



SECRETARY OF STATE

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: December 17, 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 &  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Secretary of State  
DIVISION: Secretary of State  
OFFICE: Secretary of State  
PROGRAM: Administration  
RECORDS OFFICER: Teresa Bray  
RM CUSTOMER #: 0581

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**SOS-1. ADMINISTRATIVE RULES PROMULGATION FILES,**  
**SECRETARY OF STATE:**

**10-002**

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings used in the promulgation of administrative rules for the Office of the Secretary of State. Information is used to document the process followed to finalize administrative rules. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Scan and retain current in file management system. Destroy superseded or obsolete.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

(NOTE: SDCL 1-26-7 states in part, that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. SDCL 1-26-6,8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

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**SOS-2. ATTORNEY GENERAL OPINIONS:**

**96-028**

This series contains official opinions handed down by the State Attorney General concerning questions pertaining to the Secretary of State's Office. The opinions are used for occasional reference and as support for the administrative decisions made and actions taken.

**RETENTION:** Retain 3 years in office, then destroy.

(NOTE: All Official Opinions of the Attorney General are printed in the Biennial Report of the Attorney General.)

**SOS-3. AUDIT REPORTS:**

**96-028**

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information includes: cover letter; statement of assets, revenues, and expenditures; change of fund cash balances; and observations and recommendations. The reports are reviewed to identify problem areas and discrepancies so that corrective measures may be implemented.

**RETENTION:** Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved.

(NOTE: Legislative Audit maintains reports permanently in office on microfilm.)

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**SOS-4. BUDGET FILES:**

**96-028**

This series is arranged chronologically and contains related budget working papers for this program. Information may include but is not limited to: budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activity and for preparing future budget requests.

**RETENTION:** Retain 3 years in office, then destroy.

**SOS-5. BUDGET REQUESTS, ANNUAL OPERATING:**

**96-028**

This series is arranged chronologically and contains budget request for the Secretary of State's Office. Information may include: program missions, organizational charts, deferred maintenance, goals, reports of past year's revenues, performance indicators, narrative justifications of fund requests, and fund request totals broken down by activity. The request are compiled into one document representing the request to the Governor and the State Legislature.

**RETENTION:** Retain 3 years in office, then destroy.

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

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**SOS-6. CONTRACTS:**

**96-028**

This series is arranged alphabetically and contains originals and copies of contracts between the Secretary of State and other parties. Information may include but is not limited to: names of parties, terms and conditions, effective dates, costs, and fund sources. The information is maintained for reference purposes to determine the terms of contracts and to write new contracts.

**RETENTION:** Retain originals (copies of record) current in office. Destroy 7 years after terminated.

Retain reference copies current in office. Destroy terminated.

(NOTE: SDCL 1-24A-1 requires a copy of all consultant contracts to be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

**SOS-7. CORRESPONDENCE:**

**96-028**

This series contains copies of letters and memorandums sent and the originals of letters and memorandums received by the Secretary of State. This series is maintained for reference and documentation purposes.

**RETENTION:** Retain 2 years in office, then destroy.

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

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**SOS-8. LOCAL CHECKING ACCOUNT AUTHORIZATIONS:**

**96-028**

This series documents permissions granted by the State Auditor and the State Treasurer for the agency to maintain a local check account. Information includes: date, account name, account number, type of account, list of authorized depositors, yearly dollar volume, signatures of individuals authorized to write checks on the account, and approving signatures. The files are maintained for audit purposes to document the authorization received to maintain a local banking account.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings have been resolved and final action has been taken.

**SOS-9. PERSONNEL FILES:**

**96-028**

This series is arranged alphabetically by name of employee and contains a file for each employee in the Office of the Secretary of State. Information may include but is not limited to: personal data, applications, resumes, personnel action notices, payroll deductions authorizations, retirement and insurance information, registration cards, insurance enrollment cards, check deposit authorizations and interview questionnaires. The information is maintained to provide a history of each employee's service and for audit purposes. The files are maintained by the Bureau of Personnel's Human Resource Office.

**RETENTION:** Retain active files in office. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided no litigation, claim, or audit is pending.

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**SOS-10. PERSONNEL/PAYROLL REPORTS:**

**96-028**

This series is generated bi-weekly and contains reports concerning personnel and payroll. Information may include but is not limited to: accumulate earnings and tax reports, leave accounting balances, payroll authorizations, payroll registers, and payroll distribution registers. The information is used to check the accuracy of the payroll system, to insure that sufficient accurate data on hours worked, and compensation received are being generated for retirement purposes, and for audit purposes.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SOS-11. PROPERTY MANAGEMENT FILES:**

**96-028**

This series may include but is not limited to: copies of the central annual inventory printouts, 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 accountabilities purposes.

**RETENTION:** Retain working copy for reference current in office. Destroy obsolete.

Retain Central Annual Inventory on computer output microfiche (COM) for 2 years. Destroy after 2 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**SOS-12. REQUISITIONS, PRINTING:**

**96-028**

This series is arranged chronologically and contains copies of the standard form used to request duplication services. Information may include but is not limited to: date, name of department, description, number of original pages, copies requested, printing instructions, and signatures. This series is maintained for reference to track outstanding printing jobs and for billing verification purposes.

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

**SOS-13. REQUISITIONS AND VOUCHERS/STATE:**

**96-028**

This series is arranged numerically by number and may contain but is not limited to copies of travel, non-cash, direct, receiving, journal vouchers; and requisitions. Each voucher and requisition may include: reason for which the money was expended, amount, fund expended from, date, to what account and to whom the funds were transferred to, and authorized signatures. These are used to reconcile with the South Dakota Financial System Reports computer-generated accounting reports; for reference when determining quantities, descriptions of supplies, and services ordered; for vendor information; and for audit purposes.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**SOS-14. REQUISITIONS, CENTRAL SUPPLY:**

**96-028**

This series is arranged chronologically and contains the standard pink central supply requisitions for goods ordered from Central Supply in Pierre. Information may include but is not limited to: accounting codes, mailing address, stock number, description of goods, price, and signature. This series is maintained to verify accuracy of the orders filled.

**RETENTION:** Retain 3 months in office after completion of the order, then destroy.

**SOS-15. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

**10-002**

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include but is not limited to: daily revenue journal voucher detail report, daily transaction register, status register, activity budget status, weekly subfund report, advance travel-accounts receivable, transaction progress report, monthly revenue journal voucher detail report, revenue analysis report, general ledger trial balance, subfund general ledger trial balance, and monthly expenditure report. The information is maintained for audit purposes.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**NUMBER**

**SOS-16. STATE TELEPHONE NETWORK USAGE REPORTS:**

**96-028**

This computer printout series is generated monthly and contains the summary of telephone usage in the Office of the Secretary of State. Information includes: telephone line number and an itemized list of calls by date, time, telephone number called, length of call, cost, city called, and total cost by number. The information is used for telephone billing verifications and to monitor for possible abuse of services.

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

**SOS-16.1. 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.

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DEPARTMENT: Secretary of State  
DIVISION: Secretary of State  
OFFICE: Secretary of State  
PROGRAM: Administration  
RECORDS OFFICER: Teresa Bray  
RM CUSTOMER #: 0581

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**SOS-17. TIME SHEETS/LEAVE REQUESTS:**

**96-028**

This series is arranged chronologically and contains the completed time sheets and leave request submitted by the employees. Information may include but is not limited to: period ending, employee's name, hours worked, vacation and sick leave used, and authorized signatures. They initiate the payroll process and documents hours worked.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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OFFICE: Secretary of State  
PROGRAM: Record Center  
RECORDS OFFICER: Teresa Bray  
RM CUSTOMER #: 0583

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**SOS-18. ADMINISTRATIVE RULES PROMULGATION FILES, STATE AGENCIES:**

**10-002**

This series contains copies of certificate, approval of rules, and the administrative rules by the respective agencies. This information is filed with the Secretary of State pursuant to SDCL 1-26-7 and is maintained for public inspection purposes.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-19. APPOINTMENTS, GENERAL:**

**10-002**

This series is arranged chronologically by year of appointment and alphabetically by name of individual which may include but is not limited to those selected by constitutional officers to fill vacant exempt positions. Information may include but is not limited to: name of appointee, position appointed to, appointed by, sworn oath to fulfill duties of position, notary public signature, date filed with Secretary of State. A notation is also placed on each respective record when that individual resigns or a new person is appointed. The Secretary of State maintains these records pursuant to SDCL 1-8-1.

**RETENTION:** Scan and maintain in file management system. Microfilm and maintain film for 25 years. Destroy film and images after 25 years provided 10 years have passed since appointee has resigned or term has expired.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-20. APPOINTMENTS/REVOCATIONS, ATTORNEY GENERAL:**

**10-002**

This series is arranged chronologically by year of appointment and alphabetically by name of individual appointed or revoked by the Attorney General as special assistant for special assignments. Information may include but is not limited to: name of appointee, assignment, and date of filing. The information is maintained pursuant to SDCL 1-11-5.

**RETENTION:** Scan and maintain in file management system. Microfilm and maintain film for 25 years. Destroy film and images after 25 years provided 10 years have passed since appointee has resigned or term has expired.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-21. AUDIT REPORTS, STATE AGENCIES:**

**10-002**

This series may include but is not limited to copies of audit reports compiled by the Department of Legislative Audit and subsequently filed with the Secretary of State. The Auditor General maintains a permanent microfilm copy of this material in the Department of Legislative Audit.

**RETENTION:** Scan and maintain in file management system. Destroy image at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-23. BIOGRAPHIES, LEGISLATIVE MANUALS (BLUE BOOK):**

**96-028**

This series is arranged alphabetically by name of Legislator and contains general information on each Legislator concerning personal background and experience. Information may include but is not limited to: name, home address, employment information, legislative information, pictures, and related data. The information is maintained to compose the biennial "Legislative Manual, South Dakota".

**RETENTION:** Retain 2 years in office, then destroy.

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

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**SOS-24. BONDS OF STATE OFFICERS AND EMPLOYEES RECORDS:**

**10-002**

This series is arranged chronologically and may include, but is not limited to the bonds of state officers, appointees of the Governor, or employees of the state required to give bonds. Information may include, but is not limited to: name of individual, nature of the instrument filed, and date filed. The information is maintained pursuant to SDCL 1-8-1(4) and SDCL 3-5-1 to document the filing of the bonds. The bond is forwarded to Legislative Audit for filing.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain current paper in office. Destroy superseded or obsolete provided images have been inspected and verified to meet quality standards.)

(NOTE: Pursuant to SDCL 3-5-5.1, the Bureau of Administration shall purchase a blanket bond or individual bonds covering all state employees, officers, members of state boards and commissions, and appointees of the Governor. If the Bureau purchases a blanket bond no officer or employee of the state shall be required to furnish an individual bond to qualify for office.)

**SOS-25. CODE OF LAW, OFFICIAL COPY:**

**96-028**

This series contains the official code of laws consisting of all the statutes contained in the bound South Dakota Codified Laws volumes and supplements. The information is maintained pursuant to SDCL 2-16-17.

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

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**SOS-26. COMMUTATION OF SENTENCE, GOVERNOR:**

**10-002**

This series is arranged chronologically by year filed and alphabetically by name of the person whose sentence has been commuted. Information may include but is not limited to: name, date, previous sentence, modified sentence, and signature of the Governor and Secretary of State. This information is submitted by the Governor pursuant to SDCL 24-14 and is maintained for documentation purposes.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-28. DEED REGISTERS, STATE PROPERTY:**

**96-028**

This leather-bound book series is arranged numerically by page number and indexed alphabetically by state institution name and contains information concerning state owned property. Information includes: name of state institution, date filed, location, type of instrument filed, and legal description. The Secretary of State maintains the records pursuant to SDCL 1-8-1 (3) to document property owned by the state.

**RETENTION:** Retain in office for as long as state owns the property. Transfer deeds to respective buyers, when property is declared surplus or sold. Destroy books when all listed respective property is declared surplus or sold.

(NOTE: Records are transferred to State Archives for safekeeping and preservation.)

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**SOS-29. ENROLLED ACTS/RESOLUTIONS/VETOED BILL REGISTERS**  
**(ORIGINAL):**

**10-002**

This book series is arranged chronologically by legislative year and numerically by document number and contains the finalized bills, acts, and resolutions approved by the Legislature and forwarded to the Governor. Information may include but is not limited to: date, bill/act/resolution number, content, signatures of House of Representatives and Senate officials, and signature of the Governor. The information is maintained pursuant to SDCL 2-7-20.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Bind original documents into books and maintain books permanently either at the Secretary of State's Office or State Archives.)

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**SOS-30. EXECUTIVE APPOINTMENTS/RESIGNATIONS:**

**10-002**

This series is arranged chronologically by year appointed, then alphabetically by name; and may include but is not limited to the official appointments made by the Governor to boards and commissions, and resignations submitted. Information may include but is not limited to: name, board/commission appointee appointed to, effective dates, durations, and signatures of the Governor and the Secretary of State. This information is filed pursuant to SDCL 1-8-1(3).

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain current paper in office. Destroy superseded or obsolete provided images have been inspected and verified to meet quality standards.)

**SOS-31. EXECUTIVE APPOINTMENTS REFERENCE LOGS:**

**96-028**

This ring-binder series is arranged alphabetically by name of board/commission and contains a listing of members appointed to each. Information may include but is not limited to: names of the board/commission, names of members, dates appointed, expiration dates, counties of residence, political affiliations, business and home telephone numbers, and remarks. The information is used for quick reference to answer inquires concerning the names of board/commission members and their personal data.

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

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**SOS-32. EXECUTIVE ORDERS:**

**10-002**

This series is arranged chronologically by calendar year and numerically by order number and contains copies of executive orders, which may include reorganization orders, filed with and signed by the Secretary of State. Information may include, but is not limited to: order number, title, nature of order, and signatures of the Governor and the Secretary of State. The information is maintained pursuant to SDCL 1-8-1(1).

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

(NOTE: Paper is subject to archival screening prior to disposal.)

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**SOS-33. EXECUTIVE PARDONS:**

**10-002**

This series is arranged chronologically by issue date alphabetically by name and contains the official copies of pardons handed down by the Governor. Information may include: name of person, name of person granted pardon, nature of pardon, and date filed. This record series is maintained pursuant to SDCL 24-14-11 to register pardons issued.

**RETENTION:** Scan and maintain 5 years in file management system, then delete.

(NOTE: Effective in 2003, pardons issued through the Board of Pardons and Paroles remain open to the public for 5 years following the issue date. After 5 years, all documents regarding the pardon are sealed and secured in the Secretary of State's Office and are no longer open to the public. Records prior to 2003 are maintained permanently on microfilm.)

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**SOS-34. EXECUTIVE PROCLAMATIONS/DECLARATIONS:**

**10-002**

This series is arranged chronologically by calendar year and alphabetically by subject and contains copies of executive proclamations and declarations signed by the Governor. Information may include but is not limited to: title, nature of the proclamation/declaration, and Governor's signature. Selected information honoring individuals or causes are maintained for courtesy and informational purposes. Proclamations or declarations declaring emergencies to exist or convening special session of the Legislature are maintained pursuant to SDCL 1-8-1(1).

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-35. EXTRADITION RECORDS:**

**10-002**

This series is arranged chronologically by year issued then alphabetically by name of defendant and contains the original extraditions received from other states and copies of extraditions issued by South Dakota. Information may include but is not limited to: name of defendant, where individual is to be extradited to or returned from, State's Attorney certification, authenticity, code cite of violation, and copies of warrants and affidavits of complaints. The information is maintained pursuant to SDCL 23-24-32.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-36. HOUSE OF REPRESENTATIVES/SENATE, CONCURRENT RESOLUTIONS:**

**10-002**

This series is arranged chronologically by year and contains concurrent resolutions passed by the House of Representative and the Senate. Information includes: resolution number, statement, content, signatures of Speaker of the House and President of the Senate, and date filed. The information is maintained pursuant to SDCL 2-7-7.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Bind documents with enrolled acts and maintain books permanently either at the Secretary of State's Office or State Archives.)

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**SOS-37. HOUSE OF REPRESENTATIVES/SENATE, FILED**  
**WORKING BILLS:**

**10-002**

This paper series is arranged chronologically by year and numerically by bill number and contains the originals of draft bills filed in the House and/or Senate. Information includes: bill number; date introduced, referred, amended, sent to House/Senate, reintroduced, referred, amended, adopted, and returned to originating legislative body; action; and final disposition. These records are used to provide documentation that proper steps were followed in the introductions and consideration of legislation. Final bills approved by both legislative bodies are reprinted and appear in the "Original Enrolled Acts/Joint Resolution/Veto Bill Register". Records are filed here pursuant to SDCL 2-7-7.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

(NOTE: Paper is subject to archival screening prior to disposal.)

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**SOS-38. HOUSE OF REPRESENTATIVES/SENATE  
ENROLLED/ENGROSSED LOGS:**

**10-002**

This database series is arranged numerically by bill or resolution number and provides a quick reference to the status of each bill considered by the House of Representatives or the Senate. Information includes: number, date introduced, date sent to other body, date engrossed, person given bill, and date delivered. The information is used to track the status of bills and resolutions considered by both bodies of the Legislature.

**RETENTION:** Purge and delete information at the discretion of the Secretary of State’s Office.

**SOS-39. HOUSE OF REPRESENTATIVES/SENATE JOURNALS:**

**10-002**

This leather-bound book series is arranged chronologically by year and legislative day and provides a certified account of discussions and transactions occurring in each of the legislative bodies. Information includes: date, committee reports, summary of bills signed, communications and petitions read, resolutions and motions passed, and official signatures. This information is maintained to document the proceedings of the House of Representatives and Senate pursuant to SDCL 2-7-7.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Bind original documents into books and maintain books permanently either at the Secretary of State’s Office or State Archives.)

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**SOS-40. HOUSE OF REPRESENTATIVES/SENATE, MEMBER LISTS:**

**96-028**

This series is arranged chronologically and contains the lists of House of Representatives and Senate Members formulated from election results. Information may include but is not limited to: name, address, area of representation, and body to which elected. This information is compiled and furnished to lobbyists and the general public.

**RETENTION:** Retain 2 years in office, then destroy.

**SOS-41. LEGISLATIVE HANDBOOKS (RED BOOKS):**

**10-002**

This bound series is arranged chronologically and contains the yearly books published by the Legislative Research Council, which list elected legislators and other information concerning the upcoming session. Information includes: session date, names of Legislators, telephone numbers, party affiliation, committee assignments, rules governing the session, committee names and membership lists, and other related data. This series is used to answer inquiries from the public. Legislative Research Council maintains one copy for each year permanently.

**RETENTION:** Retain in office permanently.

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**SOS-42. LEGISLATIVE MANUALS (BLUE BOOK):**

**96-028**

This bound book series is arranged chronologically and contains the manual published every two years, which lists the names of elected officials and other information concerning South Dakota. Information may includes but is not limited to: date published, historical background concerning South Dakota, names and offices of public officials, names of established boards and committees and members, and related information. This information is maintained for reference, to rewrite and reprint the manual, and to fulfill the requirements of SDCL 1-8-1.

**RETENTION:** Retain permanently in office.

(NOTE: File 13 copies of the publication with the State Library pursuant to SDCL 14-1A-3.)

**SOS-43. LOBBYIST AUTHORIZATIONS:**

**10-002**

This series is arranged alphabetically by name of lobbyist and contains authorizations issued by each lobbyist's employer documenting approval granted for that person to conduct legislative activities for the business or organization. Information includes: name of lobbyist, name of company or organization granting permission, address, and nature of business. The information is recorded in the "Lobbyist Register".

**RETENTION:** Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-44. LOBBYIST/LOBBYIST EMPLOYER EXPENSE REPORT RECORDS:**

**10-002**

This series is arranged chronologically and alphabetically by name and contains the expense reports filed with the Secretary of State pursuant to SDCL 2-12-11. Information includes: name, address, and itemized expenses. The information is maintained for public information purposes.

**RETENTION:** Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-45. LOBBYISTS REGISTRATION RECORDS:**

**10-002**

This paper series is arranged chronologically by year and provides a listing of individuals who have registered as legislative lobbyists. Information includes: date registered, name of registrant, address, occupation, name of organization or group represented, address of group, area of interest, and receipt number. This information is maintained by the Secretary of State pursuant to SDCL 2-12 and is maintained to list individuals properly registered as lobbyists.

**RETENTION:** Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-46. MISCELLANEOUS FILINGS:**

**10-002**

This series is arranged alphabetically and contains various records filed with the Secretary of State, which may include, but is not limited to: filings mandated by law; and courtesy filings such as QUESTS (SDCL 10-43-82), statewide bingo/raffles (SDCL 22-25-25(5)), athlete agent filings (SDCL 59-10-5), environmental covenants (SDCL 34A-17-8), bond information statements, tax collection agreements, and gaming compacts. Information may include, but is not limited to: title, date filed, nature, statement and signatures.

**RETENTION:** Scan and maintain QUESTS, ENVIRONMENTAL COVENANTS, AND BOND INFORMATION STATEMENTS in file management system. Microfilm and retain film and images permanently.

ALL OTHER MISCELLANEOUS FILING: Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-47. NOTARY CORRESPONDENCE:**

**96-028**

This series contains copies of letters and memorandums sent and originals of letters and memorandums received. The information is maintained for reference and documentation purposes.

**RETENTION:** Retain 2 years in office, then destroy.

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**SOS-48. NOTARY PUBLIC APPLICATION, OATH & BOND RECORDS:**

**10-002**

This series is arranged both chronologically and alphabetically and contains the standard form submitted by individuals requesting Notary Public status. The information includes: name of the applicant, mailing address, county, notary seal imprint, name and signature of surety, and applicant's signature. This information is used for issuing notary commissions.

**RETENTION:** Scan and maintain in file management system. Microfilm and maintain film for 50 years. Destroy film and images after 50 years.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-49. OATHS OF OFFICE RECORDS:**

**10-002**

This series is arranged chronologically and may contain but is not limited to: the signed sworn oaths of office of constitutional officers, judges, senators, representatives, and others who are required to do so. Information may include but is not limited to: names of the official, office, statement of duties, date administered, date filed, and signature of official and notary public. Some financial statements are also attached to the oaths. The information is maintained pursuant to SDCL 1-8-1(4) to document that the oaths were administered.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain current paper in office. Destroy superseded or obsolete provided images have been inspected and verified to meet quality standards.)

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**SOS-50. PISTOL PERMIT APPLICATIONS:**

**10-002**

This series is arranged numerically by date and issuing county and contains the office copy of the pistol permit applications submitted by various county sheriffs. Information may include, but is not limited to: name of applicant, address, driver's license number or social security number, occupation, date of birth, physical description, affidavit of no previous felonies or violent crimes, applicant's signature, and sheriff's investigative data and conclusions. This information is used to issue a permit card which is valid for four years and is maintained pursuant to SDCL 23-7. The local law enforcement officials maintain their copies for four years.

**RETENTION:** Retain current in office. Destroy expired applications provided no litigation, claim, or audit is pending.

**SOS-51. RAILROAD DEEDS/MORTGAGES/LEASES INDEX CARDS:**

**10-002**

This card series is arranged alphabetically by title, then chronologically by date filed and lists instruments filed with the Secretary of State pursuant to SDCL 49-34-11. Information includes: title, date filed, file number, register number, and page number. The information is maintained as an index to the "Railroad Deeds/Mortgages/Leases Registers".

**RETENTION:** Scan and maintain file management system. Microfilm and retain film, images, and index cards permanently.

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**SOS-52. RAILROAD DEEDS/MORTGAGES/LEASES REGISTERS:**

**10-002**

This record series is arranged numerically by page number and indexed alphabetically and contains the official record of all railroad deeds, mortgages, and leases. Information includes: name of parties, terms of the documents, effective dates, and authorizing signatures. This information is maintained pursuant to SDCL 49-34-11 to record property owned or leased by railroads.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Originals are returned to the submitting party.)

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**SOS-54. RECIPROCITY AGREEMENTS:**

**10-002**

This series is arranged chronologically by state and effective dates and contains copies of reciprocity agreements between state government agencies and other parties. Information may include but is not limited to: names of parties, terms of agreements, effective dates, and authorized signatures. The information is maintained pursuant to SDCL 32-10-30 to document all agreements entered into by governmental agencies. The respective agencies maintain the originals.

**RETENTION:** Scan and maintain in file management system. Microfilm and maintain film and images for 7 years after the termination of the agreement, then destroy.

(NOTE: Retain current paper in office. Destroy superseded or obsolete provided images have been inspected and verified to meet quality standards.)

(NOTE: Records Management will encode the original microfilm into the vault with a 10 year retention. The film will be reviewed every 10 years for final disposition.)

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**SOS-56. SCHOOL DISTRICT RECORDS/NOTICE OF CHANGE:**

**10-002**

This series is arranged alphabetically by name of school district and contains records documenting the change in school district organizations. Information may include but is not limited to: name of district, area of change or reorganization, legal descriptions, and authorized signatures. The information is maintained pursuant to SDCL 13-6-48.1 to document changes in school district boundaries.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 month, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-57. SESSION LAW BOOKS:**

**96-028**

This leather-bound book series is generated by the Code Counsel, arranged chronologically, and contains the laws enacted each year. Information includes: session laws, chapter number and wording of newly enacted legislation. The Secretary of State maintains this non-record information for reference purposes.

**RETENTION:** Retain permanently in office.

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**SOS-59. SPECIFICATIONS, STATE CAPITOL BUILDING:**

**96-028**

This series is arranged numerically by page number and contains specifications concerning the State Capitol. Information includes: description of construction, material specifications, and manner in which assembly took place. The State Engineer's Office maintains the originals in office on microfilm.

**RETENTION:** Transferred to State Archives for safekeeping.

**SOS-60. STATE BOARD OF FINANCE RECORDS:**

**10-002**

This series is arranged chronologically and contains records used to perform the administrative functions of the State Board of Finance. Information may include but is not limited to: correspondence, agendas, meeting notes, draft copies of minutes, household moving allowances and other related information. This information is maintained pursuant to SDCL 1-8-1.1. The official minutes are maintained in the "State Board of Finance Registers."

**RETENTION:** Scan and retain 2 years in file management system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: Retain paper 2 years, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-61. STATE BOARD OF FINANCE REGISTERS:**

**10-002**

This series is arranged chronologically by date of meeting and contains the official minutes of the State Board of Finance. Information may include but is not limited to: date, members present, topics discussed, motions, roll calls, and authorized signatures. This information is maintained pursuant to SDCL 4-1-2 to document actions taken by the board.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 2 years, then destroy provided images have been inspected and verified to meet quality standards.)

(NOTE: Paper is subject to archival screening prior to disposal.)

**SOS-62. STATE CONSTITUTION:**

**96-028**

This series contains the original enrolled Constitution for the State of South Dakota. Information includes: article number, title of article, definition of article, and authorized signatures. This information is maintained pursuant to SDCL 1-8-1.

**RETENTION:** Transferred to State Archives for preservation and safe-keeping.

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**SOS-63. STATE SONG:**

**96-028**

This series contains a copy of the composition of the official state song "Hail! South Dakota". This is maintained pursuant to SDCL 1-6-7.

**RETENTION:** Retain permanently in office.

**SOS-64. SUPREME COURT ORDERS/RULES:**

**10-002**

This series is arranged numerically and contains copies of orders and rules issued by the Supreme Court. Information may include but is not limited to: number, description, narration, nature and scope, and date filed. The information is maintained pursuant to SDCL 16-3-7 to register court decisions and for public information purposes.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-65. ABSTRACT OF ELECTION RETURNS:**

**10-002**

This series is arranged chronologically by date of election and contains the official abstracts of elections submitted to the Secretary of State by each county auditor from the county canvassing board and official abstracts of elections completed by the State Canvassing Board. Information may include but is not limited to: date of election, county, names of candidates, vote totals for each, and authorized signatures. This information is then used to compile the official statewide canvass of election results and maintained pursuant to SDCL 12-20-38.1.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 3 years, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-66. ADMINISTRATIVE RULES PROMULGATION FILES, STATE ELECTION BOARD:**

**10-002**

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearing used in the promulgation of administrative rules for the State Election Board. Information is used to document the process followed to finalize administrative rules. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Scan and retain current in file management system. Destroy superseded or obsolete.

(NOTE: Retain current paper in office. Destroy superseded or obsolete provided images have been inspected and verified to meet quality standards.)

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

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**SOS-67. CAMPAIGN EXPENSES, STATEMENTS OF COMMITTEES:**

**10-002**

This series is arranged chronologically and contains campaign expense reports filed by state and county political parties, state political action committees and committees for or against "ballot questions" such as initiatives, referendums, and constitutional amendments. Information includes: campaign financial expense reports and contribution summaries. The records are maintained for public information purposes.

**RETENTION:** Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 2 years, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-68. CAMPAIGN EXPENSES, STATEMENTS OF STATE/LOCAL:**

**10-002**

This series is arranged alphabetically by name of candidate and contains campaign expense reports for individuals running for public office. Information may include: public campaign financial expense reports and contribution summaries. The records are maintained for public information purposes pursuant to SDCL 12-27.

**RETENTION:** Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 2 years, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-70. CORRESPONDENCE, ELECTION:**

**96-028**

This series contains copies of letters and memorandums sent and originals of letters and memorandums received. The information is maintained for reference and documentation purposes.

**RETENTION:** Retain 2 years in office, then destroy.

**SOS-71. ELECTION COURT CASES:**

**10-002**

This series is arranged alphabetically by names of the involved parties and contains copies of lawsuits filed against the State Election Board. Information includes: names of involved parties, briefs, statements, exhibits, conclusions, findings of fact, and other related data. The information is used by this program to keep informed on the status of lawsuits concerning the office. The Attorney General's Office maintains copies of the information and the originals are filed with the respective courts.

**RETENTION:** Scan and maintain in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper in office until the completion of the court case, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-73. MINUTES, BOARD OF ELECTION:**

**96-028**

This paper series is arranged chronologically and contains the official minutes of the State Board of Election. Information includes: date of meetings, members present, topics discussed, actions taken, and authorized signatures. The information is maintained to document all actions taken by the board.

**RETENTION:** Retain originals permanently in office.

**SOS-74. PETITIONS, ELECTIONS:**

**96-028**

This series is arranged alphabetically by name and contains the nominating petitions for certain statewide candidates and legislators; and statewide wide ballot questions petitions for initiatives and referendums and constitutional amendments. Information includes: names of candidates or referendums and signatures of individuals who have signed the petitions. The information is maintained pursuant to SDCL 12-7-1 to document certification of candidates and referendums.

**RETENTION:** Retain successful candidate files 1 year after expiration of term, then destroy. Retain unsuccessful candidate files 1 year after the election, then destroy. Retain initiatives, referendum, and constitutional amendments petitions 1 year after the election, then destroy.

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**SOS-75. SAMPLE BALLOT:**

**96-028**

This series is arranged alphabetically by name of county and contains sample ballots for each. Information includes: name of the county and the actual sample ballot. The information is maintained pursuant to SDCL 12-16 for informational purposes.

**RETENTION:** Retain 2 years in office after the election, then destroy. Retain a sample from each election permanently.

**SOS-76. VOTE OF SOUTH DAKOTA, OFFICIAL:**

**96-028**

This bound book series is arranged chronologically and contains bound pamphlets of elections held in South Dakota. Information includes: date of election, name of county, precinct, names of candidates for positions, vote tallies by precinct, and statewide vote tally. This information is published and distributed as a public record.

**RETENTION:** Retain books permanently.

(NOTE: File thirteen copies of the pamphlets with the State Library pursuant to SDCL 14-1A-3.)

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**SOS-77. DAILY BALANCE SHEETS:**

**96-028**

This series is arranged chronologically and provides a summary of daily receipts. Information includes: date, receipt numbers, transaction classification, amounts deposited in each account, and total deposit. This information is maintained for reconciliation and audit purposes.

**RETENTION:** Retain 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SOS-78. BAD CHECK FILES:**

**96-028**

This series is arranged chronologically by date received and contains unpaid checks, which were presented to the Secretary of State's Office. Information includes: payor's name, check number, amount, purposes, date, reason unpaid, and a copy of the receipt. The information is used to document efforts to collect payment.

**RETENTION:** Retain unpaid in office until paid or write-off authority has been granted by the State Board of Finance, then transfer to storage for 2 years. Destroy 2 years after paid or write-off authority has been granted provided all litigation, claim, and audit findings involving the records have been resolved and final action has been taken.

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**SOS-79. BANKRUPTCY NOTIFICATIONS:**

**96-028**

This series is arranged chronologically by date received and contains copies of bankruptcy notices sent to the Secretary of State concerning business bankruptcies. Information includes: name of company and type of bankruptcy. This courtesy copy is submitted to the Secretary of State for informational purposes.

**RETENTION:** Retain 2 years in office, then destroy.

**SOS-80. BANK STATEMENTS:**

**96-028**

This series is arranged chronologically by statement date and contains records sent by individual banks. Information includes: date, canceled checks, deposit slips, statements, and bank balance. The statements are used to reconcile checking accounts with bank balances and for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 2 years. Destroy after 2 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**SOS-81. CASH RECEIPT JOURNALS:**

**96-028**

This monthly journal series is arranged alphabetically by program and numerically by control number and is used to record checks deposited in the State Treasury. Information in the journal includes: received from, amount, and coding for fund posting. The information is used for reference to monitor total revenues and for audit purposes.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SOS-82. CASH RECEIPT TRANSMITTALS:**

**96-028**

This series is arranged chronologically and provides the information to complete the deposit of fund to the State Treasurer. Information includes: date, agency name, agency number, amounts, total deposits, and authorized signatures. The information is maintained to document the amounts deposited and how the accounts were credited.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DEPARTMENT:** Secretary of State  
**DIVISION:** Secretary of State  
**OFFICE:** Secretary of State  
**PROGRAM:** Corporations  
**RECORDS OFFICER:** Teresa Bray  
**RM CUSTOMER #:** 0081

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**SOS-83. CHECK STUBS:**

**96-028**

This series is arranged numerically by check number and contains the stubs to which the checks were attached. Information includes: check number, receipt number, date written, party written, and amount. This series is maintained for reconciliation purposes and to determine the names of parties to whom checks were issued.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SOS-84. CORPORATION REGISTRATION RECORDS:**

**10-002**

This series is arranged alphabetically by name of corporation and category (domestic, foreign, or cancelled) and contains related information concerning corporation incorporations and registrations. Information may include, but is not limited to: organizational records of a corporation, commercial registered agent filings, limited partnerships, limited liability company, and limited liability partnerships, and related information including amendments, mergers, dissolutions, and annual reports. This information, maintained pursuant to SDCL 47-1A and 59-11, is used to document proper formation of the corporation, and for public informational purposes. A majority of this information is maintained on the Corporation Data Base.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 month, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-85. CORRESPONDENCE, CORPORATIONS:**

**96-028**

This series is arranged alphabetically by reference name and contains copies of letters and memorandums sent and originals of letters and memorandums received. The information is maintained for reference and documentation purposes.

**RETENTION:** Retain 2 years in office, then destroy.

**SOS-86. CORRESPONDENCE, UNIFORM COMMERCIAL CODE/EFS:**

**96-028**

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

**RETENTION:** Retain 2 years in office, then destroy.

**SOS-87. DEPOSIT SLIP BOOKS:**

**96-028**

This book series is arranged chronologically and contains NCR copies of deposit records submitted to the bank with moneys received. Information includes: date, total amount of checks deposited, currency deposited, and total deposit. The information is maintained for reconciliation and audit purposes. The original deposit slips are filed with the Bank Statements.

**RETENTION:** Retain for 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**SOS-88. DISTRICT CERTIFICATIONS:**

**10-002**

This series is arranged alphabetically by name of the district and contains related documentation concerning district organization, certification, elections, dissolutions and other related matters. Districts may include but are not limited to: rural water districts, conservation districts, watershed districts, water project districts, power districts, and sanitary districts. The information is filed with the Secretary of State to document that each district is properly registered with the state.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 month, then destroy provided images have been inspected and verified to meet quality standards.)

**SOS-89. FARMS/RANCHES/HOME, NAME REGISTRATION:**

**10-002**

This series is arranged alphabetically by name of farm, ranch, or home name. Information may include but is not limited to: name registered, person registering the name, address, date of filing, and signatures. This information is maintained pursuant to SDCL 43-27-1.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Paper is subject to archival screening prior to disposal.)

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**SOS-90. MECHANIC LIENS AND RELEASE RECORDS:**

**10-002**

This series is arranged alphabetically by name and contains copies of mechanics liens and releases filed against property owned by public utilities. Information includes: name of the public utility, name of the contractor, description of goods or services provided, date serviced provided, and amount of the lien. This information is maintained pursuant to SDCL 44-9-1 and SDCL 44-9-8 as public record of a lien against property.

**RETENTION:** Scan and maintain current in file management system. Images are purged and destroyed at the discretion of the Secretary of State's Office.

(NOTE: Retain paper 2 years after termination, then destroy provided images have been inspected and verified to meet quality standards.)

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**SOS-91. RECORDS MANAGEMENT FILES:**

**96-028**

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) for storage, the department's "Records Retention and Destruction Schedule" (RRDS); and the "Records Management Reference Manual." Forms in this series include: records transmittal, records destruction authorization forms, and microfilm project registration forms. The information is maintained to track records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to Records Management for destruction obsolete records. This series may also include an account of records, which were transferred to the control of another agent (State Archives). Records Management maintains a file of records stored, destroyed, microfilmed, or transferred to the State Archives for 10 years.

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

ALL OTHERS: Retain current in office, then destroy.

**SOS-92. RESERVATIONS, CORPORATE NAMES:**

**96-028**

This series is arranged chronologically and lists the name and address of the applicant who has received tentative rights to use a name until the proper registration has occurred. Information includes: date received, reserved name, name and address of the applicant, and expiration date. The information is maintained for reference to determine availability of a name.

**RETENTION:** Retain active in office, destroy expired.

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**SOS-93. SUMMONSES AND COMPLAINTS FILES:**

**10-002**

This series is arranged chronologically and may include but is not limited to copies of summonses, complaints, notices, and demands filed against foreign and domestic corporations and non-resident motorists and hunters. Information includes: name of the plaintiff and defendant, cover letter, copies of the summons, complaint, notice or demand and attachments, and documentation of mailing. This information is maintained pursuant to SDCL 15-7-7, SDCL 15-7-14, and SDCL 47-1A.

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

**SOS-94. TRADEMARK/SERVICEMARK REGISTRATION RECORDS:**

**10-002**

This series may include but is not limited to trademark, servicemark, logo, and emblem applications, renewals and assignments. Information includes: name and address of the applicant, description of the mark, and actual copies of the mark. This information is maintained to document proper registration of a mark, for public information, and pursuant to SDCL 37-6-5 and SDCL 43-44-1.

**RETENTION:** Scan and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Retain paper 1 year, then destroy provided the images have been inspected and verified to meet quality standards.)

(NOTE: Paper is subject to archival screening prior to disposal.)

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**SOS-95. UCC INFORMATION/SEARCH REQUESTS:**

**96-028**

This series is arranged chronologically by date filed and contains the requests submitted by the general public requesting information on outstanding liens. Information includes: date submitted, name of debtor, and name and address of individual requesting the information. These copies are maintained for reference and documentation purposes.

**RETENTION:** Retain 3 months in office, then destroy.

**SOS-96. UNIFORM COMMERCIAL CODE/EFFECTIVE FINANCING STATEMENTS:**

**10-002**

This microfilm and imaging series contains documentation on the filing and termination of liens filed against individuals and businesses. Forms and statements filed with the Secretary of State's Office may include, but are not limited to: Uniform Commercial Code (UCC)/EFS-1 statements and attachments, Federal Tax Liens, Notice of Release of Federal Tax Liens, and related UCC/EFS-3 statements and attachments which may amend, continue, assign, partially release, or terminate a lien. Information may include: name and address of debtor, identification number, secured party name and address, items secured filing date and time, and authorized signatures. The information is public information maintained to insure that secured commodities are not sold until liens against them have been satisfied and terminated.

**RETENTION:** Scan daily upon receipt and maintain in file management system. Microfilm and retain film and images permanently.

(NOTE: Originals are returned to submitting party.)