BOARD OF DENTISTRY

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

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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 8, 2010

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that "No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value."

According to Administrative Rule 24:52:11:01, <u>any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction.</u> The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. <u>This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions:</u> vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

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

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STATE OF SOUTH DAKOTA RECORDS RETENTION & DESTRUCTION SCHEDULE AUTHORIZATION FORM (Std Form RM-1 Rev 1/03)	DEPARTMENT: DIVISION: OFFICE: PROGRAM: RECORDS OFFICER: RM CUSTOMER #:	Health Boards Dentistry Kari Weisbeck 1190

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-1.	**ACCOUNTS PAID FILES:**	**07-041**

This series is arranged chronologically and contains documentation of all bills paid by the Board of Dentistry. Information may include: original bills, invoices, shipping documents, packing slips, and a copy of the check issued to pay each. This record series is maintained for reference concerning the status of each, and to document the fact bills were paid.

RETENTION: Retain 1 year in office, then to 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 DE-1)

BD-2.	**ACHIEVEMENT EVALUATION PLAN (AEP) FILES:**	**07-041**

This series is arranged alphabetically by employee name, and contains the standard performance appraisal form used showing a statement of standards and responsibilities for each. Information may include: principle accountabilities, standards of each accountability, performance ratings, performance index, comments, and rating received. Achievement Evaluations 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.

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

(Note: Previous record series number was DE-2)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-3.	**ADMINISTRATIVE REFERENCE FILES:**	**07-041**

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

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

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-4.	**ADMINISTRATIVE RULES PROMULGATION FILES:**	**07-041**

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Information is used to document the process followed to finalize administrative rules. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part, that "Each agency shall keep the original records, documents, and instruments required by this chapter". There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted", the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper).

(Note: Previous record series number was DE-3)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-5.	**APPLICATION FILES:**	**07-041**

This series is arranged alphabetically by applicant name and contains the original application of those individuals requesting an opportunity to take the dentist or hygienist license test. Information may include: transcripts, copies of national board examinations, copies of birth certificates, copies of diplomas, photographs, and a listing of education and experience. This record series is used by the Board of Dentistry to review the applicants' education and experience, to verify that each is properly qualified, and to assure all licensing requirements are met. Files for those individuals who are properly certified and approved are transferred to their respective "Licensing Files, Dentists".

RETENTION: Retain unsuccessful 1 year in office, then transfer to storage for 4 years. Destroy after 5 years.

(Note: Previous record series number was DE-4)

BD-6. **ASSOCIATION FILES:** **07-041**

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations to which the Board of Dentistry belongs. Information may include: minutes of the association 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 associations.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was DE-5)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-7.	**AUDIT REPORTS:**	**07-041**

This series contains both Department of Legislative Audit as well as private audit reports concerning the expenditure and administration of state funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report.

RETENTION: Retain 3 year in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Legislative Audit maintains reports permanently in office on microfilm).

(Note: Previous record series number was DE-7)

BD-8. **BANK STATEMENTS:** **07-041**

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statements, cancelled checks, deposit records, and bank balance. This record series is used to reconcile checking accounts with bank balances, 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 DE-8)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-9.	**COMPLAINT FILES:**	
	This series is arranged alphabetically by dentist name and contains all related correspondence received either from the general public or initiated by the Board concerning problems with dentists. Information may include: nature of the complaint, related correspondence, investigations of the allegations, conclusion of investigation, and related materials. This record series is used by the Board to determine if the complaint is substantiated and if so, to take corrective actions. If the complaints are substantiated, the information is placed in each respective license file.	**07-041**
	RETENTION: UNSUBSTANTIATED: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years provided no litigation is pending.	
	SUBSTANTIATED: Transfer to the respective "License Files, Dentists" and maintain 75 years in office. Destroy after 75 years.	
	(Note: Previous record series number was DE-9)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-10.	**CONTINUING EDUCATION RECORDS:**	**07-041**

This series is arranged alphabetically by licensee name and contains a verification that each has received the necessary education to be recertified every five years. Information may include: name, course title, instructor name, dates attended, number of continuing education hours credited, and instructor's signature. This record series is used to verify that individuals' requesting re-licensing each year receives the proper amount of continuing education to remain up-to-date in their field.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years.

(Note: Previous record series number was DE-10)

BD-11.	**DENTAL ASSISTANT/X-RAY CARD FILES:**	**07-041**

This rolodex card series is arranged alphabetically by name and contains a card for each dental assistant/x-ray technician licensed by the Board. Information may include: name, address, specialty, license number, and date licensed. This record series is maintained for quick reference concerning all those individuals who have been licensed by the Board.

RETENTION: Retain active in office. Destroy inactive.

(Note: Previous record series number was DE-12)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-12.	**DENTAL CORPORATION FILES:**	
	This series is arranged alphabetically by corporation name and contains the registration received by the board from all dental corporations within the state. Information may include: corporation application, articles of incorporation, letters of transmittals, correspondence, and other related materials. This record series is used to document corporation compliance with state law to register with the Board, and yearly renewal purposes. **RETENTION:** Retain current files in office. Transfer inactive to storage for 5 years. Destroy 5 years after inactive. (Note: Consider microfilming when volume warrants.) (Note: Previous record series number was DE-13)	**07-041**
BD-13.	**DENTIST CARD FILES:**	
	This rolodex card series is arranged alphabetically by dentist's name and contains a quick reference of all licensed dentist in the state. Information may include: name, address, specialty, license number, and date licensed. This record series is maintained as a quick reference to inquiries concerning individuals licensed by the state. **RETENTION:** Retain active in office. Destroy inactive. (Note: Previous record series number was DE-14)	**07-041**

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

BD-14. **DENTIST REGISTERS:**

07-041

This leather-bound book series is arranged numerically by license number and contains a listing of the next available number to be used for licensing purposes. Information may include: license number, name, address, date of graduation, and date licensed. This record series provides a running total of the number of dentists licensed in South Dakota, and is used for reference of name if only license number is known. The information is duplicated on the office computer system.

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

(Note: Previous record series number was DE-15)

BD-15. **DENTISTRY LICENSING PRINTOUTS:**

07-041

This letter size computer printout series is arranged alphabetically by licensee name and contains a yearly report listing all individuals licensed by the Board. Information may include: name, address, license type, and license number. This record series provides a summary of all dentists licensed in South Dakota, provides a mailing list for renewal purposes, and is used as a cross-reference 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 DE-16)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-16.	**DEPOSIT BOOKS:**	
	This 3" X 8-1/2" book series is arranged chronologically by date and contains an NCR copy of all deposit slips submitted with receipts. Information includes: date, an itemized list of dentists who have paid license fees, receipt numbers, amounts, and total amount deposited. This record series is maintained for audit purposes to verify that all deposits were made. Original deposit slips are found in the "Bank Statements".	**07-041**
	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 DE-17)	
BD-17.	**DISCIPLINARY LOGS:**	
	This ring binder series is arranged chronologically, and provides a list of all complaints received and actions taken by the Board. Information includes: date, name of dentist, nature of the complaint, and action taken. The information is used for quick reference concerning the status of all complaints investigated by the Board.	**07-041**
	RETENTION: Retain 4 years in office after last entry, then destroy.	
	(Note: Previous record series number was DE-18)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-18.	**EXAMINATION (OLD MASTERS) FILES:**	**07-041**

This series is arranged chronologically and contains copies of old examinations and old examination answer keys. This record series is used for reference when drafting new examinations.

RETENTION: Retain 1 year in office, then destroy by shredding.

(Note: Previous record series number was DE-19)

BD-19.	**EXPENSE/CHECK REGISTERS:**	**07-041**

This series is arranged alphabetically by account name and contains a listing of all expenses paid by the Board. Information may include: account name, date, nature of the expense, amount, check number issued, and amount paid. This record series is maintained to provide a summary of all expenses paid by the Board by the various categories, 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 DE-20)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-20.	**FINANCIAL STATEMENTS:**	**07-041**

This series is arranged chronologically and contains statements which provide an overview of the financial condition of the Board. Information may include, but is not limited to: Statements of Revenues, Expenditures and Changes in Fund Balance, Expenditures and Changes in Fund Balances--Budget and Actual, Statements of Assets, and Fund Cash Balances, Statements of Fixed Assets, summary of significant accounting procedures, balance sheets, supplemental information, and working papers. This record series is maintained for reference, statistical, and audit purposes.

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 DE-21)

BD-21. **GENERAL ANESTHETIST CARD FILES:** **07-041**

This rolodex card series is arranged alphabetically by name and contains a card for each dental general anesthetist licensed by the Board. Information may include: name; whether authorized to use nitrous-oxide, intravenous injection, or general anesthetic; and date licensed. This record series is maintained for quick reference to answer inquiries concerning individuals licensed for these purposes. Information is summarized in the respective "Licensee Files, General Anesthetist".

RETENTION: Retain 1 year in office after license expiration, then destroy.

(Note: Previous record series number was DE-22)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-22.	**HYGIENIST CARD FILES:**	
	This rolodex card file series is arranged alphabetically by name and provides a quick reference on all dental hygienists licensed by the Board. Information may include: name, address, license number, and date license. This record series is used to answer inquiries concerning those individuals who are licensed as hygienists in the state, and as quick reference to the respective "Licensee Files, Hygienist".	**07-041**
	RETENTION: Retain 1 year in office after license expiration, then destroy.	
	(Note: Previous record series number was DE-23)	
BD-23.	**INCOME LEDGERS:**	
	This ledger series is arranged chronologically and contains an itemized listing of all revenues received by the Board. Information may include: renewal fees, examination fees, corporation fees, penalties, temporary registrations, other fees, amounts, and receipt numbers. This record series is maintained to generate year-end financial statements, and for reporting and statistical purposes.	**07-041**
	RETENTION: Retain full ledger 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 DE-24)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-24.	**LICENSE FILES, DENTISTS:**	**07-041**

This series is arranged alphabetically by dentist name and documents all dentists' licenses issued by the Board. Information may include: name, address, date licensed, copies of birth certificates, examination scores, applications, actual examinations, copies of licenses, complaint investigation materials, and other related matters. This record series is used to document the licensing and renewal process of all dentists.

RETENTION: Retain 5 years, then microfilm and maintain 70 years in office. Destroy after 75 years.

(Note: Paper records may be destroyed once microfilm has been verified to accurate and complete. Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was DE-27)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-25.	**LICENSE FILES, GENERAL ANESTHETIST:**	**07-041**

This series is arranged alphabetically by name and documents all general anesthetist licenses issued by the Board of Dentistry. Information may include: name, address, date licensed, copies of birth certificates, examination scores, applications, actual examinations, copies of licenses, complaint investigation materials, and other related matters. This record series is used to document the licensing and renewal process of all general anesthetists.

RETENTION: Retain 5 years, then microfilm and maintain 70 years in office. Destroy after 75 years.

(Note: Paper records may be destroyed once microfilm has been verified to accurate and complete. Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was DE-28)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-26.	**LICENSE FILES, HYGIENIST:**	**07-041**

This series is arranged alphabetically by hygienist name and documents all hygienists' licenses issued by the Board. Information may include: name, address, date licensed, copies of birth certificates, examination scores, actual examinations, applications, actual examinations, copies of licenses, complaint investigation materials, and other related matters. This record series is used to document the licensing and renewal process of all hygienists.

RETENTION: Retain 5 years, then microfilm and maintain 70 years in office. Destroy after 75 years.

(Note: Paper records may be destroyed once microfilm has been verified to accurate and complete. Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was DE-29)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-27.	**LICENSE FILES, RADIOGRAPHY REGISTRATIONS:**	**07-041**

This series is arranged alphabetically by radiologist's name and documents all radiologist licenses issued by the Board of Dentistry. Information may include: name, address, date licensed, copies of birth certificates, examination scores, applications, actual examinations, copies of licenses, complaint investigation materials, and other related matters. This record series is used to document the licensing and renewal process of all radiologists.

RETENTION: Retain 5 years, then microfilm and maintain 70 years in office. Destroy after 75 years.

(Note: Paper records may be destroyed once microfilm has been verified to accurate and complete. Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was DE-30)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-28.	**LOCAL BANKING ACCOUNT AUTHORIZATION FILES:**	**07-041**

This series is arranged chronologically and contains the yearly authorization received from the State Auditor and the State Treasurer for the Board 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 authorizing signatures. This record series is maintained for audit purposes to document the authorization received to maintain a local bank 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 DE-31)

BD-29.	**MINUTES, BOARD OF DENTISTRY:**	**07-041**

This series is arranged chronologically and contains the official minutes of the Board of Dentistry meetings. Information may include: date of meetings, members present, topics discussed, and actions taken. This record series is used for occasional reference, and documentation purposes of actions taken by the Board.

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

(Note: Previous record series number was DE-32)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-30.	**PAYROLL RECORDS:**	
	This ring binder series is arranged chronologically and is used to document the transfer of money in the payroll process for retirement and insurance contributions, income tax withholding, and other deductions. Information may include: date, employee name, amount, itemized listing of deductions, copies of forms used to transfer the funds, and rules and regulations. 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; and sufficient data of hours worked and compensation received has been maintained by the Department of Labor, Division of Retirement and Insurance. (Note: Previous record series number was DE-33)	**07-041**
BD-31.	**PER DIEM LOGS:**	
	This ring binder series is arranged alphabetically by Board member name and contains a listing of all per diem payments made to each. Information may include: member name, date, amount of money paid, and amount withheld for taxation purposes. This record series is maintained for accounting and auditing 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 DE-34)	**07-041**

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

BD-32. **RECEIPTS:**

07-041

This series is arranged numerically and contains the NCR copy of receipts documenting cash received by Board of Dentistry. Information may include: payer, amount, date, purpose, and signature of the issuer. This record series is used to provide an account of all cash payments received by the Board, and are 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 DE-35)

BD-33. **REQUISITIONS, CENTRAL SUPPLY:**

07-041

This series is arranged chronologically and contains an NCR copy of the standard State Central Supply Program requisition. Information may include: MSA accounting number, agency name and address, telephone number, supply stock number, unit, quantity, and description. This record series is used to verify all supplies ordered have been received, to reconcile monthly billings, and for budget preparation purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was DE-36)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-34.	**REQUISITIONS, TRAVEL:**	**07-041**

This series is arranged chronologically and contains the original signed travel requisitions approving out-of-state travel for Board employees. Information may include: type of travel, department name, origins and destinations, leave date and time, return date and time, travel information, purpose of travel, telephone numbers, cost estimates, and traveler and approving officers' signatures. This record series is used for audit purposes to document permission received to spend Board funds for out-of-state travel.

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 DE-37)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-34.1.	**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.

BD-35.	**TEST RESULTS, CENTRAL REGIONAL DENTAL TESTING SERVICE:**	**07-041**

This series is arranged chronologically and contains the names and results of persons taking Central Regional Dental Testing Service (C.R.D.T.S.) examination. Information may include: date of test, test locations, names of individuals taking the test, school number, years of study, and test results. These test results are published every three weeks by C.R.D.T.S. in Topeka, Kansas. The Board uses these results to verify all applicants have passed this exam and are eligible to take the South Dakota dental examination.

RETENTION: Retain 20 years in office on microfilm, then destroy.

(Note: Previous record series number was DE-39)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
BD-36.	**VOUCHERS:**	
	This series is arranged numerically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Information may include: reason for which the money was expended, amount, fund expended from, date, who the funds went to or account they were transferred to, and the authorized signatures. This record series is used for reference to determine the quantity and descriptions of supplies and services ordered, for vendor information, and audit purposes.	**07-041**
	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 DE-40)	
BD-37.	**W-2 FORMS:**	
	This series is arranged chronologically and contains the forms which report employee yearly wages. Information may include: employee name, social security number, wages paid to date, itemized list of deductions, net pay, and employer name. This information is given to both the employee and the Internal Revenue Service for taxation purposes.	**07-041**
	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 DE-41)	