



DEPARTMENT OF EDUCATION

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 3, 2011

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

TABLE OF CONTENTS

DEPARTMENT OF EDUCATION:

DIVISION: Secretariat

OFFICE: Office of Secretary

Administration:

DOE-1.	ADMINISTRATIVE, MEMOS:.....	1
DOE-2.	ADMINISTRATIVE REFERENCE FILES:	1
DOE-3.	BOARD MEETING MINUTES:.....	2
DOE-4.	CORRESPONDENCE, STATE BOARD OF EDUCATION:.....	2

Communication:

DOE-5.	ADMINISTRATIVE REFERENCE FILES:	3
DOE-6.	LEGISLATION FILES:.....	3

Grant Writer:

DOE-7.	ADMINISTRATIVE REFERENCE FILES:	4
--------	---------------------------------------	---

Indian Education:

DOE-8.	ADMINISTRATIVE REFERENCE FILES:	5
DOE-8.1.	GEAR UP GRANT PROGRAM ADMINISTRATIVE FILE:.....	5

DIVISION: Secretariat

OFFICE: Finance and Management

Administration:

DOE-9.	BOND AGREEMENTS:	6
DOE-10.	CONNECTING THE SCHOOLS-LICENSE AGREEMENTS:.....	7
DOE-11.	CONTRACT REGISTER LOG:.....	8
DOE-12.	CONTRACTS AND AGREEMENTS:	8
DOE-13.	DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:	9

Accounting & Financial Reporting:

DOE-14.	ACCRUAL WORKING PAPERS (COMPREHENSIVE ANNUAL FINANCIAL REPORT):.....	10
DOE-15.	ADMINISTRATIVE REFERENCE FILE:	11
DOE-16.	AUTOMATIC DEPOSIT AUTHORIZATION FORMS:	11
DOE-17.	CANCELED WARRANT RECORDS:	12

DOE-18.	CASH MANAGEMENT INFORMATION ACT (CMIA):	12
DOE-19.	CASH RECEIPT TRANSMITTALS:	13
DOE-20.	CODE STRUCTURE BOOK:	13
DOE-21.	E-RATE FEDERAL FUNDING FILES:	14
DOE-22.	FEDERAL FINANCIAL STATUS REPORT:	14
DOE-23.	FEDWIRE PAYMENT REQUEST RECORD:.....	15
DOE-24.	GRANT AWARD DOCUMENTS:	15
DOE-25.	INDIRECT COST AGREEMENTS:	16
DOE-26.	MONTHLY STATUS REPORTS:.....	16
DOE-27.	POST-SECONDARY PAYMENT FILES:	17
DOE-28.	RECORDS MANAGEMENT FILES:	17
DOE-28.1.	SURPLUS PROPERTY FILES:	18
DOE-29.	VOUCHERS:.....	18

Data Collection:

DOE-30.	ADMINISTRATIVE REFERENCE FILES:	19
DOE-31.	ANNUAL REPORTS, STATE AID:	19
DOE-32.	BOUNDARY CHANGES:	20
DOE-33.	CONTRACTING SCHOOL DISTRICT FILE:	20
DOE-34.	DATA COLLECTION PROGRAM FILES:	21
DOE-35.	DATA COLLECTION REPORTS:	21
DOE-36.	FEDERAL SUBMISSION REPORTS:	22
DOE-37.	IMPACT AID:.....	22
DOE-38.	SCHOOL DISTRICT REORGANIZATION PLANS:	23
DOE-39.	STATE AID PAYMENT FILE:	23
DOE-40.	STATE AID WORKING PAPERS:.....	24

Grants Management:

DOE-41.	ADMINISTRATIVE REFERENCE FILES:	25
DOE-42.	ALLOCATION/REALLOCATION/RELEASE FILES:.....	26
DOE-43.	ANNUAL REPORTS:	26
DOE-44.	BIRTH TO 3 VOUCHERS:	27
DOE-45.	COLLEGE FINANCIAL AID PROGRAMS:	27
DOE-46.	COMPARABILITY FILE:	28
DOE-47.	CURRENT GRANT FILES:	28
DOE-48.	DESK AND SUB-RECIPIENT AUDIT:.....	29
DOE-49.	DRUG FREE APPLICATIONS:.....	30
DOE-50.	FEDERAL MEAL REPORTS:	31
DOE-51.	FEDERAL REVIEW RECORDS:	31
DOE-52.	GENERAL ASSURANCE FILE:.....	32
DOE-53.	OCTOBER COUNTS FILE:	32
DOE-54.	PAUL DOUGLAS TEACHER SCHOLARSHIP:.....	33
DOE-55.	PERKINS FINANCIAL FILES:	33
DOE-56.	REFERENCE FILE:	34
DOE-57.	REPORT 15 MONTHLY MEAL REIMBURSEMENT REPORTS: ...	34
DOE-58.	SCHOOL DRUG FREE POLICIES:.....	35
DOE-59.	SPECIAL EDUCATION GRANT FILE:.....	35

DOE-60.	STATE PLAN:	36
---------	-------------------	----

DIVISION: Career & Technical Education

Administration:

DOE-61.	ADMINISTRATIVE RULES AND PROMULGATION FILES:	37
DOE-62.	ASSISTANT DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:	38
DOE-63.	DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:	39
DOE-64.	FINAL NARRATIVES:	39
DOE-65.	POLICY MANUAL:	40
DOE-66.	REFERENCE FILE:	40
DOE-67.	TECHNICAL INSTITUTE FILES:	41

Program:

DOE-68.	ACTIVITIES, VOCATIONAL STUDENT ORGANIZATION FILE: .	42
DOE-69.	CURRICULUM MATERIAL FILE:	43
DOE-70.	FEDERAL GRANT ANNUAL PERFORMANCE REPORTS:	43
DOE-71.	FFA HANDBOOKS:	44
DOE-72.	OCR LETTERS OF FINDINGS:	44
DOE-73.	OCR PROGRAM FILE:	45
DOE-74.	OCR TECHNICAL ASSISTANCE FILES:	45
DOE-75.	PROGRAM ADMINISTRATIVE REFERENCE FILE:	46
DOE-76.	PROGRAM DATA INFORMATION FILES:	47
DOE-77.	PROGRAM IMPROVEMENT FILE:	47
DOE-78.	WORKING FILES:	48
DOE-79.	WORKSHOP FILE:	48

DIVISION: Educational Resources

OFFICE: Accreditation & Teacher Quality

Administration:

DOE-80.	ACCREDITATION FILES:	49
DOE-81.	ADMINISTRATIVE RULE, EXEMPTION:	49
DOE-82.	APPLICATION FOR PUBLIC SCHOOL EXEMPTION:	50
DOE-83.	DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:	50
DOE-84.	DOE RENEWAL CREDITS:	51
DOE-85.	HEARING FILES, PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION:	51
DOE-86.	HEARING FILES, PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION:	52
DOE-87.	OFFICE OF SECRETARY, HEARING FILES:	53
DOE-87.1.	PRAXIS TEST ADMINISTRATION:	54

DOE-88.	PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION:.....	55
DOE-89.	PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:.....	56
DOE-90.	PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION:	56
DOE-91.	PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:	57
DOE-92.	PROGRAM GRANT FILES:	57
DOE-93.	REVOCATION AND SUSPENSION OF TEACHER’S CERTIFICATE FILE:	58
DOE-94.	SCHOOL BUS DRIVER PARTICIPANTS:.....	58
DOE-95.	STAFF EXCEPTION AND AUTHORITIES TO ACT FILES:	59
DOE-96.	TEACHER CERTIFICATION AND POST-SECONDARY CREDENTIAL FILES:	59
DOE-97.	TEACHER CERTIFICATION LISTING:	60
DOE-98.	TEACHER CERTIFICATION PRINTOUT SHEETS:	60
DOE-99.	TEACHER EDUCATION PROGRAM REVIEW REPORTS:	61

Teacher Quality:

DOE-101.	PROGRAM ADMINISTRATIVE REFERENCE FILE:	62
----------	--	----

DIVISION: **Educational Resources**

OFFICE: **Curriculum Technology & Assessment**

DOE-102.	E-RATE FEDERAL FUNDING FILES:.....	63
DOE-102.1	GRANT ADMINISTRATIVE FILES:	63
DOE-103.	GRANT FILES:	64
DOE-104.	READING FIRST FILES:	65
DOE-105.	STATE ASSESSMENT FILES:	65

DIVISION: **Educational Resources**

OFFICE: **Educational Services & Support**

Administration:

DOE-106.	DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:	66
----------	---	----

Child and Adult Nutrition:

DOE-107.	CENTRAL CORRESPONDENCE FILE:	67
DOE-108.	CHILD CARE LICENSING BOOK:	67
DOE-109.	CHRONOLOGICAL FILES:.....	68
DOE-110.	COMMODITY FILE:	68

DOE-111.	COMPUTER PRINTOUT REPORTS:	69
DOE-112.	FEDERAL INSTRUCTIONS:.....	69
DOE-113.	FEDERAL REPORT, FOOD DISTRIBUTION PROGRAMS:	70
DOE-114.	FOOD DISTRIBUTION FILES:.....	70
DOE-115.	MANAGEMENT EVALUATION, USDA:	71
DOE-116.	MANUAL LEDGER BOOK:	71
DOE-117.	NEWSLETTERS & BULLETINS:.....	72
DOE-118.	NUTRITION EDUCATION TRAINING PROCEDURE MANUAL: ..	72
DOE-119.	NUTRITION PROGRAM FILES:	73
DOE-120.	ORDERS & RECEIPT FILE:	73
DOE-121.	PROCEDURE MANUAL, SUMMER FOOD SERVICE PROGRAM: 74	
DOE-122.	PROCEDURE MANUALS:.....	74
DOE-123.	PROGRAM ORIGINAL FILES:	75
DOE-124.	PROGRAM RECIPE BOOKS:.....	75
DOE-125.	PROGRAM REVIEW RECORDS:	76
DOE-126.	REPORT, RECEIPT & DISTRIBUTION OF DONATED COMMODITIES:	76
DOE-127.	RESOURCE FILES:	77
DOE-127.1.	SCHOOL NUTRITION PROGRAMS REVIEWS:.....	77
DOE-128.	SHIPPING DOCUMENTS:.....	78
DOE-129.	SOUTH DAKOTA CERTIFICATION SCHOOL WORKSHOP:	78
DOE-130.	SUMMER FOOD SERVICE PROGRAM REFERENCE FILE:.....	79
DOE-131.	SUMMER FOOD SERVICE PROGRAM REGULATION:	79
DOE-132.	SUMMER FOOD SERVICE PROGRAM TRAINING FILES:.....	80
DOE-133.	WORKSHOPS, REGISTRATIONS & RECEIPTS:	80

Coordinated School Health:

DOE-134.	COMPREHENSIVE SCHOOL HEALTH EDUCATION PROGRAM FILES:.....	81
DOE-135.	COMPREHENSIVE SCHOOL HEALTH PROGRAM, STATE ADVISORY FILE:.....	81
DOE-136.	COMPREHENSIVE SCHOOL HEALTH PROJECT FILES:	82
DOE-137.	CORRESPONDENCE, FEDERAL:	82
DOE-138.	CORRESPONDENCE, GENERAL:	83
DOE-139.	CURRICULUM FILES:	83
DOE-140.	DATA FILE:.....	84
DOE-141.	DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:	84
DOE-142.	EVALUATION FILE:	85
DOE-143.	GRANTS FILE:	85
DOE-144.	GUIDELINES:	86
DOE-145.	HEALTH EDUCATION TRAINING FILE:	86
DOE-146.	MEETING MINUTE FILE:	87
DOE-147.	MONTHLY REPORTS:	87
DOE-148.	POLICY FILE:	88
DOE-149.	PROGRESS REPORTS:.....	88
DOE-150.	PROJECT/ACTIVITY FILE:	89
DOE-151.	PROJECTS, AIDS:.....	89
DOE-152.	RESOURCE/REFERENCE FILE:	90

DOE-153. SCHOOL DISTRICT FILES:	90
DOE-154. SURVEYS:.....	91

Curriculum and Instruction:

DOE-155. ADMINISTRATIVE REFERENCE FILE:	92
---	----

Special Education:

DOE-156. AGENCY FILE:.....	93
DOE-157. BUDGET INFORMATION FILE:	93
DOE-158. CHILD COUNT FILE:	94
DOE-159. COMPLAINT INVESTIGATION FILES:	94
DOE-160. CONFERENCE AND WORKSHOP FILES:	95
DOE-161. CONTENTS STANDARDS:.....	95
DOE-162. CORRESPONDENCE FILE:.....	96
DOE-163. COUNCIL MEETING MINUTES:	96
DOE-164. DIRECTOR’S ADMINISTRATIVE REFERENCE FILE:	97
DOE-165. DIRECT PAYMENT/FINANCIAL:.....	97
DOE-166. EXTRAORDINARY COST OVERSIGHT BOARD:.....	98
DOE-167. FEDERAL DISCRETIONARY GRANTS:.....	98
DOE-168. FEDERAL GRANT APPLICATIONS:.....	99
DOE-169. FEDERAL GRANT APPLICATION, EARLY INTERVENTION GRANT:.....	99
DOE-170. HEARING FILES:.....	100
DOE-171. INDIVIDUAL FAMILY SERVICE PLANS FILE:	100
DOE-172. LOCAL AREA NETWORK MINUTES:.....	101
DOE-173. LOCAL AREA NETWORK MONITORING FILES:	101
DOE-174. LOCAL AREA NETWORK PROGRAM FILE:	102
DOE-175. LOCAL NETWORK APPLICATIONS:	102
DOE-176. MIDCO COMMUNICATION FILE:.....	103
DOE-177. MONITORING REFERENCE FILE:.....	103
DOE-178. SCHOOL DISTRICT FILES:	104
DOE-179. SPECIAL EDUCATION MONITORING FILES:	104
DOE-180. STATE PLAN:	105
DOE-181. TECHNICAL ASSISTANCE FILES:	105
DOE-182. TRAINING FILES:	106

Title Program:

DOE-183. ACHIEVEMENT TEST SCORE FILES:	107
DOE-184. CONSOLIDATED GRANT FILES:.....	107
DOE-185. GRANT CORRESPONDENCE:.....	108
DOE-186. GRANT FILE:	109
DOE-187. EISENHOWER TITLE II GRANT FILE:	109
DOE-188. FEDERAL REVIEW REPORTS:.....	110
DOE-189. HEAD START AND EVEN START REFERENCE FILE:	110
DOE-190. HOMELESS RECORD FILE:	111
DOE-191. MIGRANT FILES:.....	111

DOE-192.	MODERNIZATION FILES:	112
DOE-193.	PARENTS AS TEACHERS FILE, (PAT):.....	112
DOE-194.	PROGRAM STATUS REPORT:	113
DOE-195.	PROJECT MEETING FILE:	113
DOE-196.	REFUGEE CHILDREN SCHOOL IMPACT GRANT:.....	114
DOE-197.	REPORTS FILE:	114
DOE-198.	REVIEW FILES:	115
DOE-199.	RURAL FAMILY LITERACY GRANT FILE:	115
DOE-200.	SUBJECT FILE:	116
DOE-201.	TITLE I EVALUATION FILE:	116

DIVISION: State Library

Administration:

DOE-202.	DIRECTOR'S ADMINISTRATIVE REFERENCE FILES:	117
----------	--	-----

Braille and Talking Books:

DOE-203.	APPLICATION FOR LIBRARY SERVICES:	118
DOE-204.	BRAILLE & TALKING BOOKS ADMINISTRATIVE FILE:	118
DOE-205.	BRAILLE & TALKING BOOKS INTERLIBRARY LOAN FILE: ...	119
DOE-206.	BRAILLE & TALKING BOOKS SUMMER READING PROGRAM FILE:	119
DOE-207.	NATIONAL LIBRARY SERVICE INVENTORY RECORD:	120
DOE-208.	STATISTICAL REPORTS:	120

Information Services:

DOE-209.	EQUIPMENT FILE:	121
DOE-210.	FEDERAL & STATE DEPOSITORY LIBRARY FILE:.....	121
DOE-211.	INTERLIBRARY LOAN FILE, GENERAL:.....	122
DOE-212.	INTERLIBRARY LOAN OCLC REQUEST FILE:.....	122
DOE-213.	INTERLIBRARY LOAN STATISTICS:	123
DOE-214.	MARCIVE ADMINISTRATION FILE:	123
DOE-215.	ON-LINE SEARCH LOG:.....	124

Outreach, Development, & Technical Support:

DOE-216.	ADMINISTRATIVE RULES PROMULGATION FILES:	125
DOE-217.	ERIC FILE:	126
DOE-218.	LIBRARY FILES:	126
DOE-219.	LIBRARY TRAINING INSTITUTE FILE:	127
DOE-220.	LSCA FILES:	127
DOE-221.	REFERENCE FILE, TECHNICAL ASSISTANCE LIBRARIAN:	128
DOE-222.	SAILS FILE:	128
DOE-223.	SERIAL WORK FORMS:.....	129
DOE-224.	STATE LIBRARY BOARD CORRESPONDENCE:	129
DOE-225.	STATE LIBRARY BOARD MEETING MINUTES:	130

DOE-226. STATE LIBRARY HISTORY FILE:..... 130
DOE-227. TERMINATION LETTERS: 131

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-1. ADMINISTRATIVE, MEMOS:

07-018

This monthly generated newsletter series is arranged chronologically and contains copy or copies of past issues sent out by the Department of Education to superintendents and other interested parties. Information may include: deadlines, new subjects, and a monthly summary of the Department of Education's activity. This record series is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: File 13 copies of all state publications with the State Library pursuant to SDCL 14-1A-3, and a copy with State Archives.)

(Note: The previous record series number was DECA-1.)

DOE-2. ADMINISTRATIVE REFERENCE FILES:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-13.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-3. BOARD MEETING MINUTES:

07-018

This series is arranged chronologically by meeting date and contain Board Meeting Minutes. Information may include: meeting agendas, packets sent to board members, meeting minutes, handouts, hearing files, meeting dates, members present, actions taken, topics of discussion, and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

RETENTION: Retain 2 years in office, then microfilm and maintain film permanently.

(Note: The previous record series number was DECA-4.)

DOE-4. CORRESPONDENCE, STATE BOARD OF EDUCATION:

07-018

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

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to Archival screening prior to disposal.)

(Note: The previous record series number was DECA-6.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Communication
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-5. ADMINISTRATIVE REFERENCE FILES:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

DOE-6. LEGISLATION FILES:

07-018

This series is arranged chronologically 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.

RETENTION: Retain 2 years in office, then destroy.

(Note: The previous record series number was DECA-9.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Grant Writer
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-7. ADMINISTRATIVE REFERENCE FILES:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Indian Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-8. ADMINISTRATIVE REFERENCE FILES:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

DOE-8.1. GEAR UP GRANT PROGRAM ADMINISTRATIVE FILE:

10-005

This series is arranged chronologically by fiscal year and contains federal and state grant documentation for the GEAR UP program. Information may include: monthly grant report, meeting information, training information, federal polices and procedures, general correspondence, research materials, legislation, budget, school information, and any other related information. This record series is maintained for audit purposes.

RETENTION: Destroy 5 years after the last year the project has been completed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: When these records are sent to Records Management for storage, use the project completion date as the inclusive dates for the records transmittal.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-9. BOND AGREEMENTS:

07-018

This series is arranged chronologically by year and contains bond agreements, which are for 25 years, between the Department of Education and the South Dakota Health and Education Facilities Authority. These bonds are issued for the purpose to otherwise improve the infrastructure of participating educational institutions. Information may include, but is not limited to: bond application, correspondence, parties' names, terms, limits or conditions, bond agreement, payment schedules, and supporting documentation. This record series is maintained for reference and compliance purposes.

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

(Note: Consider microfilming when volume warrants.)

(Note: Because film may include agreements not yet terminated, Records Management will encode the original microfilm into our vault for 25 years. The film will be reviewed every 10 years, after the initial 25 years, for final disposition.)

(Note: The previous record series number was DECA-557.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-10. CONNECTING THE SCHOOLS-LICENSE AGREEMENTS:

07-018

This series contains the software license agreements purchased by the State for the Governor's Connecting the Schools Project. Each Microsoft Client License Pak contains 20 licenses for Windows NT(R) server version 4.0 (academic edition). This record series is maintained to authorize the use of and make copies of the software installed on the computers at each location.

RETENTION: Retain original license agreement for 5 years, then destroy.

(Note: At the end of 5 years, the Department of Education will reevaluate the appropriateness of the retention.)

(Note: The previous record series number was DECA-559.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-11. CONTRACT REGISTER LOG:

07-018

This series is arranged numerically by office number and contains the contract register log. Information may include: contract number, auditor's code and date received, performance date(s), contractor, contractee, description, fund, source, total approved, approved by source, expenditure by source, balance by source, total balance, and payment date. This record series is maintained for reference when tracking contracts.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 4 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-41.)

DOE-12. CONTRACTS AND AGREEMENTS:

07-018

This series is arranged numerically by contract number and may contain contracts between the Department of Education and other institutions, other agencies, or individuals for services performed by Department of Education. Information may include, but is not limited to: contract worksheets (terms of contract, dates effective, costs of contract, and funding sources), copy of signed contracts, W-9, and correspondence. This record series is maintained for auditing purposes, administrative purpose, and legal action.

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

(Note: The previous record series number was DECA-40.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-13. DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-42.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-14. ACCRUAL WORKING PAPERS (COMPREHENSIVE ANNUAL FINANCIAL REPORT):

07-018

This series is arranged chronologically by state fiscal year, then by transaction type and contains the working papers for comprehensive annual financial reports. Information may include worksheets for: accounts payable, accounts receivable, copies of journal vouchers, accrual commodities, cash center balances, due to and due from, contracts payable, prepaid, accrued central inventory, accrued leave liability report, and legislative audit testing. This record series is maintained for reporting and audit purposes.

RETENTION: 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.

(Note: The previous record series number was DECA-54.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial Reporting
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-15. ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-55.)

DOE-16. AUTOMATIC DEPOSIT AUTHORIZATION FORMS:

07-018

This series contains the automatic deposit authorization forms. Information includes: school district name and address, bank ABA (American Bankers Association) number, school district account number, and signatures. This record series is maintained for administrative purposes

RETENTION: Retain 4 years, then destroy.

(Note: The previous record series number was DECA-58.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-17. CANCELED WARRANT RECORDS:

07-018

This series is arranged chronologically by month and contains funding information for canceled warrant records. Information may include: company name, payee, warrant date, control number, dollar amount, reason canceled, stop payment date, and reissued date. This record series is maintained 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: The previous record series number was DECA-59.)

DOE-18. CASH MANAGEMENT INFORMATION ACT (CMIA):

07-018

This series is arranged chronologically by state fiscal year and contains documentation for federal funds that must follow the Cash Management Information Act (CMIA). The source documents tell the dollar amount spent for each major grant and are used as the basis for drawing funds. Information may include: warrant register by grant code and copies of journal voucher transactions. This record series is used for reconciliation and reference purposes.

RETENTION: 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.

(Note: The previous record series number was DECA-60.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-19. CASH RECEIPT TRANSMITTALS:

07-018

This series is arranged numerically and contains the yellow and pink copies of cash receipt transmittals. The yellow copies include: journal voucher entries, revenue deposit slips, listing of checks, receipts from programs, and invoices. The pink copies include: control number, date deposited, and copies of non-cash voucher receipts. This record series is used for reference and audit purposes.

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

(Note: The previous record series number was DECA-61.)

DOE-20. CODE STRUCTURE BOOK:

07-018

This series contains a code structure book for expenditures and revenues. Information may include: office name, program name, list of code funding source activities, and worksheets. This record series is used as a working reference and for audit purposes.

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

(Note: The previous record series number was DECA-63.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-21. E-RATE FEDERAL FUNDING FILES:

07-018

This series is arranged alphabetically by school and contains the documentations for the E-Rate federal funding files. Information may include: applications, invoices, financial reports, and correspondence. This record series is maintained for audit purposes.

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

(Note: The previous record series number was DECA-64.1.)

DOE-22. FEDERAL FINANCIAL STATUS REPORT:

07-018

This series is arranged numerically by source number and contains the completed federal financial status reports (SF 269), federal report 270, and cash report 272. Information may include: grant number, employer identification number, recipient account number, recipient organization (name and complete address), funding period basis, date, approval number, period covered, funds authorized, and fund outlays. This record series is maintained for reporting, reference, and audit purposes.

RETENTION: 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.

(Note: The previous record series number was DECA-65.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-23. FEDWIRE PAYMENT REQUEST RECORD:

07-018

This series is arranged chronologically by state fiscal year and contains the FEDWIRE payment request records. Information may include: cover letter, copy of transmittal, breakdown of account (where the money was deposited), and draw down print screen, which may include United States Department of Education, United States Department of Agriculture, National Science Foundation, Health and Human Services, National Endowment for Arts, National Park Service, and National Endowment for Humanities. This record series is used for reference of funds drawn for each federal grant and for audit purposes.

RETENTION: 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.

(Note: The previous record series number was DECA-66.)

DOE-24. GRANT AWARD DOCUMENTS:

07-018

This series is arranged chronologically by fiscal year and contains various grants awarded to the Department of Education. Information may include: grant award notification, cover letter, and reporting information. This record series is used for reference purposes and establishing a grant ledger.

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

(Note: The previous record series number was DECA-67.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-25. INDIRECT COST AGREEMENTS:

07-018

This series is arranged chronologically by fiscal year and contains indirect cost agreement with the United States Department of Education and South Dakota Department of Transportation. Information may include, but is not limited to: proposals, department flowcharts, narratives, statewide cost allocations, memos, and copies of object/sub-objects by program. This record series is maintained for audit and reference purposes.

RETENTION: 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.

(Note: The previous record series number was DECA-68.)

DOE-26. MONTHLY STATUS REPORTS:

07-018

This series is arranged chronologically by month and contains federal and state monthly program financial reports. Information may include: funding amount by expense code, dollar amount of expenditures, encumbrances, balance, CFDA (Catalog of Federal Domestic Assistance) number, funding date, coding, and report date. This record series is maintained for reference purposes.

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

(Note: The previous record series number was DECA-73.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-27. POST-SECONDARY PAYMENT FILES:

07-018

This series is arranged chronologically, then by payment and contains state aid payments to post-secondary institutions. Information may include: payments made to the institutions, invoices, amount, formulas to calculate payments, and supporting documentation. This record series is maintained for audit 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 previous record series number was DECA-46.)

DOE-28. RECORDS MANAGEMENT FILES:

07-018

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.

(Note: The previous record series number was DECA-47.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Accounting & Financial
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-28.1. SURPLUS PROPERTY FILES:

09-012

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

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

DOE-29. VOUCHERS:

07-018

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 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.

(Note: The previous record series number was DECA-70.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Finance and Management</u>
PROGRAM:	<u>Data Collection</u>
RECORDS OFFICER:	<u>Doneen Sanders</u>
RM CUSTOMER #:	<u>0012</u>

<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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DOE-30. ADMINISTRATIVE REFERENCE FILES:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

DOE-31. ANNUAL REPORTS, STATE AID:

07-018

This series is arranged alphabetically by school district and contains annual reports submitted by the school districts. Information may include: sign off sheets, Part I summary level, attendance center summary, financial statements, total revenues and expenditures, enrollment summary, balance sheet, transportation statistic report, and audit reports. This record series is maintained for audit purposes.

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

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-101.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Data Collection
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-32. BOUNDARY CHANGES:

07-018

This series is arranged alphabetically by county and contains copies of boundary changes, which are property transfers from one school district to the other. Information may include: a copy of the boundary changes and board meeting minutes. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-102.)

DOE-33. CONTRACTING SCHOOL DISTRICT FILE:

07-018

This series contains reference copies of signed contracts and agreements between two school districts. Information may include: terms and conditions, effective dates, costs, and funding source. This record series is used for administrative purposes.

RETENTION: Retain current in office. Destroy when contracts and agreements have been terminated.

(Note: The previous record series number was DECA-103.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Data Collection
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-34. DATA COLLECTION PROGRAM FILES:

07-018

This series is arranged alphabetically by school name and contains data collected to show approved Vocational Education sites. Information may include: standards and measures, Personnel and Program Data (PPD) forms, and completer forms. This record series is used for approval and reporting purposes.

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

DOE-35. DATA COLLECTION REPORTS:

07-018

This series is arranged chronologically by year and contains demographic information on students, teachers, and programs. This record series is used for reference purposes and for administering final reports.

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

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Data Collection
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-36. FEDERAL SUBMISSION REPORTS:

07-018

This series is arranged chronologically by year and contains federal submission reports. Information may include: number of teachers, number of students, and the financial working papers. This record series is used for reference purposes and compiling federal reports.

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

(Note: The previous record series number was DECA-104.)

DOE-37. IMPACT AID:

07-018

This series is arranged chronologically by school year, then alphabetically by school district and contains information regarding schools receiving impact aid or federal affected aid. Information may include: transmittal form, application, payment voucher, fiscal report, financial burden and effort data, property data, lease, child count, rate of payment, fiscal purpose, and correspondence. This record series is used for reference purposes and is federally required to be maintained.

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

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-560.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Finance and Management</u>
PROGRAM:	<u>Data Collection</u>
RECORDS OFFICER:	<u>Doneen Sanders</u>
RM CUSTOMER #:	<u>0012</u>

<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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DOE-38. SCHOOL DISTRICT REORGANIZATION PLANS:

07-018

This series is numerically by district number, then alphabetically within and contains all plans or proposals submitted to the department for review from districts considering school consolidation, formation, and/or subdivision of school districts. Information may include: reorganization plan, correspondence, copies of school board minutes, results of elections, and notification by the department to affected school boards, county auditor, and chairman of the county board of county commissioners. This record series is maintained for reference purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-558.)

DOE-39. STATE AID PAYMENT FILE:

07-018

This series is arranged alphabetically by school district and contains computer printouts of payments to school district. Information may include: monthly amount received, yearly amount received, and monthly and yearly reports. This record series is used for reference purpose.

RETENTION: Retain 10 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-106.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Data Collection
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-40. STATE AID WORKING PAPERS:

07-018

This series is arranged by subject and contains the working papers used to compile statistics for federal reports and publications. Working papers may include: teacher loan cancellation file, documentation for mineral leasing payment formulas, indirect cost rates, student membership reports, computer programming and documentation of state aid payments, and research files for school enrollment. The record series is maintained until the publication has been verified.

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

(Note: The previous record series number was DECA-107.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-41. ADMINISTRATIVE REFERENCE FILES:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-81.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-42. ALLOCATION/REALLOCATION/RELEASE FILES:

07-018

This series is arranged chronologically by fiscal year and contains information used to calculate Title I allocation, reallocation, and releases. Information may include: census data, poverty by county, poverty by school district, list of allocations, amount of reallocations, reallocation applications, and worksheets. This record series is used for audit and calculation purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 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: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-82.)

DOE-43. ANNUAL REPORTS:

07-018

This series contains a copy of "The Safe and Drug Free Schools and Communities Act" report, which is sent to the federal government. Information may include: number of school districts that get drug free funding, total number of students, staff and teacher training, number of schools with drug free instructions, weapon incidents, and a breakdown of students per grade. This record series is maintained for reference purposes and is used to prepare annual reports.

RETENTION: Retain 4 years, then destroy.

(Note: The previous record series number was DECA-298.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-44. BIRTH TO 3 VOUCHERS:

07-018

This series is arranged chronologically by month and contains confidential information to meet the needs of Special Education children from the age of 0-3 years old. Information may include: child's name, services provided, provider of service, and dollar amount. This record series is used for reference and audit purposes.

RETENTION: 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.

(Note: The previous record series number was DECA-99.)

DOE-45. COLLEGE FINANCIAL AID PROGRAMS:

07-018

This series is arranged by program name and then chronologically and contains information on all the different financial aid programs administered by this office available to higher education students. Information may include: award letters, vouchers, applications, supporting documentation, and federal grant reports. This record series is maintained for audit purposes.

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

NON-AWARDED: Retain 1 year after the financial aid has been awarded, then destroy.

(Note: The previous record series number was DECA-5.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-46. COMPARABILITY FILE:

07-018

This series is arranged chronologically by fiscal year and contains comparability information about Title I funds. Information may include: comparability reports from previous years, school enrollment, staff, and staff full-time employees. This record series is used to compare the largest school districts using Title I funds to serve local dollars to that of Title I schools and Non-Title I schools and for audit purposes.

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

(Note: The previous record series number was DECA-83.)

DOE-47. CURRENT GRANT FILES:

07-018

This series is arranged alphabetically by school district and contains grant files for Title I, II, IV, and VI. Information may include: grant applications, requests for payments, amendments, transfers, project completion reports, correspondence, and equipment inventory lists. This record series is used for reference and audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 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: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-86.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-48. DESK AND SUB-RECIPIENT AUDIT:

07-018

This series is arranged by fiscal year and contains the desk and independent audits of Federal Programs. Information may include: Federal Status Reports, documentation received for expenditures (i.e. timesheets, teacher contracts, and other expenses) made on each of the Federal Status Reports, reconciliation forms, and correspondence related to the audit. This record series is used for reference and audit purposes.

RETENTION: 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.

(Note: The previous record series number was DECA-86.1.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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>
------------------------------------	---	--

DOE-49. DRUG FREE APPLICATIONS:

07-018

This series is arranged chronologically by school year, then alphabetically by school name and contains the Title IV Safe and Drug Free School applications. Information may include: name and address of applicant, list of local or regional advisory council members, consortium sign over agreement, list of participating schools in consortium, narrative description, objectives of LEA South Dakota State Counselors Association (SDSCA) Program, activities, method(s) used to measure progress toward meeting objectives, estimated costs, Title IV activities, Title IV budget justification, Safe and Drug Free Private School Form, Safe and Drug Free School Program Budget, assurances, and authorized signatures. The financial portions of the applications are maintained by Grants Management.

RETENTION: Retain 5 years, then destroy provided the final expenditure report has been finalized.

(Note: If these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-300.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Finance and Management</u>
PROGRAM:	<u>Grants Management</u>
RECORDS OFFICER:	<u>Doneen Sanders</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-50. FEDERAL MEAL REPORTS:

07-018

This series is arranged chronologically by federal fiscal year, then by month and contains federal meal reports. Information may include: FMS 10's, 44's, and 418's, multiple payee claims, any non-cash vouchers for meal reimbursements, monthly meal counts for each federal program, and the number of homes. This record series is maintained for federal regulations and for reconciliation purposes of federal dollars.

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

(Note: The previous record series number was DECA-87.)

DOE-51. FEDERAL REVIEW RECORDS:

07-018

This series contains federal review information. Information may include: findings and responses from the reviews. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-301.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-52. GENERAL ASSURANCE FILE:

07-018

This series contains yearly submitted documentation to verify general assurance before the Local Education Authority (LEA) receives federal funds. Information may include: verification of drug free schools, verification of gun free facilities, lobby departments, and pro-children acts. This record series is used for verification purposes.

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

(Note: The previous record series number was DECA-88.)

DOE-53. OCTOBER COUNTS FILE:

07-018

This series contains submitted enrollment for local and state agencies. Information may include: number of enrollment, federal government report, and a summary of enrollment for each agency. This record series is used for funding purposes.

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

(Note: The previous record series number was DECA-92.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-54. PAUL DOUGLAS TEACHER SCHOLARSHIP:

07-018

This series is arranged alphabetically by student name, and contains the recipients of the Paul Douglas Teacher Scholarship. Information may include: application, award agreement, and verification of teaching commitment. This record series is used to verify that a teacher, who is a recipient of the Paul Douglas Teacher Scholarship has fulfilled their obligation.

RETENTION: Retain current in office. Destroy once the teaching obligation has been met and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-10.)

DOE-55. PERKINS FINANCIAL FILES:

07-018

This series is arranged alphabetically by LEA, then chronologically by fiscal year and contains Perkins financial information for vocational, secondary, and post-secondary education. Information may include: applications, amendments, requests for payments, transfers, and correspondence. This record series is used for reference and audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 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: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-94.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-56. REFERENCE FILE:

07-018

This series contains reference material. Information may include: allocations, copies of gun free schools, Pro-Children Act reports, surveys, workshop material, program specific information, and workshop informational material pertaining to program publications. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-302.)

DOE-57. REPORT 15 MONTHLY MEAL REIMBURSEMENT REPORTS:

07-018

This series is arranged chronologically and contains monthly meal reimbursement reports. Information may include: dollar amount paid to the schools, summary information to local agencies, multiple payee listings, names of local agencies, and funding sources. This record series is maintained for reference purposes, reconciliation purposes, and preparation of payments.

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

(Note: The previous record series number was DECA-96.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-58. SCHOOL DRUG FREE POLICIES:

07-018

This series is arranged alphabetically by school and contains copies of the schools' drug free policies for students and teachers. The original policies are maintained at the school.

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

(Note: The previous record series number was DECA-303.)

DOE-59. SPECIAL EDUCATION GRANT FILE:

07-018

This series contains the Special Education grant file. Information may include: copies of grant award letters, copies of payments, copies of vouchers, and administrative grant files. This record series is maintained for audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 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: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-97.)

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

DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Finance and Management
PROGRAM: Grants Management
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-60. STATE PLAN:

07-018

This series contains the State Plan approved by the Federal Government for Perkins funding. Information may include: how funds were administered, budget page, working papers, public hearings, ads for public hearings, and the working documentation for compiling the final draft for state plan. This record series is used for administrative and reference purposes.

RETENTION: WORKING PAPERS: Retain until New Act is complete, then transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain for the life of the Perkins Act, then microfilm and maintain film permanently.

(Note: The previous record series number was DECA-132.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-61. ADMINISTRATIVE RULES AND PROMULGATION FILES:

07-018

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain in office 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 this chapter.” There is no time frame included for these records. Since SDCL 1-26-6.8 provides that “No rule is enforceable in the Courts unless properly adopted,” the records must be maintained at least until curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper and destroying the paper after microfilm has been inspected and verified to meet quality standards.)

(Note: The previous record series number was DECA-109.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-62.	<u>ASSISTANT DIRECTOR'S ADMINISTRATIVE REFERENCE</u>	
	<u>FILE:</u>	

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-112.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-63. DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

DOE-64. FINAL NARRATIVES:

07-018

This series is arranged alphabetically by school and contains the activities accomplished through the use of Perkins funds. Information may include: name of school or consortium, special population studies were served, impact of Perkins Act on schools, explanation of how Vocational and Technical Education was integrated with academics. This record series is maintained to comply with federal mandate.

RETENTION: Retain current in office. Destroy 3 years after the Act has been abolished.

(Note: The previous record series number was DECA-119.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-65. POLICY MANUAL:

07-018

This series is arranged chronologically and contains policy manuals. Information may include: directives and policies issued through State Government and other Departments. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-125.)

DOE-66. REFERENCE FILE:

07-018

This series contains reference material used in the daily administration of the program. Information may include, but is not limited to: annual performance reports, state plan, approved out-of-state travel, RTDN's, calendar orders, project reference files, Perkins Act guidelines, other state plans, program evaluation instruments, assessment seminar, technical reference file directory, national network for curriculum coordination, Vo-Techs, Agency for the Instructional Technology (AIT), National Center for Research, National Center for Educational Statistics, and classification of programs. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-126.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-67. TECHNICAL INSTITUTE FILES:

07-018

This series is arranged alphabetically and contains Technical Institutes topics, which include Business and Industry training, GOED work force development, GOED contracts, Tech prep school to work, and Post-Secondary and Technical Institutes. Information includes: four technical institutes (Lake Area Tech, Mitchell Vo-Tech, Southeast Tech, and Western Tech), administrative rules, meeting minutes, correspondence, budgets, funding/formulas, marketing information, program information, legislative reports, fund raising information, technical institute background information, program issues, action plans (goals and objectives), activities, calendars integration, workshops, collaborative information, career planning, and program background history information. This record series used for reference and background purposes.

RETENTION: Retain 3 years in office. Destroy after 3 years provided the information superseded or obsolete.

(Note: The previous record series number was DECA-134.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-68. ACTIVITIES, VOCATIONAL STUDENT ORGANIZATION
FILE:

07-018

This series is arranged numerically by code number, then by activity and contains Vocational Student Organization (VSO) activities. Information may include, but is not limited to: scholarships, catalogs, proficiency certificates, leadership camps, loan applications, State Fair, State Leadership Contest, public speaking certification, Ag Proficiency Program, Building American Communities, Chapter Safety Program, American Farmer Degree, Achievement Award Program, judging contests, National Chapter Award Program, Public Speaking Contest, special State contests and awards, Alumni Association file, Ag Ed Computer Network, FFA Foundation, National FFA Convention, National FFA Week, Food for America, FFA magazines, and newsletters. This record series is used for reference purposes.

RETENTION: LOANS AND SCHOLARSHIPS: Retain 5 years, then destroy.

ALL OTHER INFORMATION: Retain 3 years, then destroy.

(Note: The previous record series number was DECA-138.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-69. CURRICULUM MATERIAL FILE:

07-018

This series is arranged by topic and contains state and national curriculum material. Information may include: Beef Marketing, No-Till Management, Agri-Science Manual, and any Ag related issues. This record series is used for reference purposes.

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

(Note: Any files that have valuable information is transferred to the Curriculum Center.)

(Note: The previous record series number was DECA-140.)

DOE-70. FEDERAL GRANT ANNUAL PERFORMANCE REPORTS:

07-018

This series contains the federal grant annual performance reports. Information may include: cover letter, forms, and instructions. This record series is used for the federal grant process.

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

(Note: The previous record series number was DECA-177.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-71. FFA HANDBOOKS:

07-018

This series contains guidelines for administering FFA programs. Information may include: Supervised Agricultural Experience (SAE) projects, South Dakota FFA Foundation information, South Dakota Advisory Committee for Ag Ed, History of Awards, and the State FFA Convention material. Information has historical significance to the program.

RETENTION: FFA HANDBOOKS: Retain 4 years, then destroy.

ALL OTHER INFORMATION: Retain permanently.

(Note: The previous record series number was DECA-141.)

DOE-72. OCR LETTERS OF FINDINGS:

07-018

This series is arranged alphabetically by school district name, then chronologically by year and contains the Office for Civil Rights Letters of Findings. Information may include: school district name, violations, follow up letters, and letters of findings. This record series is maintained to verify compliance with OCR findings.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-156.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
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DOE-73. OCR PROGRAM FILE:

07-018

This series is arranged alphabetically by school district and contains the Office for Civil Rights (OCR) program information. Information may include: a copy of self review instruments, desk audit of enrollment, percentage of males and females in vocational programs, ethnic information, special populations, letters of findings, and technical assistance files. This record series is used for administrative and reference purposes.

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

(Note: The previous record series number was DECA-155.)

DOE-74. OCR TECHNICAL ASSISTANCE FILES:

07-018

This series contains the Office for Civil Rights technical assistance information. Information may include: sample guides to bias free communication, Sec-504 self evaluations, accessibility check lists, sexual harassment information, Title IX information, and personnel and program data. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-158.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-75. PROGRAM ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-137.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-76. PROGRAM DATA INFORMATION FILES:

07-018

This series is arranged alphabetically by school name and contains secondary and postsecondary program data information files. Information may include: application forms, core measures and standards forms, and personnel data forms. This record series is used to compile a program summary, which includes the school's name, program name, and number of applicants.

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

ALL OTHER INFORMATION: 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 previous record series number was DECA-146.)

DOE-77. PROGRAM IMPROVEMENT FILE:

07-018

This series is arranged alphabetically by school name and contains program improvement process information. Information may include: quality indicators, accomplishments, and attainment of indication. Program improvement process is required to be done through the Federal Perkins Act.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-147.)

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

DEPARTMENT: Education
DIVISION: Career & Technical Education
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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>
------------------------------------	---	--

DOE-78. WORKING FILES:

07-018

This series contains working information for Ag Ed programs. Information may include: the American Vocational Association material, the South Dakota American Vocational Association material, correspondence from advisory committee; Farm/Ranch Management; Secondary Ag; FFA; and Postsecondary Ag Students (PAS), monthly office reports, program promotional material, integration projects, model demonstration sites, South Dakota Content Standards, and federally mandated measures and standards. This record series is used for administrative and reference purposes.

RETENTION: PROJECT FILES: Retain until project is abolished, then destroy.

ALL OTHER INFORMATION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(Note: The previous record series number was DECA-145.)

DOE-79. WORKSHOP FILE:

07-018

This series contains workshop material used by the program to put on workshops. Information may include: handouts, transparencies, curriculum material, national standards publications and handouts, and overheads.

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

(Note: The previous record series number was DECA-151.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-80. ACCREDITATION FILES:

07-018

This series is arranged by sector (public or private), then alphabetically and contains accreditation information. The public sectors include all public schools in South Dakota and the private sectors include: Bureau of Indian Affairs Schools, Special Education Schools, and Multi-Districts and Cooperatives. Information may include, but is not limited to: application for accreditation; signatures; school calendar; courses available; correspondence; schedules for high school, middle school, and grade school; curriculum guides; certified personnel listing; and waiver information from the State Board. This record series is maintained for compliance purposes.

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

(Note: The previous record series number was DECA-16.)

DOE-81. ADMINISTRATIVE RULE, EXEMPTION:

07-018

This series is arranged alphabetically by school, then chronologically by year and contains exemptions to the Administrative Rules. Information may include: application for exemption and letters for approval or denial. This record series is maintained for administrative and reference purposes.

RETENTION: Retain 4 years in office, then destroy.

(Note: The previous record series number was DECA-17.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

<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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DOE-82. APPLICATION FOR PUBLIC SCHOOL EXEMPTION:

07-018

This series contains the applications requesting a Certificate of Excuse from public school attendance. Information may include: school district name, parent(s) or guardian name, address, date, telephone number, county, city, state, the name of the Alternative Instruction Program to be attended, address of Alternative Instruction Program, telephone number, name(s) of instructor(s), name(s), grade, and birth date of child(ren) to appear on the Certificate of Excuse, and signatures of parent(s)/guardian(s), witness(s), and School Board President. This record series is maintained pursuant to SDCL 13-27-2.

RETENTION: Retain 3 years on office, then destroy.

(Note: The previous record series number was DECA-18.)

DOE-83. DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-19.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

<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>
------------------------------------	---	--

DOE-84. DOE RENEWAL CREDITS:

07-018

This series is arranged numerically and contains the application for in-service renewal credits. Information may include: workshop description, time frame, personal information, correspondence, and signatures. This record series is used for reference and administrative purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The renewal cycle is every 5 years.)

(Note: The previous record series number was DECA-20.)

DOE-85. HEARING FILES, PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION:

07-018

This series is arranged chronologically by calendar year, then numerically by assigned complaint number and contains files for complaints against administrators. Information may include: complaint, correspondence, memos, investigation reports; written response to the complaint; hearing files; notes; attorney notes; written transcript; hearing tapes; final disposition (findings of fact and conclusion of law/order); appeals; and exhibits. This record series is maintained to document the results of the hearings.

RETENTION: Retain 10 years after final decision has been made, then microfilm and maintain film for 15 years. Destroy microfilm after 25 years provided no pending litigation.

TAPES: Destroy 10 years after final decision.

(Note: The previous record series number was DECA-22.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-86. HEARING FILES, PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION:

07-018

This series is arranged chronologically by calendar year, then numerically by assigned complaint number and contains files for complaints against teachers. Information may include: complaint; correspondence; memos; investigation reports; written response to the complaint; hearing files; notes; attorney notes; written transcript; hearing tapes; final disposition (findings of fact and conclusion of law/order); appeals; and exhibits. This record series is maintained to document the results of the hearings.

RETENTION: Retain 10 years in office after final decision has been made, then microfilm and maintain film for 15 years. Destroy microfilm after 25 years provided no pending litigation.

TAPES: Destroy 10 years after final decision.

(Note: The previous record series number was DECA-23.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-87. OFFICE OF SECRETARY, HEARING FILES:

07-018

This series is arranged chronologically by fiscal year, then numerically by assigned complaint number and contains the Office of the Secretary Hearing Files, which may include: Student Assignment (SA), Minor Boundary (MB), Teacher Revocation (TR), Tuition Waiver (TW), and Appeals, general (AP). Information may include, but is not limited to: appeal forms, hearing date, disposition, notes, tapes, the complete legal process, requests for revocation, formal findings, investigative material, certified legal court documents, and final decisions. This record series is maintained to document the results of the hearings.

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

TEACHER REVOCATION: Retain 30 years in office, then destroy provided no pending litigation.

(Note: Consider microfilming Teacher Revocation when volume warrants.)

ALL OTHER HEARING FILES: Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy microfilm after 10 years provided no pending litigation.

(Note: The previous record series number was DECA-24.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-87.1. PRAXIS TEST ADMINISTRATION:

09-004

This series is arranged chronologically by fiscal year, and contains the Praxis test administration printouts. Information may include: school district's name and number; teacher's full name; address of school; four digit number for each class the teacher can teach within that school district; Praxis II test Reviewer series; conference calls for the different Praxis II series of subject and pedagogy assessments; and biographical information for proposed panel members for the different pedagogy courses. The panel members are picked from their BIO forms and are asked to attend the Praxis II Testing standards score setting. This record series is maintained pursuant to the No Child Left Behind Act.

RETENTION: 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.

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-88. PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION:

07-018

This series is arranged alphabetically by topic and contains ethics and policies of the Professional Administrators Practices and Standards Commission. Information may include: general files, appointments to the commission, Attorney General Opinions, complaints, correspondence, meeting minutes, administrative rules, hearings, hearing decisions, finding of facts, and conclusion of laws. This record series is used daily in handling commission business.

RETENTION: Retain current in office, destroy superseded or obsolete.

(Note: Purge files on a yearly basis to avoid buildup of superseded or obsolete material.)

(Note: The previous record series number was DECA-25.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

**DOE-89. PROFESSIONAL ADMINISTRATORS PRACTICES AND
STANDARDS COMMISSION MEETING MINUTES:**

07-018

This series is arranged chronologically by meeting date and contains meeting minutes of the Professional Administrators Practices and Standards Commission. Information may include: meeting minutes, action taken, discussion, and agendas. This record series is used for reference purposes.

RETENTION: Retain permanently in office.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-27.)

**DOE-90. PROFESSIONAL TEACHERS PRACTICES AND
STANDARDS COMMISSION:**

07-018

This series is arranged alphabetically by topic and contains ethics and policies of the Professional Teachers Practices and Standards Commission. Information may include: general files, appointments to the commission, Attorney General Opinions, complaints, correspondence, meeting minutes, administrative rules, hearings, hearing decisions, finding of facts, and conclusion of laws. This record series is used daily in handling commission business.

RETENTION: Retain current in office, destroy superseded or obsolete.

(Note: Purge files on a yearly basis to avoid buildup of superseded or obsolete material.)

(Note: The previous record series number was DECA-26.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-91. PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:

07-018

This series is arranged chronologically by meeting date and contains meeting minutes of the Professional Teachers Practices and Standards Commission. Information may include: meeting minutes, action taken, discussion, and agendas. This record series is used for reference purposes.

RETENTION: Retain permanently in office.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-28.)

DOE-92. PROGRAM GRANT FILES:

07-018

This series is arranged chronologically by year and contains copies of grant information by the office. Information may include: correspondence, grant application, grant information, goals, objectives, budget information, and other information related to the administering the grant. This record series is used for reference purposes.

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

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

**DOE-93. REVOCATION AND SUSPENSION OF TEACHER'S
CERTIFICATE FILE:**

07-018

This series is arranged alphabetically by name and contains revocation and suspension of a teacher's certificate. Information may include: teacher certificate record, copy of the hearing procedures, reporting to clearing house, continuing correspondence, Hearing Officer's decision, and court record decision. This record series is maintained for documentation and reference purposes.

RETENTION: Retain 75 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-31.)

DOE-94. SCHOOL BUS DRIVER PARTICIPANTS:

07-018

This series is arranged chronologically by year and contains in-services that school bus drivers have participated in. Information may include: bus driver's name, school's name, where the class was held, and the date of the class. This record series is maintained for possible litigation purposes.

RETENTION: Retain 20 years in office, then destroy provided no litigation or claim is pending.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-32.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-95. STAFF EXCEPTION AND AUTHORITIES TO ACT FILES:

07-018

This series is arranged alphabetically by school district and contains Staff Exception and Authorities to Act information. Information may include: computer printout of staff exceptions, correspondence, authorities to act, and final resolution. This record series is maintained for reference purposes.

RETENTION: Retain 2 years in office, merge with central file for 2 years. Destroy after 4 years.

(Note: The previous record series number was DECA-33.)

DOE-96. TEACHER CERTIFICATION AND POST-SECONDARY CREDENTIAL FILES:

07-018

This series is arranged alphabetically by name and contains active and inactive teacher certification and post-secondary credential files. Information may include: certificates, applications, transcripts, correspondence, Department of Education renewal credits, courtesy sheets, certification notification, human relations and Indian studies, authority to act, approval to coach, and name and address change forms. This record series is maintained for verification and reference purposes.

RETENTION: Microfilm and maintain film for 75 years. Destroy after 75 years.

(Note: The previous record series number was DECA-34.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-97. TEACHER CERTIFICATION LISTING:

07-018

This series is arranged alphabetically by teacher's name, then numerically by social security number and contains teacher certification listings. Information may include: teacher's last name, first name, and middle initial; social security number; renewal number; certification number; and major code. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-35.)

DOE-98. TEACHER CERTIFICATION PRINTOUT SHEETS:

07-018

This series is arranged chronologically by year and contains printout sheets of teachers certified in South Dakota. Information may include: name, social security number, certification number, fees paid, type of certificate, and verification deposit slip. This record series is used for audit purposes.

RETENTION: Retain current in office, then transfer to storage for 5 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: The previous record series number was DECA-36.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-99. TEACHER EDUCATION PROGRAM REVIEW REPORTS:

07-070

This series is arranged alphabetically by institution name, then chronologically and contains teacher education program review reports for 11 institutions. Information may include: report of review, follow up, on site visits, Board of Education actions, State Board approval, and working papers which include correspondence, documentation submitted from the institutions, and course catalogs. This record series is used for reporting and reference purposes.

RETENTION: Retain 14 years, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-37.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Accreditation & Teacher Quality
PROGRAM: Teacher Quality
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0025

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

DOE-101. PROGRAM ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Curriculum Tech & Assessment
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-102. E-RATE FEDERAL FUNDING FILES:

07-018

This series is arranged alphabetically by school and contains the documentations for the federal funding source for all K-12 telecommunication lines (video, data, or voice) related to technology use by school districts for educational purposes. Information may include: technology plans; the signed 479 and 480 forms, which verify the school district is in compliance with the Federal E-rate program requirements; and other complaint forms/documents. This record series is maintained for audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 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: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-303.1.)

DOE-102.1 GRANT ADMINISTRATIVE FILES:

07-070

This series is arranged chronologically by fiscal year and contains federal and state grant documentation. Information may include: monthly grant reports, meetings, training information, federal policies and procedures, general correspondence, research materials, legislation, budget, and any other related information. This record series is maintained for audit purposes.

RETENTION: 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.

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Curriculum Tech & Assessment
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-103. GRANT FILES:

07-018

This series is arranged numerically by grant number, then alphabetically and contains the federal grant documentation for Title II part B (Math and Science Partnership); Title II part D (Technology Plans); Star Schools; and Improvement of Education. Information may include: grant applications, federal reports, request for payments, amendments, transfers, project completion reports, and correspondence. This record series is maintained for reference and for federal audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 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: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-303.2.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Curriculum Tech & Assessment
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-104. READING FIRST FILES:

07-018

This series is arranged numerically by grant number, then alphabetically and contains the Reading First federal grant documents. Information may include: grant applications, federal reports, request for payments, amendments, transfers, project completion reports, and correspondence. This record series is maintained for reference and for federal audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 7 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-303.3.)

DOE-105. STATE ASSESSMENT FILES:

07-070

This series is arranged alphabetically by school and contains the state assessment documentation for Standard Achievement Test (SAT) 8-10 results and the Harcourt writing assessment results. Information may include: name of school, grade level, test scores, percentile rank, and statistical reports. This record series is maintained for statistical purposes and for longitudinal studies for No Child Left Behind.

RETENTION: 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.

(Note: The previous record series number was DECA-303.4.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Administration
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-106. DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-107. CENTRAL CORRESPONDENCE FILE:

07-018

This series is arranged alphabetically by topic and contains both letters sent and letters received. Information may include: agreements, associations, certificates, contract correspondence, inspector's inventory, program files, and newspapers. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-226.)

DOE-108. CHILD CARE LICENSING BOOK:

07-018

This series is arranged by type and contains the state laws, state policies, and instructions for licensing child care centers. Types may include: Head Start, Air Force, Group/Family Daycares, Daycares, and Child Care Centers. This information is used for reference purposes.

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

(Note: The previous record series number was DECA-227.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-109. CHRONOLOGICAL FILES:

07-018

This series is arranged chronologically by month and contains the letters that have been sent. This record series is used for administrative purposes.

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

(Note: The previous record series number was DECA-228.)

DOE-110. COMMODITY FILE:

07-018

This series is arranged alphabetically by food item and contains commodity information. Information may include: United States Department of Agriculture (USDA) survey, items being ordered, food types, agencies dollar amount, receipts, and forwarding notices. This record series is used 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 previous record series number was DECA-229.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-111. COMPUTER PRINTOUT REPORTS:

07-018

This series is arranged numerically by report number and contains reports for the Child and Adult Nutrition Program. Information may include: participation reports, statistical reports, program information, and food prices in schools. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-230.)

DOE-112. FEDERAL INSTRUCTIONS:

07-018

This series is arranged numerically by memo number or date and contains federal instructions for the Child and Adult Nutrition Program. Information may include: instructions, memos, and state processing handbook. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-231.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-113. FEDERAL REPORT, FOOD DISTRIBUTION PROGRAMS:

07-018

This series is arranged chronologically by year/month and contains federal reports for the food distribution programs. Information may include: commodity order report, food nutrition service report 152, which is a monthly report of distribution of donated commodities to reservations, and food requisitions. This record series is maintained for audit and reference purposes.

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

(Note: The previous record series number was DECA-232.)

DOE-114. FOOD DISTRIBUTION FILES:

07-018

This series is arranged by topic and contains food distribution information. Information may include: quarterly estimates, manifests, copies of contracts, audit reports, warehouse storage, allocations, surveys, policies and procedures, and commodity food preference survey. This record series is maintained for management purposes. Consolidated Accounting maintains the original contracts.

RETENTION: CONTRACTS and FOOD PREFERENCE SURVEYS: Retain 4 years, then destroy.

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

(Note: The previous record series number was DECA-233.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-115. MANAGEMENT EVALUATION, USDA:

07-018

This series is arranged chronologically by fiscal year and contains USDA findings and corrective action plans. This record series is used for reference and compliance purposes.

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

(Note: The previous record series number was DECA-234.)

DOE-116. MANUAL LEDGER BOOK:

07-018

This series is arranged numerically by order number and contains order ledger book. Information may include: amount ordered, destination, program, unit size, delivery date, date shipped, from, carrier, units in car, car number, telegram date, amount received, receipt date, and Delivery Order (DO) number. This record series is used for reference 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: The previous record series number was DECA-235.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-117. NEWSLETTERS & BULLETINS:

07-018

This series is arranged by agency and contains newsletters and bulletins prepared by Child and Adult Nutrition program and newsletters and bulletins received from different states. Information may include: program management and operation information. This record series is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was DECA-236.)

DOE-118. NUTRITION EDUCATION TRAINING PROCEDURE
MANUAL:

07-018

This series contains the Nutrition Education Training (NET) procedure manual. Information may include: state plan, regulations, instructions, annual reports, directories, and management evaluations. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-237.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-119. NUTRITION PROGRAM FILES:

07-018

This series is arranged alphabetically by agency and contains nutrition program information. Information may include: agreement file, commodities, reviews, inspections, and financial records for each agency. This record series is used for administrative and reference purposes.

RETENTION: Retain until a new base year is established, then microfilm and maintain microfilm for 15 years. Destroy microfilm after 15 years.

(Note: The previous record series number was DECA-247.)

DOE-120. ORDERS & RECEIPT FILE:

07-018

This series contains orders and receipts for the Child and Adult Nutrition Program. Information may include: purchase orders, checks, thank you letters, invoices, and receipts. This record series is maintained for audit 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 previous record series number was DECA-238.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-121. PROCEDURE MANUAL, SUMMER FOOD SERVICE PROGRAM:

07-018

This series is arranged by topic and contains the Summer Food Service Program procedural manual (SFSP). Information may include: time frame sheets, management and administrative plans, outreach, applications, training information, monitoring information, and management evaluation (federal and state review). This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-239.)

DOE-122. PROCEDURE MANUALS:

07-018

This series contains procedure manuals for School Nutrition Food program and Child and Adult Food program. Information may include: state plan, regulations, instructions, annual report, directories, and management evaluation. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-240.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-123. PROGRAM ORIGINAL FILES:

07-018

This series is arranged chronologically by fiscal year and by program and contains original program information. Information may include: original agreement packets, memos (mass mailing), camera ready copies of instruction packets, regulations, and outreach materials. This record series is used for reference and administrative purposes.

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

(Note: The previous record series number was DECA-241.)

DOE-124. PROGRAM RECIPE BOOKS:

07-018

This series is arranged by food item and contains program recipe books for the following programs: United States Department of Agriculture (USDA), Summer Food Service Program (SFSP), Child Care, and School Meal. Information may include: food recipes, food substitutes, food preparation, contents, reference material, and adjustments. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-242.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-125. PROGRAM REVIEW RECORDS:

07-018

This series is arranged chronologically by fiscal year and contains program reviews for the current year. Information may include: reviews, appeals, names, and correspondence. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-243.)

DOE-126. REPORT, RECEIPT & DISTRIBUTION OF DONATED
COMMODITIES:

07-018

This series is arranged chronologically by month and contains 155 Report, which is a monthly report of distribution of donated commodities to schools, children, and charitable institutions. Information may include: food received, prior month ending balance, type of food, current inventory, amount dispersed, and where dispersed. This record series is used for administrative and reference 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: The previous record series number was DECA-244.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-127. RESOURCE FILES:

07-018

This series contains resource materials. Information may include, but is not limited to: computerized school service management files, DE03 commodity management system (binder for mainframe), CNS (DE05 a document for program development procedures for mainframe application), teaching resources, slides, transparencies, food service management, operation guides, nutrition education information studies, computer software user guides, video tapes, activity resource center, kitchen equipment, and reference material. This record series is used to provide instructions and training to agencies.

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

(Note: The previous record series number was DECA-245.)

DOE-127.1. SCHOOL NUTRITION PROGRAMS REVIEWS:

09-004

This series is arranged alphabetically and contains school nutrition programs reviews and supporting documentation. Reviews are conducted once every five years. Program reviews may include: National School Lunch Program (NSLP), School Meal Initiative (SMI), and Coordinated Review Effort (CRE) reviews. Supporting documentation may include: production records, recipes, and nutrition labels used in analysis of menus as required by NSLP regulations. This record series is used for reference purposes.

RETENTION: REVIEWS: Retain current in office. Scan superseded. Retain electronically for 6 years, then delete.

SUPPORTING DOCUMENTATION: Transfer to storage for 6 years, then destroy.

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-128. SHIPPING DOCUMENTS:

07-018

This series is arranged chronologically by month and contains shipping documents for fresh produce. Information may include: receipts and shipping documents. This record series is used for reconciliation 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: The previous record series number was DECA-248.)

DOE-129. SOUTH DAKOTA CERTIFICATION SCHOOL WORKSHOP:

07-018

This series contains the South Dakota certification school workshop information. Information may include: four years of curriculum, refresher material, objectives, handouts, and procedural manuals. This record series is used for reference purposes.

RETENTION: CURRICULUM RECORDS: Retain current in office. Transfer superseded to storage for 2 years. Destroy 2 years after superseded.

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

(Note: The previous record series number was DECA-249.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-130. SUMMER FOOD SERVICE PROGRAM REFERENCE FILE:

07-018

This series contains reference material for the Summer Food Service Program (SFSP). Information may include: administrative guide, nutrition guide, monitors guide, sponsors guide, sponsors fiscal guide, national SFSP directory site management, application, planning meals information, food orders, finance management site management and historical surveys. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-250.)

DOE-131. SUMMER FOOD SERVICE PROGRAM REGULATION:

07-018

This series contains Summer Food Service Program regulations. Information may include: regulations, proposed regulations, instructions, memorandums, question, and answers. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-251.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Child and Adult Nutrition
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-132. SUMMER FOOD SERVICE PROGRAM TRAINING FILES:

07-018

This series is arranged alphabetically by topic and contains Summer Food Service Program training information. Information may include: agreement, eligibility, meal pattern, claims, responsibilities, due date, review, process, and list of attendees. This record series is used to train sponsors of summer meal programs.

RETENTION: LIST OF ATTENDEES: Retain 4 years, then destroy.

ALL OTHER INFORMATION: Retain 1 year in office, then destroy.

(Note: The previous record series number was DECA-252.)

DOE-133. WORKSHOPS, REGISTRATIONS & RECEIPTS:

07-018

This series is arranged by workshop and contains registrations and receipts for various workshops. Workshops may include, but are not limited to: Certification Institute, Food Safety, Summer Food, Child Care, Team Nutrition, and School Lunch. Information may include: registration forms, college credit application, correspondence, and copies of checks and/or receipts. This record series is maintained for administrative and reference purposes.

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

(Note: The previous record series number was DECA-252.1.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-134. COMPREHENSIVE SCHOOL HEALTH EDUCATION PROGRAM FILES:

07-018

This series is arranged alphabetically and contains Comprehensive School Health Education program information. Programs may include: tobacco, nutrition, and physical education. Information may include: evaluations, guidelines, laws, regulations, barriers, criteria, policies, standards, and coalitions. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-255.)

DOE-135. COMPREHENSIVE SCHOOL HEALTH PROGRAM, STATE ADVISORY FILE:

07-018

This series contains Comprehensive School Health Program State Advisory information. Information may include: meeting minutes, list of team members, agendas, and correspondence. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-257.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-136. COMPREHENSIVE SCHOOL HEALTH PROJECT FILES:

07-018

This series is arranged chronologically by year and contains comprehensive school health project information. Information may include: samples, timelines, copies of financials, and correspondence. This record series is maintained for administering projects and used to meet project goals.

RETENTION: Retain 5 years, then destroy provided the project has been finalized.

(Note: The previous record series number was DECA-256.)

DOE-137. CORRESPONDENCE, FEDERAL:

07-018

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

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided no litigation, claims, or audit is pending.

(Note: When litigation, claim, or audit is complete maintain for an additional 4 years, then destroy.)

(Note: The previous record series number was DECA-260.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-138. CORRESPONDENCE, GENERAL:

07-018

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

RETENTION: Retain 2 years in office, then destroy.

(Note: The previous record series number was DECA-261.)

DOE-139. CURRICULUM FILES:

07-018

This series contains the curriculum files for AIDS awareness. Information may include: research papers, workbooks, pre-training evaluation, post-training evaluation, implementation log, and 6 month follow up. This record series is maintained for reference and evaluation purposes.

RETENTION: Retain 10 years, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-262.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-140. DATA FILE:

07-018

This series is arranged chronologically by year and contains data that has been collected for Youth Risk Behavior Reports (YRBS), Annual Reports from other agencies, and Executive Summary Reports. This record series is used to establish trends.

RETENTION: Retain 10 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-264.)

DOE-141. DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-221.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-142. EVALUATION FILE:

07-018

This series contains copies of evaluation forms used for evaluations of teachers. Information may include: sample evaluations, results from the evaluation, and final report. This record series is used for reference purposes and is used for teacher training purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-266.)

DOE-143. GRANTS FILE:

07-018

This series is arranged chronologically by year and contains copies of grants for the AIDS program and comprehensive health programs. Information may include: goals, objectives, budget information, progress report for five years, initial grant information, and continuation grant information. This record series is maintained for reference purposes, administering grants, and for historical documentation of AIDS prevention. The Center of Disease Control maintains the original grant information.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-267.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-144. GUIDELINES:

07-018

This series contains copies of guidelines received from the Center of Disease Control. Guidelines may include: AIDS, tobacco, nutrition and physical activity, and Sexuality Information and Education of the United States (SIECUS). This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-268.)

DOE-145. HEALTH EDUCATION TRAINING FILE:

07-018

This series is arranged alphabetically, then chronologically by year and contains Health Education training material. Information may include: training evaluations, application for training, guidelines, pre-training, and post-training. This record series is used to support the curriculum.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-270.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-146. MEETING MINUTE FILE:

07-018

This series is arranged chronologically by meeting date and contains the meeting minutes for division directors, program administrators, and staff meetings. Information may include: agendas, notes, handouts, and meeting minutes. This record series is used for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Cull files to avoid build up of superseded or obsolete material.)

(Note: The previous record series number was DECA-222.)

DOE-147. MONTHLY REPORTS:

07-018

This series is arranged chronologically and contain monthly reports that the director has received from program managers and monthly reports that the director has sent to the Secretary of the Department of Education. Information may include: accomplishments, issues, activities, projects, requests for action, action taken, alerts, who sent the report, who the report was sent to, and the date. This record series is used by the Secretary of the Department of Education to compile an overall departmental monthly report, which is sent to the Governor.

RETENTION: Retain 2 years in office, then destroy.

(Note: The previous record series number was DECA-223.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-148. POLICY FILE:

07-018

This series contains example policies for initial policy and revision of policy for comprehensive health. Information may include: state and national policy for accounting education and state health communicable disease policy. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-273.)

DOE-149. PROGRESS REPORTS:

07-018

This series contains progress reports on projects for the AIDS program, Health Education, and Comprehensive School Health Programs. Information may include: progress report, training, progress in defined areas, samples, agendas, participation lists, and data summaries. This record series is used for reference purposes.

RETENTION: Retain 5 years, then destroy provided that the project has been finalized.

(Note: The previous record series number was DECA-274.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
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DOE-150. PROJECT/ACTIVITY FILE:

07-018

This series is arranged by project name and contains project and activity information. Topics may include, but are not limited to: suicide prevention, parent community involvement, physical education and health standards, performance standards, drug free schools, research triangle institute, distance learning project (Colorado rural teaching), nutrition education (Lower Brule), PTA state conference speakers, needs assessments (how other agencies provide services so that there are not duplicate efforts), team building, bilingual education, and civil rights. Information may include: correspondence, documentation of phone conversations, sample curriculum, activity information, news releases, copies of research needs assessments, and participation agreements. This record series is used for reference purposes.

RETENTION: Retain 5 years, then destroy provided the project has been finalized.

(Note: The previous record series number was DECA-275.)

DOE-151. PROJECTS, AIDS:

07-018

This series is arranged by project and contains information on AIDS projects. Information may include: lists of school participation, evaluation forms, application for projects, correspondence, pamphlets, classroom activities, publicity's, and guest speaker listing. This record series is maintained as a working file for the AIDS projects.

RETENTION: Retain current in office. Destroy 1 year after project has been finalized.

(Note: The previous record series number was DECA-276.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-152. RESOURCE/REFERENCE FILE:

07-018

This series contains resource and reference material. Information may include: teacher certification and accreditation material, legislation, curriculum activities, catalogs, periodicals, publications, newsletters, resources used to enhance classroom instructions, conference materials, meetings, completed evaluation reports, copies of cooperative agreements, final status reports, budget information, and personal travel information. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-279.)

DOE-153. SCHOOL DISTRICT FILES:

07-018

This series is arranged alphabetically by school district, then chronologically by year and contains the AIDS Education plan for school districts. Information may include: approved plan, correspondence, participation, and teacher training information. This record series is used for reference purposes.

RETENTION: Retain 10 years, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-280.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Coordinated School Health
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-154. SURVEYS:

07-018

This series contains national surveys on the status of school aged children's health. Information may include: slides and completed reports. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-283.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Curriculum and Instruction
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-155. ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-156. AGENCY FILE:

07-018

This series is arranged alphabetically by agency and contains school district and program information. Information may include: complaints, compliance report, comprehensive plan, and correspondence. This record series is maintained for reference purposes and for monitoring purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-304.)

DOE-157. BUDGET INFORMATION FILE:

07-018

This series contains the budget summary information for the program. Information may include: federal fiscal year grant award information, child count reports, performance reports, budget and status reports, and miscellaneous financial reports. This record series is used for administrative and reference purpose.

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 previous record series number was DECA-305.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-158. CHILD COUNT FILE:

07-018

This computer printout series is arranged chronologically by year and contains a list of children served by Special Education programs. Information may include: child's name, services received, location of services, personnel for service providers, reports, and supporting documentation. This record series is used for reporting 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 previous record series number was DECA-306.)

DOE-159. COMPLAINT INVESTIGATION FILES:

07-018

This series is arranged alphabetically by school districts and contains complaints filed against the school districts. Information may include: letter of complaint, notes, investigation, findings, and corrective action from the school district. This record series is used for compliance purposes.

RETENTION: Retain current in office, then transfer to storage for 5 years. Destroy after 5 years provided no pending litigation or claims.

(Note: The previous record series number was DECA-307.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-160. CONFERENCE AND WORKSHOP FILES:

07-018

This series is arranged sequential by event name and contains conference and workshop information that the Special Education staff has developed for school districts. Information may include: list of attendees, fliers, announcements, accommodations, general workshop information, videos, and presentation notes. This record series is used 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: Cull files yearly to avoid build up of superseded or obsolete material.)

(Note: The previous record series number was DECA-308.)

DOE-161. CONTENTS STANDARDS:

07-018

This series contains the information for developing content standards for what is being taught in school districts. Information may include: a copy of current standards, course requirements, and standards. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-311.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-162. CORRESPONDENCE FILE:

07-018

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

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

(Note: The previous record series number was DECA-313.)

DOE-163. COUNCIL MEETING MINUTES:

07-018

This series is arranged chronologically by meeting date and contains the actual council meeting minutes for the State Interagency Coordinating Council and the South Dakota Advisory Council. Information may include: meeting minutes, dates of meetings, topics discussed, and action taken. This record series is maintained for historical purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-314.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-164. DIRECTOR'S ADMINISTRATIVE REFERENCE FILE:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-332.)

DOE-165. DIRECT PAYMENT/FINANCIAL:

07-018

This series is arranged alphabetically by child's name and contains funding information for children with special needs. Information may include: a copy of the submitted bill and the payer of last resort. This record series is maintained for audit 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 previous record series number was DECA-315.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-166. EXTRAORDINARY COST OVERSIGHT BOARD:

07-018

This series is arranged chronologically by meeting date and contains information regarding state aid to Special Education. Information may include: official meeting minutes, copies of appointment letters, summary letters, notes, and action taken. This record series is used for reference purposes.

RETENTION: MEETING MINUTES: Retain 5 years, then destroy.

ALL OTHER INFORMATION: Retain 3 years, then destroy.

(Note: The previous record series number was DECA-316.)

DOE-167. FEDERAL DISCRETIONARY GRANTS:

07-018

This series contains the Federal Discretionary Grant information. Information may include: grant application, performance evaluations, transition grant, state-wide system changes, personnel preparation grant, deaf/blind grant, and copies of financial. This record series is used for reference purposes. Grants Management maintains the original grant information.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-317.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-168. FEDERAL GRANT APPLICATIONS:

07-018

This series is arranged chronologically by year, then by agency and contains copies of federal grant applications. Information may include: a copy of the grant application and videos. This record series is used for reference when writing a new grant and for implementing existing grants.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-318.)

DOE-169. FEDERAL GRANT APPLICATION, EARLY INTERVENTION GRANT:

07-018

This series is arranged chronologically by year and contains the Early Innovation federal grant information. Information may include: grant application, budget information, and program implementation. This record series is used for reference purposes.

RETENTION: Retain current in office. Destroy 5 years after grant has been closed.

(Note: The previous record series number was DECA-319.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-170. HEARING FILES:

07-018

This series is arranged chronologically by year and contains Special Education hearing information. Information may include: the request for hearing, appointment of hearing officers, notices of hearings, outcome, mediation, appointment letters, hearing date, and alternative date. This record series is maintained to document the results of the hearings.

RETENTION: Retain 5 years, then destroy provided no pending litigation or claims.

(Note: The previous record series number was DECA-320.)

DOE-171. INDIVIDUAL FAMILY SERVICE PLANS FILE:

07-018

This series is arranged by local network, then alphabetically and contains a list of all eligible children for special needs and the implementation plans for each child. Information may include: child's name, evaluation results, description on how the child became eligible, activities, and services provided to meet the needs. This record series is maintained for reference and audit purposes.

RETENTION: Retain in office until the child reaches 3 years of age, then transfer to storage for 5 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: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-321.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-172. LOCAL AREA NETWORK MINUTES:

07-018

This series is arranged alphabetically by network and contains copies of meeting minutes from the Local Area Networks. Networks may include: Central Dakota, Dewey Ziebach Inc., River Interagency, Heartland Family Services, and Three-Rivers. This record series is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was DECA-323.)

DOE-173. LOCAL AREA NETWORK MONITORING FILES:

07-018

This series contains monitoring information from the Local Area Networks. Information may include: findings, corrective action plan, compliance, interviews, and surveys. This record series is used for compliance with federal requirements.

RETENTION: Retain 5 year, then destroy.

(Note: The previous record series number was DECA-324.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-174. LOCAL AREA NETWORK PROGRAM FILE:

07-018

This series is arranged alphabetically and contains the Local Area Network program information. Information may include: application, federal annual reports, budgets, state brochures, child counts, funding formulas, hearing officer training file, technical assistance guide, family service plan, and monitoring information. This record series is used as a developmental tool.

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

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

(Note: The previous record series number was DECA-325.)

DOE-175. LOCAL NETWORK APPLICATIONS:

07-018

This series is arranged chronologically by year, then alphabetically by network and contain local network applications. Information may include: budget and program application requirements, copies of payments made, invoices, and policies and procedures followed to meet federal requirements. This record series is maintained 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: The previous record series number was DECA-326.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Educational Resources</u>
OFFICE:	<u>Educational Service & Support</u>
PROGRAM:	<u>Special Education</u>
RECORDS OFFICER:	<u>Doneen Sanders</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-176. MIDCO COMMUNICATION FILE:

07-018

This series contains information on a 1-800 number that families can use to request service for special needs. Information may include: name of individual who has accessed the service, location, type of service needed, number of minutes talked, and reason for service. This record series is used for reference purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-327.)

DOE-177. MONITORING REFERENCE FILE:

07-018

This series contains monitoring reference material. Information may include: monitoring forms, peer reviewer forms, comprehensive plan, summer statistics monitoring information, administration guide to monitoring, correspondence, policy letters, and regulations. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-328.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-178. SCHOOL DISTRICT FILES:

07-018

This series is arranged alphabetically by school district and contains school district information. Information may include: correspondence, LEA applications, Special Education hearings or complaints, child counts, final compliance reports, and comprehensive plan. This record series is used for reference purposes, monitoring purposes, and federal mandate.

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 previous record series number was DECA-333.)

DOE-179. SPECIAL EDUCATION MONITORING FILES:

07-018

This series is arranged by the sequence the school district is monitored and contains Special Education monitoring information. Information may include: working papers, criteria's, school district's name, administration, rules, findings, and compliance. The information is used for reference, audit, and monitoring compliance purposes.

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

(Note: The previous record series number was DECA-334.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-180. STATE PLAN:

07-018

This series is arranged chronologically by year and contains the state plan used to fulfill federal requirements for Special Education. Information may include: federal mandated requirements, codified laws, goals, objectives, and assurances. This record series is used for reference and reporting purposes.

RETENTION: Retain current in office. Destroy 5 years after the plan has been submitted.

(Note: The previous record series number was DECA-335.)

DOE-181. TECHNICAL ASSISTANCE FILES:

07-018

This series contains Technical Assistance program and grant information. Information may include: transition system change grant, advisory committee for system change grant, legal briefs, and interpretation letters. This record series is maintained for historical purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-337.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Service & Support
PROGRAM: Special Education
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-182. TRAINING FILES:

07-018

This series contains Special Education training information. Information may include: videos, reauthorization of ideas, alternative assessment, diagnostic program, and inclusive classroom. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-339.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-183. ACHIEVEMENT TEST SCORE FILES:

07-018

This series is arranged alphabetically by school district and contains the school districts summary data for achievement test scores. Information may include: school district test scores compared to the national and state averages and the achievement ability scores for the school. This record series is used for reference purposes.

RETENTION: Retain current in office for 1 year, 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.

(Note: The previous record series number was DECA-210.)

DOE-184. CONSOLIDATED GRANT FILES:

07-018

This series is arranged alphabetically by school district and contains Title I, Title II, and Title VI grant information. Information may include: grant application and correspondence. Grants Management maintains the financial sections of these grants. This record series is maintained for audit purposes.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 5 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-211.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-185. GRANT CORRESPONDENCE:

07-018

This series is arranged alphabetically by school district and contains grant correspondence created as a part of the Federal Title VII programs funded in Local Education Agencies (LEAs) serving high numbers of Limited English Proficiency (LEP). Information may include: grant application, federal reports, and state level activities information. This record series is maintained for reference and audit purposes.

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

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-561.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-186. GRANT FILE:

07-018

This series is arranged chronologically by grant year and contains grant information. Grants may include: Parents as Teachers, Head Start, and Even Start. Information may include: correspondence, 424 grant application and supporting documentation, monthly reports received, fiscal reports, copies of financial status reports, Public Law 103-382, working papers, continuation grant application, and requests for proposals. This record series is maintained for administering grants and for annual reviews of the grants.

RETENTION: Retain in office until grant has been finalized, then transfer to storage for 5 years. Destroy after 5 years provided the final expenditure reports have been submitted provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-288.)

DOE-187. EISENHOWER TITLE II GRANT FILE:

07-018

This series is arranged alphabetically by school district and contains the Eisenhower Title II grant information. Information may include: grant application, correspondence, and invoices. Grants Management maintains all financial transactions associated with this grant.

RETENTION: Retain in office until final expenditure report has been submitted. Destroy 4 years after grant has expired provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-213.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-188. FEDERAL REVIEW REPORTS:

07-018

This series is arranged chronologically by fiscal year and contains federal review team reports. Information may include: correspondence, reviews, and compliance. This record series is maintained for compliance purposes.

RETENTION: Retain 3 year after the compliance has been completed, then destroy.

(Note: The previous record series number was DECA-214.)

DOE-189. HEAD START AND EVEN START REFERENCE FILE:

07-018

This series contains reference material for the Head Start and Even Start programs. Information may include, but is not limited to: computer manuals, training manuals, starting points, The Future of Children, South Dakota Planning Retreat, migrant Even Start, state Plan for Even Start, Even Start publications, national conference handouts and notes, federal guidance on Elementary and Secondary Education Act, newsletters from PAT, PAT directory, PAT training, material, PAT file, Head Start reference guidance, priority lists, reference material from seminars, videos, mailing check lists, Welfare Reform, program director's meeting notes, sample conference program, and Child Development Associate (CDA) reference and training material. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-292.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-190. HOMELESS RECORD FILE:

07-018

This three ring binder series contains information on homeless in South Dakota. Information may include: a list of surveys of homeless in South Dakota, grant application, the amount of money paid to shelters, quarterly records, correspondence, and the total number of homeless South Dakota. The number of homeless information is updated yearly and is maintained for reference purposes.

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

ALL OTHER INFORMATION: 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 previous record series number was DECA-215.)

DOE-191. MIGRANT FILES:

07-018

This series contains migrant worker information. Information may include: certificate of eligibility's, records transfers, consortium information, basic program, evaluations, County Office of Education (COE's), and industrial surveys. This record series is used to track workers that move from school to school or across state lines, and to generate money for school districts for migrant worker programs.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 5 years. Destroy after 7 years.

(Note: The previous record series number was DECA-216.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-192. MODERNIZATION FILES:

07-018

This series is arranged chronologically by month and contains modernization information. Information may include: steering committee meeting minutes, advisory council meeting minutes, Goals 2000 steering committee meeting minutes, Goals 2000 payment schedules, and application. Goals 2000 is a grant received from the federal government. This record series is maintained for reference and 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: The previous record series number was DECA-217.)

DOE-193. PARENTS AS TEACHERS FILE, (PAT):

07-018

This series is arranged chronologically and contains data collected from PAT programs, which is sent to the Parents as Teachers National Center. Information may include: annual PAT program reports, parent educator certification renewal forms, approval for renewal form, renewal notices, and correspondence. Parent educators are required to renew certification every year.

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

(Note: The previous record series number was DECA-289.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-194. PROGRAM STATUS REPORT:

07-018

This series is arranged by program, then chronologically and contains status reports for the following programs: Even Start, Head Start, Parents as Teachers, Rural Family Literacy, and Indian Health Services. Information may include: expenditures, total grant amount, allocations, MSA codes, and funding source. The original status reports are maintained by Consolidated Accounting.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was DECA-290.)

DOE-195. PROJECT MEETING FILE:

07-018

This series is arranged chronologically by meeting date and contains Head Start collaboration meeting information. Information may include: handouts, meeting notes, agendas, minutes, and summaries. This record series is used for reference purposes.

RETENTION: Retain in office as long as the grant is in effect, then destroy.

(Note: Cull the files yearly to avoid build up of superseded or obsolete material.)

(Note: The previous record series number was DECA-291.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-196. REFUGEE CHILDREN SCHOOL IMPACT GRANT:

07-018

This series is arranged chronologically by fiscal year and contains refugee school impact grant information. Information may include: federal grant application, letters of support, award letters, performance reports, contracts, and grant correspondence. This record series is maintained for reference and for federal audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 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: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-303.5.)

DOE-197. REPORTS FILE:

07-018

This series contains monthly reports sent to the department's director and quarterly reports sent to the Department of Health and Human Services. Monthly reports may include: copies of the status of projects and requests for action. The quarterly reports may include: cover sheet, activities, accomplishments, findings, dissemination, and goals for next quarter. This record series is used for reference and reporting purposes.

RETENTION: MONTHLY REPORTS: Retain 1 year in office, then destroy.

QUARTERLY REPORTS: 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 previous record series number was DECA-293.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-198. REVIEW FILES:

07-018

This series is arranged by program, then chronologically by year of review and contains program reviews. Information may include: notes, compliance statement forms, responses, summary letters, findings, follow-up, monitoring instrument, memos, correspondence, and corrective action. This record series is used for reference and compliance purposes.

RETENTION: Retain 5 years, then destroy.

(Note: Subject to Archival screening prior to disposal.)

(Note: The previous record series number was DECA-294.)

DOE-199. RURAL FAMILY LITERACY GRANT FILE:

07-018

This series contains the Rural Family Literacy grant information. Information may include: council meeting minutes, grant application, copies of contracts, management team meeting minutes, and supporting documentation. This record series is used for administering the contract.

RETENTION: Retain in office until grant has been finalized, then transfer to storage for 5 years. Destroy after 5 years provided the final expenditure report has been submitted provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-295.)

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

DEPARTMENT: Education
DIVISION: Educational Resources
OFFICE: Educational Services & Support
PROGRAM: Title Program
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-200. SUBJECT FILE:

07-018

This series is arranged alphabetically by subject and contains subject files. Information may include, but is not limited to: Aid to Family and Dependent Children (AFDC), Association for Education of Young Children, (AEYC), free birth certificates for Head Start participants, Chapter I information, legislative file, child abuse, curriculum, consolidated plan, collaboration, United States Department of Education Review files, clip art, project checkpoint, Child Development Associate (CDA), certification rules, task force meeting minutes, resource training committee, child care, coalition, Indian Health Education, disabilities, regulations, round table meeting notes, conference material, evaluation guidelines, literacy material, and health issues. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-296.)

DOE-201. TITLE I EVALUATION FILE:

07-018

This series is arranged alphabetically by school district and contains the school districts evaluations of the Title I program. Information may include: number of students, number of staff hired for Title I, yearly results of the program, and the types of service offered to the students. This record is used for federal reporting purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-220.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

RECORD **R.D.B.**
SERIES NO. **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**
NUMBER

DOE-202. DIRECTOR'S ADMINISTRATIVE REFERENCE FILES:

07-018

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-484.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Braille & Talking Books
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-203. APPLICATION FOR LIBRARY SERVICES:

07-018

This series is arranged alphabetically by last name and contains applications for service for the Blind and Physically Handicapped children and teens. Information on the application includes: applicants name, telephone number, address, date of birth, and gender, contact person, type of disability, signatures, dates, and school name, address, and telephone number. Information also may include: book order request, copy of purchase orders, transfer notice, notice of decease, and a change in the type of service. Federal Regulations require that the originals be maintained.

RETENTION: TRANSFERS: Retain until applicant has been transferred to another state, then transfer file to the appropriate state.

CANCELLED: Retain 3 years after patron has cancelled service or has become deceased, then destroy.

(Note: The previous record series number was DECA-548.)

DOE-204. BRAILLE & TALKING BOOKS ADMINISTRATIVE FILE:

07-018

This series is arranged chronologically and contains reference materials. Information may include: National Library Service (NLS), Federal Braille Productions, literacy conference, NLS convention, NLS conference, resource center notes and plans, newsletters, textbook studies, NLS consultant reports, budgets, literacy grant plan meeting, standards, correspondence, catalogs, repair manuals, Duxbury(Braille translating program), federal quota, conference material, copies of board meeting minutes, and committee meeting notes. This record series is used for reference when answering patron's questions.

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

(Note: The previous record series number was DECA-551.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Braille & Talking Books
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-205. BRaille & TALKING BOOKS INTERLIBRARY LOAN FILE:

07-018

This series contains a listing of books or materials loaned out through interlibrary loans. Information may include: library provider, name of person making the request, book title, where material is to be shipped, date received, and date sent. This record series is used for verification purposes.

RETENTION: Retain 6 months after book has been returned, then destroy.

(Note: The previous record series number was DECA-549.)

DOE-206. BRaille & TALKING BOOKS SUMMER READING PROGRAM FILE:

07-018

This series is arranged chronologically by year and contains summer reading program information for visually and physically handicapped children. Information may include: registration forms, certificates, awards, letters from the Governor, correspondence, participants, and written speeches. This record series is used for reference and administrative purposes.

RETENTION: STATS (participants, award winners, and Governor's letters): Retain 10 years, then destroy.

ALL OTHER INFORMATION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-553.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Braille & Talking Books
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-207. NATIONAL LIBRARY SERVICE INVENTORY RECORD:

07-018

This series is arranged chronologically by federal fiscal year and contains inventory records of machines for blind and physical handicapped from the National Library Service. Information may include: invoices, activity reports, machine audit reports, monthly reports, monthly machine transfer reports, repair tracking, obsolete and damaged reports, and supplies ordered. This record series is used for reference purposes and for federal audits of the equipment.

RETENTION: REPORTS: Retain 1 year in office, then destroy.

ALL OTHER INFORMATION: Retain until machine is no longer in existence, then destroy.

(Note: The previous record series number was DECA-550.)

DOE-208. STATISTICAL REPORTS:

07-018

This computer printout series is arranged chronologically by federal fiscal year, then by month and contains statistical reports. Information may include: total titles, total patrons, circulation by media, and equipment. This record series is used for reference and administrative (budget justification and federal reports) purposes.

RETENTION: Retain 2 years, then destroy provided federal reports have been submitted.

(Note: The previous record series number was DECA-552.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Information Services
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-209. EQUIPMENT FILE:

07-018

This series contains information regarding all equipment assigned to the agency. Information may include: equipment identification number, sign-out sheets for all equipment, and summaries of maintenance performed on the equipment. This record series is maintained to document usage, to justify the sale of old equipment, purchase of new equipment, and for audit 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 previous record series number was DECA-533.)

DOE-210. FEDERAL & STATE DEPOSITORY LIBRARY FILE:

07-018

This series is arranged by category and contains program files for documents to be removed from 13 different depositories. Information may include: correspondence, classification number, title, date, contracts, publications dealing with census, memos, joint statistical agreements, discard lists. This record series is maintained for reference purposes, to show the history of state depository program manuals, and federal and state publication.

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

(Note: The previous record series number was DECA-544.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Information Services
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-211. INTERLIBRARY LOAN FILE, GENERAL:

07-018

These reports contain a listing of all materials borrowed or copied for customers. Information may include: request number, how the request was generated and date generated, date request was received from lending library, date request was filled, library that filled the request, date request was returned to lending library, and name of requester. This record series is used for interlibrary loan record keeping and for copyright purposes.

RETENTION: Retain 3 years in office, then destroy the oldest report.

(Note: The previous record series number was DECA-540.)

DOE-212. INTERLIBRARY LOAN OCLC REQUEST FILE:

07-018

This series is arranged chronologically by state fiscal year and contains On-line Computer Library Center (OCLC) requests. Information may include: title, author, publication, other lenders, borrower's name, and shipping destination. This record series is maintained to comply with federal copy right laws.

RETENTION: Retain 3 years, then destroy.

(Note: The previous record series number was DECA-541.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT: Education
DIVISION: State Library
OFFICE: Information Services
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-213. INTERLIBRARY LOAN STATISTICS:

07-018

This series is arranged chronologically and contains interlibrary loan statistics. Information may include: interlibrary loan statistics, interlibrary lending statistics, circulation statistics, canceled reports, production reports, and acquisition statistics. This record series is used to compile annual reports, budget justification, and collection management purposes.

RETENTION: Retain 3 years, then destroy.

(Note: The previous record series number was DECA-537.)

DOE-214. MARCIVE ADMINISTRATION FILE:

07-018

This series is the United States Cataloging System. Information may include: profile, invoices, memos, and correspondence. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-539.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Education
DIVISION: State Library
OFFICE: Information Services
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-215. ON-LINE SEARCH LOG:

07-018

This computer printout series contains a list of on-line searches. Information may include: search topic, length of search, who the search was for, date of search, where the search was done, and cost of the search. This record series is used for reference to what was previously requested.

RETENTION: Retain 2 years, then destroy.

(Note: The previous record series number was DECA-542.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-216. ADMINISTRATIVE RULES PROMULGATION FILES:

07-018

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. These are also filed with the Code Counsel and Secretary of State. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: 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 this chapter.” There is no time frame included for these records. Since SDCL 1-26-6.8 provides that “No rule is enforceable in the Courts unless properly adopted,” the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper and destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: The previous record series number was DECA-485.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-217. ERIC FILE:

07-018

This series contains Educational Information Resource Center (ERIC) database information. Information may include: vendor for fiche, procedures for equipment, bulletins, notices, and correspondence. This record series is used for reference purposes.

RETENTION: Retain while database system is still in effect, then destroy.

(Note: The previous record series number was DECA-494.)

DOE-218. LIBRARY FILES:

07-018

This series is arranged alphabetically by library location, then by the library's name and contains a file for each library within the state. Information may include: correspondence, field reports, annual statistical reports, library clippings, recommendations, and follow up. This record series is used for reference purposes and for answering questions.

RETENTION: Retain for the life of the library.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-501.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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DEPARTMENT: Education
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OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-219. LIBRARY TRAINING INSTITUTE FILE:

07-018

This series contains library training information. Information may include: name of instructor, list of attendees, expenses, list of graduates, and description of what was taught. This record series is used for administrative and reference purposes.

RETENTION: Retain 8 years, then destroy.

(Note: The previous record series number was DECA-503.)

DOE-220. LSCA FILES:

07-018

This series is arranged chronologically by federal fiscal year and contains Library Services and Construction Act (LSCA) grant information. Information may include: grant requests, allotment tables, request forms, information memos, program memos, report forms, annual reports for the Title II grants, which includes a copy of grant applications, copy of award letters, pre and final application, invoices, inspection reports, correspondence, and newspaper clippings. This record series is used to compile sub-grants.

RETENTION: TITLE II: Retain current in office. Microfilm closed file and maintain film for 30 years. Destroy film 30 years after closed.

ALL OTHER INFORMATION: 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 previous record series number was DECA-504.)

STATE OF SOUTH DAKOTA
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DESTRUCTION SCHEDULE
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OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-221. REFERENCE FILE, TECHNICAL ASSISTANCE LIBRARIAN:

07-018

This series is arranged alphabetically by subject and contains the Technical Assistance Librarian reference material that deal with book orders and questions from other libraries. Information may include: dewey decimal, courier information, vendor files, evaluations, cataloging rules, Library of Congress classifications, Marcive project files, database information, South Dakota Library Network (SDLN) profile, bar coding information, conversions, automation of libraries, salary schedules, library standards, standing orders, samples, statistics, computer information, USMARC format, proposed changes, training manuals, trouble shooting, and classification information. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-516.)

DOE-222. SAILS FILE:

07-018

This series is arranged chronologically and contains Solo Artist in Libraries (SAILS) programs that artists have performed at different libraries in conjunction with the Art Council and the State Library. Information includes: application, final reports, grant award letters, and announcements. This record series is used for reference and administrative purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-519.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-223. SERIAL WORK FORMS:

07-018

This series is arranged numerically by OCLC number and contains the completed forms that have been entered on the OCLC computer system. Information may include: coding, source, type of publications, audience, dates, language, titles, author's name, publisher, and notes. This record series is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was DECA-518.)

DOE-224. STATE LIBRARY BOARD CORRESPONDENCE:

07-018

This series is arranged chronologically and contains both copies of letters and memorandums sent to the State Library Board and the originals of letters and memorandums received from the State Library Board. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to Archival screening prior to disposal.)

(Note: The previous record series number was DECA-522.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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DEPARTMENT: Education
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OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

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

DOE-225. STATE LIBRARY BOARD MEETING MINUTES:

07-018

This series is arranged chronologically by meeting date and contains the State Library Board Meeting Minutes. Information may include: date of the meeting, meeting minutes, agenda, topics discussed, actions taken, and handouts. This record series used for reference purposes and to document actions taken by the State Library Board.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-523.)

DOE-226. STATE LIBRARY HISTORY FILE:

07-018

This series is arranged chronologically and contains the history of the State Library. Information may include: photographs, newspaper articles, and the high and low points of the State Library. This record series is maintained for historical purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-524.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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DEPARTMENT: Education
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OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Doneen Sanders
RM CUSTOMER #: 0012

<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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DOE-227. TERMINATION LETTERS:

07-018

This series contains the names, bills, certified letters, and records of all patrons to whom the State Library services has been terminated due to overdue material, or unpaid bills. The termination letters are transferred to Risk Management for collection.

RETENTION: Retain until matter has been resolved, then destroy.

(Note: The previous record series number was DECA-526.)