STATE TREASURER

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, <u>any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction.</u> The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. <u>This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions:</u> 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	**DEPARTMENT:**	**State Treasurer**
RECORDS RETENTION &	**DIVISION:**	**State Treasurer**
DESTRUCTION SCHEDULE	**OFFICE:**	**State Treasurer**
AUTHORIZATION FORM	**PROGRAM:**	**Admin.-Treasurer/Deputy**
(Std Form RM-1 Rev 1/03)	**RECORDS OFFICER:**	**Sandy Tillman**
	RM CUSTOMER #:	**0082**

RECORD SERIES NO.	**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**	**R.D.B. AUTHORITY NUMBER**
TRS-1.	**ADMINISTRATIVE REFERENCE FILES:**	**03-019**

This series is maintained for convenience of reference in the daily administration of the Office of the State Treasurer and is arranged alphabetically by topic and then chronologically by document. The files may contain copies or originals of letters and memorandums sent and received, substantive E-mail messages, operation guides from other states, reference books, research materials, journals, pamphlets, surveys, or inter-office reports and other memorandums on topics including, but not limited to: federal and state legislation, federal and state officers and agencies, rules and regulations, comment on rules, congressional reform, State Treasurer's inaugural, appointments, resolutions and orders, campaign records, civil rights, disabilities, election results, finance, intergovernmental relations, public statements, speech research, state job listings, and state purchasing and printing information. The file is used as a central depository for reference materials used to answer questions concerning each topic and for decision making purposes.

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 Destroy superseded or obsolete.

(Note: Cull files at least once a year to avoid buildup of superseded or obsolete material.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-2.	**ADMINISTRATIVE RULES PROMULGATION FILES:**	**03-019**

This series is most often arranged by subject matter and contains the administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notice, written comment from the public, transcripts of hearings, and final decisions. Files have very little reference activity once hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL-1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office as long as the rule is in effect, then destroy.

(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.)

(NOTE: Consider maintaining on microfilm instead of paper and destroying the paper after microfilm has been inspected and verified to meet quality standards.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-3.	**ANNUAL REPORT TO THE GOVERNOR:**	**03-019**

This series is generated annually by the State Treasurer pursuant to section 12, article XI of the Constitution and SDCL 1-10-2. Information may include: statement of receipts and expenditures of the public moneys, full disclosure of the transactions of the State Treasurer's office, the condition of the various funds and state indebtedness, state of the public accounts and funds, the amount received by the State Treasurer and the amount paid out during the preceding fiscal year, and the balance remaining in the treasury. This report shall be submitted to the Governor according to laws, and for distribution to other state officials, legislators, state agencies, media, and general public upon request and as available.

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

(Note: File thirteen paper copies of the annual report with the State Library pursuant to SDCL 14-1A-3, and one copy with the State Archives.)

(Note: The Governor's Office retains these reports current in office, then transfers superseded or obsolete to Archives for final disposition.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-4.	**ATTORNEY GENERAL OPINIONS:**	**03-019**

This series is most often arranged chronologically by year or by subject matter and contains the official opinions handed down by the State Attorney General's Office concerning questions pertaining to the State Treasurer and the State Treasurer's Office. This record series is maintained for occasional reference and as support for administrative decisions made and actions taken.

RETENTION: Retain 3 years in office, then destroy.

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

TRS-5.	**AUDIT REPORTS:**	**03-019**

This series is most often arranged chronologically and contains both Department of Legislative Audit and private audit reports. Information may include: reports concerning the expenditure and administration of state funds. This record series is maintained for identifying problem areas and discrepancies so that corrective measures can be taken. The auditing agency also maintains a copy of the report.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-6.	**BUDGET FILES:**	**03-019**

This series is most often arranged chronologically and contains the yearly budget summaries for the State Treasurer's Office. Information may include: mission statement, revenues, program performance indicators, amounts budgeted by sub-object, and narrative justification. This record series is maintained for use throughout the year in monitoring program activities and for preparing future budget requests. The budget (Appropriations Bill) approved by the Legislature and signed by the Governor is filed permanently with the Secretary of State.

RETENTION: Retain 3 years in office, then destroy.

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

TRS-7.	**CHART OF ACCOUNTS:**	**03-019**

This series is generated yearly by the Bureau of Finance and Management and lists all sub-object codes. Information may include: section, sub-section, coding structure, code number, account name, and description of use. This record series is maintained for reference when coding vouchers, requisitions, and payroll/personnel forms.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-8.	**CONTRACTS, CONSULTING:**	**03-019**

This series contains copies of consulting contracts between the State Treasurer and any non-governmental party, another state agency, or employee to be paid out of contractual services accounts and filed with the State Auditor's office. Information may include: terms and conditions of the agreements, descriptions of project or service to be performed, effective dates, costs, funding source, fund coding, and signed and dated authorizations. This record series is used for reference, audit, and documentation purposes.

RETENTION: Retain current in office, then microfilm and maintain film for 6 years. Destroy 6 years after terminated.

Retain reference copies current in office, then destroy terminated.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within 5 days after such contracts is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the State Auditor prior to the work being performed. Refer also to filings of legal consultant contracts with Attorney General.)

(NOTE: Cull file no less than once a year to avoid build-up of superseded or obsolete material.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-9.	**CORRESPONDENCE, FEDERAL:**	**03-019**

This series is arranged chronologically and contains both copies and originals of reports, forms, letters, and memorandums sent and received from any federal agency or federal official. The information may relate to federal assistance, the schedule of payments due to states from the U.S. Treasury, and the transfer of funds to state and local governments. Information may include: annual federal flood control payments, interim and final payment amounts, record of estimated and actual payments to state and local governments, yearly receipts for state and local governments, and the congressional district summaries. This record series is used for reference, for recording collections, tracking estimated payments due to the state, verifying credits to bank accounts, distributing balances to local entities, 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, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-10.	**CORRESPONDENCE, GENERAL:**	**03-019**

This series is arranged alphabetically and may contain both copies of letters and memorandums sent, as well as originals of letters and memorandums received by the State Treasurer, Deputy and other employees in the State Treasurer's office. This records series is used for reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(NOTE: Correspondence may be filed here when it concerns another elected state official, state agency, state employees or political subdivision and is not filed under another series. It does not include program information with the Governor's Office, information relating to public deposits, REDI fund reports, or other treasury management issues. Correspondence of significant nature may be microfilmed and retained for 6 years.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-11.	**COST ALLOCATION PLAN:**	**03-019**

This series is arranged chronologically and contains a copy of the Bureau of Finance and Management's fiscal year statement of function and benefit for the State Treasurer's office. The information is part of the annual statewide cost allocation plan used in determining the distribution of allowable costs to all user agencies. Information may include: statement of function and benefit, basis for distribution, lists of allowable costs of operation, adjustments, Bureau of Finance and Management criteria, fiscal year reconciliation of retained earnings balance to federal guidelines, and rate analysis. This record series is used for reference with the quarterly assignment of billings.

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

TRS-12. **DISTRIBUTION OF SALARIES REPORT:** **03-019**

This series is arranged chronologically and documents the distribution of personnel activity per pay period for the State Treasurer's office. The information describes the percent allocation by each employee in multiple activities and cost objectives of salaries and wages distribution for the designated payroll period. Information may include: date, account of total activity for which each employee is compensated, after-the-fact distribution of actual activity of each employee, employee name, and signatures. The information is provided to the Bureau of Finance and Management and is used in billings to recover allowable costs in accordance with OMB Circular No. A-87.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-13.	**EQUAL EMPLOYMENT OPPORTUNITY SLIPS:**	**03-019**

This 2" X 11" slip is the perforated portion of the standard Bureau of Personnel (BOP) application. Information may include: name, social security number, title applied for, class code, sex, age, and race. Each slip is detached from the standard application form and is used to verify that there was no discriminatory practice in hiring an individual. The slip is also maintained for equal employment opportunity audits.

RETENTION: Retain 1 year in office, then transfer to storage of 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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-14.	**INVENTORY, CAPITAL ASSETS:**	**03-019**

This series is arranged chronologically and contains information regarding the fixed assets in the State Treasurer's office. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms that reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

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

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

(NOTE: BF&M retains statewide data on the Fixed Asset System (FAS). Legislative Audit audits FAS.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-15.	**LEGISLATIVE FILES, STATE:**	**03-019**

This series is arranged chronologically and constitutes the agency's central file of any relevant proposed state legislation, pertinent legislative materials from prior years, and legislative documentation on action(s) affecting State Treasurer's office. Information may include: resource materials, bill tracking printouts, copies of House and Senate bills or resolutions, preliminary bill drafts, miscellaneous legislative information and reports, final drafts of proposed legislation, copies of engrossed and enrolled legislation and acts signed by the Governor, committee minutes, and related materials. Information is used for bill drafting, bill submission and bill tracking during legislative session, final confirmation of legislative success, and for verifying appropriations or legislation affecting the state treasury. Normally the State Treasurer receives a notice from the Secretary of State about such legislation.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-16.	**MINUTES, AGENDAS, AND SUPPORTING MATERIAL:**	**03-019**

This series is arranged alphabetically by state government board or Commission/agency/task/force/organization/committee name of which the State Treasurer is a member or participant and attends, or a designated representative for the State Treasurer participates and receives materials pertaining to office. This does not include legislative hearings. These files contain copies of agendas and minutes from each entity. Information may include: entity name, dates of meetings, members present, topics discussed, actions taken, and authorized signatures. This record series is used for reference concerning actions taken and for reporting purposes.

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

TRS-17. **ORGANIZATION FILES:** **03-019**

This series is arranged alphabetically by name of organization. Information may include: National Association of State Treasurers (NAST), National Association of State Auditors, Comptrollers, and State Treasurers (NASACT), Council of State Governments (COGS), and any others. This record series is maintained for convenience of reference to various organizations and their affiliates or groups the State Treasurer is a member or participant in behalf of the State.

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

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-18.	**PERSONNEL FILES:**	**03-019**

This series is arranged alphabetically by name and contains a folder for each employee in the State Treasurer's office. Information may include: applications for employment, personal data sheets, personnel action notices (PA 32s), position description questionnaires, authorization for payroll deductions, letters of reprimand or commendation, letters of appointment, resumes, service records, notices of resignation, W-4 forms, completed I-9 forms, training records, project records, employee progress reports, employee education enhancement report forms, staff evaluations and/or supervisor's reports of employee separation. These files serve as part history of the employee's service and training with office and provide payroll information. This record series is used to review work history of former employees, work progress of current employees, and for reviewing performance of any employee who applies for work as well as for audit purposes.

RETENTION: Retain current in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Bureau of Personnel or Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-19.	**PERSONNEL/PAYROLL REPORTS:**	**03-019**

This series consists of bi-weekly computer printout reports concerning payroll and personnel. Reports may include, but are not limited to: Accumulated Earnings and Tax Report, Leave Account Balances, Payroll Authorization, Payroll Register, and Payroll Distribution Register. This record series is maintained for checking accuracy of the payroll system for proper expenditure and benefit of money, to insure accurate data on hours worked, and compensation received are being generated for retirement purposes, and for audit purposes.

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

(NOTE: Consider receiving data on Computer Output Microfiche (COM).)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-20.	**POLICIES AND PROCEDURES FILE:**	**03-019**

This series is arranged alphabetically by procedure name or policy area. The information contains policy and procedure manuals, guidelines, or memorandums, which may include, but are not limited to: Bureau of Administration Policy Manual, Bureau of Personnel policies, Bureau of Finance and Management policies and directives, agency-wide memos from the Governor's Office, communication policies, mailing specifications and requirements, security alerts, Buildings and Grounds announcements, State Treasurer's policies and procedures governing administration of the office, State Treasurer's Record Retention and Destruction Schedules Manual, Reference Guide to Bureau of Administration services, new employee orientation policies and procedures, related policies from other state agencies, and any other miscellaneous external or internal policies or directives pertinent to the operations of the State Treasurer's office. This does not include technical procedures and steps required to operate computers and other office equipment. The information is used to insure compliance with current policies and procedures governing the administration and operation of the department and for efficient utilization of state equipment, supplies, and facilities.

RETENTION: Retain current in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-21.	**PURCHASE ORDERS:**	**03-019**

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

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-22.	**RECORDS MANAGEMENT FILES:**	**03-019**

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; the department's "Records Retention and Destruction Schedule (RRDS); and the "Records Management Reference Manual." Information may include: standard records transfer and 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: DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

(NOTE: File 13 copies of the Microfilm Project Registration forms and RRDS Manual at the State Library pursuant to SDCL 14-1A-3, and one copy with State Archives.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-23.	**REQUISITIONS:**	
	This series contains a copy of the formal requests to order supplies or equipment. The original is submitted to the State Purchasing and Printing Program in Pierre, which results in a Purchase Order being prepared and submitted to the vendor. Information includes: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This records series is maintained for reconciliation purposes.	**03-019**
	RETENTION: Retain current in office. Destroy superseded or obsolete.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-24.	**SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**	**03-019**

These daily, weekly, monthly**, and year-end** computer output microfiche (COM) reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher report*, open purchase order report, available funds report*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance*, company general ledger trial balance*, expenditure report*, bank reconciliation report*, employee receivables report*, warrant register report, encumbrance detail report*, accounts payable report*, projects report*, cash center report*, object/sub-object report*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report*, company 8000 trial balance by center*, encumbrance balances report*, and special travel expenditure report. The reports are maintained for audit purposes.

RETENTION: Retain 2 years in office, then destroy.

(NOTE: The asterisk (*) indicates reports maintained permanently on microfilm or COM by the Bureau of Finance and Management. (**) Many of the June monthly reports serve as the year-end reports.)

(NOTE: If Legislative Audit needs to reference these records after 2 years, they will reference BF&M's microfilm or COM.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-24.1.	**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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-25.	**TIME SHEETS/LEAVE REQUESTS:**	**03-019**

This paper and database series is arranged chronologically and contains biweekly time sheets and corresponding leave requests submitted by employees. Information may include: name, social security number, pay period ending date, dates worked, dates of leave, hours worked, hours of leave taken, type of leave taken, explanation for sick leave, total hours for the period, and signatures of employee and supervisor. This record series is maintained pursuant to Fair Labor Standards Act and Equal Pay Act requirements, to document hours worked, and to initiate the payroll process.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-26.	**TREASURER'S BOND:**	
	This file contains a copy of the State Treasurer's official fidelity bond oath provided to the Office of Risk Management, Bureau of Administration, approved by the Governor and Attorney General and is sent to the Secretary of State for recording, then delivered to the Auditor General. Information may include: bond application, correspondence, number, parties' names, terms, limits or conditions, riders (if any), coverage, renewal forms, and any relevant correspondence from the surety company. The original security bond is safe kept with the Department of Legislative Audit pursuant to SDCL 3-5-1 and 3-5-5.1.	**03-019**
	RETENTION: Retain current in office. Transfer terminated to storage for 5 years. Destroy 5 years after terminated.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-27.	**VOUCHERS:**	**03-019**

This series may contain copies of travel, non-cash, direct, receiving, journal, and political sub-division vouchers. Each voucher includes: purpose of expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Attached to the travel vouchers are copies of in-state or out-of-state travel requests that are submitted by State Treasurer's office employees for approval prior to departure on State business travel. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information and for audit purposes. The travel requests attached to the vouchers are used to coordinate travel and verify expenses for payment upon return. Audit copies of the vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-28.	**WAGE AND TAX STATEMENTS (IRS W-2 FORMS):**	**03-019**

This series is arranged alphabetically and contains the employer's yearly copy of W-2 Wage and Tax Statement forms sent to State Treasurer's office employees and the Internal Revenue Service by the Auditor's Office and maintained for audit purposes. Information may include: employer, employee name and address, total federal income tax withheld, total wages earned for the year, total F.I.C.A. withheld, whether pension plan covered, total F.I.C.A., tips, and any state or local withholdings. This record series is used to verify reporting to the IRS of State Treasurer's office employees' earnings. The Auditor's Office retains a permanent record of this information.

RETENTION: Retain employer copy 4 years in office, then destroy.

TRS-29.	**WORKER'S COMPENSATION FILES:**	**03-019**

This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information may include: employer information, employee information, information relating to the on-the-job injury, and doctor reports. This record series is maintained for reference to reports filed by employees.

RETENTION: Retain 1 year in office after claim is settled or dismissed, then transfer to storage for 3 years. Destroy 4 years after claim has been settled provided no litigation is pending.

(NOTE: The originals are maintained on microfilm for 15 years by the Department of Labor, Division of Labor Management.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-30.	**BANK ACTIVITY FILES (DAILY):**	**03-019**

This series is arranged numerically and documents the total daily activity for all banks and investments. Confirmations are received from the banks, tallied and recorded on debit and credit slips. Information may include: debit slips, credit slips, and confirmations from the bank used to reconcile. This record series is used for audit and reconciliation purposes.

RETENTION: Scan and maintain electronically for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

TRS-31.	**BANK RECONCILIATION STATEMENTS:**	**03-019**

This series documents the reconciliation of bank totals with those account and fund totals in the State Treasurer's office. Information may include: resources, State Treasurer resources, and bank account totals. This record series is used for reconciliation and audit purposes.

RETENTION: Scan and maintain electronically for 4 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-32.	**BANK STATEMENTS (PRIMARY ACCOUNTS):** This series is arranged chronologically and contains account statements sent from any bank acting as an active depository for the State Treasurer and which may maintain active checking accounts. Information may include: account name, account number, date, deposits, withdrawals, checks issued, service charges, and account totals. This record series is used for account reconciliation and audit purposes. **RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	**03-019**
TRS-33.	**CASH RECEIPT TRANSMITTALS:** Cash Receipt Transmittals document payments received and deposited in the state treasury. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount. The State Treasurer maintains the original along with receipts deposited 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, and audit findings involving the records have been resolved and final action has been taken.	**03-019**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-34.	**CERTIFICATE OF DEPOSIT LISTING (IN-STATE):**	**03-019**

This series contains a list of State certificates of deposit held with South Dakota banks and savings and loan associations. Information may include: depository name and location, certificate principal amount, interest due, date of issue, maturity date, and rate. The report is made available to the State Investment Office and to the Department of Legislative Audit. The list is generated annually and is used for reference when coordinating annual renewal. Information on participation is compiled for the State Treasurer's Annual Report to the Governor and is kept for audit purposes. A disk with the above reference information serves as a back-up source and is used to update any new information at the time of annual re-issue in December.

RETENTION: Retain printed listing 2 years in office, then destroy.

(Note: For security reasons, the original CD's are maintained in a safe deposit box and removed for redemption at maturity. They are annually returned to respective depositories for redemption and new issue CD's are required.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-35.	**CHECKS FOR DEPOSIT:**	**03-019**

This series is arranged chronologically and contains reproductions of checks and money orders submitted for deposit and state warrants for re-deposit to the state treasury with the State Treasurer and with the Department of Revenue's Remittance Center in Sioux Falls by various state agencies. They are scanned prior to presentation to the bank for payment and are used to document that the check is processed by the State Treasurer's office in the event that the check is lost in the subsequent transfer and deposit. Information may include: deposit slip showing amount, front of check, and the back showing the restrictive endorsement of the State Treasurer or the endorsement of the payee and the state's Bank.

RETENTION: Scan and maintain current.

TRS-36.	**CONTROL SHEET, TREASURER'S:**	**03-019**

This series is arranged chronologically and is maintained to verify and reconcile the Deposit Account Balance totals. Information may include: beginning balance, warrants paid, ACH and EFTs, returned items, cash receipts, investment vouchers, advance travel, adjustments, and ending balance. The report is used by the Bureau of Finance and Management to reconcile the State's Accounting System to the Treasurer's accounts.

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

(NOTE: Consider receiving data on Computer Output Microfiche (COM) instead of paper.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-37.	**CORRESPONDENCE, BANKS:**	**03-019**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the original letters or memorandums received from banks for the state's cash management. The correspondence does not pertain to public deposits. Information may include: bank codes, bank authorization, banking schedules, copies of any formal or informal bank contracts and contracts relating to special project with banks, copies of bid proposals, miscellaneous correspondence, and other related banking information not filed elsewhere and maintained for treasury management programs. This record series is used in maintaining bank services and for occasional reference and documentation.

RETENTION: CONTRACTS CORRESPONDENCE: Retain current in office. Transfer terminated to storage for 5 years. Destroy 5 years after terminated.

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

(NOTE: This series includes the bid proposals and related correspondence with the State Treasurer's primary depository and the bid proposals for the depositories in which the State's Universities maintain active checking accounts.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-38.	**DAILY TELLER SHEET (CASH BOOK, TREASURER'S):**	**03-019**

This legal-sized series is arranged chronologically and is used daily to document and monitor cash receipts, electronic funds transfers, return items investment fund transfers, securities, warrants paid, and deposits. Information may include: receipt numbers, amounts, credits, debits, and demand certificates issued. The information is compiled from debit and credit slips used in the recording of these transactions. This record series is used for reconciliation and reference purposes.

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

TRS-39.	**DEPOSIT ACCOUNT BALANCES:**	**03-019**

This series is arranged chronologically and is maintained to monitor balances of banks' statements and investments and the CD program. Information may include: beginning balance, date, deposits, withdrawals, and new balance. This record series is used for reconciliation and audit purposes.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-40.	**DIRECT DEPOSIT SCHEDULES:**	**03-019**

This series is arranged alphabetically and contains the fiscal year schedules of public moneys agencies are required to have paid out from the state treasury as directed by law. Information may include: listing of payment month or other regular date moneys will be sent, number of installments, date on which warrants/written and date on which warrants/mailed or date on which direct deposit will be received by the bank (if electronic), and agency requests for deviations from schedule (if any). The schedules are cleared with the State Treasurer and the State Investment Office and are used for reference in managing cash flow and reconciling payments from the state's main bank account.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-41.	**ELECTRONIC ENROLLMENT FORMS:**	**03-019**

This series is arranged chronologically and contains various forms with information about the state's main bank account which state agencies use to enroll in federal electronic payment systems. They are reviewed and cleared by the State Treasurer and normally require bank signature and date. Information may include: ACH vendor miscellaneous payment forms, ASAP payment requestor bank information forms, direct deposit sign-up forms, business enrollment forms for electronic federal tax payment system, EBT transfer agreements, ED payment management system forms, EFT enrollment forms, payments to federal net interest liabilities to the state forms, and other miscellaneous authorization forms for ACH and wire transfer. The forms permit state agencies to receive various funds due to the state and to transmit various payments which the state owes from the state treasury electronically. The original form when complete is returned to the company. The state agency, bank, and State Treasurer's office each retain a copy of the completed form. This record series is used for cash management purposes.

RETENTION: Retain current in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-42.	**ELECTRONIC FUNDS TRANSFERS (WIRES):**	**03-019**

This series is arranged numerically and documents the wire transfers initiated by the State Treasurer. Information includes: copy of journal voucher, bank confirmation of amount wired, date, amount, and approval signature. The State Auditor's Office maintains the original and the State Treasurer's office maintains the copy of the wire transfer vouchers.

RETENTION: Retain 2 months in office, then destroy.

TRS-43.	**ELECTRONIC FUNDS TRANSFER WITH CUSTODIAN BANK:**	**03-019**

This series is arranged chronologically and documents the wire transfers initiated by the State Treasurer to the custodian bank. Information may include: wire instructions of the bank, dollar amount being wired, bank sequence number, time of call, and authorized signature. This wire is initiated when excess funds are moved from the primary checking account for investment purposes. The State Treasurer's Office maintains the original copy. This record series is used for audit purpose.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-44.	**FORGERY FILE:**	**03-019**

This series contains documentation of forgery when someone cashes a check other than the payee. Information may include: copy of the warrant, correspondence, number of warrant, payee, amount, date, affidavit of forgery, and notification of the State Auditor. This record series is used for account reconciliation and audit purposes.

RETENTION: Retain 2 years in office, then destroy.

(NOTE: The Auditor's Office maintains the official record and the Treasurer's Office maintains a backup copy.)

TRS-45.	**INVESTMENT TRANSACTION FILE, TREASURER'S :**	**03-019**

This series maintains daily investment activity in the Cash Flow Fund, Retirement, and School & Public Lands investment funds. Information may include: dividends, interest, purchases, sales and transfers. It also includes investment activity received through the custodian bank software to monitor information that may include, but is not limited to: purchases, sales, financial instruments, description, par value, rate, customer, principal, interest, total cost, maturity date, and the confirmation with the custodial bank on final investment instructions. This record series is used 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, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-46.	**LEDGER BOOK (BALANCE SHEETS, DAILY):**	**03-019**

This ring binder series contains information used in daily reconciling of accounts. Information may include: date, bank name, total account balances, certificates of deposit, Investment Council investment fund, savings and loan association certificates, and total resources. This record series is used for audit purposes.

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

TRS-47.	**REMITTANCE CENTER WORKSHEETS:**	**03-019**

This series is arranged numerically and documents the deposits made to various state agencies through the Department of Revenue, Remittance Center in Sioux Falls. The worksheet is tallied at the Remittance Center and is sent to the State Treasurer on a daily basis. Information may include: date, agency name, amount of deposit, and daily total of all deposits. This record series is used for reconciliation and audit purposes.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-48.	**RETURNED ITEMS FILE:**	**03-019**

This series documents the return of checks not paid and are used to generate a journal voucher to decrease the agencies fund balance by the amount of the returned check. Information may include: original journal voucher and copy of the returned item. This record series is used for audit purposes.

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

TRS-49. STOP PAYMENT NOTICES: **03-019**

These notices are submitted to the State Treasurer by the State Auditor. The Auditor receives requests from the various agencies to put "stop payment" on warrants for one month. After this time, the information is recorded in a book and the actual notice is filed. The State Auditor's office is the primary depository of this information.

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-50.	**GENERAL FUND TRANSFER VOUCHER:**	**03-019**

This series is arranged chronologically and contains a copy of the voucher for the transfer of money to the state treasury from specified funds into the state's general fund and directed by the State Treasurer per appropriation authority from the State Legislature. This file includes the quarterly transfers from the insurance and securities funds. Information may include: date, application area, document identification, payee, payer, original account, transfer account, amount(s), description, and authorized signatures. Copies are maintained by the agency whose fund(s) is credited or debited, the Bureau of Finance and Management and the State Treasurer's office. This record series is used for reference purposes to document the budget and appropriation transfer which the State Treasurer authorizes.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: Bureau of Finance and Management retains a copy of the records on microfilm for 25 years.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-51.	**LOCAL BANK ACCOUNT AUTHORIZATION FILES:**	**03-019**

This series is arranged chronologically and documents the State Treasurer's actions in regard to requests from state agencies to maintain a local banking account pursuant to SDCL 4-4-3. Information may include: effective date, account name and number, type of account, bank name, yearly dollar volume, names of authorized signatures required to write checks on the account, and approving signatures of the State Treasurer and State Auditor. The file contains copies of agencies' letters of request and their reason(s) for the account. This record series is used for audit purposes to review and document the authorization granted to agencies to maintain local banking accounts and to verify the termination or re-authorization of accounts.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-52.	**PROOF OF FINANCIAL RESPONSIBILITY CERTIFICATES:**	**03-019**

This series is arranged alphabetically and documents the safekeeping of money or securities from drivers or owners of motor vehicles for maintenance of financial responsibility to comply with SDCL 32-35-87; 88; -113; -114; and -118. Information may include: date, amount, nature of deposit, the name and address to whom issued, vehicle owner's or driver's written request for certificate of proof of financial responsibility, affidavit of no judgment against the depositor, copy(ies) of the Owner Copy(ies) of South Dakota Vehicle Registration Form(s), and a copy of driver's license. The copy of the signed certificate from the State Treasurer or Deputy issued to the vehicle owner is retained with the money or securities on deposit. This record series is used for renewal of proof of financial responsibility and audit purposes.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-53.	**PUBLIC DEFENDER LISTS:**	**03-019**

This series is arranged chronologically and designates the pro rata return from the Court Appointed Attorney and Public Defender and the Abused and Neglected Child Defense Fund to counties. Information may include: list of counties, county expense report forms, Bureau of Finance and Management's memorandum of funds available for yearly county refund, report of State Treasurer's determination of pro rata payment, related correspondence, and vouchers. A list of counties eligible for payment is submitted to the State Auditor for issuance of warrants. A copy of the State Treasurer's Annual Distribution Report is made available to the Unified Judicial System. This record series is used for research and audit purposes.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-54.	**PUBLIC DEPOSITORY LIABILITY RETURN & REPORT OF CONDITION:**	**03-019**

This series of standard State Treasurer's reporting forms is maintained to insure proper liability of qualified public depositories. The reports are generated quarterly as required by SDCL 4-6A-7, and may include: date, depository name and location, number of public demand and time and savings accounts, total amount of public demand accounts and time and savings accounts, adjustments to public deposits, maximum liability, adequacy of collateral, additional securities pledged, par value of municipal bonds in South Dakota banks, signed and notarized affidavits, Report of Condition information, and a list of securities currently pledged as of quarter end. This record series is used to determine the collateral requirement of each qualified public depository for pledging securities with the State to secure their public deposits and to calculate the loan-to-deposit ratio of all South Dakota banks in order for the State Investment Office to determine the amount of state certificate of deposit money to which each depository is entitled. The information is also used to monitor public depository liability of state funds from quarter to quarter, document fund balances at fiscal year end, verify collateral status when the public deposit protection commission determines a loss has occurred, and determine the eligibility of a depository to accept public funds. The loan-to-deposit ratios fluctuate each year superseding past reports.

RETENTION: Retain 2 years in office. Destroy superseded or obsolete provided no litigation or audit is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-55.	**PUBLIC DEPOSITORY NOTICE OF DEFICIENCY:**	**03-019**

This series is arranged alphabetically and contains the standard State Treasurer's office triplicate form to document the commission's actions to secure public funds from public depositories required to maintain sufficient collateral at all times. When the commission determines a public depository has insufficient collateral pledged in support of its public deposits, a notice is sent and the depository may have up to ten days in which to respond and address the deficiency. Information may include: date, depository name, location, nature of deficiency or issue, and required action. A pink copy of the notice is filed with the depository's liability return and report of condition. This record series is used for reconciliation and audit purposes.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-56.	**PUBLIC DEPOSITS, SECURITIES PLEDGED FILES DATABASE:**	**03-019**

This database series records the insuring of all public deposits, in this instance through the pledging of securities or the issuance of guarantee bonds or letters of credit, as collateral for those public deposit accounts which exceed deposit insurance. The records are derived from the Treasurer's authorization of collateral release/pledge acceptance and the receipt of the Custodian's signed receipt/agreement for the security pledged. The information is arranged alphabetically by town and depository name and may include: name of security, amount, reference I.D., rate, the date of maturity, and custodian. This record series is used for audit purposes.

RETENTION: Retain database current. Retain superseded or obsolete information 2 years after maturity, then transfer to paper and purge superseded or obsolete information from computer.

Retain paper for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-57.	**REDI FUND ACTIVE LOAN PAYMENT FILES:**	**03-019**

This series is arranged numerically by receipt number assigned from the Governor's Office of Economic Development (GOED), and contains disbursement and payment application records for the life of each Rural Economic Development Initiative (REDI) loan. Information may include: actual payment worksheets as received from banks, or wire or check copies of loan remittances from borrower. This record series is maintained for audit purposes.

RETENTION: Retain for 10 years after the loan has been paid in full. Destroy 10 years after the loan has been paid in full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

TRS-58. **REDI FUND LOAN PAYMENT FILES DATABASE:** **03-019**

This database series is arranged numerically by receipt number assigned from the Governor's Office of Economic Development (GOED), and contains disbursement and payment application records for the life of each Rural Economic Development Initiative (REDI) loan. Information may include: company name, loan number, outstanding principal amount, and interest rates. This record series is used to initiate weekly and monthly transaction reports.

RETENTION: Retain database current. Delete superseded or obsolete information.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-59.	**TREASURER'S DEBT SERVICE FILE:**	**03-019**

This series is arranged chronologically and may contain requests for debt service amounts or filings in the State Treasurer's office by state bonding authorities regarding bond resolutions. Information may include: certified copy of resolution from authority, certified copy of notice of filing by executive secretary of authority with State Treasurer, certified copy of lease agreement or supplement, referenced financing or name of bond series, general pledge and escrow agreement, current amounts in hand and on deposit in accounts, amount of transfer for debt service payment, bond amounts, schedule of debt service due, effective date, and a copy of State Treasurer's signed receipt of debt issuance filing. Also included may be the annual financial report of the authority. This record series is used for reference. Copies of any letters requesting debt service payments are attached to the vouchers of the authorized wire transfer amounts wires from the state treasury.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-60.	**TUITION SUB-ACCOUNT TRANSFER AUTHORIZATIONS:**	**03-019**

This series is arranged chronologically and contains the bank's authorized requests and the State Treasurer's letters of approval for transfers with the state's established trust account in the facilitation of payment of principal and interest to bond purchasers pursuant to SDCL 13-39-69 and 13-39-70. Any earnings (interest) from investment of the vocational education facilities fund may be transferred annually to the tuition sub-account by the State Treasurer who also approves periodic transfers from the tuition sub-account to the debt service account. Information may include: referenced financing or name of bond series, general pledge and escrow agreement, current amounts in hand and on deposit in accounts, transfer amount, total of debt service amount due, the approaching due date for debt service, and the trust department's monthly financial statements. This record series is used for reference and for comparison to the financial statements of the trust account.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-61.	**VETERINARY STUDENT TUITION AWARD FILES:**	03-019

This series is arranged chronologically by year and then alphabetically by student's last name for those students who have graduated and the balance of students files are arranged alphabetically by last name. The files contain the award and repayment schedules for student recipients of the veterinary grant program. Information may include: copy of the student's tuition assistance program agreement, semester award lists, student's notice of change of address or employment, student's notice of withdrawal, student's proof of education, graduate's annual proof of veterinary medical practice, student's request for cancellation or deferral of promissory note, Treasurer's notice of forgiveness or deferral, Treasurer's notice of violation, Treasurer's notice of extension for repayment, and original of signed promissory note. This record series is used to verify student status and monitor repayment of principal and interest.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-62.	**AUDIT REPORTS, COMPANIES:**	**03-019**

This series is arranged alphabetically and contains audit information which may result from the examination of the unclaimed property records of companies and their holder reports. Information may include: copies of the confidential letters sent to companies by vendors or the State Treasurer notifying them of intent to audit their books for unclaimed property due to the State of South Dakota. This record series is used to collect property.

RETENTION: Retain in office until all property is received, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-63.	**CASH RECEIPT TRANSMITTALS/HOLDER REMITTANCES:**	**03-019**

This series is arranged chronologically and contains the cash receipt transmittal or remittance voucher processed when the holders of unclaimed property remit their money to the State. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, amount, and documentation for the transfer of any securities, mutual funds, or any other asset in or out of the unclaimed property division in addition to the cash. These may include year-end printout of stock program, year-end printout of mutual fund program, month-end and year-end printout of remittance check program, month-end and year-end balancing information to the State's Accounting System, month-end and year-end printout of owner refund report, and backup for deletions to the unclaimed property system.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-64.	**HOLDER REPORTS:**	**03-019**

This series is arranged by date of deposit and contains information the Office of the State Treasurer receives from holders reporting unclaimed property. The State Treasurer maintains the information in order to fulfill the state's legal obligation to hold the property in perpetual trust until it is returned to the rightful owners. Information may include: the report of unclaimed property; description of property; name and address of holders and owners; date of the last transaction amount due; and remittance advice on unclaimed property which may include copies of checks for cash remittances, or stock certificate; mutual fund statement; or bond information for remittance of securities; and /or listings for traveler's checks or money orders. The file may also include pertinent letters of inquiry from companies or agencies seeking information about filing, approval of request for filing extension, or information on other aspects of the law. Attached to the original company report or letter would be written response from the Division (if any). This record series is used to reunite unclaimed property with rightful owners.

RETENTION: Retain 2 years in office, then microfilm and maintain film permanently.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-65.	**NOTICE OF UNCLAIMED PROPERTY:**	**03-019**

This series is arranged alphabetically and contains the clippings from actual newspaper advertisements titled "Notice of Names of Persons Appearing to be Owners of Abandoned Property" pursuant to SDCL 43-41B-19. The names are published annually by the administrator in an effort to locate the rightful owners of unclaimed property. This information is compiled from the South Dakota Newspaper Association's affidavits of publication.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-66.	**PETITION CLAIM FOLDERS/PAID CLAIMS:**	**03-019**

This series is arranged alphabetically by owner prior to Fiscal Year 1997 and by payee beginning in Fiscal Year 1997 and forward and contains the information filed by claimants with the State Treasurer to verify they are rightful owners to unclaimed property. Information may include: petition (official claim form) for unclaimed property, a form of I.D. for the individual who was paid, and a copy of the direct voucher showing payment. The records may also include: wills, death certificates, letters showing ownership of property, letters showing proper distribution of property, marriage licenses showing name changes, and the originals of pertinent letters of inquiry from claimants or other persons about an unclaimed property listing and a copy of the written response issued by the Division (if any). This record series is used to document the approval and payment of claims.

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.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-67.	**REVOLVING FUND CERTIFICATES:**	**03-019**

This series documents the amount of money owed on the revolving fund certificates. Information on the certificates may include: year, certification number, amount, owner's name, city, and state. This record series is used for reference in paying claims.

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

TRS-68.	**UNCLAIMED PROPERTY DATABASE:**	**03-019**

This database series has 3 components: owner's name, properties, and holder information. Information may include: holders' deposits, reports, and addresses; property type, description, inventory of contents of safe deposit boxes, and status (remitted, paid, claimed, advertised); and owners' names, addresses, and relationships to other owners. This series is updated daily with claims, payments, and receipts. This record series is used to account for paid or unpaid amounts of unclaimed property held in perpetual trust by the State.

RETENTION: Retain database current. Delete superseded or obsolete information.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
TRS-69.	**UNIFORM RELEASE AGREEMENTS:**	**03-019**

This series is arranged alphabetically and contains the State Treasurer's copy of written understandings with companies the state will hold them harmless for the property they are submitting to the State as unclaimed property. Information may include: company name and address, dollars or shares aggregate total, holder name, issue name (if stock), property name, period, terms and conditions, signatures, and date. This record series is used for occasional reference.

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