



DEPARTMENT OF PUBLIC SAFETY

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

PBM 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 16, 2011

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

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

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

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

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Tom Dravland (name), acting in my position as Secretary of the Department of Public Safety (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 Public Safety (department) consists of 42 pages and contains record series number(s) EM-1 (consecutively re-numbered) through EM-5; EMS-1 (consecutively re-numbered) through EMS-2; FM-1 (consecutively re-numbered) through FM-10; AR-1 (consecutively re-numbered) through AR-5; HP-1 (consecutively re-numbered) through HP-12; SRC-1 (consecutively re-numbered) through SRC-6; DL-1 (consecutively re-numbered) through DL-12; ISP-1; WM-1 (consecutively re-numbered) through WM-5; and DPS-1 (consecutively re-numbered) through DPS-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 Public Safety (department) record series numbers(s) EM-1, EM-2, EM-5, EM-8, EMS-1, EMS-3, EMS-5 thru EMS-8, FM-1, FM-2, FM-5 thru FM-7, FM-9, FM-17 thru FM-22, AR-1, AR-4 thru AR-9, AR-13 thru AR-21, HP-1 thru HP-5, HP-7 thru HP-11, HP-13 thru HP-15, HP-17 thru HP-25, HP-27 thru HP-31, HP-33 thru HP-43, HP-45, HP-47, HP-48, HP-50 thru HP-69, HP-71 thru HP-80, HP-82 thru HP-84, HP-86 thru HP-88, HP-90 thru HP-98, HS-1 thru HS-4, SRC-4, SRC-6 thru SRC-8, SRC-10 thru SRC-18, SRC-20, DL-1, DL-3 thru DL-6, DL-8 thru DL-11, DL-15 thru DL-20, DL-22 thru DL-27, DL-29, DL-34 thru DL-36, ISP-1 thru ISP-3, ISP-5, ISP-6, WM-1 thru WM-4, WM-9, HLS-1 thru HLS-7, DPS-1, DPS-3, and DPS-5 thru DPS-9.

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.

Tom Dravland
Tom Dravland, Secretary of the Department of Public Safety

8/16/07
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 22nd day of August, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Steven P. Stonebuch
Signature, Chairman of the Board

8-22-07
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Tom Dravland (name), acting in my position as Secretary of the Department of Public Safety (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 Public Safety (department) consists of 1 page and contains record series number(s) HP-9.1.

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 Public Safety (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.

Tom Dravland
Tom Dravland, Secretary of the Department of Public Safety

11/5/10
Date

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

Dana Hoffer
Dana Hoffer, State Records Manager

12-14-2010
Date

DESTRUCTION AUTHORITY

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

Wesley Smith
Signature, Chairman of the Board

12/15/10
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

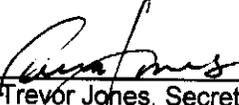
I, Trevor Jones (name), acting in my position as Secretary of the Department of Public Safety (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

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

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 Public Safety (department) record series numbers(s) N/A.

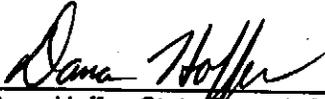
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow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



Trevor Jones, Secretary of the Department of Public Safety

11-28-2011
Date

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

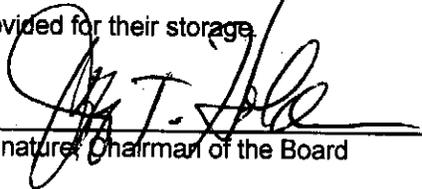


Dana Hoffer, State Records Manager

12-7-2011
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, 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

12-15-11
Date

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Emergency Management
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0161

<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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**EM-1. COUNTY EMERGENCY OPERATIONS/PRE-DISASTER
MITIGATION PLANS:**

07-038

This series is arranged alphabetically by county and contains each county's response and recovery plans in the event of an emergency or disaster. The plans are created at the county level and submitted to the Office of Emergency Management for technical review before a copy is forwarded to the Federal Emergency Management Agency (FEMA). Information may include: lists of natural hazards within the county, and mitigation projects that can be completed to reduce the risks and effect of disasters. The plans establish the protocol each county will follow for response and recovery in the event of an emergency or disaster.

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

(Note: The plans are updated every year.)

(Note: Previous record series number was EM-2.1)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Emergency Management
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0161

<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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EM-2. COUNTY FILES:

07-038

This series is arranged alphabetically by county and subdivided by topic and contains information regarding the interaction between this office and each county. Information may include, but is not limited to: copies of county Emergency Management budgets, state and local agreements, type of emergency communications equipment including features, capabilities, and incidents that would prompt the use of various types of equipment (systems include FCC, Emergency Broadcasting System, NAWAS, and NOAA): Emergency Management Agency directives, compliance standards, and funding qualifications; Program Pages; and Local Emergency Operations Plans (LEOP). The information is filed together for quick reference to determine what services and capabilities are available in each respective county during an emergency.

RETENTION: Retain 3 years in office, then transfer to storage for 2 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 EM-3)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Emergency Management
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0161

<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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EM-3. DISASTER FILES:

07-038

This series is arranged alphabetically by county and contains information documenting disasters (declared, undeclared, and major) and copies of claims filed by counties billing the federal government for assistance in disaster cleanup. Information may include, but is not limited to: description of the cause, type, and severity of each disaster; summary of events, type and amount of assistance received, photographs, correspondence, claims, supporting documentation regarding expenses incurred, and copies of the President's or Governor's disaster declarations. The information is maintained for audit purposes and for possible litigation purposes.

RETENTION: Retain 1 year after closure of disaster in office, then transfer to storage for 4 years. Destroy 5 years after closure 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 EM-4)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Emergency Management
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0161

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

EM-4. FINANCIAL CLAIMS AND VOUCHERS:

07-038

This series is arranged alphabetically and contains copies of claims and vouchers submitted by each county or the State Office to request 50% reimbursement of administrative costs, salaries, and benefit expenses from the Federal Emergency Management Agency (FEMA) in Denver, Colorado. Information may include: county, state, amount, type of expense (salary expenses, travel expenses, administrative costs), and FEMA reports. The original claims are sent to the FEMA in Denver to request 50% reimbursement of county and state emergency management program expenses. The original vouchers are sent to the State Auditor's office. The information is maintained for reference and for federal 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 EM-6)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Emergency Management
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0161

<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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EM-5. PUBLICATIONS FILES (ORIGINALS):

07-038

This series contains the original printing master of all handbooks, operating plans, reports and other documents published within this division. Publications may include, but are not limited to: County Hazardous Materials Plan, Damage Assessment Survey Booklet, Disaster Response Handbook, South Dakota Severe Weather Assistance Guide, South Dakota Severe Weather Spotters Handbook, and Tornado Spotters Course. The masters are used for printing purposes. Copies are printed for distribution to counties and others as requested.

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

Retain printing masters current in office, then transfer to storage for 2 years. Destroy 2 years after superseded or obsolete.

(NOTE: File thirteen copies of the publication with the State Library pursuant to SDCL 14-1 A-3. Also send two copies to the State Archives.)

(Note: Previous record series number was EM-7)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Emergency Medical Services
PROGRAM: Emergency Medical Services
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0651

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
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EMS-1. AMBULANCE SERVICE/EMT FILES & DATABASE:

07-038

This paper and database series contains ambulance service accreditation and EMT certification information. Information may include: license applications, inspections, copies of equipment service records, grant information, applicant information, in-service training courses completed, test scores, mandatory hours, record of continuing education hours, CPR verification, etc. This record series is used to document that each ambulance service and EMT in South Dakota has been properly accredited.

RETENTION: Retain 3 years in office after terminated or failure to recertify, then destroy.

(Note: Previous record series number was EMS-2)

EMS-2. EMERGENCY MEDICAL TECHNICIAN COURSE FOLDERS:

07-038

This paper and computer database series is arranged numerically by course number. It contains test scores for the course which includes the practical exam and the written exam; these must be kept until the technician passes both areas. Information may include: instructor name, location of class, in-service training, class topics, instructors financial information (income, expenses, etc.), registration forms for technicians, and class evaluations. The information is used to document classes held by each instructor and the technicians who are certified in each class.

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

(Note: Previous record series number was EMS-4)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Fire Marshal
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0053

<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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FM-1. BOILER REPORT FILE:

07-038

This series is arranged alphabetically by town name, and contains a copy of the report of inspection, and of the certificate issued. Information may include: date of inspection, owner's name, business name and address, boiler location if different from business address, kind of inspection, type of boiler, and inspector's remarks. This record series is maintained to keep a certified account of all boiler inspections in the state and their results.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was FM-3)

FM-2. CERTIFICATION FORMS, FIRE DEPARTMENT:

07-038

This series contains forms that report information about the numbers of: officials, ladders, pumpers, and other equipment at each station. Three hundred and forty forms are received each year to provide new and updated information for statistical purposes. The forms are reviewed upon receipt to insure that each fire department meets certification standards.

RETENTION: Retain 1 year in office. Destroy when superseded.

(Note: Previous record series number was FM-4)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Fire Marshal
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0053

<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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FM-3. EXPLOSIVES PERMIT APPLICATIONS:

07-038

This series is arranged alphabetically by applicant's name and contains original permit applications. Information may include: business name, address, telephone number, type of permit requested, employee's name, social security number, date of birth, signature, notary seal, and notary's signature. The forms are used to apply for explosives permits. All applications must be received and reviewed by the State Fire Marshal every two years.

RETENTION: Retain 2 years in office, then destroy

(Note: Previous record series number was FM-8)

FM-4. FIRE DEPARTMENT INCIDENT REPORTS:

07-038

This series contains reports submitted by the various fire departments in the state informing the Fire Marshal of the fire and incident calls they have made. Fire Marshals use the information for statistical reporting and possible investigation.

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

(Note: Previous record series number was FM-12)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Fire Marshal
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0053

<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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FM-5. FIRE INCIDENTS REPORT PRINTOUT:

07-038

This computer report is generated annually by the Federal Emergency Management Agency (FEMA) from computer tapes containing data keyed in at the State level from "Incident Reports." Information includes: time of day, number of fires, percent of total, number of injuries, number of deaths, and dollar loss. The federal agency uses the information to keep a national file and compare statistics among the states. The State Fire Marshal uses the reports for preparing additional federal reports, budget performance indicators, and news releases.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: Consider requesting reports on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was FM-10)

FM-6. FIRE INVESTIGATION FILES:

07-038

This confidential series includes: investigation reports, special investigation reports, lab reports, photographs, negative copies of photos, and magnetic audio cassettes of depositions and interviews. Files are arranged alphabetically by town, then by property owner's name.

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

(NOTE: Destroy paper once microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was FM-11)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Fire Marshal
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0053

<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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FM-7. FIRE TRAINING FILES:

07-038

This paper and database series is arranged alphabetically by fire department name and contains fire training files. Information may include: members name, address, fire department name, courses taken, location, date of course taken, number of hours attended, instructor's name, certification date, class attendance lists, etc. This series is used to track training that has been conducted. The database is also used to issue certificates upon completion of training.

RETENTION: Retain current. Destroy superseded or obsolete.

(Note: Previous record series number was FM-13)

FM-8. FIREWORKS, APPLICATIONS:

07-038

This series contains copies of the fireworks license applications. The Fire Marshal's Office is responsible for issuing these licenses. Information includes: business name, address, owner's name, and signature.

RETENTION: Retain 2 years in office, then destroy provided 1 year has passed since an independent post-audit report has been received.

(Note: Previous record series number was FM-14)

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

DEPARTMENT: Public Safety
DIVISION: Emergency Service
OFFICE: Fire Marshal
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0053

<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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FM-9. INSPECTION FILES/GENERAL & STATE BUILDINGS:

07-038

This series includes fire safety inspections of facilities such as: hotels, cafes, senior citizens centers, public buildings, day care centers, State-owned buildings, L.P. gas distributors, and flammable liquid suppliers. Plan review forms and related correspondence may be filed in this series. Information is used to document inspections have been completed as required, to insure deficiencies (if any) have been corrected, and to provide proof that these facilities meet fire and safety codes.

RETENTION: Retain 10 years in office on microfilm, then destroy.

(NOTE: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was FM-15)

FM-10. INSPECTION FILES/SCHOOLS:

07-038

This series is arranged alphabetically and contains fire safety inspections for all elementary and secondary schools and institution of higher education buildings. Information may include: complaint correspondence, school plan correspondence, plan review forms, and fire alarm blueprints.

RETENTION: Retain 10 years in office on microfilm, then destroy.

(NOTE: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was FM-16)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Accident Records
PROGRAM: Accident Records
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1069

<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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AR-1. ACCIDENT RECORD REQUESTS:

07-038

This series is arranged chronologically and contains requests for copies of accident records. Requests come in from individuals, insurance companies, and lawyers. Information may include: date of accident, individuals involved in an accident and location of accident, accident record places, amount of money received, check number, accident number sent, and receipt number of the request. This record series is used for logging and disposition of requests by individuals, insurance companies, and others for copies of accident reports.

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 AR-2)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Accident Records
PROGRAM: Accident Records
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1069

<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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AR-2. ACCIDENT REPORT FILES/DATABASE:

07-038

This paper and database series is arranged numerically and contains state accident reports/records. Information may include: accident number, accident location, drivers' names, vehicle identification number, driver license numbers, vehicle makes and models, property damage amounts, injury severity of those involved, narrative and illustration of crash, etc. Information from paper reports submitted by law enforcement officials is encoded into the electronic system. Paper copies are maintained to provide copies to the public upon request. Electronic system is maintained to develop roadway safety countermeasures and provide information to State and local agencies.

RETENTION: Paper Accident Reports: Retain 1 year in office, then microfilm and maintain film for 14 years. Destroy film after 15 years.

Retain associated records in electronic system for 15 years, then destroy.

(Note: Previous record series number was AR-3)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Accident Records
PROGRAM: Accident Records
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1069

<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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AR-3. FACT BOOKS, SOUTH DAKOTA:

07-038

This series is arranged chronologically and contains the yearly report generated by this program to summarize traffic accidents. Information may include: reporting period, number of accidents, conditions involved, number of rural and urban accidents, and noted trends. The publications are available upon request and are maintained for reference when preparing new reports.

RETENTION: Retain at least 1 copy of every annual report permanently. Maintain current supply in office.

(NOTE: A small supply of books is maintained in office.)

(NOTE: File thirteen copies of the publication with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

(Note: Previous record series number was AR-10)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Accident Records
PROGRAM: Accident Records
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1069

<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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**AR-4. FATAL ANALYSIS REPORT SYSTEM (FARS)
MAINTENANCE FILES:**

07-038

This series documents the research of and acquisition of the national Fatal Analysis Reporting System by the state. Information may include: agreements between the National Highway Traffic Safety Administration and the State, maintenance forms, correspondence, and related information. This record series is used to document the ongoing maintenance of the system.

RETENTION: Maintain current in office. Destroy 4 years after closure provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Cull agreements and retain for 6 years after terminated.)

(Note: Previous record series number was AR-11)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Accident Records
PROGRAM: Accident Records
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1069

<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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AR-5. FATALITIES, CASE FILES:

07-038

This series is arranged chronologically by year, then numerically by fatality number and contains information concerning fatalities involving motor vehicles. Information may include: fatality number, computer codes, driver's license history, driving history, number of persons injured, number of fatalities resulting from road and weather conditions, location, type of vehicle involved, narrative description and diagram of the accident scene, and investigating officer's name. This record series documents fatal accidents in the State and is maintained for federal reporting purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

(Note: Previous record series number was AR-12)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Capitol Complex Police
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

<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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HP-1. GUEST LOG:

07-038

This series is arranged chronologically and contains the log completed by guests when visiting the Capitol Building. Information may include: name of guest or name of employee, where from, time in and time out, and destination. The information is used to ensure the evacuation of the Capitol in case of an emergency and for follow-up as to who visited the Capitol in case of vandalism.

RETENTION: Retain 1 month in office, transfer to BOA Tour Guide.

(Note: Previous record series number was HP-6)

HP-2. SHIFT LOGS:

07-038

This series is arranged chronologically and contains an itemized log of Capitol Complex Police activities during each shift. Information may include: time, officer name, mileage, duties performed, extra duties performed, fire alarms, panic alarms, burglar alarms, status reports, itemized list of areas checked, and follow-up reports to incidents discovered during routine checks. Information is maintained for security purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HP-12)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Capitol Complex Police
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

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

HP-3. WARNING TICKETS AND CITATIONS:

07-038

This series is arranged chronologically by year and contains warning tickets and citations issued for parking infractions. Information may include: date, time, ticket number, vehicle license number, registered owner, court date, issuing officer, and location. The information is maintained for reference purposes and for possible litigation. Citations are filed with the Hughes County Clerk of Courts Office.

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 HP-16)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Law Enforcement
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

<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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HP-4. ARREST AND CONVICTION TICKETS:

07-038

This series contains copies of tickets issued by officers throughout the state. Information may include: county name, mileage marker number, date, location, time, violator's name, drivers license information, license plate number, and type of violation. Information from the tickets is used to encode into the computer so that the "Activity Report" can be generated, and to determine the number of actual convictions resulting from arrests.

RETENTION: Retain 3 months in office, then transfer to storage for 3 years and 9 months. Destroy after 4 years.

(Note: Previous record series number was HP-26)

HP-5. CASES REPORTS/INVESTIGATIONS

07-038

This series contains files for all of the major crimes reported in the State. The information may include, but is not limited to: related correspondence, investigation reports, observation reports by arresting officer, and copies of reports to the Governor and Attorney General's Office. Information is used as evidence and documentation in any litigations.

RETENTION: Retain open case reports/investigations in office. Transfer closed to storage for 3 years. Destroy 3 years after receiving notice of final disposition by the court system.

(Note: Previous record series number was HP-32)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Law Enforcement
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

<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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HP-6. GOVERNOR'S SECURITY FILE:

07-038

This confidential series is arranged alphabetically by name and contains the Governor's security file. Information may include but is not limited to: name of suspect, description of threat to security, details of the investigation, and resulting actions taken. This record series is maintained to keep records of investigations concerning threats to the safety of the Governor and his family.

RETENTION: Retain 5 years after last activity, then microfilm and retain on film in office for 25 years. Destroy 30 years after last activity.

(Note: Previous record series number was HP-44)

HP-7. INSPECTION TICKETS, BUS:

07-038

This 8 1/2" x 11" original ticket series is arranged alphabetically by town and includes inspections for non-profit buses. Information may include: inspection number, inspection results, make and model of bus, odometer reading, year of vehicle, license number, bus number, seating capacity, school district, and owner's name. Information is also available in the Division of Elementary and Secondary Education, with each respective trooper, and with the bus owner. SDCL 13-29-6 requires that all buses be inspected once each year by the Highway Patrol.

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

(Note: Previous record series number was HP-46)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Law Enforcement
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

<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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HP-8. K-9 TRAINING AND SEARCH RECAP FILES:

07-038

This series is arranged chronologically by calendar year, then alphabetically by handler's name and contains search recaps and training records for both service and drug detection K-9's. Information may include: search recaps, which summarize the K-9 deployment into the field and the filed searches; training records, which describe the training events in which the dog and handler participate; and the police service dog training and deployment records. The information is maintained for evidentiary and legal proceedings.

RETENTION: Retain 1 year in office, then microfilm and maintain film for 9 years. Destroy after 10 years provided all litigation and claims involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HP-49)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Law Enforcement
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

<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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HP-9. RECRUIT TRAINING RECORDS AND SCHEDULES:

07-038

This series is arranged chronologically by recruit class and contains recruit training records and daily recruit training schedules. Information may include: recruit background investigations, recruit training manuals, field training performance evaluations and reports, recruit school test results, final recruit evaluations, miscellaneous notes, and recruit training schedules, which include date, time, activity, and instructor name. The information is used to plan activities, to administer all events for the recruits in a planned and systematic manner, to document student certification, and for possible future legal proceedings.

RETENTION: Retain 1 year in office, then microfilm and maintain film for 39 years. Destroy after 40 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 HP-70)

HP-9.1. TIME KEEPING RECORDS:

10-011

This series is arranged chronologically by date and contains the state trooper time keeping records used for recording information on the Bureau of Personnel's electronic Time Keep System (TKS). Information may include: trooper's name, hours worked, type of work performed, leave taken, per diem days paid, and vehicle miles driven during the pay period.

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: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Law Enforcement
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

<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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HP-10. TRUST FUND, HIGHWAY PATROL:

07-038

This series is maintained to administer money contributions made to the Highway Patrol from the public. Funds in the trust are used for charitable contributions as decided on by State Highway Patrol Administration officials. Information may include: deposit slips, statement of earnings, savings account passbooks, related correspondence acknowledging and thanking for the receipt of funds, and also correspondence from selected charitable organizations who have received donations from the Highway Patrol.

RETENTION: Retain 3 years in office, then destroy 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 HP-81)

HP-11. WARNING TICKETS:

07-038

This series is arranged alphabetically by trooper's name and contains warning tickets. Information on the copies includes: county name, mile marker number, date, location, license plate number, and type of violation. The tickets are used for encoding purposes and for statistical analysis. Copies are maintained by the issuing Trooper and by the violator.

RETENTION: Retain 3 months in office, then transfer to storage for 3 years and 9 months. Destroy after 4 years.

(Note: Previous record series number was HP-85)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: Highway Patrol
PROGRAM: Motor Carrier Enforcement
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0126

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

HP-12. DRIVER VEHICLE EXAMINATION REPORT (VER84):

07-038

This series contains specific information pertaining to motor carriers that are checked by members of the Highway Patrol and port and mobile crews. Information collected pertains to: driver, vehicle, hazardous material and any violations noted.

RETENTION: Retain in office 1 ½ years, then transfer to storage for 1 ½ years. Destroy after 3 years.

(Note: Previous record series number was HP-89)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: State Radio
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0136

<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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SRC-1. 10-44 SHEETS:

07-038

This series is arranged chronologically and contains 10-44 sheets used to track the location of all law enforcement officers who make traffic stops. Information may include: unit, location, date license, stat, time, code (10-23), and time clear. This record series is maintained for reference to insure officer protection.

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

(Note: Previous record series number was SRC-1)

SRC-2. ATTEMPT TO LOCATE MESSAGE:

07-038

This series is arranged chronologically and contains attempt to locate messages. Information may include: date, time, state radio operator, message number, information origin, authorized by, contact person, and telephone number. This record series is maintained for reference and possible litigation purposes.

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

(Note: Previous record series number was SRC-2)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: State Radio
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0136

<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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SRC-3. B99 MESSAGES:

07-038

This series is arranged chronologically and grouped by topic and contains B99 messages. Information may include: date, time, state radio operator, message number, information origin, authorized by, contact person, and telephone number. This record series is maintained for reference and for possible litigation purposes.

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

(Note: Previous record series number was SRC-3)

SRC-4. CASE FILES:

07-038

This series is arranged numerically by case number (assigned by state radio operators) and contains related documentation concerning local, State, and federal law enforcement cases. Information may include: originating authority, type of crime, articles stolen, dates, times, mode of entry, complete description of stolen articles, and other related information. The information is shared nationwide through the NCIC computer system.

RETENTION: Retain in office until case has been closed, then destroy.

(NOTE: Cases will be initiated by Division of Criminal Investigation (DCI). Information included varies with each type of case.)

(Note: Previous record series number was SRC-5)

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

DEPARTMENT: Public Safety
DIVISION: Enforcement
OFFICE: State Radio
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0136

<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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SRC-5. DESK NOTES/STATION LOGS:

07-038

This series is arranged chronologically and contains state radio operator's desk notes. Information may include: date, shift, operator, unit identification, time, and message. This record series is maintained to document calls received by each operator on each shift, for reference, and for possible litigation purposes.

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

(Note: Previous record series number was SRC-9)

SRC-6. TIME CARDS/OFFICER STATUS, ACCIDENT, INCIDENTS:

07-038

This series is arranged chronologically by date and contains state trooper time cards and trooper accident or special incident time cards. Information may include: unit, location, trooper name, telephone number, date, time, activity or signal code, number of vehicles, information received from, wrecker, ambulance, and license plate number of vehicles involved in the incident. This series is maintained for reference and to document exact times and activities of troopers for possible use during litigation.

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

(Note: Previous record series number was SRC-19)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Driver Licensing
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0054

<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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DL-1. APPLICATION FILE, DRIVER LICENSES:

07-038

This series contains the original applications as submitted by driver license examiners in the State. Information may include: test score, driving skill score, medical information (if required), and year of expiration. The applications are used to issue driver's license to the applicant and as licensing documentation.

RETENTION: Retain 5 years, then destroy.

(Note: Previous record series number was DL-2)

DL-2. CERTIFICATES OF CONVICTION:

07-038

This report is generated by the Court Administrator's Office. Information may include: name, date of birth, driver license number, violation code, date filed, date convicted, court docket number, and county name. The date identifies individuals who have been convicted of driving while intoxicated or other violations, or have failed to comply with a citation. We use this information to start a file on the offenders.

RETENTION: Microfilm and scan when volume warrants and maintain permanently.

(NOTE: Files prior to 1993 are on microfilm jackets.)

(NOTE: Document imaging system exists.)

(Note: Previous record series number was DL-7)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Driver Licensing
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0054

<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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DL-3. DRIVER EDUCATION TEACHER FILES:

07-038

This Access program contains such information as: name, school, and authorized date. Information is arranged alphabetically by city. It provides a reference as to which school teachers are certified to issue the driver examinations in the state.

RETENTION: Retain yearly list in office for 4 years, then destroy.

(Note: Previous record series number was DL-12)

DL-4. DRIVING RECORD REQUESTS:

07-038

These forms contain such information as: date of request, whether inquiry was from insurance companies or private individuals, the number of requests from each, and certifies compliance with the Driver Privacy Protection Act (DPPA). The statistics are used to check against cash receipts from private individuals and for verification of billing totals in the case of insurance companies.

RETENTION: Retain 5 years in the optical imaging system, then purge.

(Note: Previous record series number was DL-13)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Driver Licensing
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0054

<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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DL-5. DRIVER HISTORY SYSTEM:

07-038

This on-line computer file contains ten years driving history of all licensed drivers in South Dakota. Information may include: driver license number, name and address, date of birth, eye color, height, weight, classification, endorsements, restrictions (if any), license expiration date, a listing of all moving traffic violations, and whether current or suspended (if suspended – how long). The information can be accessed either by driver’s license number or by name and date of birth.

RETENTION: Retain 10 years on-line, then destroy.

(Note: Previous record series number was DL-14)

DL-6. HEARING TAPE RECORDINGS:

07-038

This audio tape series is maintained to have a verbatim record of all suspension/revocation hearings. Final decisions from the hearings are transcribed into document format and filed in the respective “Suspension and Revocation Case Files.”

RETENTION: Retain 3 months in office after final decision, then transfer to storage for 9 years and 9 months. Destroy after 10 years provided all litigation and claims involving the records have been resolved and final action has been taken.

(NOTE: The Driver Licensing Office will be responsible for the proper disposal of these tapes once the retention period has been satisfied.)

(Note: Previous record series number was DL-21)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Driver Licensing
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0054

<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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DL-7. POINT SYSTEM LISTING REPORT:

07-038

This weekly computer printout series is arranged numerically by driver license number. Information may include: driver license number, name, total points, types of violations, and error messages. The date is used to determine which individuals are reaching the maximum limit of the point system.

RETENTION: Retain current in office. Destroy when superseded each week.

(Note: Previous record series number was DL-28)

DL-8. REFUSAL SUSPENSE FILE

07-038

This is a suspense file. A form is created on the date a letter of intent to revoke for refusal of a chemical test is issued. Forms are held for 120 days, pending receipt of a request for a hearing or a guilty plea. Forms remaining in the suspense file after 120 days are used to issue a revocation order. Information may include: licensee's name and address, arresting officer's name, and date of hearing (if any).

RETENTION: Retain current in office. Destroy after 120 days.

(Note: Previous record series number was DL-30)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Driver Licensing
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0054

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

DL-9. REQUESTS FOR DRIVER LICENSES, UNDERCOVER AGENTS:

07-038

This series contains the documentation necessary to issue driver license and signed verification of the authenticity of the requests.

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

(Note: Previous record series number was DL-31)

DL-10. SR-22 AND SR-26 FILINGS:

07-038

This series contains SR-22 (proof of financial responsibility) and SR-26 (cancellation of financial responsibility) forms filed with the Driver Licensing Program. Information may include: name of person covered, name of insurance company, policy number, date of insurance coverage and date of cancellation. The forms are submitted by drivers or their insurance company, when required, to verify automobile insurance coverage or cancellation thereof.

RETENTION: Microfilm and scan paper forms when volume warrants and maintain for 10 years. Destroy after 10 years.

(NOTE: Document imaging system exists.)

(NOTE: Paper forms are scanned into the optical imaging system and kept in the office until they can be verified. Paper forms are destroyed after approximately 3 months.)

(Note: Previous record series number was DL-32)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Driver Licensing
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0054

<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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DL-11. SUSPENSION AND REVOCATION CASE FILES:

07-038

This imaging and film series includes such information as: notification of driver's license withdrawal, Police Demand Orders, suspension notice, driver improvement worksheet, related correspondence, copies of court orders, and possibly some license plates and driver licenses. The files are used to document actions taken against licensees with respect to suspension or revocation of driving privileges in the State, and to document financial responsibility, when required.

RETENTION: Microfilm and scan when volume warrants and maintain for 10 years. Destroy 20 years after case is closed.

(NOTE: Document imaging system exists.)

(NOTE: Statute of limitation on uncollectible restitution cases is 20 years pursuant to SDCL 32-35.)

(Note: Previous record series number was DL-33)

DL-12. VIOLATION RESTRICTION REPORT:

07-038

This daily computer printout series is generated from data shared by the Unified Judicial System data base. Information may include: licensee's name, date of birth, license number, type of conviction, and violation date. The data is used to send suspension or revocation notices to licensees under sixteen years of age.

RETENTION: Retain current in office. Destroy when processed.

(Note: Previous record series number was DL-37)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Inspection Program
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0771

<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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ISP-1. INSPECTION DATABASE:

07-038

This series is maintained alphabetically by name of city or town and contains information regarding inspections conducted by our inspectors. Original paper reports are filed with their respective agencies. Information encoded into the database includes: name of establishment, address of establishment, contact person, last date of inspection, next date to be inspected. This database is maintained to track inspections of establishments in South Dakota.

RETENTION: Retain current. Delete closed establishments and destroy superseded or obsolete information.

(Note: Previous record series number was ISP-4)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Weights and Measures
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1074

<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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WM-1. HEAVY SCALE TEST REPORTS:

07-038

This paper and computer database is arranged chronologically by date of inspection and contains inspection report information submitted by the State scale inspectors. The inspections are completed annually and contain: firm name, firm manager, date of report, type of scale, condition, approval/condemnation, amount paid and date paid. Files are maintained and updated frequently.

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

(Note: Previous record series number was WM-5)

WM-2. METROLOGY LABORATORY FILE:

07-038

This series is maintained alphabetically by customer name and contains copies of all test reports for calibrations conducted in the Metrology Lab. Original paper reports are given to customer. Information may include: name of customer, address, contact person, date of inspection, fee charged for calibration, date paid, etc. This file is used to track the calibration of scales in South Dakota.

RETENTION: Retain 3 years in office, then destroy.

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

(Note: Previous record series number was WM-6)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Weights and Measures
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1074

<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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WM-3. PLACED IN SERVICE REPORTS:

07-038

This series is arranged chronologically by year, then alphabetically within the file and contains Placed in Service Reports for establishments in South Dakota. Information may include: name of owner/operator, business name, date the report was completed, whether equipment was a new install, repair or reject equipment, manufacturer/model number, serial number, reading, remarks, name of serviceman, and service agency. This record series is used to document the date and maintenance of pumps, scales, or meters placed into service at establishments throughout South Dakota.

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

(Note: Previous record series number was WM-7)

WM-4. REGISTRATION FILE, SERVICE AGENCIES:

07-038

This series is arranged alphabetically by vendor name and documents the initial registration and annual renewal of service agencies authorized to perform service on scales in the State. Information may include: copy of the registration warrant, original vendor application, license to operate in the state, and any related correspondence. Files are maintained and updated frequently.

RETENTION: Retain active in office. Destroy 2 years after no longer active.

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

(Note: Previous record series number was WM-8)

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

DEPARTMENT: Public Safety
DIVISION: Inspection & Licensing
OFFICE: Weights and Measures
PROGRAM: _____
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 1074

<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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WM-5. TEST REPORTS, PUMPS, SCALES, METERS (RETAIL SCALES):

07-038

This paper and computer database series documents the individual inspections of pumps, scales and meters across the state by this Division. Information on the reports includes: type of weights, value, sealed, adjusted, condemned, truck ID, type meter, readings as found, and readings as left. The reports are also used by the Division to bill vendors for inspections performed.

RETENTION: Retain 2 years in office, then transfer to storage for 2 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 WM-10)

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

DEPARTMENT: Public Safety
DIVISION: Secretariat
OFFICE: Secretariat
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0120

<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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DPS-1A. 9-1-1 COORDINATION BOARD FILE:

11-005

This series is arranged alphabetically and contains information used in the daily administration of the Board. Information may include, but is not limited to: financial reporting information; equipment lists; legislation; policies and procedures; rules and regulations; general correspondence; and any other related information to the operation of the Board. This record series is maintained for reference purposes.

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

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

DPS-1B. 9-1-1 COORDINATION BOARD MEETING MINUTES:

11-005

This series is arranged chronologically and contains the minutes of the 9-1-1 Coordination Board meetings. Information may include: copies of agendas, dates of meetings, members present, topics discussed, actions taken, and authorized signatures. This records series is maintained for reference concerning actions taken and for reporting purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Public Safety
DIVISION: Secretariat
OFFICE: Secretariat
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0120

<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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DPS-1. ADMINISTRATIVE REFERENCE FILE:

07-038

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 yearly to avoid a 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: Public Safety
DIVISION: Secretariat
OFFICE: Secretariat
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0120

<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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DPS-2. BANK ACCOUNT FILE, LOCAL (STATEMENTS/LEDGER BOOKS):

07-038

This series is maintained to keep copies of information provided to the State Auditor and the State Treasurer reporting on local bank accounts that the Department may have. Information may include: cover letter to the Auditor and Treasurer and a copy of the "Information Sheet" which contains the account name, account number, bank location, average account balance, and authorized signatures. "Information Sheets" are required to be filed with the State Auditor and State Treasurer every two years. This series also includes actual statements, cancelled checks, copies of deposit slips, and a ledger book series which is maintained as a record of local accounts. Information may include: bank name, address, date, depositor name, amount, and current balance. It is used to reconcile with the actual "Bank Statements," and for audits.

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 DPS-2)

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

DEPARTMENT: Public Safety
DIVISION: Secretariat
OFFICE: Secretariat
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0120

<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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DPS-3. CASH RECEIPTS:

07-038

This series is most often arranged alphabetically by program and numerically by receipt number and is used to record cash and checks deposited in the State Treasury. Information may include: received from, date received, receipt number, dollar amount, and purpose received for. This record series is maintained for reference purposes, to monitor total revenues, and 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.

DPS-4. CONTRACTS AND LEASE AGREEMENTS:

07-038

This series is arranged alphabetically by agency name then chronologically by date and contains copies of contracts, lease agreements and memorandums of understanding between agencies in this department and other parties (originals are filed with the State Auditor's Office). Information may include: terms and conditions of the contract, lease, or agreement, effective dates, costs, and funding sources. This file is kept for reference and audit purposes.

RETENTION: Retain current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated 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 DPS-4)

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

DEPARTMENT: Public Safety
DIVISION: Secretariat
OFFICE: Secretariat
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0120

<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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DPS-5. GRANT FILES:

07-038

This series is arranged by grant year and contains information concerning the administration of funded grants. Information is maintained by the specific program and may include: federal correspondence, grant applications, proposals, contracts, working papers, grant documents, monitoring reports, and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

RETENTION: Retain in office 1 year after federal post-audit report has been received, 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.

DPS-6. RECORDS MANAGEMENT FILES:

07-038

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.

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

DEPARTMENT: Public Safety
DIVISION: Secretariat
OFFICE: Secretariat
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0120

<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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DPS-7. SUPERVISORY WORKING FILES:

07-038

This series is most often arranged alphabetically by name and contains current information used in supervision of employees in the agency. Information may include: copies of applications for employment, letters of reprimand and commendation, Personnel Performance Appraisal Reports, meeting notes, training records, and other information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during employee evaluation process.

RETENTION: SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working in department.

(Note: Originals are maintained by the Bureau of Personnel in official personnel file.)

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

DEPARTMENT: Public Safety
DIVISION: Secretariat
OFFICE: Secretariat
PROGRAM: Administration
RECORDS OFFICER: Dawn Hill
RM CUSTOMER #: 0120

<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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DPS-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.

DPS-8. VOUCHERS:

07-038

This series 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: Retain in office 1 year following the close of the fiscal year in which the voucher was issued, then transfer to storage for 2 years. Destroy after 3 years.

(Note: Previous record series number was DPS-10)