



# PROPERTY MANAGEMENT

## 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: December 22, 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, Jeff Bloomberg (name), acting in my position as Commissioner of the Bureau of Administration (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 Property Management (department) consists of 4 pages and contains record series number(s) PM-1 (consecutively re-numbered) through PM-8.

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 Property Management (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.

  
\_\_\_\_\_  
Jeff Bloomberg, Commissioner of Bureau of Administration

6-18-07  
Date

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

  
\_\_\_\_\_  
Signature, State Records Manager

6-27-07  
Date

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## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 28<sup>th</sup> day of June, 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

6-28-07  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jeff T. Holden (name), acting in my position as Acting Commissioner of the Bureau of Administration (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 Property Management (department) consists of 3 pages and contains record series number(s) PM-2, PM-7, and PM-8.

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.

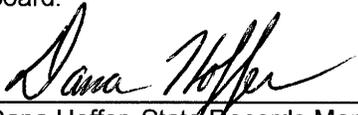
Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Property Management (department) record series numbers(s) PM-3.

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.

  
\_\_\_\_\_  
Jeff T. Holden, Acting Commissioner of Bureau of Administration

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)

DEPARTMENT: Executive Management  
DIVISION: Bureau of Administration  
OFFICE: Central Services  
PROGRAM: Property Management  
RECORDS OFFICER: Tammi Florentz  
RM CUSTOMER #: 0034

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

**07-009**

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

**PM-2. BOARD OF REGENTS FIXED ASSET REPORT:**

**15-004**

This yearly computer generated report provides a list of capital assets for the Board of Regents and six public universities. Information may include: campus name, report date, asset location, asset description, asset number, asset type, purchase cost, purchase date, book value, serial number, and grand totals. This record series is used for property management and accountability purposes.

**RETENTION:** Retain 25 years in office, then destroy.

(Note: These records are stored on BIT's Electronic Output System (EOS)).

(Note: Previous record series number was PM-2.)

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<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>

**PM-4. LEGISLATIVE MAIL INVOICES:**

**07-009**

This series is arranged numerically by invoice number and contains invoices used to bill people for copies of administrative rules. Information may include: invoice number, date, sold by, sold to, quantity, description, unit price, total amount due, and amount paid. This record series is maintained 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 PM-3.)

**PM-5. LEGISLATIVE MAIL RECEIPT BOOKS:**

**07-009**

This series contains NCR forms issued to document the receipt of money for legislative mail. Receipts are prenumbered and include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

**RETENTION:** Retain full book 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 PM-4.)

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RM CUSTOMER #: 0034

<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>

**PM-6. RECORDS MANAGEMENT FILE:**

**07-009**

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

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

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

**PM-7. SURPLUS INVENTORY RECORDS:**

**15-004**

This series is arranged chronologically and contains information relating to capital asset property declared surplus by state agencies. Information may include: date, property management number, central inventory number, budgetary accounting codes, agency name, address, description of the item being declared surplus, condition, transfer date, and disposition. This record series is used to document the final disposition of capital asset property declared surplus by state agencies.

**RETENTION:** Retain 2 years in office, then transfer to storage for 5 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was PM-5.)

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PROGRAM: Property Management  
RECORDS OFFICER: Tammi Florentz  
RM CUSTOMER #: 0034

<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>

**PM-7.1. SURPLUS PROPERTY FILES:**

**09-012**

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

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

**STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
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AUTHORIZATION FORM  
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**DEPARTMENT:** Executive Management  
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**PM-8.      SURPLUS SALE RECORDS:**

**15-004**

This series is arranged chronologically by sale date and contains information relating to the disposition of items sold at public auction. Information may include: notification of surplus property forms, expense vouchers, advertisements of sale, legal notices, auctioneer contracts, and clerk sheets. This record series is used to verify all transactions for property sold, and for reference concerning the disposition of certain items.

**RETENTION:** Retain 2 years in office, then transfer to storage for 5 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was PM-6.)