



DEPARTMENT OF LABOR &  
REGULATION

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

**RECORDS MANAGEMENT PROGRAM**  
104 S Garfield Avenue  
c/o 500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: (605) 773-3589  
Fax: (605) 773-5955

## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: December 23, 2015

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 the agency has received authorization from the Records Destruction Board.

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

# PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Labor (department) consists of 49 pages and contains record series number(s) DOL-1 (consecutively re-numbered) through DOL-79.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Labor (department) record series numbers(s) LBR-001, LBR-002, LBR-004, LBR-005, LBR-123, LBR-006, LBR-124, LBR-007, LBR-008, LBR-011, LBR-012, LBR-014 thru LBR-017, LBR-019, LBR-020, LBR-022, LBR-023, LBR-025 thru LBR-028, LBR-032, LBR-034, LBR-036, LBR-038, LBR-041, LBR-044, LBR-046, LBR-039, LBR-047, LBR-048, LBR-050, LBR-052, LBR-051, LBR-062, LBR-063, COM-279 thru COM-281, COM-284, COM-286 thru COM-288, COM-290, COM-291, COM-293 thru COM-299, LBR-069, LBR-072, LBR-082 thru LBR-90, LBR-093 thru LBR-106, LBR-108 thru LBR-111, LBR-113 thru LBR-117, LBR-119, and LBR-120.

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

Pamela S. Roberts  
Pamela S. Roberts, Secretary of the Department of Labor

8-8-07  
Date

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

Dana Hoffer  
Dana Hoffer, State Records Manager

8/20/2007  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 22<sup>nd</sup> day of August, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Steve P. Lonerbach  
Signature, Chairman of the Board

8-22-07  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

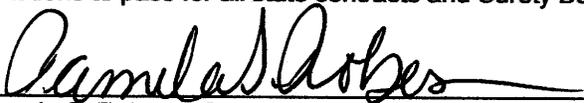
I, Pamela S. Roberts (name), acting in my position as the Secretary of the Department of Labor (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Labor (department) consists of 1 page and contains record series number(s) DOL-60.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Labor (department) record series numbers(s) N/A.

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

  
\_\_\_\_\_  
Pamela S. Roberts, Secretary of the Department of Labor

12-12-07  
Date

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

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

12/17/07  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 18<sup>th</sup> day of December, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

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

12-18-07  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Labor (department) consists of 2 pages and contains record series number(s) DOL-28.1 and DOL-29.1.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Labor (department) record series numbers(s) N/A.

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

  
Pamela S. Roberts, Secretary of the Department of Labor

11-12-10  
Date

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

  
Dana Hoffer, State Records Manager

12-14-2010  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15<sup>th</sup> day of December, 2010, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

  
Signature, Chairman of the Board

12/15/10  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Marcia Hultman (name), acting in my position as the Secretary of the Department of Labor and Regulation (title), requests that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02. The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Labor and Regulation (department) consists of 12 pages and contains record series number(s) DOL-2, DOL-3, DOL-6, DOL-7, DOL-8, DOL-11, DOL-12, DOL-12.1, DOL-13, DOL-21, DOL-24, DOL-22, and DOL-29.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Labor and Regulation (department) record series numbers(s) DOL-5, DOL-17, DOL-18, DOL-20, DOL-23, and DOL-28.1.

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

  
\_\_\_\_\_  
Marcia Hultman, Secretary of the Department of Labor and Regulation

11-10-15  
\_\_\_\_\_  
Date

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

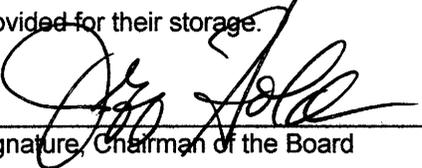
  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

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

\*\*\*\*\*

## DESTRUCTION AUTHORITY

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

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

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

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

<b>DEPARTMENT:</b>	<u>Labor and Regulation</u>
<b>DIVISION:</b>	<u>Secretariat</u>
<b>OFFICE:</b>	<u>Secretariat</u>
<b>PROGRAM:</b>	<u>Administration</u>
<b>RECORDS OFFICER:</b>	<u>Dawson Huber</u>
<b>RM CUSTOMER #:</b>	<u>0048</u>

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**DOL-1. ADMINISTRATIVE REFERENCE FILES:**

**07-031**

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: general correspondence, federal correspondence, personnel reports, budget, equipment, inventory, legislation, organization/association, property management information; reports; research materials, policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and any other related information. This record series is maintained for reference purposes.

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

**ALL OTHER INFORMATION:** 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: General Correspondence is subject to archival screening prior to disposal.)

(NOTE: Previous record series number was LBR-127.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Secretariat  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-2. APPEALS:**

**15-010**

This series contains convenience copies of appeals made, and decisions rendered by the Secretary of Labor. Information may include: appellant's name, date of appeal, date of review, date mailed, text of the review, and related correspondence. This record series is maintained in case the Secretary's decision is appealed within the allotted 30-day period.

**RETENTION:** Retain 45 days in office after last action, then destroy.

(NOTE: Previous record series number was LBR-003.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Secretariat  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-3. RECORDS MANAGEMENT FILE:**

**15-010**

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), inventory listings, 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.

**DOL-4. WORKER'S COMPENSATION ADVISORY COUNCIL:**

**07-031**

This series is arranged chronologically and contains minutes of meetings of the Worker's Compensation Advisory Council and annual reports. This record series is maintained for reference and documentation purposes.

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

(NOTE: Previous record series number was LBR-125.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Administrative Services  
PROGRAM: Administration/Fiscal  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 1210

<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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**DOL-6. BANK STATEMENTS:**

**15-010**

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: beginning balance, debits, credits, charges, and ending balance. This record series is used to reconcile accounts with bank balances, for reference, and for audit purposes.

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

(NOTE: Previous record series number was LBR-013.)

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

<b>DEPARTMENT:</b>	<u>Labor and Regulation</u>
<b>DIVISION:</b>	<u>Secretariat</u>
<b>OFFICE:</b>	<u>Administrative Services</u>
<b>PROGRAM:</b>	<u>Administration/Fiscal</u>
<b>RECORDS OFFICER:</b>	<u>Dawson Huber</u>
<b>RM CUSTOMER #:</b>	<u>1210</u>

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

**DOL-7. CONTRACTS:**

**15-010**

This series contains contracts made by the Department of Labor and Regulation. Information may include: terms and conditions, effective dates, costs, and funding sources. Contracts may include: maintenance, work-study, training, consultant, and service. This record series is maintained for reference, documentation, and formulating new contracts.

**RETENTION: PAPER:** Scan and retain current in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain in the Department's scanning system for 6 years after the completion of the contract, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor.)

(NOTE: Previous record series number was LBR-018.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Administrative Services  
PROGRAM: Administration/Fiscal  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 1210

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

**DOL-8. ELECTRONIC FUNDS TRANSFER/PROGRAM RECEIPTS:**

**15-010**

This series contains a copy of the documents sent to HHS on PMS to draw down funds for grants and contracts. Information may include: account number, PIN number, document number, amount requested, amount of funds on hand, and the amount of funds outstanding. This record series is used to request funds and to document the transfer of funds to the respective state programs.

**RETENTION:** PAPER: Scan weekly and retain paper for 6 months, then destroy provided scanned images have been verified to be accurate and complete.

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

(NOTE: Previous record series number was LBR-021.)

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretariat</u>
OFFICE:	<u>Administrative Services</u>
PROGRAM:	<u>Administration/Fiscal</u>
RECORDS OFFICER:	<u>Dawson Huber</u>
RM CUSTOMER #:	<u>1210</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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**DOL-9. JOB TRAINING PROGRAMS FINANCIAL RECORDS:**

**07-031**

This series contains the documentation necessary to administer the training programs. Information may include: pay records and time cards for training clients; check registers; control books; journals; and ledgers (date, transaction type, amount, and purpose). Entries made to the journals and ledgers provide information for the cost accounting system. This record series is maintained to document and monitor payments made from job training funds.

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

(NOTE: Previous record series number was LBR-024.)

**DOL-10. PRINCIPLE FINANCIAL GROUP RETIREMENT FILE:**

**07-031**

This series contains documentation concerning retirement and insurance programs for employees hired prior to July 1980. Information may include: a list of participants for each plan, the monthly payments made to each fund, the amounts paid by each participant, the net worth of funds, the payments made to retired employees, and a list of terminated participants. This record series is maintained to administer the program, and for reference concerning the various programs.

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

(NOTE: Previous record series number was LBR-029.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Administrative Services  
PROGRAM: Administration/Fiscal  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 1210

**RECORD** **R.D.B.**  
**SERIES NO.** **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**  
**NUMBER**

**DOL-11. PURCHASE ORDERS & REQUISITIONS:**

**15-010**

This series contains the agency-generated requisition, agency-generated purchase orders, and Office of Procurement Management-generated purchase orders compiled after receiving the agency's requisition form. Each order lists: item number, stock number, quantity, unit, description, unit price, and amount paid. Purchase orders create encumbrances against agency funds and will appear on the Daily Transaction Register and Transaction Progress Report when processing has been completed. This record series is maintained for audit purposes.

**RETENTION:** PAPER: Scan weekly and retain paper for 6 months, then destroy provided scanned images have been verified to be accurate and complete.

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

(NOTE: Previous record series number was LBR-030.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Administrative Services  
PROGRAM: Administration/Fiscal  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 1210

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

**DOL-12. RECEIPTS BOOKS:**

**15-010**

This series is arranged chronologically, and is used to document the receipt of money. Information may include: date issued, received of, address, amount, form of payment, purpose, and received by signature. The record series is used for audit purposes.

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

(NOTE: Previous record series number was LBR-031.)

**DOL-12.1. SURPLUS PROPERTY FILES:**

**15-010**

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

(Note: Surplus transfer documents are created and retained electronically.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Administrative Services  
PROGRAM: Administration/Fiscal  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 1210

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

**DOL-13. VOUCHERS:**

**15-010**

This series may contains: 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: DIRECT VOUCHERS:** Scan daily before sending the originals to the State Auditor's Office for processing.

**ALL OTHER VOUCHERS:** Scan weekly and retain paper for 6 months, then destroy provided scanned images have been verified to be accurate and complete.

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

(NOTE: Previous record series number was LBR-033.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-14. ADMINISTRATIVE REFERENCE FILE:**

**07-031**

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: personnel reports, budget, equipment, inventory, legislation, organization/association, and property management information; reports; grant applications; grant reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence, Work Investment Act (WIA) administrative files, and any other related information. This record series is maintained for reference purposes.

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

**ALL OTHER INFORMATION:** 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: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Adult Education  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0558

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

**DOL-15. AEFLA FISCAL DATA:**

**07-031**

This series contains outlines of Federal, State, and Local funds for Adult Education Family Literacy Act (AEFLA.) This record series is used to prepare financial reports which are sent to Washington D.C.

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

(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.)

**DOL-16. FIVE YEAR STATE PLAN:**

**07-031**

This series is arranged by State Plan and contains the Adult education Five Year State Plan. Information may include: target audience, objectives, activities, evaluation and design, sample competitive grant forms, criteria to approve competitive grant, memos, correspondence, copies of annual reports, and evaluation reports. This record series is used for reference purposes and for final federal reporting purposes.

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

(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.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Adult Education  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0558

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

**DOL-19. LOCAL PROGRAM FILE:**

**07-031**

This series is arranged alphabetically and contains local program information. Information may include: grant goals and objectives, approval letter, correspondence, and budget information. This record series is used for reference and administrative purposes.

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

(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.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Foreign Labor Certification  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-21. FOREIGN LABOR CERTIFICATION PROGRAM:**

**15-010**

This series contains copies of documentation used to certify the need to allow the immigration of individuals from a foreign country to fill vacancies in the United States. Information may include: requests for immigration, correspondence, verification of job advertisement, and statement of the outcome. The originals are sent to US Department of Labor for processing.

**RETENTION:** Retain 5 years in office from the date of final correspondence (i.e. certification letter), then destroy.

(NOTE: Previous record series number was LBR-035.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Migrant & Seasonal Work  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-24. MIGRANT & SEASONAL WORKER COMPLIANCE REPORTS:**

**15-010**

This quarterly aggregate report is mandated by the United States government to document the quality and quantity of services provided to migrant and seasonal workers. Information may include: number of referrals and a summary of the various other services offered. This record series is used for documentation purposes and for prevention of any possible discrimination.

**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: Previous record series number was LBR-043.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Monitor Advocate  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-25. COMPLAINT LOG:**

**07-031**

This series is arranged chronologically by date and contains copies of standard forms sent to the state monitor advocate in the Pierre Central Office. Information includes: type of complaint received and the response to each. This record series is maintained for federal and state Department of Labor reporting purposes.

**RETENTION:** Retain 1 year in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was LBR-092.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Public Information  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-26. MEDIA RELEASES:**

**07-031**

This series contain a record of all news releases written and released by the Department of Labor. This record series is kept for convenience of reference and documentation..

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

(NOTE: Previous record series number was LBR-009.)

**DOL-27. NEWSLETTERS:**

**07-031**

This series contains copies of newsletters that have been written for the Secretary of Labor. The Secretary in turn mails these letters out to the various press agents and selected public officials. They serve to convey information about such labor related issues as: unemployment, Career Center placements, unemployment insurance, and labor dispute negotiations.

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

(NOTE: Subject to archival screening prior to disposal.)

(NOTE: Previous record series number was LBR-010.)

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

DEPARTMENT: Labor and Regulation  
 DIVISION: Secretariat  
 OFFICE: Employment Services  
 PROGRAM: SNAP  
 RECORDS OFFICER: Dawson Huber  
 RM CUSTOMER #: 0558

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

**DOL-22. SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM (SNAP):**

**15-010**

This series is arranged alphabetically by client name and contains all the documentation of all clients in SNAP. Information may include: SNAP application, client characteristics form, social and economic data, program reviews, and exit interview forms. This record series is used to help determine eligibility of the clients as well as track their progress in the program.

**RETENTION:** Retain current client files in office. Transfer closed files to storage for 6 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: Previous record series number was LBR-042.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: TANF  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-28. TANF CLIENT FILES:**

**07-031**

This series is arranged alphabetically by client name and contains all the documentation of all clients in the Temporary Assistance for Needy Families (TANF) program. Information may include: TANF application, client characteristics form, social and economic data, program reviews, and exit interview forms. This record series is used to help determine eligibility of the clients as well as track their progress in the program.

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

(NOTE: Previous record series number was LBR-126.)

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

**DEPARTMENT:** Labor and Regulation  
**DIVISION:** Secretariat  
**OFFICE:** Employment Services  
**PROGRAM:** Workforce Training  
**RECORDS OFFICER:** Dawson Huber  
**RM CUSTOMER #:** 0558

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

**DOL-29. CLIENT CHARACTERISTIC BY WIA/WIOA PROGRAM:**

**15-010**

This series consists of copies of monthly computer reports arranged by program activities such as: WIA program, and Title 1-9, 10, 14, and 16. Information may include: client characteristics, number of clients seeking employment, number hired, type of employment, age, sex, and income. This record series is maintained for administrative and audit purposes.

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

(NOTE: Previous record series number was LBR-049.)

**DOL-29.1. NATIONAL CAREER READINESS CERTIFICATE (NCRC)  
AND KEY TRAIN:**

**10-009**

This series is arranged alphabetically subject title and contains information used in the administration of the NCRC. Information may include: reports, grant applications, research materials, policies and procedures, reference manuals, mailing lists, general correspondence, and administrative file. This record series is maintained 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.

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Workforce Training  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0558

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

**DOL-30. REPORTS, CAREER CENTER OFFICES/ON-SITE:**

**07-031**

This series contains copies of completed on-site reviews performed at various Career Center offices for various programs. A copy is sent to the respective Career Center offices by the monitor/review team. Information may include: the office name, number of employees in the office, number of clients served by the office during the period, and the various types of services provided to the client. The monitor/review team uses past reports to verify whether or not discrepancies have been corrected.

**RETENTION:** Retain current in office, then destroy.

(NOTE: Previous record series number was LBR-048.)

**DOL-31. REVIEW FILE WIA CLIENT:**

**07-031**

This series contains federally mandated review of a random sampling of clients who participate in the WIA program. The internal auditor interviews WIA clients to determine the accuracy of information contained in WIA Client Files. Information may include: name, social security number, identification number, eligibility criteria, comments, and personnel notes. This record series is maintained by a local office.

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

(NOTE: Previous record series number was LBR-053.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Workforce Training  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0558

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

**DOL-32. REVIEW FILES, PROGRAMS:**

**07-031**

This series includes a summary of on-site reviews of the various offices. Information may include: various performance indicators, deficiencies, recommendations, and staff questionnaires.

**RETENTION:** Retain current in office, then destroy.

(NOTE: Previous record series number was LBR-054.)

**DOL-33. WORKFORCE DEVELOPMENT COUNCIL MEETINGS:**

**07-031**

This series is arranged chronologically by meeting date and contains the Workforce Development Council Meeting Minutes. Information may include: date of meeting; members present; topics discussed; action taken; authorized signatures; operation, budgetary, and descriptive information; and proposals distributed to the members. This record series is maintained to ensure the management of the WIA program, for reference concerning actions taken, for reporting, and for audit purposes.

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

(NOTE: Previous record series number was LBR-122.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Workforce Training  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0558

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

**DOL-34. WORKFORCE INVESTMENT ACT CLIENT FILES:**

**07-031**

This series contains the documentation of all clients in the WIA Program. Information may include: application forms, client characteristic forms, social and economic data, classroom training requests, job related requests, and exit interview forms. This record series is used to determine eligibility of the clients as well as tracking their progress in the various programs.

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

(NOTE: Previous record series number was LBR-040.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Secretariat  
OFFICE: Employment Services  
PROGRAM: Work Opportunity (WOTC)  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-35. WORK OPPORTUNITY TAX CREDIT FILES:**

**07-031**

This series contains workforce job tax credit forms and tax credit certifications. The information is furnished by the respective employers who are applying to the Internal Revenue Service for a tax credit. The employer lists: the name of the business, address, type of business, and characteristics of the employee(s).

**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: Previous record series number was LBR-045.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Field Operations  
OFFICE: Field Operations  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0047

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

**DOL-36. ADMINISTRATIVE REFERENCE FILE:**

**07-031**

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: personnel reports, budget, equipment, inventory, legislation, organization/association, and property management information; 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: Labor and Regulation  
 DIVISION: Field Operations  
 OFFICE: Field Operations  
 PROGRAM: Career Center Field Operations  
 RECORDS OFFICER: Dawson Huber  
 RM CUSTOMER #: 0048

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

**DOL-37. CLIENT FILES, WIA, TANF, FOOD STAMPS, JOB CORPS:**

**07-031**

This series is arranged alphabetically by client name and contains information relating to each type of program the clients have participated in. Information may include: client name, mailing address, training eligibility and status form, program participation application, employment development plan, release of information and privacy act agreement, program data sheets, placement information, enrollment reports, and departure reports. This record series is used to document participation in each of the various programs offered by Career Center, and for performance statistics.

**RETENTION:** For TANF and Food Stamp Files: Retain current in office. Transfer closed to storage for 6 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

For All Other Files: Retain 1 year in office, transfer closed files to storage for 3 years. Destroy after closed 4 years.

(NOTE: Previous record series number was LBR-091.)

**DOL-38. SOUTH DAKOTA WORKS:**

**07-031**

This computer system tracks employer contact information, job orders, and job seeker applications; matches job seekers to employer job orders; and tracks Department of Labor program participants.

**RETENTION:** Retain contact information current. Maintain work application and job order for 1 year. Retain source data supporting counts for 2 years after the report due date.

(NOTE: Previous record series number was LBR-128.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Field Operations  
OFFICE: Field Operations  
PROGRAM: Career Center Field Operations  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0048

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

**DOL-39. WORK OPPORTUNITY TAX CREDIT PROGRAMS FILE:**

**07-031**

This series contains conditional certification by Career Center offices regarding employers who are applying to the Internal Revenue Service for a tax credit. The employer lists: the name of the business and characteristics of the employee(s).

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

(NOTE: Previous record series number was LBR-107.)

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

<b>DEPARTMENT:</b>	<u>Labor and Regulation</u>
<b>DIVISION:</b>	<u>Field Operations</u>
<b>OFFICE:</b>	<u>Field Operations</u>
<b>PROGRAM:</b>	<u>Unemployment Insurance</u>
<b>RECORDS OFFICER:</b>	<u>Dawson Huber</u>
<b>RM CUSTOMER #:</b>	<u>0049</u>

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**DOL-40. CLAIMS RECORD CARDS, INTRASTATE:**

**07-031**

This series is arranged numerically by claim number and contains a carbon copy of the New Claim for Benefits form. Information on this form includes: name, social security number, age, address, personal data, and employment history. Other forms which may be attached to this include: Notice of Monetary Benefit Determination, Determination Notice, Report of Work Seeking Activities, Claimant's Statement of Availability, Supplemental Report on Claimant, Notice of Claim, Eligibility Review, Request for Transfer of Wages, Request for Determination of Approved Training, Claimant's Affidavit of Wages and/or Reason for Separation, Medical Statement of Ability to Work, Request for Wage and Separation Information, and other required forms. The series documents the process necessary to initiate unemployment benefits for South Dakota Residents.

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

(NOTE: Previous record series number was LBR-112.)

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

DEPARTMENT: Labor and Regulation  
 DIVISION: Field Operations  
 OFFICE: Field Operations  
 PROGRAM: Unemployment Insurance  
 RECORDS OFFICER: Dawson Huber  
 RM CUSTOMER #: 0049

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

**DOL-41. PRE-MONETARY DETERMINATIONS (205 PMD):**

**07-031**

This series is arranged alphabetically by name and includes the working papers used to determine qualifications of individuals for unemployment insurance benefits. Information includes: applicant's name, social security number, address, and figures used to determine qualification status. This record series is maintained to reference future inquiries from the same person.

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

(NOTE: Previous record series number was LBR-118.)

**DOL-42. WORKLOAD TALLY REPORTS:**

**07-031**

This series contains both the original daily workload tally sheets, and a copy of the monthly workload tally sheets. Information may include: workload item, type of claim, and status. The daily tally sheets are used to formulate the monthly tally sheets, which are then sent to the Unemployment Insurance Section in Aberdeen for reporting purposes. A copy is maintained in the office for reference purposes and to ensure receipt of the original by the Deputy Secretary's Division in Aberdeen.

**RETENTION:** Retain 1 year in office, then destroy.

(NOTE: Previous record series number was LBR-121.)

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Labor and Regulation  
 DIVISION: Labor & Management  
 OFFICE: Labor & Management  
 PROGRAM: Administration  
 RECORDS OFFICER: Dawson Huber  
 RM CUSTOMER #: 0047

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

**DOL-43. ADMINISTRATIVE REFERENCE FILE:**

**07-031**

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: personnel reports, budget, equipment, inventory, legislation, organization/association, and property management information; 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.)

**DOL-44. ADMINISTRATIVE RULE PROMULGATION FILES:**

**07-031**

This series contains notices of public hearings, affidavits of publication of notice, written comments from the public, and transcripts from the hearings. Files have little reference activity once their 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 current in office, then destroy superseded or obsolete.

(Note: SDCL 11-26-7 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.)

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Labor and Regulation  
 DIVISION: Labor & Management  
 OFFICE: Labor & Management  
 PROGRAM: Administration  
 RECORDS OFFICER: Dawson Huber  
 RM CUSTOMER #: 0047

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

**DOL-45. CASE MANAGEMENT PLAN FILES:**

**07-031**

This series contains applications filed by case management plans for status as certified plans, and documentation certifying insurer's compliance with the case management law. Information may include: application, correspondence, annual activity reports, plan certificate, and case management compliance certificates. This record series is maintained for administrative purposes.

**RETENTION:** Retain application 5 years in office, then destroy. Retain all other documents 1 year, then destroy.

**DOL-46. ELECTIONS, UNION FILES:**

**07-031**

This series documents the elections held to ratify union charters. Information may include: petition for election, election results, and certification by Labor and Management. This record series is maintained to document the supervision of the elections.

**RETENTION:** Retain 1 year in office, then destroy.

(NOTE: Previous record series number was LBR-055.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0047

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

**DOL-47. EMPLOYER HISTORY, WORKERS' COMPENSATION:**

**07-031**

This series is maintained by FEIN number or name and contains the employer history database. Information may include: employer name, Doing Business As (DBA) name, address, telephone number, and insurance history. This record series is maintained for reference to insurance at risk for dated injury.

**RETENTION:** Retain database current.

(NOTE: Previous record series number was LBR-056.)

**DOL-48. EXTRA-TERRITORIAL FILES, WORKERS' COMPENSATION:**

**07-031**

This series contains documents filed by out-of-state businesses who are requesting approval to operate temporarily in South Dakota. Information may include: name, address, policy number, notification of intent to operate in South Dakota, signatures, and proof of insurance. This record series is maintained as required by State Law requiring businesses show proof that they carry employee insurance.

**RETENTION:** Retain 1 year in office, then destroy.

(NOTE: Previous record series number was LBR-057.)

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DEPARTMENT: Labor and Regulation  
 DIVISION: Labor & Management  
 OFFICE: Labor & Management  
 PROGRAM: Administration  
 RECORDS OFFICER: Dawson Huber  
 RM CUSTOMER #: 0047

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

**DOL-49. GRIEVANCES, STATEWIDE:**

**07-031**

This series contains grievances hearing files. Information may include: the grievance form, hearing transcript, decision, findings of fact, and order. This record series is maintained by the Director of Labor and Management and is used in the hearing and arbitration of disputes between employers and employees.

**RETENTION:** Retain 1 year in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was LBR-058.)

**DOL-50. HEARING FILE, WORKERS' COMPENSATION:**

**07-031**

This series contains the workers' compensation hearing files. Information may include: the claim, hearing file, complaint, transcripts, decisions, findings of fact, and orders. This record series is maintained to document the hearings and dispositions of disputed workers' compensation claims.

**RETENTION: BENEFITS AWARDED:** Microfilm closed files and maintain film for 80 years. Destroy microfilm 80 years after closure provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**NO BENEFITS AWARDED:** Retain current in office. Destroy closed files provided the appeal period has expired.

(NOTE: Previous record series number was LBR-059.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0047

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**DOL-51. IMPASSE, SCHOOL:**

**07-031**

This series contains the documentation of informal hearings held to resolve labor disagreements between school boards and teachers. Information may include: requests for conciliate, background materials, and fact-finding recommendations. This record series is maintained for administrative purposes.

**RETENTION:** Retain 1 year in office, then destroy.

(NOTE: Previous record series number was LBR-060.)

**DOL-52. INDEPENDENT CONTRACTOR VERIFICATION  
APPLICATIONS, WORKERS' COMPENSATION:**

**07-031**

This series is arranged chronologically and contains applications filed by owner-operators for verification of independent contractor status. Information may include but is not limited to: certificate, application, and correspondence. This record series is maintained for administrative purposes.

**RETENTION:** Retain 3 months in office, then microfilm. Maintain film for 4 years 9 months, then destroy. Destroy after 5 years.

(NOTE: Previous record series number was LBR-061.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0047

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

**DOL-53. SELF-INSURER FILE, WORKERS' COMPENSATION:**

**07-031**

This series documents employers who have been approved to be their own insurance company. Information may include: proof of solvency, financial summary, and request for exemption. Approvals must be reviewed and renewed annually by the Division of Labor and Management.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 9 years. Destroy after 10 years.

(NOTE: Previous record series number was LBR-064.)

**DOL-54. UNFAIR LABOR PRACTICE FILES:**

**07-031**

This series contains records as a result of employers and employees who feel that unfair labor practices have occurred. Information includes complaints.

**RETENTION:** Retain 1 year in office, then destroy.

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RECORDS RETENTION &  
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DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0047

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

**DOL-55. UNFAIR LABOR PRACTICES HEARING FILE:**

**07-031**

This series is maintained by the Director of Labor and Management and is used in the hearing and arbitration of disputes between employers and employees. Information may include: petition for hearing on unfair labor practice, hearing transcript, decision, findings of fact, and order.

**RETENTION:** Retain 1 year in office, then destroy provided appeal time has expired and no pending litigation.

(NOTE: Previous record series number was LBR-065.)

**DOL-56. WAGE CLAIMS FILES:**

**07-031**

This series contains the records initiated as a result of employees who feel they have been unfairly compensated for their work. Information may include: wage claims, responses from employers, investigation, and civil court documents.

**RETENTION:** Retain active in office. Destroy 2 years after superseded or obsolete.

(NOTE: Previous record series number was LBR-066.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0047

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

**DOL-57. WORKERS' COMPENSATION CLAIMS:**

**07-031**

This series contains the workers' compensation claims. Information may include: claim, medical reports, agreement to pay two-thirds of the injurer's salary, and related correspondence. This record series is maintained to keep track of all medical expenses and disability benefits paid to private sector employees for injuries sustained while on the job.

**RETENTION:** PAPER: Scan upon receipt and maintain 1 year in office, then destroy provided the scanned document has been verified.

ELECTRONIC IMAGE: Convert to microfilm as volume warrants and maintain film and images for 80 years, then destroy.

(NOTE: Previous record series number was LBR-067.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Human Rights  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0281

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

**DOL-58. ADMINISTRATIVE REFERENCE FILE:**

**07-031**

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: personnel reports, budget, equipment, inventory, legislation, organization/association, and property management information; reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence, federal correspondence, and any other related information. This record series is maintained for reference purposes.

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

ALL OTHER INFORMATION: 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: Previous record series number was COM-277.)

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

DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Human Rights  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0281

<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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**DOL-59. ADMINISTRATIVE RULE PROMULGATION FILES:**

**07-031**

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. 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. )

(NOTE: Previous record series number was COM-278.)

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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AUTHORIZATION FORM  
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DEPARTMENT: Labor and Regulation  
DIVISION: Labor & Management  
OFFICE: Labor & Management  
PROGRAM: Human Rights  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0281

<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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**DOL-60. CASE FILES:**

**07-071**

This series may involve human rights or discrimination charges. A file is maintained on each complaint documenting the subsequent case proceedings. Information may include: a copy of the complaint, deferral action with the Federal Government (if any), a copy of the investigation report, a copy of the final closure action, and any investigation notes or materials.

**RETENTION:** Retain 18 months in office after there has been a final action by the Department of Labor, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was COM-282.)

**DOL-61. CASE REVIEWS:**

**07-031**

This series is maintained to summarize the "Case Files." Files are maintained for quick reference purposes and contain: case number, name and address of person filing complaint, action taken by the division, action taken by the federal government (if any), and the final resolution of the case. This series may be used for both trend analysis and determination of precedents for future cases.

**RETENTION:** Retain 8 years in office, then destroy provided no further legal action is anticipated.

(NOTE: Previous record series number was COM-283.)

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

**DEPARTMENT:** Labor and Regulation  
**DIVISION:** Labor & Management  
**OFFICE:** Labor & Management  
**PROGRAM:** Human Rights  
**RECORDS OFFICER:** Dawson Huber  
**RM CUSTOMER #:** 0281

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

**DOL-62. CONTRACT FILE:**

**07-031**

This series contains both copies and originals of contracts and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

**RETENTION:** Retain current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

Retain copies current in office. Destroy terminated.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor.)

(NOTE: Previous record series number was COM-285.)

**DOL-63. E.E.O.C. REFERENCE FILES:**

**07-031**

This series is maintained for convenience of reference for agency employees. The file documents dealings with the regional office of the Equal Employment Opportunity Commission (E.E.O.C.). Information may include: correspondence, memorandums, E.E.O.C. policy changes, copies of contracts with the E.E.O.C., directives, program guides, charge transmittals, monthly reports, and work sharing agreements with the E.E.O.C.

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

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

(NOTE: Previous record series number was COM-289.)

STATE OF SOUTH DAKOTA  
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OFFICE: Labor & Management  
PROGRAM: Human Rights  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0281

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		<b><u>NUMBER</u></b>

**DOL-64. MEETING MINUTES, COMMISSION ON HUMAN RIGHTS:**

**07-031**

These original meeting minutes document the meetings held by the Commission on Human Rights. Information may include: date, those present at the meeting, meeting information, and signatures. This series is used for occasional reference and documentation.

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

(NOTE: Previous record series number was COM-292.)

STATE OF SOUTH DAKOTA  
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AUTHORIZATION FORM  
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DEPARTMENT: Labor and Regulation  
DIVISION: Unemployment Insurance  
OFFICE: Unemployment Insurance Srves  
PROGRAM: Administration  
RECORDS OFFICER: Dawson Huber  
RM CUSTOMER #: 0049

<b>RECORD</b>		<b>R.D.B.</b>
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		<b><u>NUMBER</u></b>

**DOL-65. ADMINISTRATIVE REFERENCE FILE:**

**07-031**

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: personnel reports, budget, equipment, inventory, legislation, organization/association, and property management information; 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.)

**DOL-66. ADMINISTRATION RULE PROMULGATION FILES:**

**07-031**

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

**RETENTION:** Retain in office for as long as rules remain in effect, then destroy.

(NOTE: SDCL 11-26-7 states in part, that "Each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame for these.)

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**DOL-67. APPEAL CASE FILES:**

**07-031**

This series contains the documentation of all unemployment claim applications, which were appealed by either the employer or the claimant. Information may include: notice of appeal, scheduled date of hearing, a transcript of the testimony from the hearing, and the final decision. This series is maintained for documentation and proof that the rights of all parties involved have been protected.

**RETENTION:** Retain in office for 3 years after last action, then destroy.

(NOTE: Previous record series number was LBR-068.)

**DOL-68. BENEFIT CHECKS, CANCELLED:**

**07-031**

This series contains the actual cancelled benefit checks, which were issued to the clients. Information may include: issue date, week-ending date, client's social security number, check number, amount of check, client's name, client's address, authorized signature, endorsement signature, and paid date. This series of cancelled checks are used as proof of payment.

**RETENTION:** Retain 1 year, then microfilm and maintain film for 9 years. Destroy after 10 years.

(NOTE: Previous record series number was LBR-070.)

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**DOL-69. BENEFIT STATEMENT OF CHARGES REPORT:**

**07-031**

This computer printout is run quarterly to provide each participating corporation with a statement of unemployment benefits paid from their account. Information may include: recipient's name, social security number, amount paid, and total cumulative charges.

**RETENTION:** Retain 1 year, then microfilm and maintain for 4 years in office. Destroy after 5 years.

(NOTE: Consider receiving on computer output microfiche (COM) instead of paper and maintaining fiche in office the entire 5 years prior to disposal.)

(NOTE: Previous record series number was LBR-071.)

**DOL-70. CLAIM RECORD CARDS, INTERSTATE:**

**07-031**

This series is arranged chronologically by social security number, and contains the carbon copy of the "Interstate Claim." Information may include: name, address, social security number, sex, date of birth, occupation, D.O.T. code, and employment information. Other forms which may be attached include: Request for Claim Status Information, Interstate Eligibility Review, Separation Fact Finding Sheet, Continued Interstate Claim, Fact Finding Report, Interstate Tracer, Notice of Interstate Appeal, Report of Work Seeking Activities, Interstate Claim Form IB-2, Interstate request for Reconsideration of Monetary Determination, and other required forms. This series documents the process to initiate unemployment benefits for non-residents who apply in South Dakota.

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

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**DOL-71. EDIT PRINTOUTS:**

**07-031**

This bi-weekly computer report is generated prior to the printing of benefit checks. Information may include: client's name, social security number, and edit code. This series is used to safeguard and insure that checks will be made out only to authorized individuals in the proper amounts.

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

(NOTE: Previous record series number was LBR-073.)

**DOL-72. EMPLOYER FILE:**

**07-031**

This series contains documentation of all employers in South Dakota who are required to participate in the Unemployment Insurance Program. Information may include: employer's name, address, registration reports for unemployment tax collections, quarterly reports of the amount of tax paid into the fund, audits reports performed by field representatives on businesses operating in South Dakota, wage reports, and related correspondence. Some of this information is summarized in the "Employer History System."

**RETENTION:** Retain 1 years in office, then transfer to storage for 4 years. Destroy 5 years after date of last payroll.

(NOTE: Previous record series number was LBR-074.)

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**DOL-73. EMPLOYER HISTORY SYSTEM:**

**07-031**

This on-line computer system is used to record unemployment insurance transactions of all South Dakota employers required to participate in the Unemployment Insurance Program. Information may include: the employer's name, address, unemployment taxation rates, total quarterly wages paid, amounts of unemployment insurance taxation paid into the account, and amounts of unemployment benefits paid out of the account. The system can be used to generate information such as: unemployment benefits paid by quarter(s) and by year(s), unemployment taxes paid by quarter(s) and by year(s), total wages paid by quarter (s) and by year(s), and account balances by quarter(s) and by year(s). This information is obtained from quarterly employer reports which are filed in the "Employer File" after encoding, and from approved unemployment insurance applications.

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

(NOTE: Previous record series number was LBR-075.)

**DOL-74. FIELD REPRESENTATIVES' DAILY FORM:**

**07-031**

This series contains cover sheets for all daily transactions that the field representatives send in. Information may include: the field representative's name, district number, name of the contact, assignment number, name of employer, comments concerning the contact, itinerary for the following week, and field representative's initials. This record series serves as a management tool used for performance evaluations.

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

(NOTE: Previous record series number was LBR-076.)

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**DOL-75. FIELD SERVICE ASSIGNMENT RECORD:**

**07-031**

This database series contains a record of all the work assigned to tax auditors. Information may include: the employer the auditor needs to contact, the date of the assignment, and the date the assignment is closed. The assignments require contact with employers for various unemployment insurance purposes such as audits or delinquent tax collections. This series is used to monitor the status of assignments and for performance evaluations.

**RETENTION:** Retain current in computer system file. Delete 1 calendar year after superseded or obsolete.

(NOTE: Previous record series number was LBR-077.)

**DOL-76. OVERPAYMENT FILES:**

**07-031**

This series contains the unemployment insurance claims file as well as documentation used to determine, issue, and recover overpayments. Information may include: criminal action information and civil action information, as appropriate.

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

Retain unless written off. If written off, destroy in accordance to SDCL 61-6-23.2.

(NOTE: Previous record series number was LBR-078.)

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**DOL-77. UNEMPLOYMENT INSURANCE CLAIMS FILE:**

**07-031**

This series contains the documentation used to initiate unemployment insurance for individuals. Information may include: application for insurance, contract forms, monetary determination form, request for additional information, hearing files for arbitrated cases, and termination notices for those who exit the program. This series is used to administer unemployment benefits and to have a complete record of all claims submitted.

**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: Previous record series number was LBR-079.)

**DOL-78. WARRANT REGISTER PRINTOUT:**

**07-031**

This computer report series is generated monthly to provide a listing of all unemployment benefit warrants issued. Information may include: payee name, social security number, amount of check, week-ending date, warrant issue date, and warrant number. This series is used as proof of warrants issued to recipients, to detect any inaccuracies, and for audit 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: Previous record series number was LBR-080.)

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**DOL-79. WEEKS CLAIMED FILES (F-218):**

**07-031**

This series contains weekly source documents which persons receiving unemployment compensation must file before receiving their unemployment check. Information may include: recipient name, week ending date, social security number, address, name of employers recipient contacted for possible employment, and a list of any work that the recipient might have done during that week. This record series is used to determine eligibility for benefits that week.

**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: Previous record series number was LBR-081.)