



SOUTH DAKOTA
DEVELOPMENTAL CENTER

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

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: January 25, 2010

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.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: Budget and Finance
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-1. BANK STATEMENTS:

00-021

This series is arranged chronologically and contains individual records sent from banks to use for reconciliation purposes. Information is maintained in the Budget and Finance Office and may include: date of statement, cancelled checks, deposit records, statements, and bank balances. This record series is used to reconcile checking accounts with bank balances, and for reference and audit purposes.

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

SDDC-2. BILLING SUMMARIES:

00-021

This series is arranged chronologically and contains clothing summaries submitted to Budget and Finance Office. Information may include: individual name, module, date, quantity, description, unit costs, and total costs. The information is sent to the Budget and Finance Office for billing purposes. This record series is maintained to insure receipt of the originals by the Budget and Finance Office.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: Budget and Finance
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-4. BUDGETARY ACCOUNTING REPORTS:

00-021

These daily, weekly, monthly, and yearly computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: Daily Revenue Journal Voucher Detail Report, Daily Transaction Register, Status Register, Activity Budget Status, Weekly Sub-Fund Report, Advance Travel-Accounts Receivable, Transaction Progress Report, Monthly Revenue Journal Voucher Detail Report, Revenue Analysis Report, General Ledger Trial Balance, Sub-Fund General Ledger Trial Balance, and Monthly Expenditure Report. 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, or audit findings involving the records have been resolved and final action has been taken.

(Note: Consider receiving data on computer output microfiche (COM).

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: Budget and Finance
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
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SDDC-5. CANTEEN FUND LEDGER:

00-021

This ledger book is arranged alphabetically by account name and contains current balances of each. Information may include: account name, beginning balances, deposits, withdrawals, and ending balances. This record series is maintained to document all activities concerning each canteen account and 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, or audit findings involving the records have been resolved and final action has been taken.

SDDC-6. CANTEEN RECORDS:

00-021

This computer series is arranged chronologically and contains the daily summary of money received at the South Dakota Developmental Center Canteen. Information may include: starting cash balance, itemized account of cash on hand, checks on hand, cash register tapes, and amount deposited. This record series is maintained to summarize all daily profits at the canteen, to balance the cash register, and to determine amounts to deposit in the local banking account.

RETENTION: Retain on computer for 4 years. Erase database after 4 years provided all litigation, claims, or 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
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: Budget and Finance
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-7. CAR USAGE REPORTS:

00-021

This series is arranged chronologically and contains copies of the standard report issued by the Business Office to report car usage. Information may include: date of use, beginning and ending mileage, total miles driven, driver's name, purpose of trip, and costs. The Program uses these files to determine costs associated with travel, to monitor usage, and for budget preparation purposes.

RETENTION: Retain 2 years in office, then destroy.

SDDC-8. CHECK STUBS:

00-021

This series is arranged numerically by check number and contains the No Carbon Required (NCR) copies of checks issued by South Dakota Developmental Center. Information may include: agency number, issue date, amount, to whom, and deductions. This record series is maintained for reference concerning parties to whom checks were issued 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, or 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: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: Budget and Finance
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-10. CORRESPONDENCE, E-MAIL:

00-021

This series is arranged chronologically and contains e-mail correspondence. Information may contain letters and memorandums sent and received which deal with current issues. This record series is used for reference purposes. Substantive E-mail messages are printed and maintained as "General Correspondence" for two years.

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

SDDC-11. CORRESPONDENCE, FEDERAL:

00-021

This series is arranged chronologically and contains copies of both letters and memorandums sent to and received from any federal agency. This record series is maintained for reference and for possible use when federal litigation, claims, or audits are pending.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or 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: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: Budget and Finance
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-12. CORRESPONDENCE, GENERAL:

00-021

This series is arranged chronologically and contains copies of both letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

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

SDDC-13. COUNTY ASSESSMENTS:

00-021

This monthly computer printout is arranged alphabetically, and contains itemized billings sent to each county by the South Dakota Developmental Center for care provided to county individuals. Information may include: county name, billing date, individual name, individual identification number, date admitted, charges, payments received, and ending balance. This record is maintained to answer questions concerning the billings, to insure receipt of the original by each county, 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, or audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Human Services
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OFFICE: Director
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RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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		<u>NUMBER</u>

SDDC-14. DEPOSIT SLIPS:

00-021

This series is arranged chronologically and contains NCR (carbon) copies of the slips used to deposit money in the local checking account. Information may include: date, account name, account number, itemized list of checks and monies, total deposited, and signatures. This record series is maintained to verify amount of all deposits and to insure receipt of the original deposit slips by the bank in case of loss. The originals are maintained with the "Bank Statements."

RETENTION: Retain 1 year in office, then destroy.

SDDC-15. FINANCIAL RECORDS, INDIVIDUALS:

00-021

This computer printout series is generated monthly in alphabetical order and contains itemized lists of all transactions occurring to each individual's financial account. Information may include: individual's name, account number, program name, deposits, transfers, withdrawals, and ending balances. This record series is used to summarize the management of all individuals' funds 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, or 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: Human Services
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OFFICE: Director
PROGRAM: Budget and Finance
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-17. INDIVIDUAL INCENTIVE PAY/CASH DISBURSEMENT
VOUCHER:

00-021

This series is arranged chronologically and is a signature sheet for individual incentive pay and cash disbursements. Information may include: date, name of individual receiving money, amount of money disbursed, individual's signature, and signature of person making payment and date. This record series is used to track money requested by individuals.

RETENTION: Retain 7 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-18. MEDICAID/MEDICARE BILLINGS:

00-021

This copy of computer printout series is arranged chronologically and contains monthly billing summaries sent to Medicaid/Medicare for billing purpose. Information may include: billing date, individual name, recipient name, daily rate charged, dates of service provided, amounts paid by individuals, and amount due. This record series is maintained for reference concerning the original billing sent to Medicaid/Medicare and to insure receipt of bills due.

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

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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		NUMBER

SDDC-19. MEDICAL REQUISITION FILES (MEDICARE NOTICES):

00-021

This series is arranged alphabetically by name of individual and contains the standard forms used to verify approval received to provide medical services to individuals. Information may include: Medicare benefit summaries and copies of medical requisitions. This record series documents approval received to provide service to individuals, to verify invoices for services for which the South Dakota Developmental Center must pay, and documents the denial by Medicaid/Medicare to pay the amounts due. The original is maintained with the respective "Vouchers."

RETENTION: Retain 1 year in office, then destroy.

SDDC-20. PACKING RECEIPTS:

00-021

This series is arranged alphabetically by name of individual and contains the standard receipts issued for all items sent to each individual. Information may include: date, individual's name, item received, receipt number, and signature of person receiving the item. This record series is maintained to document that all packages sent to individuals have been delivered.

RETENTION: Retain 1 year in office, then destroy.

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SDDC-21. PACKING SLIPS:

00-021

This series is arranged alphabetically by vendor name and contains the original form sent with merchandise. Information may include: vendor name and address, shipping address, number of items sent, description, and signatures of person filling orders. This record series is used to reconcile orders received with the packing slips. The invoices are paid if packing slips reconcile, or steps are taken to insure the receipt of items which were not sent.

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

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SDDC-22. PAYROLL DISTRIBUTION LISTINGS, INDIVIDUALS:

00-021

This alphabetical series is generated quarterly to list amounts of money individuals have been paid to attend workshops. Information includes: individual name, social security number, and amount each was paid for attendance in these workshops or training sessions. This information is then provided to the Department of Social Services and the Social Security Administration to report income for each individual.

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

SDDC-23. PROPERTY MANAGEMENT FILES:

00-021

This series is arranged chronologically and documents the property maintained by the South Dakota Developmental Center. Information may include: copies of the Central Annual Inventory printout, file maintenance forms which will reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The information is maintained for property management and accountability purposes.

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

Retain Inventory Procedural Manual current in office. Destroy superseded or obsolete.

(Note: Consider receiving Central Annual Inventory on computer output microfiche (COM) instead of paper and maintaining microfiche in office the entire 4 years prior to disposal.)

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SDDC-24. PURCHASE ORDER:

00-021

This series is arranged numerically and contains copies of all local purchase orders issued by the agency. Information is maintained by Budget and Finance Office and may include: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, program cost, and total cost. This record series is used for reference concerning all supplies and materials ordered, to determine delivery dates, for reordering and for billing purposes.

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

ALL OTHER PROGRAMS: At your discretion, retain current in office. Destroy superseded or obsolete.

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SDDC-25. RECEIPT BOOKS:

00-021

This series contains receipts issued to document the receipt of money paid. Receipts are numbered and include: the date the money was received, funds and accounts to be credited, the amount to be credited to each, and the signature of the person who received the money. Copies of cash receipts are maintained in these books 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, or audit findings involving the records have been resolved and final action has been taken.

SDDC-26. REQUISITION FOR A GROUP OF INDIVIDUALS:

00-021

This series is arranged numerically by requisition number and contains the authorization to remove funds from specified accounts for a group of individuals. Information may include: individuals' names, module, amount of money requested for each individual, account money is to be taken from, person requesting funds and authorized signatures. This information is submitted by module to the Budget and Finance Office to request money needed for individuals. The Budget and Finance Office then verifies funds are available in each individual's account and debits the account for the amount requested.

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

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SDDC-27. REQUISITION FOR THE NEEDS OF INDIVIDUALS:

00-021

This series is arranged numerically by requisition number and contains signed authorizations to remove funds from an individual's personal account. Information may include: individual's name, Program, description of goods to be purchased for the individual, quantity, price, and authorized signature. This information is submitted by each module to the Budget and Finance Office to request items which individuals desire to purchase. The Budget and Finance Office then verifies funds are available in each individual's account, orders the goods, then debits the account for the amount of the purchase.

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

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SDDC-28. SCHOOL NUTRITION PROGRAM FILES:

00-021

This series is generated monthly and contains information concerning the school nutrition program. Information may include: school, address, telephone number, enrollment, total lunch reimbursement, total breakfast reimbursement, total reimbursement authorized, date, operating statement, balance sheet, worksheets, plate count, salaries, and supplies. The information is sent to the Department of Education and Cultural Affairs, Child and Adult Nutrition Program to request payment for school lunch subsidies. This record series is used for reference, audit, and program monitoring purposes.

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

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SDDC-29. SOCIAL SECURITY FILES, INDIVIDUALS:

00-021

This series is arranged alphabetically by individual's name and contains related information concerning the receipt and use of Social Security funds. Information may include: applications, correspondence, direct deposit forms, overpayment notice, supplemental security income determinations, and other related information. This record series is maintained to administer the individuals' Social Security funds, to document all related correspondence about the funds, and to document the Center's authority to deposit funds in the local banking account.

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

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SDDC-31. TRUST ACCOUNT CASH REQUISITION:

00-021

This series is arranged numerically by requisition number and contains signed authorizations to remove funds from an individual's Trust Account. Information may include: individual's name, date, account balance before withdrawal, amount requested, what the money will be used for, which area the funds are to come from (regular trust or workshop), signature of individual requesting funds and authorized signatures. This information is submitted by the individual to the Budget and Finance Office to request petty cash. The Budget and Finance Office then verifies funds are available in the individual's account, and debits the account for the amount requested.

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

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SDDC-36. CEMETERY BOOKS:

00-021

This database and bound book series is arranged chronologically by date of death and lists the location of deceased individuals buried in the facility cemetery. Information may include: date of death, date of birth, individual name, medical record number, section, lot, and grave number. This record is used to determine gravesite locations of deceased individuals and for reference purposes.

RETENTION: Retain permanent in office.

(Note: Consider microfilming bound books when volume warrants.)

(Note: Annually, tapes, should be read to identify any loss of data and to discover and correct the causes of data loss. For up to 1,800 tapes, a 20% sample, or a sample of 50 tapes, whichever is larger, should be read. If there are more than 1,800 tapes, a sample of 384 tapes should be read. Tapes with 10 or more errors should be replaced and when possible, lost data restored. Before tapes are 10 years old, data should be copied onto tested and verified new tapes. Consider storing paper documentation about tape contents in addition to the tape media. Contents of the paper documentation may include file headings and file structures. Additional documentation about the software and hardware necessary to process the tape should be included.)

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SDDC-37. COMMITTEE FILES:

00-021

This computer series is arranged alphabetically by committee name and contains all related information on each. Committees may include: infection control, risk management, speech, language, medical, disaster, and others. This record series is maintained for quick reference to determine topics discussed and actions taken by each committee.

RETENTION: Retain 4 years on computer, then delete.

SDDC-38. CORRESPONDENCE, DIRECTOR:

00-021

This series is arranged by subject matter, then chronologically within and contains both copies of letters and memorandums sent by the director and letters and memorandums received by the same. This record series is used to document all correspondence that is sent and received by the director.

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

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SDDC-39. HUMAN RIGHTS COMMITTEE REPORTS:

00-021

This series is arranged alphabetically by name of individual and contains the Human Rights Committee review of (Behavior Intervention Strategies) treatment and procedures for each individual. Information may include: individual's name, proposed procedures, Program area, points received, target objectives, and treatment provided. The committee uses this record series to determine if proper treatment and procedures are being administered for each individual and to ensure each individual's civil rights are not being violated. The information is also summarized in the respective "Master Record."

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

(Note: The actual Behavior Intervention is kept in the Master Record and retained as such.)

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SDDC-40. INDIVIDUAL CONTACT/KIN FILE:

00-021

This computer database series is arranged alphabetically by name of individual and contains contact information. Information may include: individual's name; addresses and names for emergency contact, secondary contact, and third contact; burial information; and financial benefits. The information drawn from the database is for Social Histories, Annual Reports and other documents that then become part of the Master Record. The record series is used to keep in contact with contacts and family members of the individuals for various purposes.

RETENTION: Retain in database 5 years from the time of discharge or decease, then microfilm with the rest of the Master Record and maintain film for 75 years. Destroy after 80 years.

SDDC-41. INDIVIDUAL LEGEND:

00-021

This computerized demographic series is arranged chronologically and contains a listing of each individual who has been admitted to the South Dakota Developmental Center (SDDC). Information may include: county of admission, date and place of birth, family information, religious preference, baptism and confirmation information, dates of stay, and discharge/decease information. This record series is used as an electronic history of individuals at SDDC, statistical information, and for reference and documentation purposes.

RETENTION: Retain in database 5 years from the time of discharge or decease, then microfilm and maintain film for 75 years. Destroy after 80 years.

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SDDC-42. INDIVIDUAL REGISTER:

00-021

This leather-bound book series is arranged numerically by identification number and contains lists of assigned individual identification numbers. Information may include: identification number, individual name, date admitted, date discharged/expired, names of individual's parents, and county of residence. This record series provides a quick reference of individual background history and is used to determine the next available number for assignment purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming bound books when volume warrants.)

SDDC-43. INTERSTATE COMPACT FILES:

00-021

This series is arranged chronologically and contains copies of the interstate compact agreements between SDDC and mental health facilities in other states. Information may include: correspondence, terms of compact, and information used to draw up each. This record series is maintained by the director for reference and approval prior to initiation, to determine terms and conditions of the agreements, and to draw up new agreements.

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

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SDDC-44. INVESTIGATED INCIDENT REPORTS:

00-021

This series is arranged chronologically and contains incidents involving abuse, neglect, and/or exploitation of and individual served, (which occur at the SDDC) concerning employees and/or individuals. Information may include: correspondence, copies of investigation reports, findings of fact, interview notes, dispositions, and other related information. This record series is used by the director to keep up to date on incidents and to monitor training patterns.

RETENTION: Retain 3 years in office, then destroy.

SDDC-45. MASTER RECORD:

00-021

This series is arranged alphabetically by name of individual and contains all treatments each individual has received. Information may include: individual's name, social, legal, consents, financial, assessments, support plans, medical, admission/discharge information, correspondence, commitment orders, psychological, and other related information. This record series is maintained to document day to day care, treatment that all individuals receive at the facility, to monitor progress, to develop or revise care plans, and for planning and review purposes.

RETENTION: Retain 5 years from the time of discharge or death, then microfilm and maintain film for 75 years. Destroy after 80 years.

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SDDC-47. PLANNING FILES:

00-021

This series is arranged chronologically and contains plans developed by Developmental Disabilities Committee of the South Dakota Developmental Center and the Department of Human Services. Information may include: Strategic Plans, Developmental Disabilities Council Plan, State Plans, Developmental Disabilities Council Strategic Plan, State Strategic Plan, and the Department of Human Services Strategic Plan. This record series is used to monitor and implement the existing plan, and to formulate and improve future plans.

RETENTION: Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy after 10 years.

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

SDDC-48. POLICIES AND PROCEDURES:

02-015

This series is arranged alpha/numerical by procedural name and contains the current procedures for each. Information may include: South Dakota Developmental Center policies on Abuse/Neglect, individual's rights, disaster plan, and others. This record series is used to determine the proper course of actions to take in certain situations.

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

(Note: The Administration Office retains the signed original policies and procedures 5 years after becoming superseded or obsolete, then microfilm and maintains the film permanently for legal purposes.)

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SDDC-49. TITLE XIX FILES AND DEFICIENCY REPORTS:

00-021

This series is arranged chronologically and contains related information concerning certification by the Title XIX Program. Information may include: date, facility name, areas reviewed, noted deficiencies, corrective measures recommended, certification, disclosure forms, application, correspondence, reviews, deficit reports, definition of services, safety codes, plans of action, and corrections. This record series is used to document the procedures followed to gain and maintain Medicare/Medicaid certification.

RETENTION: Retain 5 years in office, then microfilm and maintain film 25 years. Destroy after 30 years.

(Note: Destroy paper after the film has been inspected and verified to have met quality standards.)

SDDC-50. UNIFORM MONTHLY POPULATION STATISTICS:

00-021

This series is arranged chronologically and contains the monthly reports sent electronically to the Department of Human Services to report population statistics. Information may include: number of individuals admitted, number of individuals discharged, number of temporary individuals, number of disabilities, and type of disabilities. The record series is sent for reporting purposes and is used for statistical comparison.

RETENTION: Retain 4 years in office, then destroy.

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SDDC-51. UNIFORM YEARLY POPULATION STATISTICS REPORT (UPS):

00-021

This yearly generated series is arranged chronologically and summarizes the yearly population statistics for the South Dakota Developmental Center, which is sent electronically to the Department of Human Services. Information may include: reporting dates, individual classifications, numbers admitted, numbers discharged, average daily populations, sex ratio, mean average statistics, age range, and physical disabilities. This record series is maintained for reporting purposes and yearly analysis.

RETENTION: Retain 7 years in office, then destroy.

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SDDC-52. CORRESPONDENCE, ELECTRONIC MAIL:

00-021

This e-mail series is arranged chronologically. Information may contain letters and memorandums sent and received which deal with current issues. This record series is maintained for reference purposes. Substantive e-mail messages are printed and maintained as "General Correspondence" for two years.

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

SDDC-53. CORRESPONDENCE, FEDERAL:

00-021

This series is arranged chronologically and contains both letters and memorandums sent to and received from any federal agency. This record series is maintained for reference and for possible use when litigation, claims, or audits are pending.

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

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SDDC-54. CORRESPONDENCE, GENERAL:

00-021

This series is arranged chronologically and contains copies of letters and memorandums sent and originals of letters and memorandums received. This record series is maintained for reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

SDDC-56. MASTER RECORD:

00-021

This series is arranged alphabetically by name of individual and contains all treatments each individual has received. Information may include: individual's name, social, legal, consents, financial, assessments, support plans, medical, admission/discharge information, correspondence, commitment orders, psychological, and other related information. This record series is maintained to document day to day care and treatment that all individuals receive at the facility, to monitor progress, to develop or revise care plans, and for planning and review purposes.

RETENTION: Retain 5 years from the time of discharge or death, then microfilm and maintain film for 75 years. Destroy after 80 years.

SDDC-57. MINUTES, COMMITTEE:

00-021

This computer series is arranged alphabetically by committee name, then chronologically within and contains minutes of committee meetings on campus. Information may include: date, committee name, members present, topics discussed, and action taken. This record series is used for reference concerning committee action.

RETENTION: Retain 4 years on computer, then delete.

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SDDC-58. PERFORMANCE PLANNING AND REVIEW:

00-021

This series is arranged alphabetically by name of employee and contains copies of the standard performance appraisal used. It is a statement of standards and responsibilities for each. Information may include: principal accountabilities, standards of each accountability, performance rating, performance indexes, comments, and ratings received. Achievement Evaluations are required by administrative rule and are used for employees and as documentation supporting the dismissal of Career Service Employees for unsatisfactory job performance. This record series is maintained in the Supervisory Working File for employee administration. The Personnel Office maintains the originals.

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

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

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SDDC-59. POLICIES AND PROCEDURES:

02-015

This series is arranged alpha/numerical by procedural name and contains copies of the current policies and procedures. Information may include: South Dakota Developmental Center policies on abuse/neglect, individual's rights, disaster plan, and others. This record series is used to determine the proper course of actions to take in certain situations. The signed originals of current South Dakota Developmental Center polices and procedures, as well as the obsolete policies and procedures are maintained in the Administrative Office.

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

(Note: The Administration Office retains the signed original policies and procedures 5 years after becoming superseded or obsolete, then microfilm and maintain the film permanently for legal purposes.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: General
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-60. SCHEDULES:

00-021

This series is arranged chronologically and contains copies of schedules for various module events. Information may include: module, group, activity, meal, staff meeting, and other information. This record series is used by the Program Director to remain informed of all scheduled activities.

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

SDDC-61. WORK ORDERS:

00-021

This series is arranged chronologically and contains the standard work orders used to request repairs. Information may include: department, date, work location, description of work, requested by, approved by, completed by, and parts used. The Purchasing Program must approve all repair requests prior to their initiation. The originals document the approval given to each. This record series is maintained to insure the timely completion of all requested repairs.

RETENTION: Retain in Powerhouse for 1 year, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Director
PROGRAM: General
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-62. WORK SCHEDULES:

00-021

This series is arranged alphabetically by name and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Communications
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-63. CALIBRATION OF AUDIOLOGICAL EQUIPMENT:

00-021

This series is arranged chronologically and contains calibration of audiological equipment. Information may include: name of the company doing testing, the name of the manufacturer of the equipment, model serial number, conditions of door seals, condition of Jack Panel, condition of ventilation system, maximum allowable levels, center band octave reading, test results in decibels, testing instrument used, last calibration date, date of testing, and signature of inspector. This record series is used to assure the testing equipment is working.

RETENTION: Retain 1 year in office, then destroy.

SDDC-64. INDIVIDUAL DATA SHEETS:

00-021

This series is arranged alphabetically by name of individual and contains personal information concerning each individual that the Speech/Language Pathologists relate to in the Speech Therapy Program. Information may include: individual's name, activity level awareness, response, and corrective perimeters. This record series is used to determine the communication skills each individual possesses and for reference concerning programs to be developed for each.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Communications
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-65. SPEECH FILES:

00-021

This series is arranged alphabetically by name of individual and contains all related information on Speech Therapy. Information may include: name, hearing evaluation, speech evaluations, assessment summaries, speech screening summaries, hearing screening summaries, plans of action, and other related information. This record series is used to determine each individual's level of impairment, to develop treatment plans, and to review progress date.

RETENTION: Retain in office until individual is discharged or deceased. Transfer to the Master Record to be retained 5 years, then microfilmed and maintain film for 75 years. Destroy after 80 years.

SDDC-67. TREATMENT SCHEDULES:

00-021

This series is arranged chronologically by appointment date and contains the names of individuals who are scheduled for Speech Therapy. Information may include: individual's name, date, time, and comments. This record series is maintained for scheduling purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Dental
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-68. APPOINTMENT BOOKS:

00-021

This appointment-book series is arranged chronologically by date and time and provides a listing of individuals who have dental appointments. Information may include: date, individual's name, time of appointment, and procedure administered. This record series is used for summaries concerning the dates individuals are seen, and for scheduling and reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-69. CONSENT FORMS, EMPLOYEE IMMUNIZATIONS:

00-021

This series is arranged alphabetically by name of employee and documents consent given by employee for immunizations. Information may include: employee's name, immunization to be administered, date, drug, lot number, manufacturer, date given, and signature of employee giving informed consent. This record series is also maintained for legal purposes to document that permission was given by the employees for the agency to administer vaccinations.

RETENTION: Retain in office. Destroy 30 years after termination or death.

(Note: Consider microfilming when volume warrants.)

(Note: Occupational Safety and Health Administration requires these records be kept 30 years after termination or death of employee. The National Vaccine Injury Compensation Program, established by the National Childhood Vaccine Injury Act of 1986 requires physicians and other health-care providers who administer vaccines to maintain permanent vaccination records and to report occurrences of certain adverse events to the U.S. Department of Health and Human Services.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-70. CONTROL GRAPHS:

00-021

This ring-binder series is arranged chronologically and contains daily control graphs used to calibrate laboratory equipment. Information may include: date, equipment name, type of test, test results, if in acceptable range, and control lot number. This record series is maintained to document the proper calibration and operation of all lab equipment used to make tests and to certify accuracy of the test results.

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

SDDC-71. DRAWING STATION LOG:

00-021

This ring-binder series is arranged chronologically and is used to record the results of all tests conducted at the Drawing Station. Information may include: date, test name, test number, patient name, and test results. This record series is used to document the results of all tests conducted, to verify that the number of tests conducted reconciles with test number logs, and for Medicare purposes.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-72. EMPLOYEE IMMUNIZATION RECORD:

00-021

This computer database series is arranged alphabetically by name of employee to document immunizations given to employees and contains employee immunization records. Information may include: employee name, immunization administered, date, drug, lot number, manufacturer, and date given. This record series is maintained to ensure immunizations are kept up to date in order to prevent unnecessary illness, and in case of an adverse reaction to immunizations.

RETENTION: Retain in office. Destroy 30 years after termination or death of employee.

(Note: Consider microfilming when volume warrants.)

(Note: Occupational Safety and Health Administration requires these records be kept 30 years after termination or death of employee. The National Vaccine Injury Compensation Program, established by the National Childhood Vaccine Injury Act of 1986 requires physicians and other health-care providers who administer vaccines to maintain permanent vaccination records and to report occurrences of certain adverse events to the U.S. Department of Health and Human Services.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-73. MEDICAL IDENTIFICATION CARDS:

00-021

This card series is arranged alphabetically by name of individual and contains current Medicaid identification cards for each. Information may include: individual's name, Medicaid identification number, date of birth, and sex. This record series is maintained to determine proper identification number when submitting Medicaid claims.

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

SDDC-74. WORK SCHEDULES:

00-021

This series is arranged alphabetically by name and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 3 years, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Pharmacy
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-75. CONSULTANT PHARMACY REPORT:

00-021

This computer printout series is generated quarterly by Program Area and contains the consultant pharmacy report. Information may include: individuals' names, module, dates, and significant and insignificant irregularities and drug administration errors. This record series is maintained for review purposes, to monitor drug usage, and for Medicare reviews.

RETENTION: Retain 2 years, then destroy.

SDDC-76. DAILY AUDIT LOG:

00-021

This computer generated series is arranged chronologically and contains the daily audit log. Information may include: prescription number, patient name, doctor prescribing, transaction number, drug name, drug strength, amount dispensed, original amount, pharmacist, original date, refill date, price, and initials and signature of pharmacist. This log indicates the daily work of the pharmacist, by listing the prescriptions filled daily to the individuals in the agency.

RETENTION: Retain 2 years, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Pharmacy
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-77. FORMULARY RECORDS:

00-021

This series is arranged alphabetically by pharmacological category and lists drugs used by the agency. Information may include: trade name, generic name, dosages stocked, and form (tablet, capsule, etc.). The listing is updated every six months and serves to prevent therapeutic duplication, to limit on-hand inventories, and to assure an adequate spectrum of therapeutic agents to treat individuals.

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

SDDC-78. INVOICES:

00-021

This series is arranged chronologically and constitutes the instrument used by vendors to petition for payment. Information may include: vendor name, company name, date order received, ship date, invoice date, invoice number, purchase order number, quantity, description, Program price, amount, terms and total. This record series is maintained by the pharmacy for reference purposes. The Business Office maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Pharmacy
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-79. MEDICATION FOR OUTINGS REQUISITION:

00-021

This series is arranged chronologically by date of outing and is used to order medications for individuals who go off campus during scheduled medication times. Information may include: name of the person who requests medications, date requested, name of event requiring off campus trip, date of event, time leaving, time returning, medication times needed, individuals' names, individuals' dorms. Instructions for use of the form are included at the bottom. This record series enables pharmacy to obtain information needed to correctly provide outing medications.

RETENTION: Retain 2 months after outing, then destroy.

SDDC-80. MINIPHARM STOCKING SLIPS:

00-021

This (8 1/2" x 3 1/2" red) series is arranged chronologically and provides a notification sent to the Pharmacy to replace an item. Information may include: item description, individual assigned, and amount. The information is summarized on the individual's chart and "Drug Requisitions." This record series is used to inform the Pharmacy of the need to restock a drug item.

RETENTION: Retain in office until order is filled, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Pharmacy
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-81. PHYSICIAN ORDER FORM:

00-021

This series is arranged alphabetically and contains doctor orders for an individual. Information may include: name of individual, module, diagnosis, lab work, doctor, pharmacist's comments, drug strength, prescription number, direction for use, and original date. This record series is maintained for consultant purposes, to review and evaluate patient records.

RETENTION: Retain 5 years in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Physical/Occupational Therapy
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-84. INDIVIDUAL MONTHLY PROGRAM ATTENDANCE:

00-021

This series is arranged alphabetically by name of individual and contains an itemized list of days provided to each individual for physical therapy. Information may include: individual's name, module, date, service rendered, and physical therapy doctor orders. This record series is maintained for reporting purposes to document the number of individual's service hours provided to each and for Medicare reviews.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided Medicare review has occurred.

SDDC-85. NUTRITION PROGRAM CALENDARS (OCCUPATIONAL THERAPY):

00-021

This series is arranged chronologically and contains daily account of nutrition changes for individuals. Information may include: individual's name, module, date, and diet change requested. This record series is used to document the facility's attempt to improve individual nutrition by encouraging the individuals to go from a ground to a regular diet and is useful in preparing meals on the tray line.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Psychology
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-87. BEHAVIOR DATA SHEETS:

00-021

This paper and database series is arranged alphabetically by name of individual and contains notations concerning maladaptive behavior exhibited by individuals. Information may include: individual's name, date reported, description of behavior. The information is sent to psychology on a weekly basis and entered into a behavior database. This record series is used to determine behavioral progress and to measure effectiveness of psychotherapeutic medication.

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

DATABASE: Retain until the individual is deceased, then destroy.

SDDC-88. BEHAVIOR INTERVENTION STRATEGY:

00-021

This series is arranged alphabetically by name of individual and contains the plans developed to regulate individual behavior. Information may include: individual's name, purpose, target behaviors, baseline, objectives, and instructions. The plans are developed by the psychologists and behavior therapists to attempt to correct deviant behavior patterns and for peer reviews. The information is retained in the respective "Master Record."

RETENTION: Retain current in office. Transfer superseded or obsolete to the Master Record to be retained 5 years from the time of discharge or decease, then microfilm and maintain film for 75 years. Destroy after 80 years.

(Note: The original film is kept in Pierre by Records Management and the South Dakota Developmental Center has a copy for reference.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Psychology
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-89. PSYCHOLOGY ANNUAL REVIEWS:

00-021

This series is arranged alphabetically by name of individual and contains psychology annual reviews. Information may include: individual's name, Case Manager, evaluator, staffing date, diagnostic impression, medications individual receives, behavior intervention strategy, objectives of the individual's training intervention, results, and recommendations. This record series is used to determine the individual's behavioral patterns in the day-to-day living environment.

RETENTION: Retain current in office. Transfer superseded or obsolete to the Master Record to be retained 5 years from the time of discharge or death, then microfilm and maintain film for 75 years. Destroy after 80 years.

(Note: The original film is kept in Pierre by Records Management and the South Dakota Developmental Center has a copy for reference.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Health Services
PROGRAM: Psychology
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-90. PSYCHOLOGICAL TESTING REPORT:

00-021

This series is arranged alphabetically by name of individual and contains psychological evaluations for each. Information may include: personal data, test results, test behavior, test interpretations, summaries, and recommendations. The record series is used to review current treatments and to review the progress of individuals. The document is retained in the "Master Records."

RETENTION: Retain current in office. Transfer superseded or obsolete to the Master Record to be retained 5 years from the time of discharge or death, then microfilm and maintain film for 75 years. Destroy after 80 years.

(Note: The original film is kept in Pierre by Records Management and the South Dakota Developmental Center has a copy for reference.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-91. CLEANING LISTS:

00-021

This series is arranged chronologically and contains daily item cleaning lists. Information may include: date, employee, location, list of items to be cleaned, and initials of the person performing the cleaning to indicate each has been completed. This record series is maintained to insure that all cleaning tasks are completed on a daily basis.

RETENTION: Retain 3 months in office, then destroy.

SDDC-92. DIET LISTS:

00-021

This monthly updated series is arranged alphabetically and contains copies of diet lists prepared for employees who take individuals off campus to inform them of any food allergies or any other special dietary considerations. Information may include: individuals name, program, module, diet and restrictions. This record series is maintained to help staff to keep current of individuals' diets and consistencies. These lists are for use anywhere other than Food Services.

RETENTION: Retain 1 month in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-93. FIRE DRILL REPORTS:

00-021

This series is arranged chronologically and documents the results of all fire drills held in this program. Information may include: date, nature of drill, observations, noted deficiencies, and plans of correction. This record series is maintained for Title XIX certification, to rehearse fire drills with staff, and to correct observed deficiencies.

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

SDDC-94. INDIVIDUAL CARDEX FILES:

00-021

This cardex series is arranged alphabetically by name of individual and program and contains a summary of nutritional needs. Information may include: individual's name, module, diet type, type of utensils required, beverage needs, nourishments allowed, review notes, and weight records. These cards provide a quick reference of nutritional histories and are useful in monitoring weight control.

RETENTION: Retain active in office. Transfer discharged/expired to storage for 4 years. Destroy 4 years after discharged/expired.

SDDC-95. MEALS SCHEDULES:

00-021

This series is arranged chronologically and contains the schedules of delivery times for meals. Information may include: module, dining room, numbers, and delivery times. This record series is used for planning purposes to determine the times meals have to be delivered to each area.

RETENTION: 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: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-96. MENUS:

00-021

This series is arranged chronologically and contains copies of menus prepared by nutritionists in the Food Service Program. Information may include: menu, week, puree, high calorie, bland, low sodium, scoop size, and reduction desserts. This record series is maintained to document nutrition of meals provided to individuals and to track specific food in the event of food poisoning.

RETENTION: Retain the current and previous cycle menus 1 year in office. Destroy superseded or obsolete.

SDDC-97. NOURISHMENT SHEETS:

00-021

This series is arranged alphabetically by individual's name and contains nourishment sheets. Information may include: individual's name, module, snacks allowed, if snacks are discouraged or encouraged and the times to give them. This record series is maintained to monitor patient weight and nutrition and for Title XIX reviews.

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

SDDC-98. SPECIAL FUNCTION REQUESTS:

00-021

This series is arranged chronologically and contains the forms used by each program to request foods for special functions. Information may include: date requested, date required, description of foods, cost, and authorized signatures. This record series is used to document the various programs' requests for food to have picnics and other special functions, to revise meal preparations so those programs do not receive meals during those times, and to figure the cost to provide the service.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-99. TEMPERATURE LOGS:

00-021

This series is arranged chronologically and lists the temperature readings of the food at the beginning of the meal, during meal serving, and an ending temperature is taken. Also, random checks are done once a week as trays leave the cafeteria and are served at the various modules. Information may include: date, menu, meal, module and temperature of food. This record series is used to insure proper temperature of food.

RETENTION: Retain 1 year in office, then destroy.

SDDC-100. WEIGHT SHEETS:

00-021

This series is arranged alphabetically and contains the monthly weight sheets submitted by each module and lists each individual's weight. Information may include: individual's name, height, normal weight for height, and individual's weight. The modules send this information to the nutritionist so that employees can make modifications for each individual's diet to bring the individual's weight within noted norms.

RETENTION: Retain 1 month in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Laundry Operations
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-101. CHECK-IN/OUT LOGS:

00-021

This series is arranged chronologically and contains weekly call-in sheets which list the times employees come to and leave their place of duty. Information may include: employee name, date, time in, and time out. This record series is used to verify time and attendance records.

RETENTION: Retain 1 year in office, then destroy.

SDDC-102. EQUIPMENT FILES:

00-021

This series is arranged alphabetically by equipment name and contains related information concerning equipment operation and maintenance. Information may include: instructions, parts manuals, maintenance schedules, and other related information. This record series is used in equipment maintenance, operation, and repairs.

RETENTION: 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: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Laundry Operations
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-103. LINEN REQUESTS:

00-021

This hand-written series is arranged chronologically in a binder and contains lists of all requests received from each module for additional linen supplies. Information may include: date, module, description of linen supply needed, amount, and name of individual who delivered the linens. This record series is maintained for justification in adjusting linen deliveries for particular modules and for inventory control purposes.

RETENTION: Retain 1 month in office, then destroy.

SDDC-104. POUNDAGE SHEETS:

00-021

This daily generated series is arranged chronologically and contains a summary of all supplies used and production figures. Information may include: date, description of supplies used, amounts used, dollar amounts, amounts laundered, description, pounds, and total washed. This record series is maintained for reporting purposes and cost determination figures.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Laundry Operations
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-105. SIGN OUT SHEET:

00-021

This clipboard series contains daily accounts of the delivery times of laundry. Information may include: date, employee's name, modules laundry was delivered to, time of departure, and time of arrival. This record series is used to verify the timely delivery of laundry and to know where the employees are and which Trusty is with them.

RETENTION: Retain 1 month in office, then destroy.

SDDC-106. WEEKLY LINEN ORDERS:

00-021

This series is arranged chronologically and contains weekly summaries of linen delivered to each module. Information may include: date, module, description of linen, and number of pieces delivered. This record series is used to document the number of pieces delivered to each module, to insure pieces are returned for laundering, and for inventory control purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-107. BOILER CHARTS:

00-021

This circular chart series is arranged chronologically and provides readings concerning boiler operation. Information may include: date, boiler number, and boiler output temperature and flow. This record series is used to document the flow and pressure of boiler water, to monitor the output of the boilers, to determine average temperature output and flows, and for statistical comparison purposes.

RETENTION: Retain 2 years in office, then destroy.

SDDC-108. BOILER WATER LOGS:

00-021

This ring-binder series is arranged numerically by boiler number and contains information concerning water quality for each. Information may include: boiler number, date, chemicals monitored, and amounts suspended. This record series is used to document the monitoring of suspended chemicals in water and to determine which chemicals need to be adjusted.

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

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-109. BUILDING FILES:

00-021

This series is arranged alphabetically by building name and contains a quick reference of any remodeling or refurbishing of any of the building(s). Information may include: building name, type of construction, costs, bids, specifications, correspondence, and status of construction. This record series is maintained for reference concerning the status of all construction and to provide a history of all building remodeling and modifications.

RETENTION: Retain in office for the life of the building. Destroy when building is demolished.

(Note: Consider microfilming when volume warrants.)

(Note: Building plans and specifications are maintained permanently in the Office of State Engineer.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-110. BUILDING PLANS AND SPECIFICATIONS:

00-021

This series contains scale drawings of building plans and specifications for space occupied by the agency. Information may include: construction and remodeling project information; mechanical, electrical, and engineering drawings; floor plans; and equipment layout and design information. The record series is used for maintenance and remodeling purposes.

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

(Note: Building plans and specifications are maintained permanently in the Office of State Engineer.)

SDDC-111. CAR USAGE REPORTS:

00-021

This series is arranged chronologically and contains copies of the standard report issued by the Business Office to report car usage. Information may include: date of use, beginning and ending mileage, total miles driven, driver's name, purpose of trip, and costs. The program uses this record series to determine costs associated with travel, to monitor usage, and for budget preparation purposes. The originals are sent to the Fleet and Travel Office in Pierre.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-112. CONTRACTS, STATE (NOTICE OF AWARDS):

00-021

This series is arranged alphabetically by item type and contains a copy of the contract awarded by the State Purchasing and Printing Program. Information may include: supply name, date ordered, buyer name, telephone number, contractor name and address, contract number, itemized listing of goods for sale, and prices. This record series is maintained for reference when ordering supplies on State Contract.

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

SDDC-113. ENERGY MANAGEMENT REPORTS:

00-021

This computer printout series is arranged chronologically and provides information on energy needs and consumption in each building. Information may include: date, time, building name, and status of energy needs and consumption. This record series is used to monitor building temperatures and to note any deviations from the usual norms for each building.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-114. EVACUATION REPORT FORM:

00-021

This series is arranged chronologically and contains copies of the quarterly fire drill evacuation reports. Information may include: date, description of drill, number of clients, number evacuated, number of stragglers, time needed for evacuation, and an evaluation of the procedures and the success of each drill. This record series is maintained to verify the quality of fire evacuations and for Title XIX reviews.

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

SDDC-115. KEY REGISTER:

00-021

The Key Register is a computerized database containing information regarding keys checked out. The register may be called up either by key number or by name of person key was issued to. Information may include: key number, person key was issued to, date of issue, date of return, and comments. This record series is used to keep track of the keys issued to personnel at SDDC.

RETENTION: Retain database current. Once a person has been terminated, their specific record will be retained 1 year, then purged and deleted.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-116. OPERATION MANUAL:

00-021

This series is arranged alphabetically by equipment name and building and provides operating procedures for equipment in each building. Information may include: operation manuals, service manuals, parts listings, and other items relating to equipment service and maintenance. This record series is maintained for reference to determine proper equipment operation and to determine parts necessary to make repairs.

RETENTION: Retain in office for the life of the equipment. Destroy when equipment is declared surplus.

SDDC-117. TELEPHONE SERVICE CHANGE REQUEST:

00-021

This computerized series is arranged chronologically and is used to request any changes in new lines, different options (call forwarding, call pickup, etc.). Information may include: name of person making request, location and office number where phone is or will be located, office from which it is to be moved, and signature of person making request and supervisor's signature. This record series is used by the Bureau of Information and Telecommunications to make the changes and to track the budget expense.

RETENTION: Retain 1 year, then delete.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-118. TROUBLE CALL SHEETS:

00-021

This notebook series is arranged chronologically and lists all emergency or high priority trouble reports received. Information may include: date, nature of the problem, and person assigned to remedy the problem. This record series is maintained to insure any high priority repairs are made the same day, for reporting purposes, and for performance indicators.

RETENTION: Retain 1 year in office, then destroy.

SDDC-119. WATER QUALITY REPORTS:

00-021

This series is arranged chronologically and contains results of the drinking water and pool water tests conducted by the State Health Laboratory. Information may include: name, address, telephone number, name of person collecting water sample, date collected, location collected, purpose of the test, and result of the test. This record series is used to document the quality of the water at the facility and to note whether corrective action is necessary.

RETENTION: Retain 2 years in office, then destroy.

(Note: The Department of Environment and Natural Resources, Water Quality Program maintains the originals.)

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RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-120. WASTEWATER DISCHARGE REPORTS:

00-021

This series is arranged chronologically and contains copies of wastewater quality reports. Information may include: name, address, location, permit number, monitoring period, and results of the test. This record series is maintained to document water quality and to determine if corrective actions are necessary for any noted deficiencies.

RETENTION: Retain 4 years in office, then destroy.

(Note: The Department of Environment and Natural Resources, Water Quality Program maintains the originals.)

SDDC-121. WORK ORDERS:

00-021

This series is arranged chronologically and contains the standard form used to request repairs. Information may include: department, date, work location, description of work, requested by, approved by, completed by, and parts used. The Purchasing Program must approve all repair requests prior to their initiation. The originals document the approval given to each. This record series is maintained to assure the timely completion of all requested repairs.

RETENTION: Retain 1 year in Powerhouse, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Security
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-125. SUBJECT STATEMENT FORMS:

00-021

This series is arranged chronologically and contains personal statements completed by people who make reports to security. This information may include: date, time, and place of a specific occurrence, statement of what happened from the point of view of the person making the statement, and that person's signature. There should be a Narrative Report filed with each Subject Statement Form. This record series is maintained to document specific occurrences.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Warehouse/Purchasing
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-127. BID FILES:

00-021

This series is arranged numerically by bid number and contains related information used to request bids. Information may include: bid specifications, actual bid quotes from bidders, tally sheets, copies of letters of awards, and original signed contracts. This record series is used to determine the low bid on items specified, to determine the terms of the contract, and for re-bidding purposes.

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

SDDC-128. CONTRACTS, STATE (NOTICE OF AWARDS):

00-021

This series is arranged alphabetically by item type and contains a copy of the contract awarded by the State Purchasing and Printing Program. Information may include: supply name, buyer name, telephone number, contractor name and address, contract number, itemized listing of goods for sale, and prices. This record series is maintained for reference purposes when ordering supplies on state contract.

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

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Plant Operations
PROGRAM: Warehouse/Purchasing
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

**SDDC-129. REQUISITIONS (INTER-AGENCY STOCK, MEDICAL,
OFFICE SUPPLIES, WAREHOUSE, WAREHOUSE
CLOTHING):**

00-021

This series is arranged chronologically and contains originals of forms used to request goods from the warehouse. Information may include: program or module name, date, quantity ordered, description of goods, unit cost, total cost, place of delivery and authorized signatures. This record series is used to insure all items are received.

RETENTION: Retain 1 year in office, then destroy.

SDDC-129.1. 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
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Coordinator's Office
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-130. CEMETERY MAPS:

00-021

This series is maps and provides location of deceased individuals' graves located in the two cemeteries on campus. Information may include: cemetery, individual name, and grave number. This record series is maintained for convenience of visitors looking for particular gravesites.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

SDDC-131. DAILY REPORTS:

00-021

This series is arranged chronologically and contains the original "Daily Reports" submitted by each module to the Coordinator's Office. Information may include: date, module, number of individuals listed, number in module, number on vacation, number admitted, number discharged, number of deaths, number in hospital, and number Absent Without Leave (AWOL). This record series is used by the Coordinator's Office to generate daily Admissions/Discharges/Transfers Report (ADT) and for Medicare/Medicaid reviews.

RETENTION: Retain 1 month in office, then transfer to storage for 3 years and 11 months. Destroy after 4 years.

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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Coordinator's Office
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-132. EMPLOYEES LOG BOOK:

00-021

This three-ring binder series is arranged alphabetically by name of employee and contains a quick reference concerning each. Information may include: employee's name, address, home telephone number, and title. This record series is used for a quick reference to connect incoming calls with respective employees and for use by the Coordinator to contact employees as requested.

RETENTION: Retain current in office. Destroy upon termination.

SDDC-133. INDIVIDUALS' INFORMATION DATA LOG:

00-021

This ring binder series is arranged alphabetically by name of individual and contains a quick reference concerning each. Information may include: individual's name, date of birth, date admitted, abilities, activities, and physical profiles. This record series is maintained to answer inquiries in event of Absent Without Leave (AWOL).

RETENTION: Retain current in office. Destroy upon discharge/expired.

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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Coordinator's Office
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-134. SICK CALL RECORDS (NON-SEVEN WEEK SCHEDULE EMPLOYEES):

00-021

This series is arranged chronologically and contains handwritten messages or E-mails concerning employees who call in sick. Information may include: employee name, time called in, date, work place, and name of person receiving the call. This record series is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

SDDC-135. WORK SCHEDULES:

00-021

This series is arranged alphabetically by name and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Coordinator's Office
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-136. WORK SCHEDULES (SEVEN-WEEK):

00-021

This series is arranged numerically by schedule number and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 3 years in office, then destroy.

SDDC-137. WORKSHEETS, DAILY ASSIGNMENT:

00-021

This series is arranged chronologically and contains summaries of employee assignments per program and module, per shift. Information may include: program and module name, people assigned, job duty, and individuals on leave. This record series is maintained for Medicare purposes to verify proper staffing levels for each area and to insure proper care is provided.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided Medicare review has occurred.

STATE OF SOUTH DAKOTA
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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Training & Develop Resources
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-138. ACKNOWLEDGEMENT OF RECEIPT OF POLICIES AND PROCEDURES:

00-021

This series is arranged alphabetically by employee name and is an acknowledgement that the employee has been given written policies and procedures. Information may include: statement of information received, acknowledgement of consequences of not following policies and procedures, signature of employee, and date. This record series is used for reference of information given to employees and to keep employees current with policies and procedures of the facility.

RETENTION: Retain 5 years following termination of employment, then destroy.

SDDC-139. ATTENDANCE SUMMARIES:

00-021

This computer series is arranged chronologically and summarizes all classes held and employees trained monthly. Information may include: date, number of classes taught, and number of individuals trained. This record series is maintained for reporting purposes and performance indicators.

RETENTION: Retain 2 years on computer, then delete.

STATE OF SOUTH DAKOTA
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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Training & Develop Resources
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-140. EMPLOYEE ACKNOWLEDGEMENT OF PUBLIC ENTITY
POOL OF LIABILITY:

00-021

This series is arranged alphabetically by employee name and is an acknowledgement that the employee has been given the Public Entity Pool for Liability Fund Coverage Document. Information may include: acknowledgement statement, statement of understanding, signature of employee, and date. This record series is used for reference that information has been given to the employee and to keep employees current with the Public Entity Pool for Liability Fund Coverage Document.

RETENTION: Retain 5 years following termination of employment, then destroy.

SDDC-141. EMPLOYEE PROFILE:

00-021

This computer database series is arranged alphabetically by employee name, then by program name and contains a listing of all training each employee has received. Information may include: employee name, program name, date employed, identification number, an itemized listing of courses attended, dates attended, course numbers, number of hours attended, and examination results. This record series is maintained for Title XIX compliance purposes and to insure each employee receives the required training.

RETENTION: Retain 5 years following termination of employment, then destroy.

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DEPARTMENT: Human Services
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OFFICE: Program/Coordinator Support
PROGRAM: Training & Develop Resources
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-142. REQUEST FOR TRAVEL AUTHORITY:

00-021

This series is arranged alphabetically by employee name and contains the request for authority to travel. Information may include: date of application; names of persons requesting travel; destination; purpose; date and time of travel; signature of traveler and supervisor and initials of the director; and the Department of Human Services travel rates including motels, mileage, and food. This record series is maintained for budgeting, scheduling of vehicles, and training information purposes.

RETENTION: Retain 7 years in office, then destroy.

SDDC-143. REQUEST TO ATTEND TRAINING/WORKSHOP:

00-021

This series is arranged alphabetically by employee name and contains the request to attend training/workshop. Information may include: traveler's name, meeting or training title, location of meeting or training, if attending for continuing education or maintaining license, credit hours, how the traveler feel the trip will benefit the employee, how will it benefit the South Dakota Developmental Center, whether or not the employee would be willing to do a presentation on the information, and steps that need to be taken on return from travel. This record series is maintained for training information purposes.

RETENTION: Retain 7 years in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Training & Develop Resources
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-144. TRAINING CHECKLIST:

00-021

This series is arranged alphabetically by employee name and contains a list of classes attended by the employee. Information may include: employee name, position, program area, schedule, classes available, and dates classes were taken by the employee. This record series is maintained to ensure employees are current on accepted methods of care policies and procedures.

RETENTION: Retain 5 years following termination of employment, then destroy.

SDDC-145. TRAINING AND DEVELOPMENT RESOURCES REGISTER:

00-021

This series is arranged numerically by course number and is a sign-in sheet of all individuals who take each class. Information may include: course title, duration of session, date, total time attended, trainer's name, course code, individuals in attendance, and the time the individuals came and left classes. This record series is used to log attendance on their respective "Employee Profiles."

RETENTION: Retain current in office. Destroy after the data has been encoded into the "Employee Profiles" and verified to be accurate and complete.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program/Coordinator Support
PROGRAM: Training & Develop Resources
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-146. TRAINING AND DEVELOPMENT RESOURCES/TRAINING COURSE BOOKLET:

00-021

This series is arranged numerically by course number and contains course outlines for all training sessions. Information may include: course number, course code, objectives, teaching methods, and contents. This record series is maintained for Title XIX reviews and to revise classes as necessary.

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

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Case Manager
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-147. BOWEL MOVEMENT (BM) CHARTS:

00-021

This series is arranged chronologically in the individual's Immediate Care Plan and contains bowel movement charts. Information may include: name, month, day, shift, size, and whether a suppository was given. This record series is used if requested by medical staff to track bowel movements.

RETENTION: Retain 1 month in Immediate Care Plan, then transfer to Case Manager's office to be retained for 1 year. Destroy after 1 year and 1 month.

SDDC-148. DAILY LIVING RATINGS:

00-021

This series is arranged chronologically and contains daily living ratings. Information may include: date (for week), names of individuals on module, and rating grid. This record series is used to determine the program phase the individual will be on.

RETENTION: Retain 1 month in Immediate Care Plan, then transfer to Case Manager's office to be retained for 1 year. Destroy after 1 year and 1 month.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Case Manager
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

**SDDC-149. INDIVIDUAL INCENTIVE PAY/CASH DISBURSEMENT
VOUCHER:**

00-021

This series is arranged chronologically and is a worksheet for behavior incentive pay and cash disbursements. Information may include: names of individuals, their signatures, and amount of money disbursed. This record series is used to provide accurate accounting of money for the Budget and Finance Office.

RETENTION: Retain in Case Manager's office until money is disbursed. Transfer to Budget and Finance Office to be retained for 7 years, then destroyed.

(Note: Cash Disbursement Vouchers must be returned to Budget and Finance before any more money is given out.)

SDDC-150. INDIVIDUAL RELATIONS FILE (ACCESS):

00-021

This database series is arranged alphabetically by name of individual and contains a listing of relatives for each. Information may include: individual's name and county; and the names of parents, grandparents, siblings, guardians, nieces, and nephews. This record series is used to determine the names of all known relatives in cases of emergency and to encourage each relative to visit his individual family member. The information in this database is drawn from, for various other documents. The other documents become part of the Master Record, which is later microfilmed.

RETENTION: Retain database current. Delete when the individual has been discharged or deceased.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Case Manager
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-151. INVENTORY SHEET:

00-021

This series is arranged chronologically and is a list of belongings of each individual. Information may include: name, items owned by individual, date received/purchased, condition of item, item number, and dates discarded. This record series is used to keep an accurate account of individuals' personal possessions as needed for guardians and Social Security Administration.

RETENTION: Retain in the Office of Developmental Disabilities Tech III until the individual has been discharged or deceased, then transfer to Master Record to be retained as such.

SDDC-152. MONTHLY DATA SHEET:

00-021

This series is arranged chronologically, then alphabetically by name of individual and is a monthly data worksheet. Information may include: name, date of last Individual Support Plan meeting, objective, data recorded, plus or minus (indicating pass or fail), service intervention, staff signature, and date and time of data collection. This record series is then used to enter data into the computer for data probes. Data probes are printed quarterly and become part of the Master Record, which is later microfilmed.

RETENTION: Retain current in office. Destroy after the data has been encoded and verified to be accurate and complete; and the resulting data probes have been printed.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Case Manager
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-153. PACKING LIST:

00-021

This series is arranged alphabetically by individuals' name and is a list of items packed for vacation or home visits. Information may include: name, date, and list of personal belongings sent with the individual. This record series is used to ensure items sent home are returned so inventory is accurate. New items that are returned are added to the inventory.

RETENTION: Retain until the individual returns from visit. If all items are returned, then destroy. If items are missing, document it on inventory sheet and inform family, then destroy.

SDDC-154. SHIFT REPORT FORMS:

00-021

This series is arranged chronologically and is a reporting tool between staff, of activities and care provided/needed for the individuals on the module and staff. Information may include: date, names of individuals on the module, three shift periods to document, summary comments on individuals, signatures of persons receiving keys for each shift, staff communications, appointments, and a list of possible medication side effects. This record series is used to assure continuity of care for all the individuals.

RETENTION: Retain 6 months in ring binder, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-155. 303.90 ALCOHOL DEPENDENCE:

00-021

This series is arranged numerically by individual's medical record number and is a diagnostic tool. Information may include: a checklist of criteria to determine the degree of alcohol dependence of the individual, the individual's medical records and name, signature of counselor, and date. This record series is used to determine that an individual meets the criteria of an alcohol dependent individual.

RETENTION: Retain 6 years in office after individual is discharged or deceased, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-156. ADOLESCENT ALCOHOL INVOLVEMENT SCALE:

00-021

This series is arranged numerically by individual's medical record number and is a questionnaire. Information may include: name of individual, date, a series of questions with multiple choice answers, and a scoring grid. This record series is used to assess alcohol involvement or degree of severity.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-157. ADOLESCENT DRUG INVOLVEMENT SCALE:

00-021

This series is arranged numerically by individual's medical record number and is a questionnaire. Information may include: name of individual, date, a series of questions with multiple choice answers, scoring grid, and interpretation guide. This record series is used to determine severity of drug use by the individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-158. AUTHORIZATION OF THE RELEASE OF INFORMATION:

00-021

This series is arranged numerically by individual's medical record number and is a legal consent to release information. Information may include: name of individual, agency releasing information, list of information being released, statement of understanding and content to release, date, signature of individual, signature of guardian if needed, and signature of witness. This record series is used to provide information and/or progress to interdisciplinary team members and guardians.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-159. CHEMICAL SCREENING REQUEST/REPORTING:

00-021

This series is arranged numerically by individual's medical record number and is a formal request to acquire a medical order for urinary analysis testing. Information may include: name of individual, date sample collected, staff member supervising collection, checklist of chemical screening requested, chemical health staff person, physician/PA-C, date testing is completed, signatures, initials of staff who received results of test, and date received. This record series is used to offer voluntary testing to determine possible chemical use.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-160. CHEMICAL USE ASSESSMENT SUMMARY:

00-021

This series is arranged numerically by individual's medical record number and is the title page to the individual's file. Information may include: date, individual's medical record number, Case Manager assigned, diagnosis, recommendations, and chemical dependency counselor. This record series is used as a quick reference on the individual at the beginning of the file.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-161. CHILDREN OF ALCOHOLICS SCREENING TEST:

00-021

This series is arranged numerically by individual's medical record number and is a questionnaire. Information may include: individual's name and medical record number, a checklist of questions, individual's signature, and date. This record series is used to determine parental chemical use and its effects on the individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-162. CLIENT/GROUP INFORMATION FORM:

00-021

This series is arranged numerically by individual's medical record number and is the duplicate form required by the Division of Alcohol and Drug Abuse. Information may include: individual's medical record number, demographic information, chemical use history and diagnosis, dates of intake, and end of service and services provided. This record series is used to provide the Division of Alcohol and Drug Abuse information regarding treatment/services and data about individual group services.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

**SDDC-163. CLIENT/MANAGEMENT INFORMATION SYSTEM
INFORMATION FORM:**

00-021

This series is arranged numerically by individual's medical record number and is general information sheet on the individual being served. Information may include: name of individual, medical record number, address, date of birth, age, date of commitment, county, sex, social security number, race, education, indication of insurance, source of income, yearly family income, living arrangements, marital status, pregnancy, number of children, drugs used, drugs of choice at what age, frequency and route, last use frequency, number of prior treatments, where treated, suicide attempts, number of minor consumptions, number of driving under the influence, number of convictions, types of consumptions, gang affiliation, gambling preference, Adolescent Alcohol Involvement Scale, Adolescent Drug Use Survey, Children of Alcoholics, diagnosis, counselor, unit, and date. This record series is used for providing statistical information to the Division of Drug and Alcohol.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-164. CRITICAL LIFE AREA ASSESSMENT:

00-021

This series is arranged numerically by individual's medical record number and is a substance abuse history and assessment. Information may include: individual's name and initials, date of birth, race, sex, county, education, driving under the influence, convictions, frequency of use grid, questions on substance abuse, checklist of specifics on use, test scores, Adolescent Alcohol Involvement Scale, Adolescent Drug Use Survey, summary, recommendations, signatures, date, placement, and counselor. This record series is used to determine how drug/alcohol use has effected critical life areas.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-165. DISCOVERING WHO I AM:

00-021

This series is arranged numerically by individual's medical record number and is a problem sheet filled out by the individual. Information may include: name of individual, questions on strengths, influential people in the individuals life, feeling/emotions, beliefs, hopes/plans for future, and likes and dislikes. This record series is used as a needs assessment and is filed out with a counselor.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-166. INDIVIDUAL INFORMATION:

00-021

This series is arranged numerically by individual's medical record number and contains individual information. Information may include: individual's name, medical record number, diagnosis, and a list of specific reviews/assessments and dates. This record series acts as a reminder to the counselor of specific review dates.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-167. LEVEL 1-OUTPATIENT SERVICES/ADOLESCENT
ADMISSION CRITERIA:

00-021

This series is arranged numerically by individual's medical record number and contains Level 1-Outpatient Services/Adolescent Admission Criteria. Information may include: individual's name, date, diagnosis, dimensional admission criteria, and determination of type of treatment. This record series is used at admission to determine eligibility for the program or to recommend another support system.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-168. LEVEL 1-OUTPATIENT/ADOLESCENT CONTINUED
SERVICE CRITERIA/TREATMENT PLAN REVIEW:

00-021

This series is arranged numerically by individual's medical record number and contains Level 1-Outpatient/Adolescent continued service criteria/treatment plan review. Information may include: individual's name, medical record number, review period, diagnosis, dimensional continued service criteria, and progress/problem/plan. This record series is used to justify continued services to the individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

**SDDC-169. NOTICE TO CLIENTS OF FEDERAL CONFIDENTIALITY
LAW:**

00-021

This series is arranged numerically by individual's medical record number and contains notices to clients of federal confidentiality law. Information may include: written notice of confidentiality law, statement of understanding and having received a copy of said law, individual's signature, witness signature, and date. This record series is a notification of the individual's confidentiality rights and confirmation that said individual understands these rights.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-170. ORIENTATION CHECKLIST:

00-021

This series is arranged numerically by individual's medical record number and is a orientation checklist. Information may include: list of materials and expectations necessary to participate in group counseling, individual's signature, chemical dependency counselor's signature, and date. This record series is used to determine that the individual has been given the necessary information and materials needed to participate in group counseling.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-171. PATIENT BILL OF RIGHTS:

00-021

This series is arranged numerically by individual's medical record number and contains a patient bill of rights. Information may include: a list of the individual's rights including confidentiality rights. This record series is required by the American Society of Addiction Medicine and is used to familiarize the individual with their rights during treatment.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-172. PATIENT PLACEMENT CRITERIA FOR THE TREATMENT OF PSYCHOACTIVE SUBSTANCE USE DISORDERS:

00-021

This series is arranged numerically by individual's medical record number and contains patient placement criteria for the treatment of psychoactive substance use disorders. Information may include: criteria listing for different levels of treatment and their exceptions. This record series is used to determine the correct level of treatment for the new individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-173. PRE-TREATMENT INDIVIDUAL CONTRACT AND RESPONSIBILITIES:

00-021

This series is arranged numerically by individual's medical record number and is an agreement between the counselor and the individual. Information may include: name of individual, list of responsibilities, statement of understanding the agreement, individual's signature, counselor's signature, and date. This record series is used to clarify the responsibilities and exceptions of the individual during treatment and counseling.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-174. PROGRAM RULES:

00-021

This series is arranged numerically by individual's medical record number and contains program rules. Information may include: list of program rules, date, individual's name, counselor's name, and credentials. This record series is used to acquaint individuals to the rules of the program.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-175. QUALITY OF CARE REVIEW:

00-021

This series is arranged numerically by individual's medical record number and is a form to assure quality care. Information may include: individual's name, medical record number, chemical dependency counselor, date, list of responsibilities/requirements to be completed during treatment, summary and recommendations of the reviewers, date for compliance, explanation of corrective action taken, reviewer's signature, date issued to the counselor, counselor's signature, and date returned to the reviewer. This record series is used by the Level II or Level III reviewer to assure files are in compliance with the American Society of Addiction Medicine and the Division of Drug and Alcohol.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-176. RELEASE FOR URINE ANALYSIS TESTING:

00-021

This series is arranged numerically by individual's medical record number and is a release for urine analysis testing. Information may include: individual's name, statement giving Chemical Health Services permission to take the urine analysis, individual's signature, date, and counselor's name. This record series is used as formal permission to collect urine.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

SDDC-177. TREATMENT PLAN:

00-021

This series is arranged numerically by individual's medical record number and is a treatment plan. Information may include: individual's name, level of treatment, medical record number, date of birth, diagnostic statement, review date, strengths, problems, goals, objectives, achievement dates, staff responsible, counselor's name, and date. This record series is used to plan an individual's treatment and how to meet the objectives/needs.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

(Note: Consider microfilming when volume warrants.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Industrial Workshop Manager
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-178. APPLICATION FOR AUTHORITY TO EMPLOY WORKERS WITH DISABILITIES AT SPECIAL MINIMUM WAGE:

00-021

This series is arranged chronologically by year and is an application to the Department of Labor to employ workers with disabilities, at less than the minimum wage. Information may include: type of facility, type of application, name and address of applicant, status of facility, primary disability group employed, number of workers, prevailing wage determination, hourly rates, piece rates, signature of authorized representative title, date, and the Department of Labor certificate indicating the average wage per hour per year for each individual. This record series is used for reference purposes.

RETENTION: INDUSTRIAL WORKSHOP MANAGER: Destroy at your discretion.

SDDC-179. CERTIFICATE AUTHORIZING SPECIAL MINIMUM WAGE RATES UNDER SECTION 14(C) OF THE FAIR LABOR ACT:

00-021

This series is arranged chronologically by year and is an authorization from the Department of Labor for employment of workers with disabilities at less than minimum wage at this location. Information may include: name and address of center, certificate number, date, wage, hour representative, and title. This record series is used for reference purposes.

RETENTION: INDUSTRIAL WORKSHOP MANAGER: Destroy at your discretion.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Industrial Workshop Manager
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-180. JOB ACTIVITY RECORD:

00-021

This series is arranged chronologically by payroll date and contains the record of job activity. Information may include: individual's medical record number, individual's name, payroll period dates, total hours of non-work activity, total hours/units of work activity, and type of activity. This record series is used as the individual's payroll report.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 3 years. Destroy after 5 years.

SDDC-181. TIME STUDY OBSERVATION SHEET AND COST ANALYSIS:

00-021

This series is arranged numerically by job code number and contains time study observations and cost analysis. Information may include: date, operator, operation description, time study number, observer, time study grid, calculation box including how many units of work can be done in one hour, sketch/photo of work layout, prevailing wage information, and piece/hourly rate data. This record series is used to determine piece rates. The Department of Labor requests submission of this information for the facilities four largest contracts for one year.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Program Manager
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-183. JOB CLASSIFICATIONS:

00-021

This series is arranged alphabetically by position name and contains a description of duties for each. Information may include: position number, position name, description duties, list of education requirements, list of work experience, and scope. This record series is useful in determining a position classification by comparing duties of vacant positions with those listed in the descriptions and to revise position descriptions as duties change. The Personnel Office maintains the originals.

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

SDDC-184. SUPERVISORY WORKING FILES:

00-021

This series is arranged alphabetically by name and contains information kept by the employee's supervisor used in supervision of employees in the agency. Information may include: copies of employees personnel file, copies of applications for employment, letters of reprimand and commendation, Personal Performance Appraisal Reports, meeting notes, training records, and other related 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 the department.

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

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Program Supervisor
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-185. AGENCY CHECKLIST:

00-021

This series is arranged chronologically and is a list of problems of programmatic issues to look for in each program and workshop. Information may include: a list of possible problems, if the area was "ok" (no problem), what problem issues were found, comments/action taken to correct, additional comments, name, title, date, time, and area. This record series is used weekly as an internal inspection of each living area and workshop.

RETENTION: Retain in office 1 year or until all corrections have been made, then destroy.

SDDC-186. EVACUATION REPORT FORM:

00-021

This series is arranged chronologically and is a report of the evacuation of a dormitory for drill/actual - fire, bomb threat, tornado. Information may include: date; description of drill; number of individuals; number evacuated; number of stragglers; time needed for evacuation; an evaluation of the procedures, the success of each drill, and signatures of person making report, area supervisor, program supervisor/manager. This record series used for an internal check to evaluate the success and procedures of each evacuation.

RETENTION: PROGRAM SUPERVISOR: Retain 3 years in office, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Program Supervisor
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-187. HEALTH/SAFETY/COMFORT:

00-021

This paper and database series is arranged chronologically and is a list of problems in the area of physical plant issues to look for in each Program and workshop. Information may include: area of the building, room number, problem noted, action, severity (cosmetic or life/safety issue), action (administrative or corrective), responsible person or department, and completion date. This record series is used quarterly as an internal inspection of each living area and workshop.

RETENTION: PAPER: Retain original 1 year in office, then destroy.

DATABASE: Retain 7 years, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-188. ACTIVITY CENTER CHECK-IN:

00-021

This series is arranged chronologically and lists modules with individuals present at Activity Center activities on a specific date, listed by module and shift. Information may include: date, list of the modules on campus, number of individuals present from each module, and during which shift they attended. This record series is kept for tracking the use of the Activity Center.

RETENTION: Retain 60 days in office, then destroy.

SDDC-189. ACTIVITY CENTER KEY CHECKOUT:

00-021

This series is arranged chronologically and contains a list of staff who has checked out the Activity Center keys. Information may include: date, time the keys are removed, time the key are returned, and name of the person who has the keys. This record series is kept for tracking of the keys.

RETENTION: Retain in office until the sheet is full and the keys are returned, then destroy.

SDDC-190. ASSORTED ITEMS CHECKOUT:

00-021

This series is arranged chronologically and contains a list of items checked out at the Activity Center. Information may include: date, person receiving the item, module of residence, checkout date, name of item, return date, and date overdue notice was sent. This record series is kept for tracking various items available for checkout in the Library.

RETENTION: Retain 60 days in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-191. COMPACT DISK/CASSETTE CHECKOUT:

00-021

This series is arranged chronologically and contains a list of CDs/Cassettes checked out at the Activity Center. Information may include: date checked out, person receiving CD/Cassette, module of residence, title of CD/Cassette, date returned, and date overdue notice was sent. This record series is kept for tracking specific materials checked out from the Library.

RETENTION: Retain until all items on the sheet have been returned, then destroy.

SDDC-192. COMPACT DISK/CASSETTE PLAYER CHECKOUT:

00-021

This series is arranged chronologically and contains a list of CD/Cassette players checked out at the Activity Center. Information may include: date checked out, person receiving the player, module of residence, number of CD/Cassette players, and date returned. This record series is used to track these library items.

RETENTION: Retain until all items on the sheet are returned, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-193. CHAPEL CHECK-IN:

00-021

This series is arranged chronologically and contains a list of the modules with individuals present at the Chapel activities on a specific date listed by module and shift. Information may include: date of event, list of modules on campus, number of individuals present from each module, and during which shift they attended. This record series is used for tracking attendance at the Chapel.

RETENTION: Retain 60 days in office, then destroy.

SDDC-194. CORRESPONDENCE, CHRISTMAS FUND:

00-021

This series is arranged chronologically by year and contains all related correspondence issued and received concerning the "Gifts to SD Developmental Center" program. Information may include: copies of letters sent to individuals and organizations requesting donations, telephone notations, letters received with donations, and copies of letters of thanks issued. This record series is maintained for reference and planning purposes.

RETENTION: Retain 2 years in office, then destroy.

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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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

SDDC-195. INVENTORY BINDERS:

00-021

This ring-binder series is arranged alphabetically by item description and contains inventory information concerning all equipment maintained by the library program. Information may include: item description, accession number assigned, year acquired, amount of purchase, and account purchased from. This record series is used for reference concerning assessing dates and costs.

RETENTION: Retain 2 years in office after declared surplus, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

SDDC-196. LIFEGUARD DUTIES:

00-021

This series is arranged chronologically by month and provides a checklist of duties to be done by the Lifeguard at SDDC. Information may include: duties and a checklist by day of the month. This record series is used to track the use of lifeguard time and to make sure duties are performed.

RETENTION: Retain 60 days in office, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-197. NINTENDO CHECKOUT:

00-021

This series is arranged chronologically and is a list of Nintendo's checked out at the Activity Center. Information may include: date checked out, person receiving the Nintendo, module of residence, number assigned to the Nintendo, and date returned. This record series is used to track these library materials.

RETENTION: Retain 60 days in office, then destroy.

SDDC-198. NINTENDO GAMES CHECKOUT:

00-021

This series is arranged chronologically and is a list of Nintendo games checked out at the Activity Center. Information may include: date checked out, person receiving the game, module of residence, Nintendo game number, and date returned. This record series is used to track these library materials.

RETENTION: Retain 60 days in office, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-199. OPENING AND CLOSING OF ACTIVITY CENTER
CHECKLIST:

00-021

This series is arranged chronologically and provides a list of duties for the person responsible for each. Information may include: duties, initials of the person responsible, and a checklist by day of the month. This record series is maintained for safety and security purposes.

RETENTION: Retain 7 years in office, then destroy.

SDDC-200. REDFIELD CINEMA MOVIE AND CONCESSION STAND
TICKET CHECKOUT:

00-021

This series is arranged chronologically and provides a list of modules who use movie tickets and concession stand tickets for their individuals. Information may include: module, number of movie tickets issued, number of concession stand tickets issued, staff and title responsible, and date. This record series is used to track tickets.

RETENTION: Retain 7 years in office, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-201. SWIMMING POOL KEY CHECKOUT:

00-021

This series is arranged chronologically and provides a list of staff who has checked out the key to the swimming pool in the Activity Center. Information may include: date, time the key was received, time the key was returned, and the person responsible for the keys and the pool door being locked. This record series is used for safety and security purposes.

RETENTION: Retain 7 years in office, then destroy.

SDDC-202. SWIMMING POOL USAGE FORM:

00-021

This series is arranged chronologically and provides information concerning the use of the swimming pool at the Activity Center. Information may include: date, time in, time out, module, number of individuals in the water, number of individuals observing, names of staff in the water, names of staff observing from the deck, and the names of the lifeguards. This record series is used to track pool use.

RETENTION: Retain 7 years in office, then destroy.

STATE OF SOUTH DAKOTA
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DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

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SDDC-203. TELEVISION CHECKOUT:

00-021

This series is arranged chronologically and provides a list of staff who has checked out a television for their module or for an individual's personal use. Information may include: date checked out, person responsible, module represented, television number, and date returned. This record series is used to track the televisions.

RETENTION: Retain 60 days in office, then destroy.

SDDC-204. THERAPEUTIC RECREATION SPECIALIST CLASSES:

00-021

This series is arranged chronologically and contains information pertaining to therapeutic recreation specialist classes. Information may include: instructor's name, individuals signed up for class, module of residence, name of class offered, days of class, starting date, maximum number of participants allowed, registration deadline, times of class, and ending date. This record series is used to track classes given.

RETENTION: Retain 7 years in office, then destroy

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-205. VIDEO CHECKOUT:

00-021

This series is arranged chronologically and provides a list of videotapes checked out at the Activity Center. Information may include: date of checkout, person responsible, module of residence, video number, return date, and date an overdue reminder was sent. This record series is used to track videos.

RETENTION: Retain 60 days in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Development Center
OFFICE: Quality Management
PROGRAM: Risk Management
RECORDS OFFICER: Kathleen Dooley
RM CUSTOMER #: 0206

RECORD		R.D.B.
SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-206. INDIVIDUAL INCIDENT REPORT:

00-021

This series is arranged chronologically by month, then by module, and then alphabetically and gives details of a particular incident. Information may include: individual's name, module or work area, time/date of occurrence, type of incident, apparent cause, place, description of what happened, prevention measures, follow-up form, medical information, follow-up review, and signatures of supervisor and persons involved. This record series is used to track problems that may occur.

RETENTION: Retain 3 years in office, then destroy.

(Note: Reports referred for Fact Finding are retained in office until the individual reaches the age of 21, then microfilm and maintain film for 7 years. Destroy 7 years after the individual reaches the age of 21 provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.)