



# DEPARTMENT OF AGRICULTURE

## RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



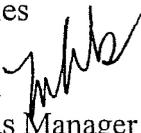
DEPARTMENT OF  
EXECUTIVE MANAGEMENT  
  
BUREAU OF  
ADMINISTRATION

PBM 01234

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

## MEMORANDUM

TO: State Agencies

FROM: Mary Bisson   
State Records Manager

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

DATE: January 12, 2005

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. If you have stored your inactive records at Records Management and they are scheduled for semi-annual destruction, Records Management submits a list to Archives to help you comply with this requirement.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We always welcome the opportunity to discuss the proper implementation of sound records management practices.

**AGRICULTURE DEPARTMENT**

**State Fair Commission**

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<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
020-1.	<b><u>ENTRY FORMS, COMPETITIVE EXHIBITORS:</u></b>  This information is used to verify animal registration numbers and ownership.  <b>RETENTION:</b> Retain 2 years in office, then destroy.	93-001
020-2.	<b><u>EXHIBITORS AND CONCESSIONAIRES FILE, COMMERCIAL:</u></b>  This series contains requests for exhibition space. Information includes: name of firm, products to be exhibited, building requested, amount of space requested, amount of space allotted, photo of exhibit, proof of insurance, electrical use form, and drawing registration form.  <b>RETENTION:</b> Retain 6 years in office, then destroy.	93-001
020-3.	<b><u>EXHIBITORS LIST, COMPETITIVE:</u></b>  Information includes name, address, competition number, and type of exhibit or competition.  <b>RETENTION:</b> Retain 2 years in office, then destroy.	93-001
020-4.	<b><u>JUDGE'S BOOKS AND SHEETS:</u></b>  This series is arranged numerically for each department, class, and lot number. The information is used to document winners for the past 10 years and to verify competitive placings.  <b>RETENTION:</b> Retain 5 years in office, then transfer to the State Archives for final disposition.	93-001

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
020-5.	<b><u>MINUTES, FAIR BOARD/COMMISSION:</u></b>  This series includes the original minute books from 1885 to present.  <b>RETENTION:</b> Retain 6 years in office, then transfer full books to the State Archives for permanent retention.  (NOTE: Consider microfilming to provide security for these vital records.)	93-001
020-6.	<b><u>PREMIUM LIST BOOKS:</u></b>  Information includes judge name, program event, rules and regulations for event, and prize money paid for each event.  <b>RETENTION:</b> Retain 4 years in office, then transfer to the State Archives for final disposition.	93-001

# **AGRICULTURE DEPARTMENT**

## **Regulatory Services**

DEPARTMENT: AGRICULTURE

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

DEPARTMENT: Agriculture  
DIVISION: Agricultural Services  
OFFICE: Agronomy  
PROGRAM: Apiary  
RECORDS OFFICER: Leanne Neuhauser  
RM CUSTOMER #: 0024

<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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**101-3. BEE LOCATION PERMISSION FORMS:**

**93-001**

This form is used to obtain permission from a landowner to keep bees on his/her land. Permission forms must be filed as a pre-requisite to annual registrations of apiaries.

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

**101-4. BEE MAPS:**

**04-001**

This computer series contains maps that show the location of hives of every beekeeper within each county. SDCL 38-18-3.1 requires a three mile limit between apiaries.

**RETENTION:** Retain on computer for 1 year, then transfer to CDs and maintain CD's for 2 years. Destroy after 3 years.

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

DEPARTMENT: Agriculture  
DIVISION: Agricultural Services  
OFFICE: Agronomy  
PROGRAM: Pesticides  
RECORDS OFFICER: Leanne Neuhauser  
RM CUSTOMER #: 0024

<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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**101-1. AGRONOMY SERVICES INSPECTIONS:**

**04-001**

This series is arranged by inspector, then by type of inspection and contains routine inspections of feed, fertilizer, and pesticide facilities. The record series is maintained to fulfill requirements of US FDA and US EPA for any reimbursements of federal monies.

**RETENTION:** Retain 3 years in office, then transfer to storage for 2 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**101-18. AGRONOMY SERVICES INVESTIGATIONS:**

**04-001**

This series is arranged numerically by assigned case number and contains investigations by department inspectors of damage complaints and ag chemical spills. Information may include: inspector's name; names of parties involved; samples of crops, soils, and trees taken and analyzed for positive results; and pictures taken on site of damages. This record series is maintained for possible litigation purposes.

**RETENTION:** Retain active in office. Transfer closed to storage for 5 years. Destroy 5 years after closed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Agriculture  
DIVISION: Agricultural Services  
OFFICE: Agronomy  
PROGRAM: Pesticides  
RECORDS OFFICER: Leanne Neuhauser  
RM CUSTOMER #: 0024

<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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**101-2. APPLICATIONS, LICENSES, PERMITS, AND REGISTRATIONS:**

**93-001**

This paper and microfilm series is used to issue the appropriate application, license, permit, or registration required. This file also includes information regarding fees required for each.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since and independent post-audit report has been received.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 4/85)

DEPARTMENT:  
DIVISION:  
OFFICE:  
PROGRAM:  
RECORDS OFFICER:

Agriculture  
Ag Services  
  
  
Leanne Neuhauser

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**101-15. EGG FILE:**

**98-001**

This series is arranged numerically by permit number and contains the egg files, which authorizes an individual to sell or candle eggs. Information includes: license, application, and tests taken by new license holders. Information is used for regulatory purposes.

**RETENTION:** Retain 4 years, then destroy.

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
101-9.	<p><b><u>LAB REPORTS:</u></b></p> <p>This database and hard copy report series contains SDSU lab analysis of any commercially produced feed, remedy, fertilizer, soil amendment, pesticide, seed, dairy, and egg products. No fees are collected for lab reports.</p> <p><b>RETENTION:</b> Retain current plus 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.</p>	93-001
101-10.	<p><b><u>NOXIOUS WEEDS/PESTS, LOCALLY DESIGNATED:</u></b></p> <p>This series pertains to weeds or pests declared by counties to be noxious. Declarations exist for a five-year period and grant the county authority to enforce control.</p> <p><b>RETENTION:</b> Retain 5 years in office, then destroy.</p>	93-001
101-11.	<p><b><u>RODENT CONTROL FILES:</u></b></p> <p>This series contains information regarding poison bait used to eradicate rodents. Information includes receipt books and order books which are maintained at the bait stations.</p> <p><b>RETENTION:</b> Retain 10 years on microfilm or for the active life of the company whichever is longer.</p>	93-001
101-12.	<p><b><u>SEED AD VIOLATION RECORDS:</u></b></p> <p>This series contains copies of newspaper advertisements concerning seeds offered for sale by seed producers and is used to determine violations which occur because of false or misleading advertisements. SDCL 38-12A-13 requires producers to maintain their advertising records for three years.</p> <p><b>RETENTION:</b> Retain 6 months in office, then destroy.</p>	93-001

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
101-13.	<b><u>TONNAGE REPORTS:</u></b>  This series contains tonnage reports for fertilizer, soil amendment, and commercial feed. Information includes: product name, amounts sold and distributed in South Dakota, and fees paid.  <b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.	93-001
101-14.	<b><u>WEED ENFORCEMENTS:</u></b>  This series contains reports filed by county weed board supervisors and state inspectors of county weed enforcements. Information includes request for enforcement and records of sprayings.  <b>RETENTION:</b> Retain active in office. Transfer closed to storage for 3 years. Destroy 3 years after closed.	93-001

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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**101-16. PROCESSORS/DISTRIBUTOR MILK FILES:**

**98-001**

This series is arranged alphabetically by company name and contains information about buying or selling milk products in South Dakota. Information includes: lab reports, license application, inspector records, violations, and enforcement. The information is maintained for regulating the milk industry.

**RETENTION:** Retain 4 years, then destroy.

**101-17. PRODUCER, GRADE (A or B) MILK FILES:**

**98-001**

This series is arranged numerically by permit number, then chronologically and contains authorization to sell milk. Information includes: permit information, violations, producer information, enforcement's, transfer information from one milk company to another, permits, and the dates began milking or quit milking. Information is maintained for regulatory function of the Grade A and Grade B milk industry.

**RETENTION:** Retain 4 years, then destroy.

**AGRICULTURE DEPARTMENT**

**Agricultural Development**

DEPARTMENT: AGRICULTURE

DIVISION: AGRICULTURAL DEVELOPMENT

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RECORD SERIES NO.	TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
201-1.	<p><b><u>GUARANTEES, AG ENTERPRISE PROGRAM:</u></b></p> <p>This series contains Ag Enterprise program guarantees which may include but are not limited to: Value Added Livestock (VALU) and Junior Livestock Loan Guaranties (JLLG).</p> <p><b>RETENTION:</b> Retain active in office, then transfer to storage for 4 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.</p>	93-001
201-2.	<p><b><u>LOAN LEDGER FINANCIAL REPORTS:</u></b></p> <p>This series is produced using a financial software program and includes financial reports for loans and guarantees. Financial reports may include but are not limited to: Rural Development Loan Participations, Livestock Loan Participations, Conservation Tillage Equipment Loans, Weed and Pest Control Equipment loans, Computer Loans, Junior Livestock Loan Guarantees, and Value Added Livestock Guarantees.</p> <p><b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.</p>	93-001
201-3.	<p><b><u>LOANS, AG ENTERPRISE PROGRAM:</u></b></p> <p>Loan programs include: Rural Development Loan Participation, Livestock Loan Participation, Conservation Tillage Equipment Loans, Weed &amp; Pest Control Equipment Loans, and Computer Loans.</p> <p><b>RETENTION:</b> Retain active in office, then transfer to storage for 4 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.</p>	93-001

As of 07/01/2013, Record Series 201-4. Mediation Records (Farm Mediation Board) was transferred to the Office of Secretary.

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

DEPARTMENT: Agriculture  
DIVISION: Agriculture Development  
OFFICE: Agriculture Enterprise  
PROGRAM: Loan Program  
RECORDS OFFICER: Leanne Neuhauser  
RM CUSTOMER #: 0033

<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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**201-5. AGRICULTURE BONDS:**

**04-001**

This series is arranged alphabetically and contains agriculture bonds for beginning farmers, agribusiness bonding program, and the nutrient management program. Information may include: applications, financial statements, appraisals, correspondence, forms, bond opinion letter, legal documents, and other closing documents. This record series is used to approve applications and to issue bonds to eligible applicants.

**RETENTION:** Retain active files in office. Transfer paid-in-full files to storage for 7 years. Destroy 7 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

# AGRICULTURE DEPARTMENT

## Forestry

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STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 4/85)

DEPARTMENT:  
DIVISION:  
OFFICE:  
PROGRAM:  
RECORDS OFFICER:

Agriculture  
Forestry  
  
  
Mary Pat Jones

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
301-1.	<b><u>BIG TREE REGISTER:</u></b>  <b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001
301-2.	<b><u>DIVISION HISTORY:</u></b>  <b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001
301-3.	<b><u>FIELD REPORTS:</u></b>  <b>RETENTION:</b> Retain 2 years in office, then destroy.	93-001
301-4.	<b><u>FIRE EQUIPMENT AGREEMENTS (COUNTIES):</u></b>  <b>RETENTION:</b> Retain current in office, then transfer to storage for 4 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.	93-001
301-5.	<b><u>FIRE MANAGEMENT:</u></b>  <b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
301-6.	<b><u>FIRE REPORTS (DISTRICTS):</u></b>  This series contains information used to bill private landowners for costs incurred by fire fighters. Subject to federal audit.  <b>RETENTION:</b> Retain 4 years in office, then transfer to storage for 4 years. Destroy after 8 years provided 1 year has passed since an independent post-audit report has been received.	93-001
301-7.	<b><u>FIRE REPORTS (STATE FIRE MARSHAL):</u></b>  The State Fire Marshal's Report contains information regarding fires in South Dakota. This division uses only the information regarding wildfires for trend analysis and for review of forest and range fire situations. Summary information is submitted to the US Forest Service every ten years. The information is encoded into a computer database.  <b>RETENTION:</b> Retain paper 1 year in office, then destroy provided data entries have been verified to be accurate and complete.  Retain database permanently in office.	93-001
301-8.	<b><u>FOREST INVENTORY REPORTS:</u></b>  This series includes forest information compiled every ten years and used for base line inventory data documenting the number and type of trees found in South Dakota.  <b>RETENTION:</b> Retain paper 10 years in office, then transfer to the State Archives for permanent retention.  (NOTE: Consider receiving data on computer output microfiche (COM) instead of paper.)	93-001

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 4/99)

DEPARTMENT: Agriculture  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Leanne Neuhauser  
BILLING CODE: 0018 0752

R.D.B  
AUTHORITY  
NUMBER

RECORD

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

301-18. FIRE COST REPORTS:

99-001

This series is arranged chronologically and contains fire cost reports. Information may include: name of fire, location of fire, date of fire, details of fire, cost of fire, fire billings, and fire timesheets. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain in office until the fire is officially closed, then microfilm and maintain film for 10 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

301-16. FEDERAL GRANTS:

98-001

This series is arranged chronologically and contains federal grant information. Information includes: copy of grant application, award notice, all correspondence pertaining to the grant, record of reimbursement requests, payments received, annual reports, and progress reports. Information is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain active in office, then transfer closed to storage for 5 years. Destroy after 5 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
301-9.	<b><u>FOREST MANAGEMENT FILES:</u></b>  RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001
301-10.	<b><u>KEEP SOUTH DAKOTA GREEN AND TREE FARM PROGRAM:</u></b>  This series includes copies of annual reports, correspondence, copies of minutes, and history of the program.  RETENTION: Retain 3 years in office, then destroy.  (NOTE: Subject to archival screening prior to disposal.)	93-001
301-11.	<b><u>KEEP SOUTH DAKOTA GREEN AND TREE FARM PROGRAM (BY-LAWS):</u></b>  RETENTION: Retain current in office, then transfer to storage for 4 years. Destroy after 4 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001
301-12.	<b><u>PRAIRIE FORESTRY ASSISTANCE REPORTS:</u></b>  Reports include Conservation Commission and Districts, Great Plains Agricultural Council, and Living Snow Fence.  RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 4/85)

DEPARTMENT:  
DIVISION:  
OFFICE:  
PROGRAM:  
RECORDS OFFICER:

Agriculture

Forestry

Mary Pat Jones

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
301-13.	<u>PROJECT LEARNING TREE:</u>  RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001
301-14.	<u>URBAN FORESTRY FILES:</u>  RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001
301-15.	<u>WATERSHED MANAGEMENT FILES:</u>  RETENTION: Retain current in office. Destroy superseded or obsolete.	93-001

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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301-17. **RESOURCE CONSERVATION & FORESTRY GRANT:**

98-001

This series is arranged alphabetically and contains Resource Conservation and Forestry grant information. Information includes: original grant application, record of payments to recipients, report of progress, final report, and all correspondence pertaining to the grant. Information is used for administering current grants, for reference when requesting new grants, and for audit purposes.

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

**AGRICULTURE DEPARTMENT**

**Conservation**

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DEPARTMENT: AGRICULTURE

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401-1.	<b><u>CONSERVATION DISTRICT FILES:</u></b>  Information includes: copies of soil conservation long range plans, annual activity/status report, Hydrologic Unit Plans, copies of related correspondence, and petitions for forming and disbanding conservation districts.  <b>RETENTION:</b> Retain 1 year in office, then destroy.	93-001
401-2.	<b><u>CONTEST RESULTS (CONSERVATION DISTRICT SPEECH CONTEST):</u></b>  <b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001
401-3.	<b><u>COUNTY SOIL SURVEY:</u></b>  This series is submitted by the Soil Conservation Service each time a study is completed or updated. The information is used to document soil types and terrain of South Dakota counties.  <b>RETENTION:</b> Retain permanently in office.	93-001
401-4.	<b><u>ELECTIONS, CONSERVATION DISTRICT:</u></b>  This series contains the expiration date for each supervisor's term and notification of appointments to fill vacancies for unexpired terms. Official election results are filed with the Secretary of State by county auditors.  <b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.	93-001

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 4/85)

DEPARTMENT:  
DIVISION:  
OFFICE:  
PROGRAM:  
RECORDS OFFICER:

Agriculture  
Conservation

Mary Pat Jones

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
401-5.	<b><u>FINANCIAL REPORTS, CONSERVATION DISTRICT:</u></b>  The audit information is maintained by each individual conservation district for four years.  <b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.	93-001
401-6.	<b><u>IRRIGATION PERMITS:</u></b>  Parts of the file are microfilmed and maintained in updatable microfilm jackets for use in this office. The complete file is maintained in paper form at the State Library.  <b>RETENTION:</b> Retain current in office. Transfer denied, canceled, or inactive to storage for 5 years. Destroy 5 years after denied, canceled, or inactive.	93-001
401-7.	<b><u>MINUTES CONSERVATION DISTRICT:</u></b>  This office maintains the minutes of each conservation district on behalf of the Local Conservation Districts.  <b>RETENTION:</b> Retain one year in office, then transfer to the State Archives for permanent retention.	93-001
401-8.	<b><u>REVOLVING LOAN FUND:</u></b>  <b>RETENTION:</b> Retain active in office, then transfer to storage for 4 years. Destroy 4 years after inactive provided 1 year has passed since an independent post-audit report has been received.	93-001

<u>RECORD SERIES NO.</u>	<u>TITLE — DESCRIPTION — RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
401-9.	<b><u>SHELTERBELT INCENTIVE PROGRAM:</u></b>  This series includes: inspection reports, district application forms for landowners, legal location of and size of shelterbelts.  <b>RETENTION:</b> Retain active in office, then transfer to storage for 4 years. Destroy 4 years after inactive.	93-001
401-10.	<b><u>SOUTH DAKOTA ASSOCIATION OF CONSERVATION DISTRICTS:</u></b>  <b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.	93-001
401-11.	<b><u>SUPERVISORS' HANDBOOKS, CONSERVATION DISTRICT:</u></b>  This series documents the legal responsibilities of the districts, supervisors, and employees, personnel matters, and accounting procedures.  <b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.  (NOTE: File thirteen copies of the publication with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)	93-001
401-12.	<b><u>WATERSHED DISTRICT FILES:</u></b>  <b>RETENTION:</b> Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.  (NOTE: Subject to archival screening prior to disposal.)	93-001