



PETROLEUM RELEASE  
COMPENSATION FUND

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**  
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## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: January 13, 2012

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.

Pursuant to Executive Reorganization Order No. 2011-01, the Petroleum Release Compensation Fund under the Department of Revenue and Regulation was transferred to the Department of Environment and Natural Resources effective April 12, 2011.

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Petroleum Release Comp. Fund  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0230

<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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**PRCF-1. ADMINISTRATIVE REFERENCE FILE:**

**08-007**

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

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 Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(Note: Previous record series number was COM-30.)

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**PRCF-2. CASE FILES, ACTIVE AND INACTIVE:**

**08-007**

This series is arranged by Petroleum Release Compensation Fund file number and contains both active and inactive case files. Information may include, but is not limited to: application forms, investigator's reports, invoices, subrogation assignment, W-9 form, contracts and approval letters, copies of checks, correspondence, worksheets, and environmental consultant reports. This record series is used for processing payments that are issued through the Petroleum Release Compensation Fund, for reviewing of project contracts, for reference when subsequent payments are requested, and for audit purposes.

**RETENTION:** Retain active in office, then transfer inactive to storage for 5 years. Microfilm and maintain film for 5 years. Destroy after 10 years provided all litigations, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Environmental consultant reports should be removed before microfilming.)

(Note: Previous record series number was COM-32.)

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**PRCF-3. CASE FILES, NO-PAYMENT & A.T.P.:**

**09-007**

This series is arranged by Petroleum Release Compensation Fund file number and contains no payment case files and the Abandoned Tank Program (A.T.P.) case files. Information may include, but is not limited to: application forms, subrogation assignment, W-9 form, investigator reports, invoices, contracts, approval letters, copies of checks, correspondence, worksheets, and environmental consultant reports. This record series is used for project review, contract review and audit purposes.

**RETENTION:** Retain current in office. Transfer no-payment files and A.T.P. files to storage for 4 years. Destroy after 4 years provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was COM-33.)

**PRCF-4. MINUTES, BOARD:**

**08-007**

This series contains copies of minutes of the Petroleum Release Compensation Board meetings. Information may include: date, members present, and topics discussed. This record series is used for reporting purposes. Copies are sent to the director to keep informed of board actions.

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

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

(Note: Previous record series number was COM-40.)

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**PRCF-5. RULES AND REGULATIONS:**

**08-007**

This series is arranged alphabetically and contains copies of rules and regulations pertaining to the Petroleum Release Compensation Fund. Information may include, but is not limited to: federal grant management guidelines, procedural manuals, communication procedures, and other miscellaneous rules and regulations. This record series is used to document the most current rules and regulations and for reference concerning actions to be taken in certain situations.

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

(Note: Previous record series number was COM-47.)