



STATE ENGINEER

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 31, 2009

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.

TABLE OF CONTENTS

STATE ENGINEER:

OSE-1.	ADMINISTRATIVE REFERENCE FILE:.....	1
OSE-2.	CONTRACTS, SUPPLEMENTAL POWER USAGE:.....	1
OSE-3.	CORRESPONDENCE:	2
OSE-4.	GUIDELINES, FEDERAL:	2
OSE-5.	MATERIALS CATALOG DATA:.....	3
OSE-6.	PLANS:	3
OSE-7.	PROJECT FILES:	4
OSE-8.	PROJECT MASTER WORK FILES:	4
OSE-9.	RECORDS MANAGEMENT FILES:	5
OSE-10.	SOIL DATA RECORDS:	5
OSE-11.	SPECIFICATIONS, GENERAL:.....	6
OSE-11.1.	SURPLUS PROPERTY FILES:	6
OSE-12.	VOUCHERS, (ASSESSMENT):.....	7

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Office of State Engineer
PROGRAM: _____
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0035

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

OSE-1. ADMINISTRATIVE REFERENCE FILE:

07-014

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

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 Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

OSE-2. CONTRACTS, SUPPLEMENTAL POWER USAGE:

07-014

This series contains original contract and agreements between the program and various utility companies to provide supplemental electric power at the various agencies. Information may include: terms and conditions of the contract, effective dates, cost, and funding source. This record series is maintained for reference and documentation purposes.

RETENTION: Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

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

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Office of State Engineer
PROGRAM: _____
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0035

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

OSE-3. CORRESPONDENCE:

07-014

This series is arranged chronologically and contains both copies of 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: Previous record series number was ENG-8.)

OSE-4. GUIDELINES, FEDERAL:

07-014

This series is arranged alphabetically by topic name and consists of all U.S. Government publications regarding procedures and standards for construction projects. Information may include: standard, data enacted, and an itemized list of specifications for each. This record series is maintained for reference to insure all construction plans meet federal guidelines.

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

(Note: Previous record series number was ENG-10.)

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Office of State Engineer
PROGRAM: _____
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0035

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

OSE-5. MATERIALS CATALOG DATA:

07-014

The series is arranged alphabetically by material type and contains standards for the various materials. Information may include: material type, quality comparisons, unique traits, maintenance procedures, and general information on each. This record series is used for reference concerning material to be used in new construction.

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

(Note: Previous record series number was ENG-12.)

OSE-6. PLANS:

07-014

This series is arranged numerically by project number and contains the scale drawings of all proposed construction projects. The plans may include: preliminary, first review, second review, first final, and as-built. Preliminary plans are for projects under consideration, but not under contract. The first final plan is the plan from which the building was designed with no changes. The as-built plans show the exact layout of the construction as completed with all changes and modifications. Plans are maintained for reference for future construction, and for floor layout and design.

RETENTION: Retain preliminary, first review, and the second review in office until project completion, then destroy.

Retain first final and as-built 5 years in office, then microfilm and maintain film in office for the life of the structure. Destroy film after the structure no longer exists.

(Note: Microfilm subject to Archival screening prior to disposal.)

(Note: Previous record series number was ENG-14.)

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Office of State Engineer
PROGRAM: _____
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0035

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

OSE-7. PROJECT FILES:

07-014

This series is arranged numerically by project number and contains information on all original construction, renovations, and asbestos projects. Information may include: preliminary plans, general correspondence, cost estimates, bills, bid advertisements, the original contract and agreements, pre-construction reference, shop drawings, specifications, unsuccessful bidder lists, bids, bid bond correspondence, and payroll records. This record series is maintained to oversee all projects undertaken.

RETENTION: Retain 1 year in office after project is closed, then microfilm and maintain film for 9 years. Destroy film 10 years after the project has closed.

(Note: Microfilm subject to Archival screening prior to disposal.)

(Note: Previous record series number was ENG-15.)

OSE-8. PROJECT MASTER WORK FILES:

07-014

This series is arranged numerically by project number and contains the working papers used when designing a new project. Information may include: pencil drawings, soil surveys, site surveys, project scope, list of desired capabilities, and general correspondence. The information is used for reference when designing new projects.

RETENTION: Retain in office 3 years after project completion, then destroy.

(Note: Transfer pertinent material to "Project Files" prior to destruction.)

(Note: Previous record series number was ENG-16.)

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Office of State Engineer
PROGRAM: _____
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0035

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

OSE-9. RECORDS MANAGEMENT FILES:

07-014

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

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

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

OSE-10. SOIL DATA RECORDS:

07-014

This series is arranged numerically by project number and contains the narrative reports and charts depicting results of test bores. Information may include: legal description of property, noted site conditions, subsurface conditions, noted water levels, laboratory test results, and log of test bore results. This record series is used to ascertain the soils suitability for the proposed construction.

RETENTION: Retain 1 year in office, then microfilm and maintain film for 49 years. Destroy film after 50 years.

(Note: Previous record series number was ENG-18.)

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Office of State Engineer
PROGRAM: _____
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0035

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

OSE-11. SPECIFICATIONS, GENERAL:

07-014

This series contains resource material used by the engineers. Information includes: master specifications used for reference when drawing up individual project specifications, and standards as required by the State Fire Marshal and other regulatory agencies. They are used for reference when planning new construction.

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

(Note: Previous record series number was ENG-19.)

OSE-11.1. 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 &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Office of State Engineer
PROGRAM: _____
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0035

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

OSE-12. VOUCHERS, (ASSESSMENT):

07-014

This series is arranged chronologically by month, then by fiscal year and contains copies of the Office of State Engineer's assessment vouchers and corresponding reports for these vouchers. This record series is used to answer inquires from state agencies and institutions and for reference purposes.

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

(Note: Previous record series number was ENG-21.)