



# MILITARY & VETERANS AFFAIRS

## RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF  
EXECUTIVE MANAGEMENT

**BUREAU OF  
ADMINISTRATION**

PMB 01234

**RECORDS MANAGEMENT PROGRAM**  
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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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**OFFICE: VETERANS AFFAIRS**

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

**DEPARTMENT:** Military & Veterans Affairs  
**DIVISION:** Secretariat  
**OFFICE:** Adjutant General  
**PROGRAM:** Adjutant General  
**RECORDS OFFICER:** Bill Regynski  
**RM CUSTOMER #:** 0561

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

**07-052**

This series is arranged alphabetically and contains information used for convenience of reference by the Adjutant General or staff members in the daily administration of the department. Information may include, but is not limited to convenience copies of: South Dakota National Guard Museum records, audit reports, budgets, contracts, equipment, inventory, legislation, organization/association, property management information, monthly reports, research material, reference manuals, logs, general correspondence, mailing lists, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to the Adjutant General or staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for decision making purposes.

**RETENTION:** 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: Adjutant General's correspondence is subject to archival screening prior to disposal.)

(Note: Previous record series number was MVA-1.)

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RECORDS OFFICER: Bill Regynski  
RM CUSTOMER #: 0561

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**MVA-2. ANNUAL REPORT TO THE GOVERNOR:**

**07-052**

This series is arranged chronologically and contains a copy of the annual report sent to the Governor which provides an overview of the department's programs and activities. Information may include, but is not limited to: summary of financial reports, summary of studies and evaluations, description of program activities, program forecasts, and the department's strategic plan. This record series is maintained to document the reports submitted to the Governor regarding Military and Veterans' Affairs and for historical reference purposes.

**RETENTION:** Retain one copy permanently.

(NOTE: Send one copy to the State Archivist.)

(Note: Previous record series number was MVA-2.)

**MVA-3. NEWS RELEASES AND NEWSPAPER CLIPPINGS:**

**07-052**

This series is arranged chronologically and may contain news releases, newspaper clippings, and articles regarding the department. This record series is maintained for reference and to document publicity received by the Department of Military and Veterans' Affairs or articles and new releases written by department employees.

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

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

(Note: Previous record series number was MVA-7.)

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RM CUSTOMER #: 0561

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**MVA-4. STRATEGIC PLANS OF MILITARY AND VETERANS'**  
**AFFAIRS:**

**07-052**

This comb-bound book series contains the five year strategic plan of the entire Military and Veterans' Affairs Department and is reviewed and revised annually by each division within the department. Information may include: mission statement, position statements for each division, goals and objectives, key strategies, and effective action plans for each division. This record series is maintained as the final plans are sent to the Governor and are used as a guide to budgeting, procurement, and implementation of new technology in State government.

**RETENTION:** Retain 5 years in office, then transfer to State Archives for review and final disposition.

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

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

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DIVISION: Secretariat  
OFFICE: Adjutant General  
PROGRAM: Fiscal Office  
RECORDS OFFICER: Bill Regynski  
RM CUSTOMER #: 0561

RECORD R.D.B.  
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE AUTHORITY  
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**MVA-5. BANK STATEMENTS:**

**07-052**

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

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

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

**MVA-6. BUILDING FILES, MVA-OPERATED BUILDINGS:**

**07-052**

This series is arranged alphabetically by building name and contains a quick reference of any remodeling or refurbishing of any of the buildings operated by the department. Buildings may include, but are not limited to: South Dakota National Guard Museum, Soldiers and Sailors Memorial Building, State Veterans Home, or Camp Rapid. Information may include: building name, type of construction, costs, bids, special assessments (property), specifications, correspondence, and status of construction. This record series is maintained to inform the director of the status of all construction on campus and to provide a history of all building remodeling and modifications.

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

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

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**MVA-7. BUILDING PLANS AND SPECIFICATIONS:**

**07-052**

This series contains scale drawings of building plans and specifications for space occupied by the department. Information may include, but is not limited to: construction and remodeling project information; mechanical, electrical, and engineering drawings; floor plans; and equipment layout and design information. This record series is used to determine rent cost of space occupied, for floor layout and design reference, and for federal audit purposes. Building plans and specifications are maintained permanently on microfilm in the Office of the State Engineer.

**RETENTION:** Retain current plans in office. Transfer to RM 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 MVA-16.)

**MVA-8. CASH RECEIPT TRANSMITTALS:**

**07-052**

This series is arranged chronologically and contains the standard forms used to deposit funds in the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's office maintains the originals.

**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 MVA-17.)

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RECORDS OFFICER: Bill Regynski  
RM CUSTOMER #: 0561

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**MVA-9. CHART OF ACCOUNTS:**

**07-052**

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 the use. This record series is used for reference when coding vouchers, requisitions, and payroll/personnel forms.

**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 MVA-18.)

**MVA-10. CONTRACTS, LEASES, AND AGREEMENTS:**

**07-052**

This series contains contracts, leases, and agreements between the department 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 audit purposes.

**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 that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

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

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DIVISION: Secretariat  
OFFICE: Adjutant General  
PROGRAM: Fiscal Office  
RECORDS OFFICER: Bill Regynski  
RM CUSTOMER #: 0561

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**MVA-11. FINANCIAL STATEMENTS:**

**07-052**

Financial statements provide an overview of the Military and Veterans Affairs' financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenues, expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained 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.

(Note: Previous record series number was MVA-22.)

**MVA-12. LOCAL BANKING ACCOUNT AUTHORIZATION FILES:**

**07-052**

This series is arranged chronologically and documents permission granted by the State Auditor and the State Treasurer for the agency to maintain a local banking account. Information may include: date, account name, account number, type of account, a list of authorized depositors, yearly dollar volume, signatures of individuals authorized to write checks on the account, and approving signatures. This record series is maintained for audit purposes to document the authorization received to maintain a local banking 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.

(Note: Previous record series number was MVA-24.)

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**DEPARTMENT:** Military & Veterans Affairs  
**DIVISION:** Secretariat  
**OFFICE:** Adjutant General  
**PROGRAM:** Fiscal Office  
**RECORDS OFFICER:** Bill Regynski  
**RM CUSTOMER #:** 0561

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**MVA-13. RECORDS MANAGEMENT FILES:**

**07-052**

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

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

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

(Note: Previous record series number was MVA-27.)

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DEPARTMENT: Military & Veterans Affairs  
DIVISION: Secretariat  
OFFICE: Adjutant General  
PROGRAM: Fiscal Office  
RECORDS OFFICER: Bill Regynski  
RM CUSTOMER #: 0561

**RECORD** **R.D.B.**  
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**MVA-13.1. SURPLUS PROPERTY FILES:**

**09-012**

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

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

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DEPARTMENT: Military & Veterans Affairs  
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OFFICE: Adjutant General  
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**MVA-14. VEHICLE TITLES:**

**07-052**

This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. This record series is used as documentation of vehicle ownership and may include: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.

**RETENTION:** Retain current in office. Transfer when respective vehicle has been sold or declared surplus.

(Note: Previous record series number was MVA-29.)

**MVA-15. VOUCHERS:**

**07-052**

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher may include: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is maintained as vouchers (along with the attached purchase orders, requisitions, packing slips, and invoices) are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, 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: Previous record series number was MVA-30.)

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DEPARTMENT: Military & Veterans Affairs  
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OFFICE: Adjutant General  
PROGRAM: Personnel  
RECORDS OFFICER: Bill Regynski  
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**MVA-16. JOB ANNOUNCEMENTS:**

**07-052**

This series is arranged chronologically by date of announcement and contains standard Bureau of Personnel job announcements. Information may include: job title, salary range, list of job duties, listing of experience, listing of education, and comments. This record series is used to inform agency personnel of job openings throughout the State.

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

(Note: Previous record series number was MVA-34.)

**MVA-17. PERFORMANCE COMMUNICATION DOCUMENTS:**

**07-052**

This series is arranged alphabetically by name of employee and contains the standard performance appraisal with an itemized statement of standards and responsibilities for each employee. Information may include: principal accountabilities, standards of each accountability, performance ratings, performance indexes, comments, and ratings received. Performance Communication Documents are required by administrative rule and are used for justifying merit increases in pay, for commending deserving employees, and as documentation supporting the dismissal of Career Service employees for unsatisfactory job performance. This record series is maintained for audit purposes.

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

(Note: Previous record series number was MVA-37.)

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DEPARTMENT: Military & Veterans Affairs  
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**MVA-18. PERSONNEL FILES:**

**07-052**

This series is arranged alphabetically by name and contains a folder for each employee in the agency. Information may include, but is not limited to: applications for employment, personal data sheets, personnel action notices (PA 32s), position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. This record series serve as a history of the employees' service and training with the facility and provide payroll information and are maintained to review work history of former employees who apply for work and for audit purposes.

**RETENTION:** Retain active 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 Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was MVA-38.)

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**MVA-19. WORKER'S COMPENSATION FILES:**

**07-052**

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. The originals are maintained by the Department of Labor, Division of Labor and Management.

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

(Note: Previous record series number was MVA-41.)

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DIVISION: Veterans' Affairs  
OFFICE: Benefits and Services  
PROGRAM: State Office  
RECORDS OFFICER: Bill Regynski  
RM CUSTOMER #: 0134

**RECORD** **R.D.B.**  
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**MVA-20. ADMINISTRATIVE REFERENCE FILES:**

**07-052**

This series is arranged alphabetically and contains information used for convenience of reference in the daily administration of the division. There may be separate files for each of the following: federal Veterans' Administration (VA) in Washington, D.C., Fort Meade VA Hospital in Sturgis, VA Hospital in Hot Springs, State Veterans' Home in Hot Springs, VA Hospital in Sioux Falls, and other agencies and facilities. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, organization/association, property management information, monthly reports, research material, reference manuals, logs, general correspondence, mailing lists, names and addresses of SD Veterans' Commissioners, operating manuals, minutes, policies and procedures, rules and regulations, SD Veterans' Commission meeting agendas, Veteran Service Officers' Claims Office service reports, 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, 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: Cull files at least once a year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was MVA-65.)

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**MVA-21. APPRENTICESHIP PROGRAM STANDARDS FILES:**

**07-052**

This series is maintained by the State Approving Program to provide information defining the apprenticeship program standards published by the United States Department of Labor, Bureau of Apprenticeship and Training. The manual helps the program manager identify which programs are registered and which variables can be recognized by the State as acceptable for SD approved programs. This record series is maintained for reference and documentation purposes.

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

(Note: Previous record series number was MVA-66.)

**MVA-22. ASSOCIATIONS AND ORGANIZATIONS FILES:**

**07-052**

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Information may include: minutes of the association or organization meetings, conference agendas, expense reports, participants' names, and examples of other States' legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization.

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

(Note: Previous record series number was MVA-67.)

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RM CUSTOMER #: 0134

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**MVA-23. CASH RECEIPT TRANSMITTALS, EMERGENCY LOAN PROGRAM:**

**07-052**

This series is arranged chronologically and contains the standard forms used to deposit Emergency Loan Program funds in the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's office maintains the originals.

**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 MVA-68.)

**MVA-24. CERTIFICATION FILES, SERVICE OFFICERS:**

**07-052**

This series is arranged alphabetically by county and officer's name and contains information regarding the certification of Veterans' Service Officer's. It is used as a tickler file to recertify officers at the end of their two-year appointment and thereafter at four year intervals. Information may include: county commissioner recommendations, minutes of the appointments, copies of military discharge records, and state field officer recommendations. This record series is used for reference purposes.

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

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was MVA-69.)

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**MVA-25. CONFERENCE FILES, COUNTY VETERANS' SERVICE OFFICERS:**

**07-052**

This series is maintained by the director to have information on past state conference held for county and tribal service officers. Information may include: travel costs, correspondence, record of contracts made for speakers and outside participants, copies of pamphlets distributed at the conference, agendas for meetings held during the conference, names of attendees, and notes or critiques on making the CVSO Conference more instructive. This record series is maintained for reference purposes.

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

(Note: Previous record series number was MVA-70.)

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**MVA-26. EMERGENCY LOAN FILES:**

**07-052**

This series is arranged alphabetically and contains veterans' emergency loan payment and repayment records. Information may include: original applications, South Dakota Veterans' Commission recommendations, signed promissory notes, copies of receipts, copies of denial notices, write-off authority for uncollectible loans, ledger cards, and related correspondence. This record series is maintained for documentation, possible litigation, and for audit purposes.

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

Retain outstanding in office. Transfer to storage for 5 years when paid in full or write-off authority has been granted by the State Board of Finance. Destroy 5 years after paid in full or write-off authority has been granted by the State Board of Finance provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. .

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was MVA-74.)

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**MVA-27. EMERGENCY LOAN FUND LEDGER CARDS:**

**07-052**

This ledger card and Q&A database series is arranged alphabetically by veteran and contains information regarding Emergency Loan fund ledger data. Information may include: repayment schedule, date of remittance, receipt number, credits, balance, name and address of individual, and account number. This record series is maintained for quick reference to ledger balances and as a tickler file to prompt the State Office to take proper action on delinquent payments.

**RETENTION:** Retain outstanding in office. Transfer to storage for 4 years when paid in full or write-off authority has been granted by the State Board of Finance. Destroy 4 years after paid in full or write-off authority has been granted by the State Board of Finance 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 MVA-75.)

**MVA-28. EMERGENCY LOAN FUND LEDGERS:**

**07-052**

This series is arranged numerically by account number and contains the current balance of funding available in each account. Information may include: account number, account name, date of transaction, type of transaction, an itemized list of debits and credits, and current ending balance. This record series is maintained to determine current account balances and to insure funds are available before expenditures are authorized.

**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 MVA-76.)

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**MVA-29. EMERGENCY OPERATIONS PLAN, STATE:**

**07-052**

This series is arranged by topic and contains the division's copy of the section submitted to the Adjutant General for inclusion in the state Emergency Operation Plan. Information may include: mission, organization, control, operational concept, support services available, field office correspondence, bi-annual reviews, and update documentation. This record series is maintained for use by the Emergency Management Division and copies of the originals are sent to each of the Veterans' Service Offices in the State.

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

(Note: Previous record series number was MVA-77.)

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**MVA-30. G.I. BILL APPROVED PROGRAMS FILES:**

**07-052**

This series is maintained in three separate categories (apprenticeship, on-the-job training, and educational). The files are arranged alphabetically by school or program name and are used to document the approval of apprenticeship, on-the-job training and educational programs which are accredited by the state for Veterans' Administration G.I. Bill Programs. Information may include, but is not limited to: copies of the standard Veterans' Administration approval form, correspondence, program description, approving agency remarks, program booklets or brochures (if any), and last revision date. Programs must be revisited annually and approved every time they are reactivated pursuant to Veterans' Administration rules and Chapters 30, 32, 34, 35, and 36, Title 38 of the U.S. Code. This record series is maintained for documentation purposes.

**RETENTION:** Retain current in office. Transfer when approval is withdrawn to storage for 6 years. Destroy 6 years after approval is withdrawn.

(Note: Previous record series number was MVA-78.)

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**MVA-31. GRANT FILES:**

**07-052**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information may include: grant applications, working papers, grant documentation, and monitoring and accounting records. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain current 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 MVA-80.)

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**MVA-32. MILITARY DISCHARGE COPIES:**

**07-052**

This series is arranged alphabetically by veteran's name and contains copies of military discharge records filed by South Dakota veterans. This service is offered by the division of Veterans Affairs to any veteran who wishes to place on file a copy of their discharge records for safekeeping. Information on the discharge may include: name, branch, last major command, awards, military education, and discharge date. This record series is maintained to determine benefit eligibility and for reference and documentation purposes.

**RETENTION:** Retain 90 years in office, then transfer to Archives for screening and final disposition.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was MVA-81.)

**MVA-33. MINUTES, SD VETERANS' COMMISSION:**

**07-052**

This bound book series is arranged chronologically from 1944 and contains the original minutes of the South Dakota Veteran's Commission. Information may include: organization name, dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained as the official documentation of the commission's discussions, activities, and decisions.

**RETENTION:** Retain full book 5 years in office, then transfer to State Archives for permanent retention.

(NOTE: Consider microfilming to provide security for these vital records.)

(Note: Previous record series number was MVA-82.)

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**MVA-34. PROCLAMATION FILES:**

**07-052**

This series contains the original State Proclamation as signed by the Governor and attested to by the Secretary of State. Proclamations may cover such topics as: VietNam Veterans' Week, Prisoner of War Day, Prisoner of War-Missing in Action Recognition Day, and Veterans' Day in South Dakota. This record series is maintained as past proclamations are used for reference to language, style and format when drafting new proclamations for the Governor's signature.

**RETENTION:** Retain 2 years in office, then transfer to State Archives for screening and final disposition.

(Note: Previous record series number was MVA-83.)

**MVA-35. RECEIPT BOOKS, EMERGENCY LOANS:**

**07-052**

This bound book series contains copies of receipts issued to document the receipt of Emergency Loan fund payments. Receipts are prenumbered and include: date, name of payer, amount received, and type of payment. This record series is maintained for audit purposes.

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

(Note: Previous record series number was MVA-84.)

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**MVA-36. REIMBURSEMENT FILES, SAA:**

**07-052**

This monthly series contains information used to monitor funds received from the Veterans' Administration in Washington, D.C. to reimburse the State for veterans' education funds disbursed by the State Approving Agency (SAA) to veterans. Information may include: federal vouchers, time and salary distribution sheets, travel documentation, and other related expenses. This record series is maintained for audit purposes.

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

(Note: Previous record series number was MVA-85.)

**MVA-37. RULES AND REGULATIONS AND PROGRAM GUIDELINES:**

**07-052**

This ring-binder series is arranged alphabetically by program name and may contain copies of rules and regulations pertaining to implementation of each program. This record series is used to insure compliance with current rules and regulations governing the administration and operation of the program.

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

(Note: Previous record series number was MVA-86.)

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**MVA-38. STATISTICS FILES, WAR RELATED:**

**07-052**

This 8 1/2" X 11" series is updated annually by the Veterans' Administration, arranged alphabetically by war or conflict, and contains war related statistics regarding South Dakotans. Statistics may include: numbers of South Dakotans killed in action, numbers of prisoners of war, numbers of wounded, numbers of missing in action, and similar totals for each category for the entire country. This record series is maintained to document accurate information regarding South Dakotans and to answer inquiries regarding war related statistics.

**RETENTION:** Retain in office at the State Archives permanently.

(Note: Previous record series number was MVA-87.)

**MVA-39. STRATEGIC PLANS, DIVISION:**

**07-052**

This annual report is prepared by each division and sent to the Adjutant General and contain each division's forecast of strategic plans for the next fiscal year. Information may include: goals, budget requests, missions, performance indicators, SD Veterans' Commission meetings planned, number of staff positions available, number of staff positions filled, workload statistics, projections, and legislative issues which need the Adjutant General's attention. This record series is maintained for reference to the division's portion of the department's operating plan.

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

(Note: Previous record series number was MVA-89.)

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**MVA-40. SUPPLEMENTAL SALARY FILES, VETERANS' SERVICE OFFICERS:**

**07-052**

This series is arranged alphabetically by county or tribe and documents the actual payments made to reimburse each county for 25% of the Veterans' Service Officer's salary. Information may include: copies of direct vouchers, copies of payroll receipts, names of officers, and the original agreements to participate. This record series is maintained for documentation and for audit purposes.

**RETENTION:** Retain audit information 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.

Retain original agreement current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

(Note: Previous record series number was MVA-90.)

**MVA-41. TRAVEL ITINERARIES:**

**07-052**

This form (MVA-DVA-340) series is arranged chronologically and is used to document travel for all program managers. Information may include: name of program manager, date of travel, destination, purpose of travel, firm or person contacted, name of motel or hotel. This record series is maintained to monitor travel of division personnel and for federal VA 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 MVA-92.)

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**PROGRAM:** Veterans' Claims Office S.F.  
**RECORDS OFFICER:** Bill Regynski  
**RM CUSTOMER #:** 0134

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**MVA-42. ADMINISTRATIVE REFERENCE FILES:**

**07-052**

This series is arranged alphabetically and contains information used for convenience of reference in the daily administration of the division. There may be separate files for each of the following: federal Veterans' Administration (VA) in Washington, D.C., State Military and Veterans Affairs Office, county Veterans Service Offices, and other agencies and facilities. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, names and addresses of SD Veterans' Commissioners, operating manuals, minutes, policies and procedures, rules and regulations, VA Retroactive/One-Time Payment Lists, Veteran Service Officers' Claims Office service reports, and other miscellaneous materials of interest or benefit to staff members. This record series is maintained as the file 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, 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: Cull files at least once a year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was MVA-96.)

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**MVA-43. APPROVAL FILES (ON-THE-JOB-TRAINING PROGRAMS):**

**07-052**

This series is arranged alphabetically by site and contains information regarding veterans on-the-job-training (OJTP) program approval procedures and documentation. Information may include: application for approval as an OJTP training site, certified officials, business name, contact person, approval date, names of approved veteran participants, approved training agreement, supervisor's report, and quarterly reports. This record series is maintained to document approval of on-the-job-training programs and for reference purposes.

**RETENTION:** Retain in office 6 months after last activity, then microfilm and maintain on updatable microfilm jackets for 2-1/2 years. Destroy 3 years after last activity.

(Note: Previous record series number was MVA-97.)

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**MVA-44. CLAIM FOLDERS:**

**07-052**

This series is arranged alphabetically and contains information regarding claims filed by veterans requesting Veterans' Administration benefits. Information may include, but is not limited to: veteran's name, social security number, claim number, correspondence, contact sheet, transmittal sheet, application for benefits as a relative, medical records, statement of case, award letters, power of attorney, hearing transcript, appeals, and appeal decisions. This record series is maintained for documentation and audit purposes.

**RETENTION:** Retain 1 year in office after last activity, then microfilm and maintain on updatable microfilm jackets for 89 years. Destroy 90 years after last activity.

(NOTE: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was MVA-98.)

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RECORDS OFFICER: Bill Regynski  
RM CUSTOMER #: 0134

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**MVA-45. LEAVE REQUESTS:**

**07-052**

This series is arranged alphabetically by name of employee and contains the standard forms used to request annual or sick leave. Information may include: name of employee, leave days requested, hours requested, purpose, type of leave, and employee's and supervisor's signatures. This record series is maintained as leave requests are attached to "Time Sheets" and sent to the department personnel office where they are maintained four years for payroll and audit purposes.

**RETENTION:** Transfer to the department personnel office.

(Note: Previous record series number was MVA-100.)

**MVA-46. MINUTES, STAFF MEETINGS:**

**07-052**

This series is arranged chronologically and contains minutes of internal staff meetings. Information may include: dates of meetings, staff members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference and documentation purposes.

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

(Note: Previous record series number was MVA-102.)

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**MVA-47. NEWS RELEASES AND NEWSPAPER CLIPPINGS:**

**07-052**

This series is arranged chronologically and may contain news releases, newspaper clippings, and articles regarding the department. This record series is maintained for reference and to document publicity received by the Department of Military and Veterans' Affairs or articles and new releases written by department employees. The Adjutant General's office maintains similar files which are subject to screening by the State Archivist prior to disposal.

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

(Note: Previous record series number was MVA-103.)

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**MVA-48. PERFORMANCE COMMUNICATION DOCUMENTS:**

**07-052**

This series is arranged alphabetically by name of employee and contains the standard performance appraisal with an itemized statement of standards and responsibilities for each employee. Information may include: principal accountabilities, standards of each accountability, performance ratings, performance indexes, comments, and ratings received. Performance Communication Documents are required by administrative rule and are used for justifying merit increases in pay, for commending deserving employees, and as documentation supporting the dismissal of Career Service employees for unsatisfactory job performance. This record series is maintained for reference and to document information pertaining to each employee between evaluations. These files are transferred to the department's personnel officer after the employee evaluation process has been completed and are maintained there for audit purposes.

**RETENTION:** Retain current in office. Transfer superseded to the department's personnel officer for 3 years. Destroy 3 years after superseded by shredding.

(Note: Previous record series number was MVA-104.)

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**MVA-49. PERSONNEL/PAYROLL REPORTS:**

**07-052**

This non-record series consists of copies of this division's biweekly 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, Payroll Distribution Register, and Personnel Probationary Report. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money and to insure that accurate data on hours worked and compensation received are being generated for retirement purposes. The department's personnel officer maintains this information four years for audit 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.)

(Note: Previous record series number was MVA-105.)

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**MVA-50. PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS**  
**FILES:**

**07-052**

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Information may include: minutes of the association or organization meetings, conference agendas, expense reports, participants' names, and examples of other states' legislation. This record series is used for reference purposes concerning ideas and policies suggested and used by the association or organization.

**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.)

(Note: Previous record series number was MVA-106.)

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**MVA-51. QUESTIONNAIRES, LONG TERM HEALTH RELATED PROBLEMS:**

**07-052**

This series is arranged alphabetically and contains questionnaires completed by South Dakota veterans who served in VietNam and Persian Gulf War. The information is used to compile a registry of veterans who have been or could have been exposed to chemicals such as Agent Orange and other Persian Gulf War chemicals which may have long-term health related consequences. Information may include: name, address, social security number, Veterans Administration file number, branch of service, unit or organization, dates, duty stations, and comments. This record series is maintained for long-term reference regarding veterans who may have been exposed to chemicals during military service.

**RETENTION:** Retain 10 years in office, then microfilm and maintain film for 80 years. Destroy after 90 years.

(Note: Previous record series number was MVA-107.)

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**MVA-52. VETERANS' WAR BONUS RECORDS INDEX:**

**07-052**

This index series is arranged alphabetically by veteran's name and is used as a quick reference to determine the location of the respective veterans "War Bonus Records" which are arranged numerically by application number. Information may include: name, address, serial number, and application or claim number. This record series is maintained as a quick reference to War Bonus Records.

**RETENTION:** Retain 75 years after bonus has been paid in office on microfilm, then destroy.

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

(Note: Previous record series number was MVA-112.)

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**MVA-53. VETERANS' WAR BONUS RECORDS:**

**07-052**

This paper and microfilm series is arranged numerically by application number and documents the Veterans' War Bonus payments issued by the State in accordance with SDCL 33-17-16 through SDCL 33-17-38 which revised provisions relating to the Veterans' Bonus Program enacted for World War I, World War II, Korean Conflict, VietNam, and including Persian Gulf War veterans.

Information may include: name, address, serial number, copy of military discharge records, bonus claim applications, bonus claim number, and bonus payment date. This record series is maintained for documentation and audit purposes.

**RETENTION:** Retain 75 years after bonus has been paid in the Sioux Falls Veterans' Claims Service office on microfilm, then destroy.

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

(Note: Previous record series number was MVA-111.)