP #; buyer's name and email address; agency name and address; primary contact information; vendor information; purpose of RFP; schedule of activities; number of copies to be submitted; offeror inquires; length of contract; terms and conditions of contracts; scope of work; proposal requirements and company qualifications; cost proposal; criteria for award selection, and authorized signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 6 years, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 5-18D-20. Register of proposals for professional service contract--Confidential information. A register of proposals shall be prepared and maintained by any state agency issuing a request for proposals for a professional service contract. The register shall contain the names of any person whose qualifications were considered and the name of the person that was awarded the contract. Any professional service contract and the documentation that was the basis for the contract is public except for proprietary information which shall remain confidential. The qualifications and any other documentation of any person not issued a contract shall remain confidential.)

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**SDDA-24. RULES AND REGULATIONS:**

**15-006**

This series is most often arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules and regulations may include administrative rules promulgated by other departments that have a bearing on the daily operation of this agency (i.e. Bureau of Human Resources, Bureau of Finance and Management, and Bureau of Administration). This record series is maintained for insuring compliance with current rules and regulations governing the administration and operation of the department.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete.

**SDDA-25. STATUS REPORTS, DIVISIONS:**

**15-006**

This series is most often arranged chronologically and contains reports coming from individual program managers. Information may include: highlights of individual programs. This record series is used to prepare to the Governor's Monthly Report.

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

ALL OTHERS: Retain 1 year in office, then destroy.

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**SDDA-26. STATUS REPORTS, SECRETARY:**

**15-006**

This series is most often arranged chronologically and contains monthly reports sent to the Governor summarizing reports of agency and agency programs. Information may include: highlight activities of agency programs, and personnel updates. This record series is maintained for administrative, reporting, and reference purposes.

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

(Note: Records are subject to screening by the State Archivist prior to disposal.)

**SDDA-27. SURPLUS PROPERTY FILES:**

**15-006**

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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**SDDA-28. VOUCHERS:**

**15-006**

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

**RETENTION:** Retain in office 1 year following the close of the fiscal year in which the voucher was issued, 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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**SDDA-29. AGRICULTURAL POLICY:**

**15-006**

This series is arranged within the division's electronic filing system by topic and contains background information on various subjects such as wetlands, railroads, World Trade Organization (WTO), Genetically Modified Organisms (GMO), and EPA Regulations. Information may include, but is not limited to: executive summaries, white papers, position papers, fact sheets, and court cases. This record series is used in developing State policy/position on various Agricultural issues, to provide up-to-date briefings to the Governor and Department Secretary, for reference, and for historical purposes.

**RETENTION:** Retain electronically or in paper form for 5 years, then destroy.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

**SDDA-30. AGRICULTURE STATISTICS:**

**15-006**

This series contains statistics received from the United States Department of Agriculture annually and is kept in paper and digitally within the division's filing system. Information may include, but is not limited to: agricultural production; prices and cash receipts; and weather and farmland statistics. This record series is maintained for reference for the South Dakota Ag Bulletin, and much of the data has historical or research value.

**RETENTION:** Retain 15 years, then destroy.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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**SDDA-31. BOARD AND COMMISSION FILES:**

**15-006**

This series contains the Board and Commission files. Information may include: letters of appointment for board and commission members and miscellaneous background information regarding each. This record series is maintained for historical and reference purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

**SDDA-32. CONSERVATION RESERVE PROGRAM-HAY DISTRIBUTION:**

**15-006**

This series is arranged by application and contains the producer application form and distribution records for the CRP Hay Distribution Program. Records are kept in paper form and electronically within the division's filing system. Information may include, but is not limited to: applicant's name, address, and phone number; conditions of the program; county; signature; date; and the distribution spreadsheet. This record series is maintained for reference.

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

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**SDDA-33. CORRESPONDENCE, GOVERNOR’S:**

**15-006**

This series is arranged by name of constituent and contains copies of letters written by the South Dakota Department of Agriculture for the Governor. Information is submitted both electronically and in paper form. This record series serves as a reference for draft correspondence. The Governor’s Office receives the original.

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

**SDDA-34. CORRESPONDENCE, SECRETARY OF AGRICULTURE:**

**15-006**

This series is arranged by last name of constituent and date of correspondence may contain both copies of letters sent and originals of letters and memorandums received. This record series serves as reference and to aid the Secretary of the Department of Agriculture in the implementation of the Department’s specific goals and to document actions of the administrative head.

**RETENTION:** PAPER: Scan and retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

**ELECTRONIC IMAGES/FILES:** Retain 2 years in the division’s electronic filing system, then destroy at the discretion of the SDDA Secretary.

(Note: Information may be submitted both electronically and in paper form.)

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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**SDDA-35. SPECIAL PROJECTS:**

**15-006**

This series is arranged according to project and contains information regarding the planning and executing of department event such as Governor's Ag Summit and Dakotafest activities. Special projects are maintained electronically within the division's electronic filing system. Information may include, but is not limited to: talking points, agendas, emails, sponsors, and contacts. This record series is maintained for reference.

**RETENTION:** Retain 4 years, then destroy.

**SDDA-36. STRATEGIC PLAN OF SD DEPARTMENT OF AGRICULTURE:**

**15-006**

This series contains the five-year strategic plan for the entire department and is reviewed and revised annually by each program within the department. Information may include: mission statement, position statements for each division, goals and objectives, key strategies, and effective action plans for each division. This record series is maintained for sending final plans to the Governor and are used as a guide to budgeting, procurement, and application of new technology in State government.

**RETENTION:** Retain 5 years in office, then transfer to State Archives for final disposition.

(Note: File publications with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and file two copies with the State Archives.)

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**SDDA-37. SDCEC™ AUDIT FILES:**

**15-006**

This series is arranged alphabetically by the name of the auditor and contains a folder for each producer that has been audited. Information may include, but is not limited to: audit forms, audit check lists, notices of inspection, audit results, and correspondence. Producer Audits are performed once each fiscal year to ensure producers are following all of the requirements of the program. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain 3 years in office, then transfer to storage for 2 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-38. SDCEC™ ENROLLMENT SPREADSHEET EMAILS:**

**15-006**

This electronic folder contains the spreadsheets used to enroll cattle into the program. Information may include: Radio Frequency Identification (RFID) numbers, birthdates, and sex of the animals the producers want to enroll in their accounts. The spreadsheets are filed by year and must be submitted electronically to the department. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain files electronically for 5 years, then delete.

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**SDDA-39. SDCEC™ INVOICE DATABASE:**

**15-006**

This database series contains all of the billing information for the program. Information may include: account balances, payments received, and producer contact information. This record series is used to track the invoices that are billed and the payments made to the program. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain information for 5 years, then delete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-40. SDCEC™ PRODUCER BILLING:**

**15-006**

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include: the invoices that are billed for licensing, enrollment, and transfer fees; and the receipts of payments for these invoices. The invoices are billed out on a monthly cycle. This record series is maintained in accordance to ARSD 12:79:05.

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

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**SDDA-41. SDCEC™ PRODUCER DATABASE:**

**15-006**

This database series contains producer information. Information may include, but is not limited to: producer licensing, type of operation, contact information, invoices, receipts, Process Verified Program (PVP) documents, and audit information. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain current information in database. Update superseded or obsolete information as needed.

**SDDA-42. SDCEC™ PRODUCER LICENSING:**

**15-006**

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include, but is not limited to: applications, evaluation forms, license agreements, retag affidavits, handbook self-tests, renewal forms, and letters regarding license approvals and renewals. This record series is maintained in accordance to ARSD 12:79:05.

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

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**SDDA-43. SDCEC™ PRODUCER PVP:**

**15-006**

This series is arranged alphabetically by the last name and contains a folder for each producer that has completed Process Verified Program (PVP) training. Information may include: supplier profiles, training documentation, supplier audit records, and correspondence. This record series is maintained in accordance to ARSD 12:79:05.

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

**SDDA-44. SDCEC™ REFERENCE FILES:**

**15-006**

This series contains SDCEC™ reference files. Information may include, but is not limited to: miscellaneous copies of reports, program manuals, Standard Operating Procedures (SOP) manuals, handbooks, publication, regulations, and other non-record materials of significance to the program. This record series is used for reference purposes and is maintained in accordance to ARSD 12:79:05.

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

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OFFICE: Ag Products Certification  
PROGRAM: SDCEC™  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0226

<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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**SDDA-45. SDCEC™ TRANSFER WARRANTY CERTIFICATES:**

**15-006**

This series is arranged alphabetically by last name and contains a folder for each producer in the program. Information includes the transfer warranty certificates that are generated to track the movement of cattle to ensure their enrollment in the program. These certificates must be filed with the department to verify the cattle's source verification claim. This record series is maintained in accordance to ARSD 12:79:05.

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

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Agriculture  
 DIVISION: Agricultural Development  
 OFFICE: \_\_\_\_\_  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Taya Runyan  
 RM CUSTOMER #: 0033

<b>RECORD</b>		<b>R.D.B.</b>
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**SDDA-46. AGRICULTURAL BONDS:**

**15-006**

This series is arranged alphabetically and contains agriculture bonds for beginning farmers, agribusiness bonding program, and the nutrient management program. Information may include, but is not limited to: Value Added Agricultural Relending Program (VAARP), Value Added Sub Fund (VASF), ending applications, financial statements, appraisals, correspondence, forms, bond opinion letter, legal documents, and other closing documents. This record series is used to approve applications and to issue bonds to eligible applicants.

**RETENTION:** Retain active files in office. Transfer paid-in-full to storage for 7 years. Destroy 7 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-47. GRANTS:**

**15-006**

This series is arranged by application and contains grants administered by the Division of Agricultural Development. Information may include, but is not limited to: grant applications, working papers, grant documents, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Grants may be retained electronically or in paper form.)

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DEPARTMENT: Agriculture  
DIVISION: Agricultural Development  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0033

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**SDDA-48. GUARANTEES, AG ENTERPRISE:**

**15-006**

This series contains Ag Enterprise program guarantees which may include, but is not limited to: Value Added Livestock (VALU), stock purchase cooperative quantity, and beginning farmer down pay quantity. Information may include: applications, signed agreements, financial documents, and personal background material. This record series is maintained for audit purposes.

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

**SDDA-49. LOANS, AG ENTERPRISE PROGRAM:**

**15-006**

This series contains Ag Enterprise program loans which may include, but is not limited to: Rural Development Loan Participation, Livestock Loan Participation, Conservation Tillage Equipment Loans, and all other loans. Information may include: applications, signed agreements, financial documents, and personal background material. This record series is maintained for audit purposes.

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

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DEPARTMENT: Agriculture  
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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0033

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**SDDA-50. MEDIATION RECORDS:**

**15-006**

This confidential series contains individual mediation case files. Information includes: requests for mediation, letters, and the mediator's case report. Information is maintained in accordance with South Dakota Agricultural Mediation Program and pursuant to SDCL 54-13.

**RETENTION:** Retain 1 year in office, then transfer to storage for 5 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-51. PORTFOLIO FINANCIAL REPORTS:**

**15-006**

This series is produced using a financial software program and includes financial reports for loans and guarantees. Financial reports may include, but is not limited to: Rural Development Loan Participations, Livestock Loan Participations, Conservation Tillage Equipment Loans, Value Added Livestock Guarantees, and other guarantees. This record series is maintained for audit purposes.

**RETENTION:** Retain 2 years in office, transfer to storage for 4 years. Destroy 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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OFFICE: \_\_\_\_\_  
PROGRAM: Agromony Services  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0113

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**SDDA-52. ANIMAL REMEDIES:**

**15-006**

This series is arranged digitally and contains animal remedy information that is submitted both electronically and in paper form. Information may include, but is not limited to: registrations, labels, renewals, collection reports, sample analysis, and stop sale letters and responses. This record series is maintained for reference and reporting purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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 OFFICE: \_\_\_\_\_  
 PROGRAM: Agromony Services  
 RECORDS OFFICER: Taya Runyan  
 RM CUSTOMER #: 0113

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**SDDA-53. BULK OEI:**

**15-006**

This series is arranged digitally and contains bulk OEI information that is submitted both electronically and in paper form. Information may include, but is not limited to: site plans, bulk pesticide storage facilities inspections, maps of facilities, bulk commercial fertilizer storage facility inspections, and bulk permit history of the facilities. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain permanently in the division's electronic filing system.

(Note: System-level backups occur daily.)

(Note: Consider converting to microfilm when volume warrants.)

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**SDDA-54. COLLECTION REPORTS:**

**15-006**

This series is arranged chronologically by collection number and contains collection report information that is submitted both electronically and in paper form. Information may include, but is not limited to: collection reports, sample analysis, stop sale letters and responses (if applicable), and bait station data. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 2 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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**SDDA-55. COMMERCIAL APPLICATORS LICENSE (CATS):**

**15-006**

This series is arranged alphabetically by last name of applicator and contains commercial applicator license information that is submitted both electronically and in paper form. Information may include, but is not limited to: commercial pesticide applicator and dealer license application forms, aerial applicator application form, pesticide applicator certification examination identification/affirmation form, pesticide applicator certification, examination policy statement, exam bubble sheets, photo ID's, score letters, commercial applicator and pesticide dealer licenses, receipts for payments by check, reciprocal certification/license verification forms, return to sender envelopes, e-mail correspondence, and other letter correspondence. This record series serves as a history for commercial applicators training and certification.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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PROGRAM: Agromony Services  
RECORDS OFFICER: Taya Runyan  
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**SDDA-56. FEDERAL INSPECTIONS:**

**15-006**

This series is arranged digitally and contains federal inspection information that is submitted both electronically and in paper form. Information may include, but is not limited to: Federal Drug Administration (FDA) feed mill inspections, tissue sample reports, and bovine spongiform encephalopathy (BSE) reports. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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OFFICE: \_\_\_\_\_  
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**SDDA-57. FEED AND FERTILIZER PROGRAMS:**

**15-006**

This series is arranged alphabetically by the company name and contains feed and fertilizer program information that is submitted both electronically and in paper form. Information may include, but is not limited to: feed/fertilizer tonnage, feed/fertilizer applications, and information regarding small package feeds and specialty pet foods. This record series is maintained for reference and reporting purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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PROGRAM: Agromony Services  
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RM CUSTOMER #: 0113

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**SDDA-58. INSPECTION REPORTS:**

**15-006**

This series is arranged first by type of report, then by company name and contains inspection information that is submitted both electronically and in paper form. Information may include, but is not limited to: commercial applicator inspections, restricted use pesticides inspections, storage and disposal inspections, re-packaging container inspections, pesticide container inspections, use inspections, marketplace inspections, retail facilities final inspections, and facility engineered plans inspections. This record series is maintained for reference and reporting purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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**SDDA-59. INVESTIGATIONS:**

**15-006**

This series is arranged by case number and contains investigation information that is submitted both electronically and in paper form. Information may include, but is not limited to: case files, complaints, inspection reports pertaining to cases or complaints, and collection data. This record series is maintained for historic reference purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 1 year after the case has been resolved, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain 15 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-60. LAB REPORTS:**

**15-006**

This series may contain SDSU lab analysis reports for any commercially produced feed, remedy, fertilizer, soil amendment, pesticide, seed, dairy, and egg products. Information may include: report date, report ID, product name, collection site, inspector's name, inspector's number, collection date, date received, laboratory number, agent/owner, guarantor, name of labeler, condition of seal, weight of sample, label information, results, comments, and name of reviewer. No fees are collected for lab reports.

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

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OFFICE: \_\_\_\_\_  
PROGRAM: Agromony Services  
RECORDS OFFICER: Taya Runyan  
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**SDDA-61. PESTICIDE PRODUCTS REGISTRATION:**

**15-006**

This series is arranged digitally and contains pesticide product registration information that is submitted both electronically and in paper form. Information may include, but is not limited to: Section 24C's, Section 18's, EUP's, poison control center data, pesticide product renewals, and new pesticide product forms. This record series is maintained for reference and reporting purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 6 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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DEPARTMENT: Agriculture  
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OFFICE: \_\_\_\_\_  
PROGRAM: Agromony Services  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0113

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**SDDA-62. PRIVATE APPLICATOR LICENSE (PATS):**

**15-006**

This series is arranged alphabetically by last name of applicator and contains private applicator license information that is submitted both electronically and in paper form. Information may include, but is not limited to: pesticide applicator certification, examination identification / affirmation form, pesticide applicator certification, examination policy statement, exam bubble sheets, photo ID's, score letters, certified private pesticide commercial pesticide applicator cards, return to sender envelopes, e-mail correspondence, and other letter correspondence. This record series serves as a history for private applicators training and certification.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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OFFICE: \_\_\_\_\_  
PROGRAM: Agromony Services  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0113

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**SDDA-63. RODENT CONTROL:**

**15-006**

This paper and database series contains sales and applicator information regarding poison bait used to eradicate rodents. Information may include: invoice records, receipt records, applicator ID, and applicator card information. This record series is maintained for reference purpose.

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

**SDDA-64. SOIL AMENDMENTS:**

**15-006**

This series is arranged digitally and contains soil amendment information that is submitted both electronically and in paper form. Information may include, but is not limited to: forms regarding tonnage registrations, labels, renewals, collection reports, sample analysis, and stop sale letters and responses. This record series is maintained for reference and reporting purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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DEPARTMENT: Agriculture  
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OFFICE: \_\_\_\_\_  
PROGRAM: Dairy Program  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0142

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**SDDA-65. DAIRY MATERIAL:**

**15-006**

This series is arranged digitally and contains dairy information that is submitted both electronically and in paper form. Information may include, but is not limited to: milk samples, bulk hauler inspections, lab technician reports, licenses, inspections, lab reports, manuals, pamphlets, and Appendix N violations. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 3 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

**SDDA-66. EGG FILE:**

**15-006**

This series is arranged numerically by permit number and contains the egg files which authorizes and individual to sell or handle eggs. Information may include: license, application, and tests taken. This record series is used for regulatory purposes.

**RETENTION:** Retain 4 years, then destroy.

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 OFFICE: \_\_\_\_\_  
 PROGRAM: Plant Industry  
 RECORDS OFFICER: Taya Runyan  
 RM CUSTOMER #: 0115

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**SDDA-67. APIARY MATERIAL:**

**15-006**

This series is arranged digitally contains apiary information that is submitted both electronically and in paper form. Information may include, but is not limited to: entrance permits, compliance agreements, location registration permits, bee location permissions, and temporary pollination permits. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain current in the division's electronic filing system. Destroy superseded or obsolete.

**SDDA-68. BEE MAPS:**

**15-006**

This series contains bee maps that are maintained electronically within the registration system. Maps show the location of hives of every beekeeper within each county. SDCL 38-18-3.1 requires a three mile limit between apiaries.

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

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PROGRAM: Plant Industry  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0115

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**SDDA-69. COOPERATIVE AGRICULTURAL PEST SURVEY (CAPS)**  
**PROGRAM:**

**15-006**

This series is arranged digitally and contains Cooperative Agriculture Pest Survey (CAPS) program information that is submitted both electronically and in paper form. Information may include, but is not limited to: program documents, contracts, agreements, timesheets, and budget information. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 3 years or until an audit is complete, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain 3 years in the division's electronic filing system, then destroy.

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OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0115

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**SDDA-70. NURSERY MATERIAL:**

**15-006**

This series is arranged digitally and contains nursery information that is submitted both electronically and in paper form. Information may include, but is not limited to: applications, inspection reports, and correspondence. This record series is maintained for historic reference purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain current in the division's electronic filing system. Destroy superseded or obsolete.

**SDDA-71. SEED MATERIAL:**

**15-006**

This series is arranged digitally contains seed information that is submitted both electronically and in paper form. Information may include, but is not limited to: applications, inspections, and correspondence. This record series is maintained for historic reference.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain current in the division's electronic filing system. Destroy superseded or obsolete.

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

DEPARTMENT: Agriculture  
DIVISION: Agricultural Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0115

<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>

**SDDA-72. WEED AND PEST GRANTS:**

**15-006**

This series is arranged digitally and contains weed and pest grant information that is submitted both electronically and in paper form. Information may include, but is not limited to: application and correspondence. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain 6 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Agriculture  
DIVISION: Agricultural Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0115

<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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**SDDA-73. WEED AND PEST MATERIAL:**

**15-006**

This series is arranged digitally and contains weed and pest information that is submitted both electronically and in paper form. Information may include, but is not limited to: in-transit certificates, County Weed Board minutes, Weed and Pest Commission Board minutes, phytosanitary certificates, quarantine forms, weed free forage applications, weed and pest enforcements, prairie dog complaints, and corn borer compliance information. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 20 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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

DEPARTMENT: Agriculture  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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

**R.D.B.**  
**AUTHORITY**  
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**SDDA-74. ACCOMPLISHMENT REPORTS:**

**15-006**

This series is arranged according to subject matter and contains information regarding accomplishment reports. Reports are maintained electronically within the division's electronic filing system and in an Electronic Document Management System (EDMS). Reports may include, but is not limited to: monthly reports, staff reports, team reports, and division reports. Information may include, but it not limited to: accomplishments, number of training sessions, number of assists, special accomplishments, acres treated, etc. This record series is maintained for reference purposes.

**RETENTION: ELECTRONIC IMAGES/FILES:** Retain 80 years, then transfer to State Archives for final disposition.

(Note: Consider converting to microfilm when volume warrants.)

**PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

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DEPARTMENT: Agriculture  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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

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**AUTHORITY**  
**NUMBER**

**SDDA-75. BIG TREE REGISTER:**

**15-006**

This series contains spreadsheets and information pertaining to the State Big Tree Register. Information is maintained electronically within the division's electronic filing system and in an Electronic Document Management System (EDMS). Information may include, but is not limited to: correspondence, guidelines, master list of all trees and champion trees, new releases, nomination forms, and programs used by other States. This record series is maintained for reference purposes.

**RETENTION:** ELECTRONIC IMAGES/FILES: Destroy 4 years after obsolete.

PAPER: Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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RECORDS RETENTION &  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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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>

**SDDA-76. CONSERVATION DISTRICT FILES:**

**15-006**

This series is arranged according to program and contains conservation district files. Files may be stored electronically within the division's electronic filing system or in paper form. Information may include, but is not limited to: annual reports, correspondence, meeting minutes, election results, and financial reports. This record series is maintained for reference purposes.

**RETENTION: MINUTES CONSERVATION DISTRICT:** Retain paper 1 year in office, then transfer to State Archives for permanent retention.

**ALL OTHER PAPER RECORDS:** Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain 10 years, then destroy.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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

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**SDDA-77. CONTEST RESULTS:**

**15-006**

This series is arranged chronologically and contain contest results stored electronically in an Electronic Document Management System (EDMS) or in paper form. Contests may include, but is not limited to: Arbor Day Essay, Arbor Day Poster, Environmental Poster, and Resource Speech. Information may include, but is not limited to: contest rules, completed entry form, correspondence relating to various contests, and list of winners. This record series is maintained for historical and reference purposes.

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

**ELECTRONIC IMAGES/FILES:** Retain 5 years, then destroy.

**SCANNED PAPER:** Retain for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

(Note: Records are subject to screening by the State Archivist prior to disposal.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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DEPARTMENT: Agriculture  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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**SDDA-78. DIVISION HISTORY:**

**15-006**

This series contains information regarding the history of the division and may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: reports, correspondence, and articles. This record series is maintained for reference purposes.

**RETENTION: ELECTRONIC IMAGES/FILES:** Retain 80 years, then transfer to State Archives for final disposition.

(Note: Consider converting to microfilm when volume warrants.)

**SCANNED PAPER:** Retain for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

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**SDDA-79. FAMILY FORESTS:**

**15-006**

This series is arranged according to subject matter and contains information regarding the Family Forest and Tree Farm programs. Information may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: annual reports, correspondence, copies of minutes, and history of the program. This record series maintained for administrative purpose.

**RETENTION:** Retain 3 years in office, then destroy.

**SDDA-80. FOREST INVENTORY REPORTS:**

**15-006**

This series contains forest information documenting the number and type of trees found in South Dakota. Reports are compiled every 10 years and are used for base line inventory data. This record series may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. This record series is maintained for reference purposes.

**RETENTION:** ELECTRONIC IMAGES/FILES: Retain 80 years, then transfer to State Archives for final disposition.

(Note: Consider converting to microfilm when volume warrants.)

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RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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**SDDA-81. FOREST MANAGEMENT FILES:**

**15-006**

This series is arranged by subject matter and contains forest management files. Files may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: landowner files, state land, timber sale appraisals, and forest stewardship files. This record series is maintained for reference purposes.

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

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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DEPARTMENT: Agriculture  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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**SDDA-82. PROGRAM FILES:**

**15-006**

This series is arranged according to program and contains the division's program files. Programs may include, but is not limited to: Project Learning Tree, Prairie Forestry, and Tree City USA. Files may be maintained both electronically within the division's electronic filing system and in paper form. Information may include, but is not limited to: project development plans, payment documentation, project reports, progress reports, field reports, assistance reports, meeting minutes, spreadsheets, and correspondence. This record series is maintained for reference and historical purposes.

**RETENTION: PAPER:** Retain 3 years in office, then transfer to storage for 3 years. Destroy 6 years after the close of the grant agreement provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILE:** Retain for the life of the program, then destroy.

(Note: Federal Program files should be retained electronically for the life of the program.)

(Note: Consider converting to microfilm when volume warrants.)

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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DEPARTMENT: Agriculture  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0018

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**SDDA-83. REVOLVING LOAN FUND:**

**15-006**

This series is arranged chronologically and by fund and contains revolving loan fund information. Information may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: application, progress report, record of payments, agreement form, UCC form, and correspondence concerning the loan. This record series is maintained for historical and reference purposes.

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

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

**SDDA-84. DIVISION HISTORY AND REPORTS:**

**15-006**

This series is arranged by subject matter and contains division history and reports. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: monthly reports, division reports, correspondence, and news releases. This record series is maintained for reference purposes.

**RETENTION:** Retain 2 year in office, then transfer to storage for 2 years. Destroy after 4 years.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

**SDDA-85. EQUIPMENT REQUEST FOR PROPSAL (RFP)-  
PROJECTS/BIDS/EVALUATIONS:**

**15-006**

This series is arranged by subject matter and contains equipment request for proposals. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: project form, bids received from contractors, and completed evaluation forms. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Retain active in office. Scan closed projects. Retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 5 years after project has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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DEPARTMENT: Agriculture  
DIVISION: Wildland Fire  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0752

**RECORD**  
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**R.D.B.**  
**AUTHORITY**  
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**SDDA-86. FEDERAL EXCESS PERSONAL PROPERTY (FEPP)/FIRE  
FIGHTER PROPERTY (FFP) PROGRAMS:**

**15-006**

This series is arranged by subject matter and contains FEPP and FFP program information. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: use agreements, inspection forms, delivery forms, change of status forms, and disposal forms. This record series is maintained for reference purposes.

**RETENTION:** Retain original paper copies 7 years after disposal of property, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Records may be retained electronically, but the paper copies must be retained.)

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DEPARTMENT: Agriculture  
DIVISION: Wildland Fire  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0752

**RECORD**  
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**SDDA-87. FEDERAL GRANTS:**

**15-006**

This series is arranged chronologically and contains federal grant information. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: a copy of the grant application, award notice, all correspondence pertaining to the grant, record of reimbursement requests, payments received, annual reports, and progress reports. Specific programs may include but are not limited to Volunteer Fire Assistance (VFA), Rural Fire Assistance (RFA), and Ready Reserve (RR) Grants. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION: PAPER:** Upon completion of the grant scan and retain copies of the agreement and billing statement for 3 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain 5 years after grant has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Retain original application and signed agreement while the grant is ongoing.)

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DEPARTMENT: Agriculture  
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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0752

R.D.B.  
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**SDDA-88. FIRE COST REPORTS:**

**15-006**

This series is arranged chronologically and contains fire cost reports. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: name of fire, location of fire, date of fire, details of fire, cost of fire, fire billings, and fire timesheets. This record series is maintained for reference and for audit purposes.

**RETENTION: PAPER:** Retain in office until the fire is officially closed, then scan. Retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 10 years after fire has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

**SDDA-89. FIRE EQUIPMENT AGREEMENTS (COUNTIES):**

**15-006**

This series is arranged according to subject matter and contains fire equipment agreements. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: agreements and correspondence related to the fire equipment. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office, then transfer to storage for 4 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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RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0752

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**SDDA-90. FIRE INVESTIGATION PHOTOS:**

**15-006**

This series is arranged according to subject matter and contains fire investigation photographs. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in physical form. The photographs are part of fire investigations done by agency staff and local law enforcement to determine cause and/or negligence. This record series is maintained for reference.

**RETENTION:** Retain 10 years after fire has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-91. FIRE MANAGEMENT FILES:**

**15-006**

This series is arranged according to subject matter and contains documents aiding in the management of fires that the division oversees. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: fire prevention, mobilization, suppression, and training programs and activities. This record series is maintained for reference.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0752

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

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**SDDA-92. FIRE REPORTS-DISTRICTS:**

**15-006**

This series is arranged by report and contains fire reports filed by district offices. Information is maintained electronically in an Electronic Document Management System (EDMS), and in paper form. Information may include, but is not limited to: dates, type of fire, whether or not the fire was preventable, and number of acres involved. This record series is used to bill private landowners for costs incurred by fire fighters. This series is subject to a federal audit.

**RETENTION:** Retain 4 years in office, then transfer to storage for 4 years. Destroy paper and electronic images after 8 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-93. FIRE REPORTS-STATE FIRE MARSHAL:**

**15-006**

This series is arranged according to subject matter and contains the State Fire Marshal's fire reports regarding fires in South Dakota. Information is maintained electronically in an Electronic Document Management System (EDMS), and in paper form. Information may include, but is not limited to: type of fire, type of acres, number of fires, type of land, total fires, and total dollars loss. This record series is used for trend analysis, and for review of forest and range fire situation. This information is submitted to the US Forest Service every ten years.

**RETENTION:** Retain in office until the fire is officially closed, then scan paper. Retain paper and electronic images for 10 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DIVISION: Wildland Fire  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0752

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

**R.D.B.**  
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**SDDA-94. LANDOWNER FUELS REDUCTION GRANTS-CONSENT FORMS:**

**15-006**

This series contains the signed form submitted by landowners authorizing the State to burn slash pile in their property. Information may include, but is not limited to: landowner consent forms, and pile burn consent forms. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Retain active in office. Scan closed projects. Retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 3 years after project has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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

**SDDA-95. LANDOWNER FUELS REDUCTION GRANTS PROGRAM:**

**15-006**

This series is arranged by subject matter and contains landowner fuel reduction grant information. Information maintained electronically in an Electronic Document Management System (EDMS), and in paper form. Information may include, but is not limited to items in the 50% landowner Packet which may include: request forms, assessment bids, bid accept letters, certification of completion, proof of payment, vouchers, and project billing and match statements. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Retain active in office. Scan closed projects, then transfer scanned paper to storage for 5 years. Destroy 5 years after closed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain 5 years after project has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-96. WILDLAND FIRE TRAINING RECORDS:**

**15-006**

This series is arranged by name and class and contains wildland fire training records. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information includes rosters for each class that State has hosted. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 5 years, then destroy.

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Taya Runyan  
RM CUSTOMER #: 0119

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**SDDA-97. ACCOUNTS PAYABLE PAYMENTS:**

**15-006**

This paper series contains information pertaining to the accounts payable through the South Dakota State Fair Office. Information may include: invoice amount, invoice number, date, vendor, and account number credited. This series is used to compile monthly profit and loss statements and is maintained for reference purposes.

**RETENTION:** Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The South Dakota State Fair Office maintains copies of these records and the originals are sent to the Pierre office.)

**SDDA-98. ACCOUNTS RECEIVABLE:**

**15-006**

This electronic and paper series is arranged by fiscal year contains information pertaining to the accounts receivable through the South Dakota State Fair Office. Information may include: accounting records, summaries, listings, reports, and ledgers related to the collection of revenue. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

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**SDDA-99. BANK STATEMENTS:**

**15-006**

This paper series contains current and previous bank statements. 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 purposes.

**RETENTION:** Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-100. CAMPING APPLICATIONS:**

**15-006**

This electronic and paper series contains information and applications pertaining to camp sites for the South Dakota State Fair, Wheel Jam, and Wissota 100. Information may include, but is not limited to: name, address, phone numbers, email address, type of camper, length of camper, width of camper, area, lot #, total amount due, applicant's signature and date, payment method, date received, receipt number, and assignment number. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

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**SDDA-101. CAMPING MAPS:**

**15-006**

This electronic and paper series contains information about the current year camping maps. Information may include: campground name, site number, size of site, tent spots, restroom location, and electrical AMPs. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

**SDDA-102. CITY OF HURON PERMITS:**

**15-006**

This paper series contains information pertaining to permits acquired through the City of Huron. Permits may include, but is not limited to: raffle, parade, fireworks, liquor/malt beverage, road closure, and noise. Information may include: event, dates, hours, and explanation. This series is maintained for reference purposes.

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

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**SDDA-103. CONTRACTS, LEASES, AND AGREEMENTS:**

**15-006**

This series may contain reference copies of contracts, leases, and agreements in which the agency may have an interest. It also contains the agency's copy of contracts, leases, and agreements between the agency and other parties. Contracts may include, but are not limited to: cold storage, entertainment, events, judges, service, sponsorship, stall rental, and vendor. Agreements may include, but are not limited to: backrest, building, and leases. Information may include, but is not limited to: names of parties, terms and conditions, effective dates, termination dates, costs, funding sources, and signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

**SDDA-104. EMPLOYMENT RECORDS:**

**15-006**

This electronic and paper series is arranged by name and contains information pertaining to employment records of those hired through the South Dakota State Fair. Information may include: employee name, address, job descriptions, performance reviews, wage, and history. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for historic reference purposes.

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

(Note: The South Dakota State Fair Office maintains copies of these records and the originals are sent to the Pierre office.)

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**SDDA-105. EVENT ENTRANT INFORMATION:**

**15-006**

This paper series contains event entrant information. Information may include, but is not limited to: South Dakota State Fair entrant waiver, Wheel Jam entrant waivers, and event entrant W9 waivers. This series is maintained for reference purposes.

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

**SDDA-106. EVENT PAYMENTS:**

**15-006**

This electronic and paper series is arranged by event name and contains information pertaining to event payments. Information may include: name, address, invoice or voucher, amount, date, and explanation of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes and to ensure payment.

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

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**SDDA-107. NSF'S, CERTIFIED LETTERS, & JUDGEMENTS:**

**15-006**

This electronic and paper series is arranged by event name and contains information pertaining to NSF's, certified letters, and judgements. Information may include: returned checks, collection action taken, and related correspondence. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

**SDDA-108. PARKING PASS/GATE ADMISSION FORM:**

**15-006**

This paper series contains information pertaining to parking passes and gate admission forms for the South Dakota State Fair. Information may include: name, address, phone number, number of purchases, type of pass, and method of payment. This series is maintained for reference purposes.

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

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**SDDA-109. PAYROLL RECORDS:**

**15-006**

This paper series contains information pertaining to employee payroll records. Information may include: confidential employee information. This series is maintained for reference purposes.

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

(Note: The Human Resource department maintains the paper records.)

**SDDA-110. SOUTH DAKOTA STATE FAIR COMMISSION MINUTES:**

**15-006**

This electronic and paper series contains the South Dakota State Fair Commission minutes from meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 6 years in office, then transfer to State Archives to be retained permanently.

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**SDDA-111. SOUTH DAKOTA STATE FAIR FOUNDATION MINUTES:**

**15-006**

This electronic and paper series contains the South Dakota State Fair Foundation minutes from meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 6 years in office, then transfer to State Archives to be retained permanently.

**SDDA-112. SOUTH DAKOTA STATE FAIR LIVESTOCK ENTRIES:**

**15-006**

This electronic and paper series contains information pertaining to livestock exhibitor entries for the South Dakota State Fair. Livestock exhibits may include: 4-H, beef, dairy cattle, dairy goats, FFA, horse, poultry and pigeon, rabbit, sheep, and swine. Information may include: name, address, phone number, animal breed(s), number of entries, and payment method. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

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

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**SDDA-113. SOUTH DAKOTA STATE FAIR PREMIUM CHECKS:**

**15-006**

This electronic and paper series contains information pertaining to premium checks for the South Dakota State Fair. Information may include: name, address, social security number, amount, and department. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

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

**SDDA-114. SOUTH DAKOTA STATE FAIR STATIC ENTRIES:**

**15-006**

This electronic and paper series contains information pertaining to static exhibit entries for the South Dakota State Fair. Exhibits may include: static, horticulture, education, and 4-H. Information may include: name, address, phone number, division of class, number of entries, and method of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

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

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**SDDA-115. SPECIAL EVENT ENTRY FORMS:**

**15-006**

This electronic and paper series contains information pertaining to special events entries for the South Dakota State Fair. Special events may include: Arm Wrestling, Barrels Gone Wild, Classic Car Show, CMSA Sanctioned Cowboy Mounted Shooting, Pork Butt Battle, Greater Midwest Foodways Alliance Heirloom Recipe, Jack's Campers Chili Challenge, Lego Competition, Kid's Fish Catch, SD's Largest Classroom, SD Stock Dog Association Stock Dog Trials, Fallen Hero Banner Exhibit, Kid's Pedal Pull, Rodney Yost Horsemanship, SD Timed Event Championship, Jitterbugging Contest, Strongest Man Competition, Team Roping, and Tractor Show. Information may include: organization name, contact information, entry forms, applications, and method of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

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

**SDDA-116. STATIC PREMIUM/LIVESTOCK PREMIUM BOOKS, SOUTH DAKOTA STATE FAIR:**

**15-006**

This electronic and paper series contains information pertaining to record books for static and livestock premiums for the South Dakota State Fair. Information may include: schedule, rules and regulations, division and classes, entry form, W-9, and waivers. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

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**SDDA-117. VENDOR APPLICATIONS:**

**15-006**

This electronic and paper series is arranged by event, name, and year and contains information pertaining vendor applications. Information may include, but is not limited to: company name, contact person's name and contact information, type of vending, description of products or services, electrical and water needs, references, dollar amount due, and method of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

**SDDA-118. VENDOR MAPS:**

**15-006**

This electronic and paper series is arranged by concessions/maps and contains information pertaining to vendor maps. Information may include: location name and number. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

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**SDDA-119. WHEEL JAM MINUTES:**

**15-006**

This electronic and paper series contains Wheel Jam minutes form meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

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

(Note: Records are subject to screening by the State Archivist prior to disposal.)