



STATE VETERANS HOME

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 14, 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: Military & Veterans Affairs
DIVISION: State Veterans Home
OFFICE: Superintendent
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SVH-1. ADMINISTRATIVE REFERENCE FILES:

07-054

This series is arranged alphabetically and contains information used for convenience of reference in the daily administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

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

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 Destroy superseded or obsolete.

(NOTE: Monthly Activity Report is subject to archival screening prior to disposal.)

(Note: Cull files at least once a year to avoid a build-up of superseded or obsolete material.)

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OFFICE: Superintendent
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SVH-2. AGREEMENTS, PATIENT TRANSFER:

07-054

This series is arranged chronologically by date and contains the original agreements written up between the South Dakota State Veterans Home and the Veterans Administration Hospital. Information may include: terms and conditions of the agreements, effective dates, costs, and authorized signatures. This record series is maintained as reference as these agreements grant the State Veterans Home authority to transfer patients to the hospital for care as required.

RETENTION: Retain active in office. Transfer inactive to storage for 3 years. Destroy 3 years after inactive.

(Note: Previous record series number was SVH-0003.)

SVH-3. APPLICATION FILES, DENIED OR NOT ENROLLED:

07-054

This series is arranged alphabetically by applicant name and contains all related documentation of people desiring to enter the State Veterans Home. Information may include: requests for applications, application forms, county Veterans Service Officer report, medical reports, financial statement forms, and medical records. The State Veterans Home uses this information to determine which applicants are qualified to enter the home. For those applicants who entered the home, this information becomes a part of the "Member Files". This record series contains files for those applicants who are not qualified, or were accepted but did not enroll in the Home.

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

(Note: Previous record series number was SVH-0004.)

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OFFICE: Superintendent
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-4. ASSIGNMENT LOGS:

07-054

This 5" X 8-1/2" leather bound series is arranged numerically by member number, and alphabetically by member name. Information may include: member name, member number assigned, and the year expired. This record series is used as quick reference to determine member number when only names are known, and for reference concerning the names of all people who have ever stayed at the Home.

RETENTION: Retain full book 20 years in office, then destroy.

(Note: Previous record series number was SVH-0005.)

SVH-5. BUILDING ATTENDANCE CARDS:

07-054

This 4" X 6" card series is arranged chronologically by date and contains a daily attendance report of members by building. Information may include: building number, date, number of members present, number of members absent, and number of members accounted for. A copy of furlows may also be attached for members who leave for short periods of time. This record series is used to formulate the "Census, Monthly".

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

(Note: Previous record series number was SVH-0009.)

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SVH-6. CEMETERY RECORDS:

07-054

This series is arranged numerically by row and plot number and contains a listing of any member who is buried at the cemetery. Information may include: row number, plot number, and the name of the member buried at each plot. This record series is used to determine locations of buried members, and to determine plots still available for use.

RETENTION: Retain permanently in office on microfilm.

(Note: Consider transferring this function to data processing and receiving data on computer output microfiche (COM) monthly.)

(NOTE: Microfilmed paper subject to archival screening prior to disposal.)

(Note: Previous record series number was SVH-0150.)

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SVH-7. CENSUS, MONTHLY:

07-054

This series is arranged chronologically by date and contains the monthly census average for the State Veterans Home. Information may include: date, number of members present, number absent, number admitted, number discharged, and monthly totals and averages of members present and absent. This record series is used to compile monthly attendance averages which are used to claim reimbursement from the United States Veterans Administration for services provided to veterans.

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

(Note: Previous record series number was SVH-0009.)

SVH-8. CHAPLAIN'S HOSPITAL REPORTS:

07-054

This series is arranged chronologically by date and contains the report issued by the State Chaplain of all hospital visits made. Information may include: date, member's name, and the Chaplain's description of the member's progress. This record series is used to inform the other members of the status of hospitalized members, and for monthly summaries of services provided by the Chaplain.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was SVH-0011.)

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OFFICE: Superintendent
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
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SVH-9. CLAIM FILES, ESTATE:

07-054

This series is arranged chronologically by date of issuance and contains all related information to file claims against a deceased member's estate to collect outstanding balances due the institution. Information may include: letters to and from attorneys, correspondence to members of the estate, copies of any checks received for payment, and pink copies of the receipts. This record series documents the Home's attempt to collect outstanding balances from the estate of deceased members.

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

(Note: Previous record series number was SVH-0013.)

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PROGRAM: Administration
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SVH-10. CONTRACT FILES:

07-054

This series contains contracts and agreements between the State Veterans Home and other parties. Information may include: terms and conditions of the contract, effective dates, cost, and funding sources. This record series is kept for audit purposes, and to formulate new contracts.

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

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires a copy of all consultant contracts be filed with the State Auditor within 5 day after such contracts are 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.)

(Note: Previous record series number was SVH-0014.)

SVH-11. DEATH REGISTERS:

07-054

This large leather bound book series is arranged numerically, and is used to register members who expire. Information may include: register number, name, nativity, age at death, war they participated in, military rank, and cause of death. This record series is used to provide a comprehensive listing of all members who have expired while at the Home.

RETENTION: Retain full book 10 years in office, then destroy.

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

(Note: Previous record series number was SVH-0017.)

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SVH-12. DONATION FILES:

07-054

This series is arranged chronologically by date and contains a copy of the letter of appreciation sent to people who donate items to the State Veterans Home. Information may include: date, donor's name, and a copy of the receipt issued for the donation. This record series information is included in the Home's monthly "Newsletters".

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0019.)

SVH-13. LEASES:

07-054

This series is arranged chronologically by date and contains the current lease of pasture land rented by the Home. Information may include: terms and conditions of the lease, effective dates, cost, and funding sources. This record series is kept for reference and documentation concerning the terms and condition of the lease.

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

(Note: Previous record series number was SVH-0021.)

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SVH-14. LICENSES, NURSING:

07-054

This series is arranged alphabetically by name and contains a copy of the current R.N. or L.P.N. nursing license for all nurses employed at the Home. Information may include: serial number, license number, certificate date, name, address, and signature of the nurse. This record series is maintained to verify license requirements as required by the Veterans Administration. The State Board of Nursing maintains the originals.

RETENTION: Retain active in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

(Note: Previous record series number was SVH-0022.)

SVH-15. MEMBER CARD FILES, DECEASED:

07-054

This 3" X 5" card series is arranged alphabetically by name and contains a quick reference of all members who have expired. Information may include: member name, military organization, rank, date of death, and location of burial. This record series is used for reference to answer inquires concerning the burial plots of deceased members.

RETENTION: Retain permanently in office on microfilm.

(Note: Consider transferring this function to data processing and receiving data on computer output microfiche (COM) monthly.)

(Note: Previous record series number was SVH-0024.)

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SVH-16. MEMBER ROSTERS:

07-054

This series contains an alphabetical listing of member names, member names by the building and room that they occupy, by the county from which they reside, and by birth date. Information may include: member name, building number, room number, date of birth, county name, and city name. This record series is used for quick reference concerning current members, to determine the addresses of current members, and to send greeting cards to members who are having birthdays.

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

(Note: Consider transferring this function to data processing.)

(Note: Previous record series number was SVH-0025.)

SVH-17. MEMBER LOG BOOKS:

07-054

This spiral notebook series is arranged chronologically by month and contains a listing of all admissions, discharges, transfers, and deaths of members. Information may include: month, date, member name, and type of transaction. This record series is used for reference, and for statistical and reporting purposes.

RETENTION: Retain full book 4 years in office, then destroy.

(Note: Previous record series number was SVH-0026.)

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(Std Form RM-1 Rev 1/03)

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DIVISION: State Veterans Home
OFFICE: Superintendent
PROGRAM: Administration
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SVH-18. MENUS:

07-054

This series contains copies of the weekly menus for food served at the State Veterans Home. Information may include: meal, date, and food to be served. This record series is used to apprise the staff of the meals to be served that week.

RETENTION: Retain 1 month in office, then destroy.

(Note: Previous record series number was SVH-0027.)

SVH-19. NEWSLETTERS:

07-054

This series is arranged chronologically by date and contains a copy of all monthly and quarterly newsletters issued by the Home. Information may include: dates, topics of interest, weekly happenings, current events, calendar of upcoming events, and other miscellaneous information. This record series is used by the Superintendent to keep informed of Home activities, and to monitor the quality of the newsletters. The originals are maintained by the Activities Supervisor.

RETENTION: Retain 1 year in office, then destroy.

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

(Note: Previous record series number was SVH-0030.)

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OFFICE: Superintendent
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
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SVH-20. ORGANIZATION FILES, VETERANS:

07-054

This series is arranged alphabetically by veteran organization name and contains all related correspondence and information concerning each of the organizations that work with the State Veterans Home. Information may include: correspondence, pamphlets, and notes about each of the organizations. This record series is maintained for reference concerning the actions and services provided by each organization.

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

(Note: Previous record series number was SVH-0033.)

SVH-21. PASS LEDGERS

07-054

This series is arranged chronologically by date and contains a list of all members who have received up to a ninety-six hour pass to leave the Home. Information may include: date issued, name, and number of hours away from the Home. This record series is used for accountability purposes to inform each building resident caretaker that members will be away for a short period of time.

RETENTION: Retain full ledger 6 months in office, then destroy.

(Note: Previous record series number was SVH-0034.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Military & Veterans Affairs
DIVISION: State Veterans Home
OFFICE: Superintendent
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-22. QUESTIONNAIRES:

07-054

This series contains completed questionnaires as submitted by members. Information may include: name of the member, types of services available at the Home, and their rating of each type of service. This record series is used by the Superintendent to determine problem areas and to take corrective actions.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0036.)

SVH-23. SANITATION REPORTS:

07-054

This series is arranged chronologically by date and contains a copy of the report issued by the insect and rodent control service. Information may include: facility name, vendor name, types of insects sprayed for, types of rodents noted or observed, housekeeping practice comments, and inspector's signature. This record series is used by the Superintendent to ensure that all insect and rodent control measures are being taken by the Home.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0037.)

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SVH-24. TRAINING FILES:

07-054

This series is arranged alphabetically by topic and contains a list of all members who received in-service training. Information may include: topic, name of employees attending the training, and whether they were on or off duty. This record series is used to promote in-service training for all employees, to document employees who attended in-service training while on duty, and to ensure that members who missed the training are included in future sessions.

RETENTION: Retain 4 years in office, then destroy.

(Note: Consider maintaining information in each respective "Personnel Files".)

(Note: Previous record series number was SVH-0038.)

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SVH-25. ADMINISTRATIVE REFERENCE FILES:

07-054

This series is arranged alphabetically and contains information used for convenience of reference in the daily administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs, general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

RETENTION: GENERAL/FEDERAL CORRESPONDENCE, ORIGINAL OPERATING MANUALS, & ORIGINAL POLICIES/PROCEDURES: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(NOTE: Annual Reports are subject to archival screening prior to disposal.)

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

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SVH-26. APPLICATION FILES:

07-054

This series is arranged alphabetically by applicant name and may contain copies of resumes', credentials, and standard Bureau of Personnel job application forms. Information may include: name of applicant, address, education, training, and experience. This record series is maintained as a source of information when filling vacant positions.

RETENTION: Retain successful applicants active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated.

Retain unsuccessful 1 year in office, then destroy.

(Note: Previous record series number was SVH-0041.)

SVH-27. BANK STATEMENTS:

07-054

This file contains records from individual banks used for reconciliation purposes. Information may include: date, cancelled checks, deposit records, statements, and bank balance. This record series is used to reconcile local checking accounts with bank balances, for reference, documentation, 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.

(Note: Previous record series number was SVH-0044.)

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SVH-28. CERTIFICATION OF ELIGIBLES:

07-054

This series contains copies of Bureau of Personnel forms listing eligible candidates for vacant positions. Information may include: class, number, certificate date, type of employment, requested date, division or department name, location, position number, number of vacancies, deadline for arranging interview, disposition, list of names certified, addresses and phone numbers, effective hire date, salary, and signature of interviewer. This record series is maintained as the certification form designates whether or not applicants fail to appear for interview, appear but were not appointed, declined interview, or were appointed to the position. The originals of the forms are forwarded to the Bureau of Personnel for processing.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was SVH-0049.)

SVH-29. CHECK STUBS:

07-054

This series contains stubs from checks issued by the State Veterans Home. Information may include: agency name, number, issue dates, amount, to whom, and amount of deductions. This record series is maintained for reference concerning the parties to whom checks were issued, and for reconciliation with the "Band Statements".

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

(Note: Previous record series number was SVH-0050.)

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SVH-30. COMMODITY RECEIPTS:

07-054

This series is arranged chronologically by date and contains receipts for all commodities received by the State Veterans Home. Information may include: Home name, description of goods ordered, number of goods ordered, and number of goods received. This record series is used to verify that the commodities ordered agree with the commodities received. The Department of Education, Child and Adult Nutrition Services Office in Pierre maintains the original.

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

(Note: Previous record series number was SVH-0051.)

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SVH-31. CONTRACTS AND AGREEMENTS:

07-054

This file contains contracts and agreements between the State Veterans Home and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is kept for reference and documentation purposes.

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

Retain copies current in office. 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 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 work being performed.)

(Note: Previous record series number was SVH-005.)

SVH-32. EXPENSE TRANSFERS:

07-054

This series is arranged chronologically by date and is used to document the transfer of monies from one account to another at the State Veterans Home. Information may include: department name, object/sub-object number, and amounts transferred. This record series is used to document the amounts transferred from one account to another to pay for various in-house expenses.

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

(Note: Previous record series number was SVH-0056.)

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SVH-33. FEDERAL AID CLAIMED STATEMENTS:

07-054

This series is generated quarterly and is used to request reimbursement from the United States Veterans Administration for services rendered to veterans. Information may include: days of care, units of care on record, cost per unit, list of expenses, and total amount of reimbursement requested. This record series also includes the working papers used to document the computations.

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

(Note: Previous record series number was SVH-57.)

SVH-34. GENERAL LEDGER BOOKS:

07-054

This series is arranged chronologically by date and contains an itemized listing of all daily expenditures and receipts. Information may include: date, payer name, receipt number, amount debited or credited, and reasons. This record series provides a line entry for each expenditure and revenue that occurs at the Home.

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

(Note: Previous record series number was SVH-0058.)

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SVH-35. JOB ANNOUNCEMENTS, STATE VETERANS HOME:

07-054

This series is arranged numerically by job announcement number and is used to list vacant positions at the State Veterans Home. Information may include: job title, wage, job description, education requirements, experience, and closing date. This record series is used to advertise all vacant positions at the Home, and are used for reference when writing new job announcements.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0060.)

SVH-36. JOB ANNOUNCEMENTS, STATEWIDE:

07-054

This series is arranged chronologically by date of announcement and contain the standard Bureau of Personnel job announcements. Information may include: title name, salary range, listing of job duties, listing of experience, listing of education, and comments. This record series is used to inform all State Veterans Home employees of job openings throughout the State.

RETENTION: Retain 1 month in office, then destroy.

(Note: Previous record series number was SVH-0061.)

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SVH-37. LEDGER ACCOUNT SUMMARIES:

07-054

This series is arranged numerically by account number and provides a current balance for each account at the State Veterans Home. Information may include: account number, starting balance, a listing of debits and credits, and remaining balances This record series is used to determine current balances for each account, and to ensure no accounts are over expended.

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

(Note: Previous record series number was SVH-0062.)

SVH-38. MEMBER FILES:

07-054

This series is arranged alphabetically by member name and contains a complete history of residents living at the State Veterans Home. Information may include: application to enter, financial statements, history sheets, medical summaries, correspondence, discharge papers, marriage certificates, information sheets, medical records, and letters of acceptance. This record series provides a history of all members who resided at the State Veterans Home.

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

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

(Note: Previous record series number was SVH-0064.)

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SVH-39. MEMBER INDEX CARDS, DECEASED/DISCHARGED:

07-054

This 4" X 6" card series is arranged alphabetically by name and contains a listing of all members who have expired or are discharged from the Home. Information may include: name and date of discharge or expiration. This record series is used as a quick reference concerning the status of past members.

RETENTION: Retain 10 years in office, then destroy.

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

(Note: Previous record series number was SVH-0065.)

SVH-40. MEMBER TRUST ACCOUNT LEDGERS:

07-054

This series is arranged alphabetically by member name and documents all cash deposited and disbursements made from a resident's account. Information may include: date, check number received, amount deposited, amounts withdrawn, and current balances. The Home provides this service to members who do not desire to maintain a private checking account. This record series is used for reconciliation and audit purposes.

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

(Note: Previous record series number was SVH-0067.)

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SVH-41. PAYROLL SUMMARIES/AUTHORIZATIONS:

07-054

This computer printout series is generated bi-weekly and is sent by the State Auditor's Office to summarize payroll activity for the period. Information may include: department number, date, sub-fund number, employees paid, hours paid, gross pay, number of sick hours, and number of vacation hours. This record series information is used to initiate the payroll process.

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

(Note: Previous record series number was SVH-0070.)

SVH-42. PERFORMANCE APPRAISALS:

07-054

This series contains performance appraisals for employees at the Home. Information may include: employee name, standards of the job, responsibilities of the position, and the evaluation by the supervisor of how the employee meets these standards and responsibilities. This record series is used as an employee management tool, and documentation supporting the dismissal of Career Service Employees for unsatisfactory job performance.

RETENTION: Retain 3 years in office after final appraisal, then destroy by shredding.

(Note: Previous record series number was SVH-0071.)

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SVH-43. POSITION DESCRIPTION FILES:

07-054

This ring binder series contains the standard Bureau of Personnel position descriptions for all approved positions throughout the State. Information may include: position number, position name, description of duties, list of education requirements, list of work experience, and the nature of the position. This record series is maintained as the files are useful in determining a position title by comparing the duties of a vacant position with those listed in these descriptions.

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

(Note: Previous record series number was SVH-0075.)

SVH-44. POSITION HISTORY FILES:

07-054

This series is maintained to keep a history on each position authorized for the State Veterans Home. Information may include: position numbers, reclassifications, position description questionnaires, and correspondence. This record series is used to study and review the development of reclassifications of each respective position, the names of individuals who have held the positions in the past, and the various salaries paid for each.

RETENTION: Retain active in office. Transfer abolished positions to storage for 2 years. Destroy 2 years after abolished.

(Note: Previous record series number was SVH-0076.)

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SVH-45. RECEIPT BOOKS:

07-054

This series contains receipts issued to document receipt of money. Receipts are numbered and may include: date the money was received, the amount to be credited to each fund account, and the signature of the person who received the money on behalf of the Home. All copies of voided receipts are also maintained in these books.

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

(Note: Previous record series number was SVH-0079.)

SVH-45.1. 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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SVH-46. TIME SHEETS:

07-054

This series is arranged chronologically by date and contains a time summary of hours worked in each department by employees. Information may include: department name, employee name, total hours worked daily, any leave used, and total hours claimed. This record series is used to initiate the payroll process and to document the hours worked by employees.

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

(Note: Previous record series number was SVH-0082.)

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SVH-47. ADMINISTRATIVE REFERENCE FILES:

07-054

This series is arranged alphabetically and contains information used for convenience of reference in the nursing administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs, general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

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

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

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

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SVH-48. ADMISSION CHECK LISTS:

07-054

This series is arranged chronologically by date of admittance and contains a check list to ensure all admission steps are taken for incoming patients. Information may include: resident's name, room number, age, sex, date of entry, time, how resident was admitted, vital signs, and nurse's signatures. This record series is used as a check list to see that all steps are taken to properly admit a patient to the nursing facility.

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

(Note: Consider consolidating with each respective "Medical Charts".)

(Note: Previous record series number was SVH-0087.)

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SVH-49. CARE PLANS:

07-054

This series is arranged numerically by room number and contains the 8-1/2" X 22" plan of care for each patient. Information may include: components of the plan, nursing care received, noted problems, goals, admittance date, date of birth, age, sex, diagnosis, and doctor's name. This record series is maintained for reference to determine the proper plan of action and care for each patient at the facility.

RETENTION: Retain active in office. Transfer inactive to storage for 4 years. Destroy 4 years after inactive.

(Note: Consider consolidating with each respective "Medical Charts".)

(Note: Previous record series number was SVH-0088.)

SVH-50. COMPLAINT FILES:

07-054

This series is arranged chronologically by date of incident and contains the summary of any complaints received about the facility or the care received. Information may include: date, complainant's name, nature of the complaint, name of investigator, manner in which it was investigated, findings of the investigation, corrective actions taken if any, and approving signatures. This record series is used to document the investigation of any complaints received from patients, and to ensure similar problems do not occur in the future..

RETENTION: Retain active in office. Transfer resolved to storage for 4 years. Destroy 4 years after resolved provided no litigation is pending.

(Note: Previous record series number was SVH-0090.)

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RM CUSTOMER #: 0189

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SVH-51. INCIDENT REPORTS:

07-054

This series is arranged chronologically by date and contains a summary of any incident that occurs to a patient. Information may include: name, date, condition before and after the incident, employees on duty, any visitors they receive, description of the injury if any, whether or not a doctor was notified, any first aid given, and signature of nurse on duty. This record series information is reviewed by the "Quarterly Review Team" to determine if the incident was unavoidable, and to take corrective actions if deficiencies were noted.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided no litigation is pending.

(Note: Previous record series number was SVH-0091.)

SVH-52. LABORATORY LOGS:

07-054

This spiral notebook series is arranged chronologically by date and lists the times that any laboratory work was sent for analysis. Information may include: date sent, patient name, and type of test requested. This record series is used to track all laboratory tests sent, and to explain to patients any deviations in their hospital bill for lab work.

RETENTION: Retain full book 1 year in office, then destroy.

(Note: Previous record series number was SVH-0092.)

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SVH-53. MEDICAL CHARTS:

07-054

This series provides documentation to a patient's medical history. Information is arranged alphabetically by patient name and may include: emergency notification, case record folder, initial physical examination, progress notes, pharmacy and lab reports, medical reports, correspondence, and lab results. This record series is maintained for reference when treating the patients, and to document their medical history.

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

(Note: Previous record series number was SVH-0094.)

SVH-54. MEDICATION CARDS:

07-054

This series is arranged chronologically by hour and contains a listing of all medications patients should receive for that particular time. Information may include: name, room number, medication for that period, and dosage. This record series is used as a quick reference to determine what medication is given to each patient at certain time intervals.

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

(Note: Previous record series number was SVH-0095.)

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SVH-55. MEMBER INDEX CARDS, DECEASED/DISCHARGED:

07-054

This 4" X 6" card series is arranged alphabetically by name and contains a listing of all members who have expired or are discharged from the Home. Information may include: name, and date of discharge or expiration. This record series is used as a quick reference concerning the status of past members.

RETENTION: Retain 10 years in office, then destroy.

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

(Note: Previous record series number was SVH-0065.)

SVH-56. NARCOTIC CONTROL SHEETS:

07-054

This series is arranged alphabetically by drug name and contains a listing of all drugs issued for a certain period. Information may include: time given, patient name, doctor name, room number, dosage given, signature of person dispensing drugs, and the remaining balance. This record series is used for inventory purposes, to document any drugs given, and to reorder as needed.

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

(Note: Previous record series number was SVH-0097.)

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PROGRAM: Nursing
RECORDS OFFICER: Bill Regynski
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SVH-57. OVERTIME LOG:

07-054

This series is arranged chronologically by date and lists any overtime authorized for nursing staff. Information may include: date, time of notification, reason for overtime, number of nurses called, results of each call, and supervisor's signature. This record series documents the attempt to find replacement nurses for those who have called in sick, but were unsuccessful and existing staff was required to work overtime.

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

(Note: Previous record series number was SVH-0099.)

SVH-58. PULSE/BLOOD PRESSURE RECORDS:

07-054

This series is arranged chronologically by date and contains a working file of all pulse and blood pressure readings taken by the nurses on a daily basis. Information may include: date, patient name, and pulse and blood pressure readings. This record series information is transcribed to the "Medical Chart".

RETENTION: Retain 1 month after transcribed, then destroy.

(Note: Previous record series number was SVH-0100.)

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SVH-59. PURIFIED PROTEIN DERIVATIVE TEST RESULTS:

07-054

This 3" X 5" yellow card series is arranged chronologically by date and lists the results of the yearly chest x-rays given to both employees and any members who have had a positive reaction to a Tuberculosis test. Information may include: name, date, and results of the x-rays. The tests are given yearly to ensure that there are no occurrences of Tuberculosis for those who have a positive reaction.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0101.)

SVH-60. SCHEDULING SHEETS:

07-054

This series is arranged chronologically by date and contains a completed schedule for the nursing department. Information may include: department name, period, employee name, days on, days off, and hours worked for each day. This record series is used to make up new schedules, and to draw time summary sheets.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0102.)

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RECORDS OFFICER: Bill Regynski
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SVH-61. TREATMENT LOGS:

07-054

This spiral notebook series is arranged chronologically by date and contains handwritten listings of all treatments given to each patient. Information may include: date, patient name, and treatment given. This record series information is transcribed into each respective "Medical Charts" file.

RETENTION: Retain full book 3 months in office, then destroy provided all entries have been transcribed into respective "Medical Charts" files.

(Note: Previous record series number was SVH-0105.)

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DIVISION: State Veterans Home
OFFICE: Direct Resident Care
PROGRAM: Pharmacy
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-62. DRUG FORMULA INVENTORY FILES:

07-054

This series is arranged alphabetically by drug type and documents all drugs maintained by the facility. Information may include: capsules, ampules, and suppositories. This record series information is used for inventory control purposes.

RETENTION: Retain current in office. Transfer superseded to storage for 3 years. Destroy 3 years after superseded provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken..

(Note: Previous record series number was SVH-0106.)

SVH-63. DRUG LOT CONTROL LOGS:

07-054

This series is arranged chronologically and documents expiration dates and lot numbers of drugs enabling the pharmacist to monitor expiration dates and any drug recalls. Information may include: drug name, strength, manufacturer, pharmacy lot number, manufacturer's lot number, units packaged, date, check-offs, and expiration date. This record series is used to monitor the drugs stocked in the pharmacy.

RETENTION: Retain 2 years in office after all the drugs have been used or disposed of, then destroy.

(Note: Previous record series number was SVH-0107.)

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PROGRAM: Pharmacy
RECORDS OFFICER: Bill Regynski
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SVH-64. MEDICATION ORDERS, PATIENT:

07-054

This series documents either new orders from the physician to the pharmacy and nurse to alter dosage, or to commence prescriptions for new patients. Information may include: patient name, station, date, reason, physician name, drug, time, and nurse. The charge nurse on each floor is also notified of medication changes. This record series is reviewed every three months for renewal or changes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was SVH-0108.)

SVH-65. PROFILE CARDS, RESIDENTS:

07-054

This series documents medication given to patients. Information is arranged alphabetically by patient name, and may include: name, physician, pharmacy, consultant note, medication, strength, date started, date stopped, prescription number, and dosage frequency. This record series provides quick reference to medication provided to the residents.

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

(Note: Previous record series number was SVH-0109.)

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SVH-66. ADMINISTRATIVE REFERENCE FILES:

07-054

This series is arranged alphabetically and contains information used for convenience of reference in the Social Service administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs, general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

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

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

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

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PROGRAM: Administration
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SVH-67. GUIDELINES, VETERAN:

07-054

This series is arranged chronologically by date and contains the guidelines used by the United States Veterans Administration, and other guidelines used by other veterans homes used throughout the nation. Information may include: working papers, purposes, scope, philosophy, general job description, and policy. This record series information is used to develop social work guidelines for the facility, and to determine a course of action to take in certain situations.

RETENTION: Retain working papers in office until finalized policies are established, then destroy.

Retain current guidelines in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete.

(Note: Previous record series number was SVH-0112.)

SVH-68. MEMBER ROSTERS:

07-054

This series is arranged alphabetically by member name and contains a complete listing of all current members at the State Veterans Home. Information may include: member name, address, building number, and room number. This record series is used by the social worker to ensure that he has each member scheduled for periodic visitations.

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

(Note: Previous record series number was SVH-0114.)

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SVH-69. MEMBER SOCIAL HISTORIES:

07-054

This series is arranged alphabetically by member name and contains the social history of each member as developed by the social worker. Information may include: member name, family relationship information, employer history, educational background, medical background, and social evaluation. This record series is used for reference concerning the social work this person does with each member.

RETENTION: Retain current in office. Transfer inactive to storage for 10 years. Destroy 10 years after inactive.

(Note: Consider consolidating respective "Member Charts" and microfilming yearly.)

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

(Note: Previous record series number was SVH-0115.)

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SVH-70. ADMINISTRATIVE REFERENCE FILES:

07-054

This series is arranged alphabetically and contains information used for convenience of reference in the Activities administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs, general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

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

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

SVH-71. ACTIVITY FILES:

07-054

This series is arranged alphabetically by activity name and is used for reference concerning the various activities functions which take place at the State Veterans Home. Information may include: activity name, background information, requirements of activity, and results of similar types of activity. This record series is used for planning various activities throughout the year.

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

(Note: Previous record series number was SVH-0117.)

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SVH-72. CALENDARS, ACTIVITY:

07-054

This series is arranged chronologically by date and contains a calendar of all activities planned for the upcoming month. Information may include: date, and events planned for each date. This record series information is used to inform all member of activities for the upcoming month, for reporting purposes, and for planning new calendar activities.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0119.)

SVH-73. GRANT FILES:

07-054

This series is arranged alphabetically by grant name and contains all information used to administer grants awarded to the activities section. Information may include: grant request, grant awards, amounts issued, amounts used, guidelines, and evaluation forms. This record series is used to ensure proper administration of the grant, and to write future grant requests.

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

(Note: Previous record series number was SVH-0120.)

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SVH-74. NEGATIVES, PICTURE:

07-054

This series is arranged alphabetically by subject matter and contains the actual photographic negative of pictures used in various publications issued by the activities supervisor. This record series is used to ensure that the negatives are maintained to produce additional photographs as required.

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

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

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

(Note: Previous record series number was SVH-0121.)

SVH-75. RELEASES (INFORMATION):

07-054

This series contains signed releases by both employees and members authorizing the use of the birth date or photographs. Information may include: name, type of authorization requested for use, and authorized signatures. This record series is maintained to document authority received to use photographs and birth dates in various publications issued by the activities supervisor.

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

(Note: Previous record series number was SVH-0124.)

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SVH-76. SHOP ORDERS:

07-054

This series is arranged chronologically by date and contains a copy of the request submitted to the physical plant for repair work. Information may include: date, location, repairs needed, material needed, requested by, work done by, date, and authorized signatures. This record series is maintained to ensure the proper completion of all requests submitted.

RETENTION: Retain until repair work is satisfactorily completed, then destroy.

(Note: Previous record series number was SVH-0125.)

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SVH-77. ADMINISTRATIVE REFERENCE FILES:

07-054

This series is arranged alphabetically and contains information used for convenience of reference in the Food Service administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs, general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

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

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

SVH-78. DIETARY CONSULTATION REPORTS:

07-054

This series is arranged chronologically by month and contains dietary consultation reports concerning the State Veterans Home. Information may include: date, facility name, observations, and recommendations. This record series is used to make nutritious meals, and to make the food more appealing.

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

(Note: Previous record series number was SVH-0127.)

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SVH-79. INSPECTION REPORTS:

07-054

This series is arranged chronologically by date and contains results of the quarterly United States Veterans Administration's inspection of the food service area. Information may include: date, facility name, surveyor's name, standards inspected for, results, and remarks. This record series is maintained to document results of the area inspection, and to make any corrections of noted deficiencies. The Veterans Administration maintains the originals.

RETENTION: Retain 4 years in office, then destroy.

(Note: Previous record series number was SVH-0128.)

SVH-80. MEAL STATISTICS:

07-054

This series is arranged chronologically by date and lists the number of meals served daily. Information may include: date, number fed by building, number fed for breakfast, dinner, supper, total meals, and meals fed to employees and members. This record series is used to determine cost per meals, and for reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0129.)

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SVH-81. MEMBERSHIP ROSTERS:

07-054

This series is arranged alphabetically by member name and is used to determine the number of meals to prepare daily. Information may include: name, address, building number, and room number. This record series is used to plan meal portions.

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

(Note: Previous record series number was SVH-0130.)

SVH-82. MENUS:

07-054

This series contains both copies and originals of weekly menus for meals served at the State Veterans Home. Information may include: meal, date, and food to be served. This record series is used to apprise the staff of meals to be served that week, and to track specific foods in the event of food poisoning.

RETENTION: Retain copies 30 days in office, then destroy.

Retain originals current in office. Destroy superseded or obsolete.

(Note: Previous record series number was SVH-0131.)

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SVH-83. SCHEDULING SHEETS:

07-054

This series is arranged chronologically by date and contains the finalized schedules of all food employees. Information may include: date, employee name, days off, days on, and hours assigned. This record series is used to inform employees of hours assigned, and for drawing up new work schedules.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0133.)

SVH-84. SURVEYS, FOOD PREFERENCE:

07-054

This series is arranged chronologically by date of issuance and contains the survey as completed by the members concerning likes and dislikes of the food served by the facility. Information may include: member name, type of food, and whether they like the food or dislike the food. This record series is used for menu planning purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0134.)

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DIVISION: State Veterans Home
OFFICE: Food Service
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SVH-85. WORK ORDERS:

07-054

This series contains a copy of the standard work order submitted to the Physical Plant to request repair services. Information may include: date, location, repairs needed, materials needed, requested by, work done by, and authorized signatures. This record series is maintained to ensure completion of requested jobs.

RETENTION: Retain in office until repair is satisfactorily completed, then destroy.

(Note: Previous record series number was SVH-0137.)

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DIVISION: State Veterans Home
OFFICE: Laundry
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-86. LINEN TOWEL WASH RECORDS:

07-054

This series is arranged chronologically by month, then alphabetically by building and contains the linen towel wash records.. Information may include: date, and number of various items washed by building. This record series is used to summarize the number of items washed on a monthly basis, and for statistical purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0138.)

SVH-87. REQUISITIONS, LAUNDRY SUPPLIES:

07-054

This series is arranged chronologically by date and contains the requisitions submitted by the various buildings at the State Veterans Home for laundered blankets, washed towels, sheets, and other similar items. Information may include: date, requisition number, unit name, articles requested, number requested, approving signatures, and value of the merchandise released. This record series is maintained to keep track of the dollar amount of items issued for use at the facility.

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

(Note: Previous record series number was SVH-0139.)

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OFFICE: Laundry
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-88. RESIDENT CARDS:

07-054

This series is arranged numerically by job number and is used to assign a unique work order number for each resident. Information may include: work order number, resident name, building number, and room number. This record series is used for reference concerning care needed to be taken for certain members laundry.

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

(Note: Previous record series number was SVH-0140.)

SVH-89. SHOP ORDERS:

07-054

This series is arranged chronologically by date and contains a copy of the orders submitted to the Physical Plant for requested repairs. Information may include: date, location, repairs needed, materials needed, requested by, date completed, time required, and authorized signatures. This record series is maintained to ensure completion of each order.

RETENTION: Retain in office until repairs are satisfactorily completed, then destroy.

(Note: Previous record series number was SVH-0141.)

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DIVISION: State Veterans Home
OFFICE: Laundry
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-90. STOCK RECORD CARDS:

07-054

This series is arranged alphabetically by supply name and contains an itemized listing of all items ordered and used in the laundry room. Information may include: article name, date requested, quantity requested, quantity used, and current balance on hand. This record series is used for accountability purposes, and to reorder supplies as needed.

RETENTION: Retain full card 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was SVH-0142.)

SVH-91. SUPPLY LEDGER:

07-054

This series is arranged chronologically by date and contains a listing of the current value of all items on hand. Information may include: beginning balance, purchases for the month, expenditures for the month, total amount on hand, and end of month balance. This record series is used to keep track of dollar amounts of supplies used by the laundry room.

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

(Note: Previous record series number was SVH-0143.)

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DIVISION: State Veterans Home
OFFICE: Storeroom
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-92. BALANCE LEDGERS:

07-054

This series is arranged chronologically by date and contains a current listing of value of goods held in the storeroom. Information may include: date, beginning balance, expenditures, receipts, and ending balance. This record series is used to keep a current listing of the value of inventory items on hand.

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

(Note: Previous record series number was SVH-0145.)

SVH-93. INVENTORY CARDS:

07-054

This series is arranged alphabetically by inventory name and contains a line listing of the current number of pieces in stock. Information may include: item name, number in stock, number purchased, number released, and current balance. This record series is used for accountability and reordering purposes.

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

(Note: Previous record series number was SVH-0146.)

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OFFICE: Storeroom
PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-94. SURVEYS, FOOD COSTS:

07-054

This 3" X 3" card series is arranged chronologically by date and contains the monthly cost for various types of food items. Information may include: food type, period, item purchase cost, total cost, and cost per meal. This record series is used to figure average cost per month, and to determine whether meal costs are rising or falling.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0147.)

SVH-95. VOUCHERS, RECEIVING:

07-054

This series is arranged chronologically by vendor name and contains the yellow copy of the receiving voucher for all goods ordered by each vendor. Information may include: vendor name, items purchased, amounts, and authorized signatures. This record series is maintained for reference as the Payroll/Personnel Office now maintains all audit copies.

RETENTION: Immediate transfer to storage 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.

(Note: Previous record series number was SVH-0148.)

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PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
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SVH-96. ADMINISTRATIVE REFERENCE FILES:

07-054

This series is arranged alphabetically and contains information used for convenience of reference in the Physical Plant administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs, general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

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

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

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SVH-97. CEMETERY RECORDS:

07-054

This series is arranged numerically by row and plot number and contains a listing of any member who is buried at the cemetery. Information may include: row number, plot number, and the name of the member buried at each plot. This record series is used to determine locations of buried members, and to determine plots still available for use.

RETENTION: Retain permanent in office on microfilm.

(NOTE: Consider transferring this function to data processing and receiving data on computer output microfiche (COM) monthly.)

(NOTE: Microfilmed paper subject to archival screening prior to disposal.)

(Note: Previous record series number was SVH-0150.)

SVH-98. PARTS INVENTORY CARD FILES:

07-054

This series is arranged numerically by part number and contains an itemized quantity list of each part maintained. Information may include: part name, part number, storage location, balance on hand, amount used, amount restocked, and current balance. This record series information is used for accountability purposes, and to reorder parts as needed.

RETENTION: Retain full card 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was SVH-0153.)

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SVH-99. PERFORMANCE APPRAISALS:

07-054

This series contains performance appraisals for employees in the Physical Plant. Information may include: employee name, standards of job, responsibilities of the job, and evaluations by the supervisor of how the employee meets the standards and responsibilities. This record series is used as an employee management tool, for justifying salary increases, and to document the dismissal of Career Service Employees.

RETENTION: Retain 3 years in office after final appraisal, then destroy by shredding.

(Note: Previous record series number was SVH-0154.)

SVH-100. PLANS/SPECIFICATIONS, BUILDINGS:

07-054

This series is arranged alphabetically by building name and contains plans and specifications for all State Veterans Home buildings. Information may include: actual architectural blueprints of each building, booklets listing the specifications of each building, and related information. This record series is used for building maintenance, and for reference when considering future renovations.

RETENTION: Retain for the life of the building, then destroy.

(NOTE: Consider microfilming when volume warrants.)

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

(Note: Previous record series number was SVH-0155.)

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SVH-101. SANITATION REPORTS:

07-054

This series is arranged chronologically by date and contains a copy of the report issued by the insect and rodent control service. Information may include: facility name, vendor name, types of insects sprayed for, types of rodents noted or observed, housekeeping practice comments, and inspector's signature. This record series is used by the Physical Plant to ensure that all insect and rodent control measures are being taken by the Home.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was SVH-0037.)

SVH-102. SHOP ORDERS:

07-054

This series is arranged chronologically by date of completion and contains the original job orders as submitted by various units throughout the facility. Information may include: date, location, repairs needed, materials needed, requested by, work done by, and authorized signatures. This record series is used for planning purposes, and to ensure the work is satisfactorily completed

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

(Note: Previous record series number was SVH-0158.)

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PROGRAM: Administration
RECORDS OFFICER: Bill Regynski
RM CUSTOMER #: 0189

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SVH-103. STOCK REMOVED SHEETS:

07-054

This series is arranged chronologically by date and contains a list of any items removed from the supply room. Information may include: date, part number, description of the item, where item was used, and number of items used. This record series is used to update the "Parts Inventory Card Files".

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

(Note: Previous record series number was SVH-0159.)