



BOARD OF  
NURSING FACILITY  
ADMINISTRATORS

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 that the agency has received authorization from the Records Destruction Board.

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

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Kim Malsam-Rysdon (name), acting in my position as Secretary of the Department of Health (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 Board of Nursing Facility Administrators (department) consists of 15 pages and contains record series number(s) NFA-1 (consecutively re-numbered) through NFA-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 Board of Nursing Facility Administrators (department) record series numbers(s) NFA-6 and NFA-14.

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.

Kim Malsam-Rysdon  
Kim Malsam-Rysdon, Secretary of the Department of Health

11/9/15  
Date

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

Dana Hoffer  
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]  
Signature, Chairman of the Board

12-16-15  
Date

## South Dakota Codified Laws:

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

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

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

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

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

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

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

### Definitions:

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

**Obsolete:** No longer in use.

# TABLE OF CONTENTS

## Board of Nursing Facility Administrators:

NFA-1.	ADMINISTRATIVE REFERENCE FILES: .....	1
NFA-2.	ADMINISTRATIVE RULES PROMULGATION FILES:.....	2
NFA-3.	ANNUAL REPORTS:.....	3
NFA-4.	APPLICATION FILES: .....	3
NFA-5.	APPLICATIONS, INCOMPLETE/NON-APPROVED:.....	3
NFA-6.	ASSOCIATION AND ORGANIZATION FILES: .....	4
NFA-7.	AUDIT REPORTS: .....	4
NFA-8.	BOARD MEETING FILES: .....	5
NFA-9.	BOARD MEMBER FILES: .....	5
NFA-10.	BOARD OF NURSING FACILITY ADMINISTRATORS DATABASE RECORDS: .....	6
NFA-11.	COMPLAINT FILES: .....	6
NFA-12.	CONTINUING EDUCATION CREDIT AUDITS: .....	7
NFA-13.	CONTINUING EDUCATION PROGRAM RECORDS: .....	7
NFA-14.	CONTRACTS, LEASES, AND AGREEMENTS: .....	8
NFA-15.	CORRESPONDENCE, GENERAL: .....	8
NFA-16.	DEPOSITS: .....	8
NFA-17.	ELECTRONIC COMMUNICATION RECORDS: .....	9
NFA-18.	EMERGENCY PERMIT FILES:.....	9
NFA-19.	EXAMINATION FILES: .....	10
NFA-20.	EXPENSE FILES:.....	10
NFA-21.	FINANCIAL STATEMENTS:.....	11
NFA-22.	JOB TICKETS, CENTRAL DUPLICATING: .....	11
NFA-23.	LICENSE FILES, NURSING FACILITY ADMINISTRATORS: .....	12
NFA-24.	OPEN RECORDS REQUESTS:.....	12
NFA-25.	MINUTES, BOARD OF NURSING FACILITY ADMINISTRATORS:.	13
NFA-26.	RECORDS MANAGEMENT FILES: .....	13
NFA-27.	SOUTH DAKOTA FINANCIAL SYSTEM REPORTS: .....	14
NFA-28.	SURPLUS PROPERTY FILES: .....	15
NFA-29.	VOUCHERS: .....	15

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-1. ADMINISTRATIVE REFERENCE FILES:**

**15-009**

This series contains information used in the daily administration of the Board. Information may include, but is not limited to: equipment, inventory, mailing lists, monthly reports, research materials, reference manuals, rules and regulations, property management information, logs, and other related information. This record series is maintained for reference purposes.

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

(Note: Review 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: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-2. ADMINISTRATIVE RULES PROMULGATION FILES:**

**15-009**

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

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

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided that "No rule is enforceable in the courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26a-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-3. ANNUAL REPORTS:**

**15-009**

This series is arranged chronologically and contains the originals of all annual reports written by the Board to summarize their activities for the previous year. Information may include: number of licenses issued, number of inspections conducted (if applicable), number of violations noted, man hours, time reports, and other related information. A copy of this report is filed annually with the Department of Health. This record series is used for reference to compare activities from year to year.

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

**NFA-4. APPLICATION FILES:**

**15-009**

This series is arranged alphabetically and documents individuals applying for licensure, inactive licensure, reactive licensure, temporary permit, or licensure by reciprocity. Information may include: application, verification of education, official transcripts, and verification of licensure in another state. This record series is used to determine eligibility for licensure.

**RETENTION:** Transfer approved applications to respective "License Files, Nursing Facility Administrators".

**NFA-5. APPLICATIONS, INCOMPLETE/NON-APPROVED:**

**15-009**

This series is arranged alphabetically and contains applications that are incomplete or otherwise not approved for license. Information may include: an application, transcripts, and verification of licensure in another state. This record series is maintained to document application work in progress pending Board action.

**RETENTION:** Retain 1 year in office from the date of initial application, then destroy.

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

DEPARTMENT: Health  
 DIVISION: Boards  
 OFFICE: Nursing Facility Administrators  
 PROGRAM:  
 RECORDS OFFICER: Kari Williams  
 RM CUSTOMER #: 1194

<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>

**NFA-6.     ASSOCIATION AND ORGANIZATION FILES:**

**15-009**

This series is arranged chronologically and contains current correspondence and newsletters from professional associations and/or organizations to which the Board of Nursing Facility Administrators belongs. Information may include: minutes of association meetings, conference agendas, expense reports, participants names, and other state nursing facility legislation. This record series is used for reference purposes concerning ideas and policies suggested and used by these associations.

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

**NFA-7.     AUDIT REPORTS:**

**15-009**

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information may include: cover letters, statement of assets, revenues and expenditures, change of fund cash balances, and observations and recommendations. This record series is maintained for identifying problem areas and discrepancies so that corrective measures may be implemented.

**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: Legislative Audit maintains the reports permanently.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-8.     BOARD MEETING FILES:**

**15-009**

This series is arranged chronologically by meeting date and may contain handout material and agenda items to be discussed at the next Board meeting. Information may include: date, time and location of the meeting, items under old business, items under new business, financial information, handouts, and any licensure related issues. This record series is used to determine the course of the board meetings.

**RETENTION:** Retain current in office. Destroy superseded or obsolete once the meeting minutes have been approved.

**NFA-9.     BOARD MEMBER FILES:**

**15-009**

This series is arranged alphabetically and contains information regarding individual Board members. Information may include: letters of appointment, terms, expiration dates, payroll information, rosters, and correspondence. This record series is maintained to document member appointments to the Board of Nursing Facility Administrators and any related information pertaining to each.

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-10. BOARD OF NURSING FACILITY ADMINISTRATORS  
DATABASE RECORDS:**

**15-009**

This computer licensure system is arranged numerically by license number and contains the actual license information for each licensee or certificate holder under the jurisdiction of the South Dakota Board of Nursing Facility Administrators. These records are stored on the Board's licensure computer system. Information may include: name, address, date of birth, social security number, license number, licensure status, education, and exam information. This record series is maintained for verification and licensure purposes.

**RETENTION:** Retain 50 years after license expiration or inactivation, then delete.

**NFA-11. COMPLAINT FILES:**

**15-009**

This series contains all related correspondence received from either the general public or initiated by the Board of Nursing Facility Administrators concerning problems which have occurred with licensed or non-licensed nursing facility administrators. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, National Practitioner Data Bank (NPDB) reports, and related materials. This record series is used by the Board to determine if a complaint is substantiated and if so, to take corrective action.

**RETENTION:** LICENSED: Retain until case closed, then transfer to the respective "License Files, Nursing Facility Administrators".

NON-LICENSED: Retain 4 years, then destroy.

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-12. CONTINUING EDUCATION CREDIT AUDITS:**

**15-009**

This series is arranged chronologically and contains random audits of continuing education credits received by nursing facility administrators. Information may include: date of audit, name, findings of fact, and education verifications. This record series is used to verify that nursing facility administrators received the education stated on their renewal applications.

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

**NFA-13. CONTINUING EDUCATION PROGRAM RECORDS:**

**15-009**

This series is arranged numerically by date, which is approved annually to offer continuing education courses in nursing facility administration. Information may include: school or seminar name, course information, sample of text or handouts, correspondence, course outline, names of participants, date, and credit given. This record series is used to certify qualified classes, and review course data.

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-14. CONTRACTS, LEASES, AND AGREEMENTS:**

**15-009**

This series may contain contracts, leases, and agreements between the Board of Nursing Facility Administrators and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

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

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

**NFA-15. CORRESPONDENCE, GENERAL:**

**15-009**

This series is arranged chronologically and contains both copies of letters and memorandums sent, and originals of letters and memorandums received. The information is used for occasional reference and documentation pertaining to regulatory questions.

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

**NFA-16. DEPOSITS:**

**15-009**

This series contains deposit slips submitted with receipts. Information may include: date, account number, an itemized list of who have paid license fees, receipt numbers, amounts, and total amount deposited. This record series is maintained for audit purposes to verify that all deposits were made.

**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.

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-17. ELECTRONIC COMMUNICATION RECORDS:**

**15-009**

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

**RETENTION:** Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

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

**NFA-18. EMERGENCY PERMIT FILES:**

**15-009**

This series contains requests for emergency permit applications and preceptor and emergency administrator agreements for individuals to become temporarily licensed as a Nursing Facility Administrators. Information may include: name of facility, facility's address and phone number, name of individual authorized to request the permit, position of authorized person, name of applicant, applicant's address and phone number, short description for the request, name of preceptor, start date, and authorized signatures. This record series is maintained for reference purposes.

**RETENTION:** Retain 1 year in office following the date of expiration, then destroy.

(Note: An emergency permit may be issued for 180 days and may be renewed only once for an additional 180 days.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-19. EXAMINATION FILES:**

**15-009**

This series is arranged chronologically and contains information on individuals taking the nursing facility administrator examinations. Information may include: names, addresses, testing firm scores, raw scores, national cut scores, test ID numbers, test location, and test date. This record series is used to document examination results, and for annual reporting purposes.

**RETENTION:** Transfer to the respective NFA "Application File" or NFA "Application File, Incomplete/Non-Approved".

**NFA-20. EXPENSE FILES:**

**15-009**

This series contains itemized listings of all expenses incurred by Board members. Information may include: name, dates, type of expenditures, amounts, and totals. This record series is used for support and documentation of vouchers submitted for payment.

**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.

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-21. FINANCIAL STATEMENTS:**

**15-009**

Financial statements provide an overview of the agency's financial condition for a given year. Information may include: balance sheets, statement of revenues, expenditures, and changes in fund balances (budgeted and actual); statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and 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.

**NFA-22. JOB TICKETS, CENTRAL DUPLICATING:**

**15-009**

This series is arranged numerically contains the printing requisition as submitted by the Board. Information may include: agency code, agency name, mailing address, submitted by, job description, date sent, date needed, number of pages, quantity of copies, printing specifications, and description. The information is used to ensure accurate completion of the request.

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-23. LICENSE FILES, NURSING FACILITY ADMINISTRATORS:**

**15-009**

This series is arranged alphabetically by last name and documents personal data for active, inactive, and expired licensed nursing facility administrators. Information may include: original applications, college grade transcripts, renewal applications, verification of most current continuing education units, verification of experience, and substantiated complaints. This record series is used to document the licensing and renewal processes of all nursing facility administrators.

**RETENTION:** Retain in office 4 years after license expiration or inactivation, then scan paper and convert digital images to microfilm. Maintain images and microfilm for 46 years. Destroy images and microfilm after 50 years.

**NFA-24. OPEN RECORDS REQUESTS:**

**15-009**

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

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

**ALL OTHER INFORMATION:** Retain 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.

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-25. MINUTES, BOARD OF NURSING FACILITY  
ADMINISTRATORS:**

**15-009**

This series is arranged chronologically and contains the official minutes of the Board meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and the signature of the secretary. This record series is used for occasional reference and documentation purposes.

**RETENTION:** Retain 4 years in office, then scan paper and convert digital images to microfilm. Maintain images and microfilm permanently.

**NFA-26. RECORDS MANAGEMENT FILES:**

**15-009**

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, 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: DESTRUCTION AUTHORIZATION FORMS:**  
Retain 4 years in office, then destroy.

**ALL OTHER INFORMATION:** 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: Health  
 DIVISION: Boards  
 OFFICE: Nursing Facility Administrators  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Kari Williams  
 RM CUSTOMER #: 1194

<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>

**NFA-27. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

**15-009**

These daily, weekly, monthly\*\*, and year-end \*\* reports are used to monitor and reconcile fiscal year receipts and expenditures. Information is maintained by the Finance Officer and may include: revenue and journal voucher reports\*, open purchase order reports, available funds reports\*, revenue analysis reports, state general ledger trail balance\*, company general ledger trial balance\*, expenditure reports\*, bank reconciliation reports\*, employee receivable reports\*, warrant register reports\*, encumbrance detail reports\*, accounts payable reports\*, projects reports\*, cash center reports\*, object/sub-object reports\*, budget adjustments reports, Special Bureau of Administration revenue reports, agency funds activity reports\*, company 8,000 trail balance by center\*, encumbrance balance report\*, and special travel expenditure reports. 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 asterisk (\*) indicates reports maintained permanently by the Bureau of Finance and Management. (\*\*) Many of the June monthly reports serve as the year-end reports.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing Facility Administrators  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Williams  
RM CUSTOMER #: 1194

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

**NFA-28. SURPLUS PROPERTY FILES:**

**15-009**

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.

**NFA-29. VOUCHERS:**

**15-009**

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers, travel 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 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.