



DEPARTMENT OF SOCIAL SERVICES

SD Human Services Center

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; Bldg E
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 17, 2012

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 and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; duplicate copies of state publications; 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.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Ric Compton (name), acting in my position as the Administrator of the Human Services Center (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Human Services Center (department) consists of 197 pages and contains record series number(s) HSC-1 (consecutively re-numbered) through HSC-400.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Human Services Center (department) record series numbers(s) HSC-139, HSC-145, HSC-147, HSC-148, HSC-150, HSC-151, HSC-152, HSC-155, HSC-156, HSC-166, HSC-194, HSC-205, HSC-206, HSC-208, HSC-210, HSC-211, HSC-215, HSC-216, HSC-228, HSC-229, HSC-231, HSC-234, HSC-236, HSC-238, HSC-239, HSC-288, HSC-303, HSC-329, HSC-331, HSC-333, HSC-335, HSC-337, HSC-338, HSC-339, HSC-340, HSC-342, HSC-344, HSC-345, HSC-346, HSC-347, HSC-348, HSC-366, HSC-367, HSC-368, HSC-369, HSC-371, HSC-372, HSC-373, HSC-376, HSC-377, HSC-379, HSC-380, HSC-383, HSC-388, HSC-389, HSC-390, HSC-391, HSC-406, HSC-407, HSC-408, HSC-411, HSC-412, HSC-413, HSC-414, HSC-415, HSC-416, HSC-418, HSC-419, and HSC-420.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

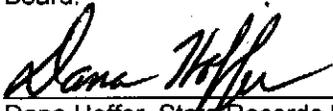


Ric Compton, Administrator of the Human Services Center

11/28/12

Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.



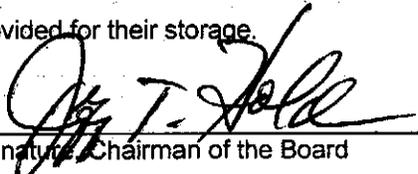
Dana Hoffer, State Records Manager

12/11/2012

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of December, 2012, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-13-12

Date

TABLE OF CONTENTS

DEPARTMENT OF SOCIAL SERVICES

DIVISION: SD Human Services Center
OFFICE: Administration
PROGRAM: Administration

HSC-1.	ARREARS REPORTS:	1
HSC-2.	ASSIGNMENT FILES, MEDICAL STAFF:	1
HSC-3.	ASSOCIATION FILES:	2
HSC-4.	ATTORNEY GENERAL OPINIONS:	2
HSC-5.	AUDIT REPORTS:	3
HSC-6.	BUDGET FILES:	3
HSC-7.	BUDGETARY ACCOUNTING/MSA FILES:	4
HSC-8.	BUILDING FILES:	4
HSC-9.	BUILDING SURVEYS:	5
HSC-10.	CEMETERY FILES:	5
HSC-11.	CONTRACTS AND AGREEMENTS FILES:	6
HSC-12.	CORRESPONDENCE, ADMINISTRATIVE:	6
HSC-13.	CORRESPONDENCE, DEPARTMENT OF HUMAN SERVICES:	7
HSC-14.	CORRESPONDENCE, GENERAL:	7
HSC-15.	CORRESPONDENCE, PATIENT:	8
HSC-16.	COURT ORDERS:	8
HSC-17.	DEPARTMENT INFORMATIONAL REPORTS:	9
HSC-18.	ELECTRONIC MAIL:	9
HSC-19.	FIRE SAFETY FILES:	10
HSC-20.	INSURANCE FILES:	10
HSC-21.	LEASE FILES:	11
HSC-22.	LEGISLATION FILES:	11
HSC-23.	MEDICAL SCHOOL FILES:	12
HSC-24.	MEDICARE/MEDICAID CERTIFICATION AND AUDIT FILES:	12
HSC-25.	MINUTES, HUMAN SERVICES CENTER:	13
HSC-26.	NEWSPAPER ARTICLES:	13
HSC-27.	OCCURRENCE REPORTS:	14
HSC-28.	ORGANIZATIONAL CHARTS:	14
HSC-29.	PENITENTIARY FILES:	15
HSC-30.	POLICIES AND PROCEDURES:	15
HSC-31.	RECRUITMENT FILES, ADMINISTRATIVE AND PROFESSIONAL STAFF:	16
HSC-32.	RECRUITMENT SOURCES/ADVERTISEMENTS:	16
HSC-33.	SCHEDULES, ON DUTY:	17
HSC-34.	SUBJECT FILES:	17
HSC-35.	SUBPOENAS:	18
HSC-36.	SURPLUS PROPERTY FILES:	18

HSC-37.	SURVEYS, COMPLETED:	19
HSC-38.	UNIT FILES:	19
HSC-39.	VOUCHERS, TRAVEL (ADMINISTRATOR):.....	20

OFFICE: Administration
PROGRAM: Business Office

HSC-40.	BILLING CENSUS, MONTHLY:.....	21
HSC-41.	BILLING SUMMARIES:.....	21
HSC-42.	BUDGET WORKING PAPERS:.....	22
HSC-43.	BUDGETS OPERATING:	22
HSC-44.	CASH RECEIPTS TRANSMITTALS:.....	23
HSC-45.	CHECKS/RECEIPT REGISTER PRINTOUTS:	23
HSC-46.	CONTRACT AND AGREEMENT FILES:	24
HSC-47.	COUNTY STATEMENTS:	24
HSC-48.	LAUNDRY REPORTS:	25
HSC-49.	LEASE FILES:	25
HSC-50.	LOCAL BANKING ACCOUNT AUTHORIZATION FILES:.....	26
HSC-51.	MEDICARE BENEFITS SUMMARIES:.....	26
HSC-52.	MEDICARE CLAIM LOGS:.....	27
HSC-53.	MEDICARE INSURANCE CARDS:	27
HSC-54.	NURSING HOME REMITTANCE ADVICE REPORTS:	28
HSC-55.	PATIENT BENEFIT FUND RECORDS:.....	28
HSC-56.	PATIENT CARE PROOF LISTING REPORTS:	29
HSC-57.	PATIENT CARE WITHDRAWAL REPORTS:	29
HSC-58.	PATIENT LEDGERS, MEDICAID:.....	30
HSC-59.	PATIENT LISTING REPORTS:	30
HSC-60.	PER DIEM COSTS, PATIENTS:.....	31
HSC-61.	PUBLIC HEALTH SERVICE BILLINGS:	31
HSC-62.	RECEIPTS BALANCE REPORT BINDERS:.....	32
HSC-63.	RECEIPTS RECAP REPORTS:	32
HSC-64.	RULES AND REGULATIONS:	33
HSC-65.	TELEPHONE NUMBER LISTINGS:	33
HSC-66.	TRAVEL AUTHORIZATIONS, HUMAN SERVICES CENTER:.....	34

OFFICE: Administration
PROGRAM: Communications

HSC-67.	DAILY HAPPENING SHEETS:	35
HSC-68.	DAILY LOGS:.....	35
HSC-69.	DRILL/CODE BINDERS:.....	36
HSC-70.	EMPLOYEE ROLODEX:.....	36
HSC-71.	KEY REGISTER:	37
HSC-72.	NIGHT TELEPHONE CHECK LOG:	37

HSC-73.	PATIENT LETTER LOG:.....	38
HSC-74.	PATIENT REGISTER BINDERS:	38
HSC-75.	POSTAGE METER REGISTER LOGS:	39
HSC-76.	POSTAGE PURCHASE LOG:.....	39
HSC-77.	RECEIPTS, POSTAGE:.....	40
HSC-78.	RESTRICTED TELEPHONE LISTING:	40
HSC-79.	RULES AND REGULATIONS:	41
HSC-80.	TELEPHONE DIRECTORIES:.....	41
HSC-81.	UNITED PARCEL SERVICE RECEIVING LOG:	42
HSC-82.	VISITOR PASS:	42
HSC-83.	VISITOR SIGN-IN SHEET:	43
HSC-84.	WORK SCHEDULE:.....	43

OFFICE: Administration
PROGRAM: Financial Reimbursement

HSC-85.	ACCOUNT AGING REPORTS:	44
HSC-86.	CONTRACTS, DOCTORS/CONSULTANTS:.....	44
HSC-87.	MEDICARE CLAIM FORMS:	45
HSC-88.	MEDICARE/MEDICAID CLAIM LOG REPORTS:.....	46
HSC-89.	PATIENT FINANCIAL RECORDS:.....	46
HSC-90.	PROOF LISTING REPORTS:	47
HSC-91.	REVIEWS, SOCIAL SECURITY ADMINISTRATION ON-SITE:.....	47
HSC-92.	TIME STUDIES, DOCTORS/PSYCHOLOGISTS/SOCIAL WORKERS:	48

OFFICE: Administration
PROGRAM: Human Rights

HSC-93.	COMPLAINT FILES:	49
---------	------------------------	----

OFFICE: Administration
PROGRAM: Patient Bank

HSC-94.	CASH BALANCE REPORT CARDS:.....	50
HSC-95.	DAILY TRANSACTION REPORTS:	50
HSC-96.	PATIENT BALANCE REPORTS:	51
HSC-97.	WITHDRAWAL RESTRICTION KARDEX:.....	51

OFFICE: Administration
PROGRAM: Purchasing/Inventory

HSC-98.	ACHIEVEMENT EVALUATION PLAN (AEP) FILES:	52
HSC-99.	BID FILES:	52
HSC-100.	BID PROPOSAL LOGS:	53
HSC-101.	BUDGET FILES:	53
HSC-102.	CONTRACTS, STATE (NOTICE OF AWARDS):	54
HSC-103.	CONTROL NUMBER ASSIGNMENT LOG:	54
HSC-104.	CORRESPONDENCE:	55
HSC-105.	EGG INSPECTION REPORTS:	55
HSC-106.	EQUIPMENT REPAIR LOGS, (TYPEWRITERS):	56
HSC-107.	GASOLINE AND OIL USE LOGS:	56
HSC-108.	GASOLINE BALANCE BINDERS:	57
HSC-109.	GASOLINE PUMP READINGS:	57
HSC-110.	GASOLINE RECORDS, DAILY:	58
HSC-111.	INVENTORY CARD FILES:	58
HSC-112.	INVENTORIES, CENTRAL ANNUAL:	59
HSC-113.	ORDER FORM RECORDS:	59
HSC-114.	PAINTING COLLECTION CARD FILES:	60
HSC-115.	PURCHASE ORDER LOGS:	60
HSC-116.	PURCHASE ORDERS:	61
HSC-117.	RECEIVING RECORD BOOKS:	61
HSC-118.	REQUISITIONS:	62
HSC-119.	RETURNED MERCHANDISE BINDER:	62
HSC-120.	STOCK INVENTORY CARDS:	63
HSC-121.	UNITED PARCEL SERVICE LOG:	63
HSC-122.	VEHICLE LICENSE NUMBER LISTINGS:	64
HSC-123.	WITHDRAWAL RECORDS, WAREHOUSE:	64

OFFICE: Administration
PROGRAM: Security Services

HSC-124.	DAILY SECURITY REPORTS:	65
HSC-125.	FIRE DRILL REPORTS:	65
HSC-126.	MILEAGE LOGS:	66
HSC-127.	PARKING TICKETS:	66
HSC-128.	POLICIES AND PROCEDURES:	67

OFFICE: Admissions
PROGRAM: Admissions Office

HSC-129.	ADMISSION LOGS:	68
HSC-130.	COMMITMENT FILES, INVOLUNTARY:	68
HSC-131.	COURT EXAMINATION LOGS, OUTPATIENTS:.....	69
HSC-132.	FORCED MEDICATION REPORT:	69
HSC-133.	PSYCHIATRIC REVIEW LISTINGS:	70
HSC-134.	REFERRALS, INTERSTATE COMPACT:	70
HSC-135.	SPECIAL ADMISSION REPORTS:	71

OFFICE: Admissions
PROGRAM: Registration Services

HSC-136.	ADMISSION LOG:.....	72
HSC-137.	CHEMICAL DEPENDENCY REFERRALS:	72
HSC-138.	CODE LOG:	73
HSC-139.	DEPARTMENTAL MINUTES, VARIOUS COMMITTEES:.....	73
HSC-140.	NON-ADMISSION CONTACT NOTE:	74
HSC-141.	POLICY/PROCEDURE EMPLOYEE REVIEW SHEETS:.....	74

OFFICE: General Medicine
PROGRAM: Dental Services

HSC-142.	BUDGET FILES:	75
HSC-143.	CORRESPONDENCE:.....	75
HSC-144.	DENTAL REFERRAL RECORDS:	75
HSC-145.	MINUTES, VARIOUS COMMITTEES:.....	76
HSC-146.	PATIENT DENTAL RECORDS:.....	76
HSC-147.	PATIENT LOGS, DAILY:	77
HSC-148.	PATIENT RECALL CARDS:	77
HSC-149.	X-RAYS:.....	77

OFFICE: General Medicine
PROGRAM: Medical/Surgical

HSC-150.	EQUIPMENT CONTROL INVENTORY CARDS:.....	78
HSC-151.	STERILIZATION VERIFICATION LOGS:.....	78
HSC-152.	TRUSTY SUPPLY USE REPORTS:	78

OFFICE: Medical Records

PROGRAM: Medical Records

HSC-153. ANNUAL STATISTICS:	79
HSC-154. CENSUS REPORTS:	79
HSC-155. COURT ORDERS SEALED RECORDS:	80
HSC-156. DAILY HAPPENING REPORTS:	80
HSC-157. DISCHARGE LISTING BOOKS:	81
HSC-158. LENGTH OF STAY REPORTS:	81
HSC-159. OCCURRENCE REPORT BINDERS:	82
HSC-160. PATIENT CARD FILES MALE/FEMALE:	82
HSC-161. PATIENT NUMBER CARD FILES:	83
HSC-162. PATIENT RECORDS:	83

OFFICE: Medial Support

PROGRAM: Library Services

HSC-163. CIRCULATION STATISTICS:	84
HSC-164. FINE LOGS:	84
HSC-165. GRANT FILES:	84
HSC-166. INTERLIBRARY LOAN REQUESTS, STATE LIBRARY:	85
HSC-167. NEWSPAPER CLIPPINGS:	85
HSC-168. OVERDUE SLIPS:	85
HSC-169. POLICIES AND PROCEDURES:	86
HSC-170. SERVICE REPORTS, LIBRARY:	86
HSC-171. SHELF LIST CARD FILES:	87

OFFICE: Medial Support

PROGRAM: Occupational Therapy

HSC-172. ATTENDANCE RECORDS:	88
HSC-173. CORRESPONDENCE:	88
HSC-174. MINUTES, VARIOUS COMMITTEES:	88
HSC-175. OCCUPATIONAL THERAPY FILES:	89
HSC-176. ORDER SLIPS:	89
HSC-177. PERFORMANCE REPORTS, MONTHLY:	90
HSC-178. POLICIES AND PROCEDURES:	90

OFFICE: Medial Support
PROGRAM: Pharmacy

HSC-179. CONTROLLED SUBSTANCE INVENTORIES: 91
HSC-180. COUNT SHEETS:..... 91
HSC-181. INVOICES:..... 92
HSC-182. PATIENT PROFILES:..... 92
HSC-183. PERFORMANCE REPORTS: 92
HSC-184. POLICIES AND PROCEDURES: 93
HSC-185. PRESCRIPTIONS: 93

OFFICE: Medial Support
PROGRAM: Physical Therapy

HSC-186. BUDGET FILES: 94
HSC-187. CORRESPONDENCE:..... 94
HSC-188. MINUTES, VARIOUS COMMITTEES:..... 95
HSC-189. PERFORMANCE REPORTS: 95
HSC-190. PHYSICAL THERAPY FILES: 96
HSC-191. QUALITY ASSURANCE FILES: 96
HSC-192. TREATMENT SCHEDULES:..... 97

OFFICE: Medial Support
PROGRAM: Speech Therapy

HSC-193. BUDGET FILES: 98
HSC-194. CORRESPONDENCE:..... 98
HSC-195. MINUTES, VARIOUS COMMITTEES:..... 98
HSC-196. PERFORMANCE REPORTS: 99
HSC-197. POLICIES AND PROCEDURES: 99
HSC-198. QUALITY ASSURANCE FILES: 99
HSC-199. SPEECH FILES: 100
HSC-200. TREATMENT SCHEDULES:..... 100

OFFICE: Medial Support
PROGRAM: Therapeutic Recreation

HSC-201. BUDGET FILES: 101
HSC-202. PERFORMANCE REPORTS: 101
HSC-203. SANITATION REPORTS, SWIMMING POOL: 102
HSC-204. SOUTH DAKOTA ARTS COUNCIL GRANT FILES:..... 102

OFFICE: Medial Support
PROGRAM: X-Ray

HSC-205. CONSULTANT FORMS, X-RAY:..... 103
HSC-206. ELECTROCARDIOGRAM (EKG) BINDER: 103
HSC-207. ELECTROENCEPHALOGRAM (EEG) REPORT: 104
HSC-208. ELECTROENCEPHALOGRAM (EEG) LOG BOOKS: 104
HSC-209. MAINTENANCE CARDS: 104
HSC-210. PERFORMANCE REPORTS: 105
HSC-211. POLICIES AND PROCEDURES: 105
HSC-212. X-RAY LOG: 106
HSC-213. X-RAYS:..... 106

OFFICE: Non Medial Support
PROGRAM: Alternative School

HSC-214. SDHSC ALTERNATIVE SCHOOL STUDENT FILES: 107

OFFICE: Non Medial Support
PROGRAM: Automobile

HSC-215. VEHICLE CARD FILES: 108
HSC-216. VEHICLE FILES:..... 108
HSC-217. VEHICLE LISTING:..... 109

OFFICE: Non Medial Support
PROGRAM: Building Maintenance

HSC-218.	BUILDING MAINTENANCE FILES:	110
HSC-219.	EQUIPMENT FILES:	110
HSC-220.	FIRE ALARM INSPECTION REPORTS:	111
HSC-221.	KEY REGISTRATION BINDERS, EMPLOYEES:	111
HSC-222.	KEY REQUISITION AUTHORIZATIONS:	111
HSC-223.	PREVENTIVE MAINTENANCE LISTS:	112
HSC-224.	WATER TEST RESULTS:	112
HSC-225.	WORK REQUESTS, MAINTENANCE:	113

OFFICE: Non Medial Support
PROGRAM: Food Service

HSC-226.	ASSIGNMENT SHEETS:	114
HSC-227.	CALORIE SHEETS:	114
HSC-228.	CLEANING SCHEDULES:	114
HSC-229.	COMMITTEE FILES:	115
HSC-230.	CORRESPONDENCE:	115
HSC-231.	DIET VERIFICATION LISTS:	115
HSC-232.	INVENTORY CARD FILES, FOOD ITEMS:	116
HSC-233.	INVOICES, FOOD:	116
HSC-234.	ISSUE STUBS, FOOD SUPPLIES:	117
HSC-235.	LEFT OVER/SHORTAGE SHEETS:	117
HSC-236.	MEAL COUNT REPORTS:	118
HSC-237.	MEAT/PRODUCE ORDERS:	118
HSC-238.	MENUS:	119
HSC-239.	OVERTIME REPORTS:	119
HSC-240.	PERSONNEL DATA REGISTERS:	120
HSC-241.	PERSONNEL FILES:	120
HSC-242.	PURCHASE ORDER REQUESTS:	121
HSC-243.	SIGN-IN/SIGN OUT SLIPS:	121
HSC-244.	TEMPERATURE LOGS:	122
HSC-245.	TRAY ORDER SLIPS:	122
HSC-246.	TRAY TAGS:	123
HSC-247.	TRAY VERIFICATION REPORTS:	123
HSC-248.	TRUSTY/CORRECTIONAL UNIT REPORTS:	124
HSC-249.	WORK SCHEDULES:	124

OFFICE: Non Medial Support
PROGRAM: House Keeping

HSC-250. BUDGET FILES: 125
HSC-251. BUILDING ASSIGNMENTS/PROCEDURES:..... 125
HSC-252. COMMITTEE FILES: 126
HSC-253. CONTRACTS, STATE (NOTICE OF AWARDS):..... 126
HSC-254. CORRESPONDENCE:..... 127
HSC-255. FLOOR MAINTENANCE LOGS:..... 127
HSC-256. INSPECTION REPORTS, INTERNAL:..... 127
HSC-257. JOB DESCRIPTIONS:..... 128
HSC-258. MEDICARE/MEDICAID REVIEWS: 128
HSC-259. PERSONNEL FILES:..... 129
HSC-260. PEST CONTROL REPORTS:..... 129
HSC-261. POLICIES AND PROCEDURES: 130
HSC-262. PRODUCT SIGN-OUT LOGS (SPECIALTY PRODUCTS):..... 130
HSC-263. ROOM CLEANING LOGS: 131
HSC-264. SUPPLY EVALUATIONS:..... 131
HSC-265. WORK SCHEDULES: 132

OFFICE: Non Medial Support
PROGRAM: Laundry

HSC-266. CORRESPONDENCE:..... 133
HSC-267. ISSUE SLIPS: 133
HSC-268. LAUNDRY INVENTORY CONTROL BINDERS: 134
HSC-269. LAUNDRY ISSUES: 134
HSC-270. PERSONNEL FILES:..... 135
HSC-271. PRODUCTION RECORDS, LAUNDRY: 135
HSC-272. PRODUCTION REPORT SUMMARIES:..... 136
HSC-273. PURCHASE ORDER REQUESTS: 136
HSC-274. TIMESHEETS, TRUSTYS: 137
HSC-275. WORK SCHEDULES: 137

OFFICE: Non Medial Support
PROGRAM: Physical Plant

HSC-276. EQUIPMENT FILES: 138

OFFICE: Non Medial Support
PROGRAM: Utility Maintenance & Operations

HSC-277. AIR QUALITY REPORTS:..... 139
HSC-278. BOILER CHARTS: 139
HSC-279. BOILER INSPECTION REPORTS: 140
HSC-280. BOILER WATER TEST REPORTS:..... 140
HSC-281. CHEMICAL CONSUMPTION LOGS:..... 141
HSC-282. CORRESPONDENCE:..... 141
HSC-283. NATURAL GAS CONSUMPTION LOGS: 141
HSC-284. PLANT MAINTENANCE LOGS: 142
HSC-285. SOFTENER LOGS: 142
HSC-286. TEMPERATURE LOGS: 142
HSC-287. WATER METER READINGS:..... 143
HSC-288. WORK SCHEDULES: 143

OFFICE: Nursing Services
PROGRAM: Geriatric

HSC-289. CORRESPONDENCE:..... 144
HSC-290. DIETARY INTAKE, DAILY:..... 144
HSC-291. FIRE REPORTS: 144
HSC-292. HEALTH SURVEYS:..... 145
HSC-293. IN-SERVICE FILES:..... 145
HSC-294. MINUTES, VARIOUS COMMITTEES:..... 146
HSC-295. NURSING LICENSES: 146
HSC-296. PATIENT MEDICAL RECORDS: 147
HSC-297. PATIENT VALUE COUNT SHEETS:..... 147
HSC-298. PERSONNEL FILES:..... 148
HSC-299. POLICIES AND PROCEDURES: 148
HSC-300. POLICY SIGNATURE LOGS: 149
HSC-301. STANDING ORDERS: 149
HSC-302. UNIT REPORTS:..... 150
HSC-303. WORK SCHEDULES: 150

OFFICE: Nursing Services
PROGRAM: Nursing Administration

HSC-304.	BOARD OF NURSING FILES:	151
HSC-305.	BUDGET FILES:	151
HSC-306.	COMMITTEE FILES:	152
HSC-307.	CORRESPONDENCE:	153
HSC-308.	INCIDENT FILES:	153
HSC-309.	LECTURES:	154
HSC-310.	PERSONNEL FILES, (SPEECH PATHOLOGY, DENTAL ASST., PT, PTA, RADIOLOGY TECH, MLT, MT):	154
HSC-311.	SCHOOL OF NURSING FILES:	155
HSC-312.	WORK SCHEDULES:	155

OFFICE: Nursing Services
PROGRAM: Patient Services

HSC-313.	AMBULANCE/VAN CHECK LISTS:	156
HSC-314.	CLOTHING CARDS:	156
HSC-315.	CORRESPONDENCE:	157
HSC-316.	ESCORT SERVICE REPORTS:	157
HSC-317.	PACKAGE PATIENTS SENT/RECEIVED LOGS:	157
HSC-318.	PATIENT VALUABLES CARD FILES:	158
HSC-319.	PATIENT VALUABLES ENVELOPES:	158
HSC-320.	PERSONNEL FILES:	158
HSC-321.	POLICIES AND PROCEDURES:	159
HSC-322.	RELEASE OF PERSONAL EFFECTS AUTHORIZATION:	159
HSC-323.	REPAIR LOGS:	160
HSC-324.	REQUISITIONS:	160
HSC-325.	TRAVEL AUTHORIZATION:	161
HSC-326.	VACATION LOGS:	161
HSC-327.	WORK REQUESTS, MAINTENANCE:	162
HSC-328.	WORK SCHEDULES:	162

OFFICE: Nursing Services
PROGRAM: Specialty Clinics

HSC-329.	EMPLOYEE LISTINGS, NEW/TRANSFER/TERMINATED:	163
HSC-330.	PATHOLOGIC TEST LOG BOOKS:	163
HSC-331.	PATHOLOGY REPORTS:	164
HSC-332.	RUBELLA TITER PERMITS:	164

OFFICE: Nursing Services
PROGRAM: Staff Development

HSC-333. CPR CERTIFICATION LISTS:	165
HSC-334. CONTINUING EDUCATION RECORD:	165
HSC-335. EMPLOYEE TRAINING FILES:	166
HSC-336. MINUTES, VARIOUS COMMITTEES:	166
HSC-337. ORIENTATION LECTURES:	166
HSC-338. POLICIES AND PROCEDURES:	167
HSC-339. TRAINING SESSIONS, VIDEO:	167
HSC-340. VOUCHERS, TRAVEL:	167

OFFICE: Psychiatric Services
PROGRAM: Acute Program

HSC-341. LIBRARY OVERDUE NOTICES:	168
HSC-342. MEDICATION ADMINISTRATION RECORDS (MARS):	168
HSC-343. PATIENT ASSIGNMENT LOGS:	169
HSC-344. PATIENT CHARTS:	169
HSC-345. PATIENT KARDEX SUMMARIES:	170
HSC-346. PATIENT SCHEDULE KARDEX:	170
HSC-347. POLICIES AND PROCEDURES:	171
HSC-348. WAREHOUSE ISSUE SLIPS:	171
HSC-349. WEIGHT/BLOOD PRESSURE LOGS:	172
HSC-350. WORK REQUEST LOGS:	172

OFFICE: Psychiatric Services
PROGRAM: Adolescent Psychiatric Treatment

HSC-351. MINUTES, VARIOUS COMMITTEES:	173
HSC-352. UNIT REPORTS:	173
HSC-353. WORK SCHEDULES:	174

OFFICE: Psychiatric Services
PROGRAM: Alcohol & Drug Treatment

HSC-354. ACCREDITATION MANUAL:	175
HSC-355. MINUTES, VARIOUS COMMITTEES:	175
HSC-356. UNIT REPORTS:	176
HSC-357. WORK SCHEDULES:	176

OFFICE: Psychiatric Services
PROGRAM: Psychology

HSC-358. BUDGET FILES:	177
HSC-359. CORRESPONDENCE:	177
HSC-360. ISSUE SLIPS:	177
HSC-361. MINUTES, VARIOUS COMMITTEES:	178
HSC-362. PATIENT CARD FILES:	178
HSC-363. PERSONNEL FILES:	179
HSC-364. PSYCHOLOGICAL EVALUATIONS:	179
HSC-365. PSYCHOLOGICAL REPORTS, MONTHLY:	180
HSC-366. PSYCHOLOGISTS' LICENSE:	180

OFFICE: Psychiatric Services
PROGRAM: Social Services

HSC-367. BUDGET FILES:	181
HSC-368. CHILD ABUSE REPORTS:	181
HSC-369. CORRESPONDENCE:	182
HSC-370. MINUTES, VARIOUS COMMITTEES:	182
HSC-371. PATIENT SOCIAL HISTORY FILES:	183
HSC-372. POLICIES AND PROCEDURES:	183

OFFICE: Registrar
PROGRAM: Admissions

HSC-373. CORRESPONDENCE:	184
HSC-374. RESTRAINT/SECLUSION LOG:	184
HSC-375. RESTRAINT/SECLUSION LOG REGISTERS:	185
HSC-376. RULES AND REGULATIONS:	185

OFFICE: Registrar
PROGRAM: Medical Records

HSC-377. ARREARS REPORTS:	186
HSC-378. AUTHORIZATION, VIDEO TAPING:	186
HSC-379. BUDGET FILES:	187
HSC-380. CORRESPONDENCE:	187
HSC-381. DEATH REGISTERS:	188
HSC-382. EQUIPMENT SERVICE LOGS:	188
HSC-383. EVALUATIONS, PSYCHIATRIC:	189
HSC-384. MEMORANDUMS, DISCREPANCIES:	189

HSC-385.	MENTAL HEALTH CENTER REPORTS:	190
HSC-386.	MINUTES, VARIOUS COMMITTEES:	190
HSC-387.	PATIENT CENSUS SUMMARIES, MONTHLY:	191
HSC-388.	RULES AND REGULATIONS:	191
HSC-389.	SUBPOENAS:	192
HSC-390.	UTILIZATION REVIEWS:	192

OFFICE: Registrar
PROGRAM: Registrar Services

HSC-391.	APPLICATION FOR PETITIONS FOR SURGERY/MEDICAL PROCEDURES:	193
HSC-392.	BUDGET FILES:	193
HSC-393.	CLIENT FILES, INTERSTATE COMPACT:	194
HSC-394.	CORRESPONDENCE:	194
HSC-395.	DAILY HAPPENINGS REPORTS:	195
HSC-396.	INTERSTATE COMPACT RECORDS:	195
HSC-397.	LEGISLATION FILES:	196
HSC-398.	MINUTES, VARIOUS COMMITTEES:	196
HSC-399.	PSYCHIATRIC REVIEW CARD FILES:	197
HSC-400.	RULES AND REGULATIONS:	197

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-1. ARREARS REPORTS:

12-005

This letter-size computer printout report is generated weekly and contains a listing of all Human Services Center doctors who have reports that are overdue. Information may include: doctor's name, a list of patients for which each cares, reports due on each, dates reports were due, and dates reports were submitted. This record series is maintained to inform the administrator of doctors who are late in submitting required reports. The original report is maintained in the Medical Records Program for 4 years.

RETENTION: Retain 1 year in office, then destroy.

HSC-2. ASSIGNMENT FILES, MEDICAL STAFF:

12-005

This series is arranged chronologically and contains a list of medical staff personnel assigned to each ward. Information may include: ward name, doctor assigned, social worker assigned, and psychologist assigned. This record series is maintained for reference to determine staffing information and for Medicaid/Medicare reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-3. ASSOCIATION FILES:

12-005

This series is arranged alphabetically by association name and contains current correspondence, newsletters, minutes, and other information from various organizations to which the Human Services Center belongs. Associations may include: American Hospital Association, American Psychiatric Association, Advocacy Association, and other related associations. This record series is referred to for ideas and policies suggested by the associations.

RETENTION: Retain 3 years in office, then destroy.

HSC-4. ATTORNEY GENERAL OPINIONS:

12-005

This series contains official opinions handed down by the State Attorney General's office concerning questions pertaining to the Human Services Center. This record series is used for occasional reference and as support for the administrative decisions made and actions taken.

RETENTION: Retain 5 years in office, then destroy.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-5. AUDIT REPORTS:

12-005

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information may include: cover letters, Statements of Assets, Revenues and Expenditures, Change of Fund-Cash Balances, and observations and recommendations. The reports are reviewed to identify problem areas and discrepancies so that corrective measures may be implemented. The Business Office maintains the audit copies.

RETENTION: Retain 2 years in office, then destroy.

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

HSC-6. BUDGET FILES:

12-005

This series is arranged chronologically and contains yearly budget summaries for the Human Services Center. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budgets requests. The Business Office maintains the originals.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-7. BUDGETARY ACCOUNTING/MSA FILES:

12-005

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures. They may include: Daily Revenue and Journal Voucher Detail Report, Daily Transaction Register, Status Register, Activity Budget Status, Weekly Sub-Fund Report, Advance Travel-Accounts Receivable, Transaction Progress Report, Monthly Revenue and Journal Voucher Detail Report, Revenue Analysis Report, General Ledger Trial Balance, Sub-Fund General Ledger Trail Balance, and Monthly Expenditure Report. This information is used to monitor program expenditures. This record series is maintained by the Business Office.

RETENTION: Retain 1 year in office, then destroy

(Note: Consider receiving data on computer output microfiche (COM) instead of paper.)

HSC-8. BUILDING FILES:

12-005

This series contains information on any remodeling or refurbishing of buildings on the Human Services Center campus. Information may include: building name, type of construction, costs, bids, specifications, performance bond information, correspondence, and status of construction. This record series is maintained to inform the administrator of the status of all construction on campus.

RETENTION: Retain 4 years after completion in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-9. BUILDING SURVEYS:

12-005

This series is arranged chronologically and contains a summary of building usage at the Human Services Center. Information may include: building name, date built, construction costs, number of rooms, design, and usage. This record series is provided to the Department of Human Services to report building utilization on the Human Services Center campus.

RETENTION: Retain 4 years in office, then destroy.

HSC-10. CEMETERY FILES:

12-005

This series is arranged numerically by row and plot number and contains information relating to individuals buried at the Human Services Center cemetery. Information may include: plat of graves, individual buried in each, requests from families to place markers on graves, court orders to move graves, and permission granted by families to move graves. This record series is used to determine the location of each individual's grave and to determine plots still available for use.

RETENTION: Retain permanently in office.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-11. CONTRACTS AND AGREEMENTS FILES:

12-005

This series is arranged chronologically and contains copies of contracts and agreements between the Human Services Center 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 by the administrator for reference concerning contracts and agreements currently in effect at the Human Services Center. The audit copies are maintained by the Business Office.

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

HSC-12. CORRESPONDENCE, ADMINISTRATIVE:

12-005

This series is arranged both alphabetically and chronologically and contains both copies of letters and memorandums sent by the administrator, director of clinical services, and medical director and originals of letters and memorandums received. This record series is used for reference to document all correspondence sent and received by the administrator, director of clinical services, and medical director.

RETENTION: Retain 3 years in office, then transfer to storage for 2 years. Destroy after 5 years.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-13. CORRESPONDENCE, DEPARTMENT OF HUMAN SERVICES:

12-005

This series is arranged chronologically and contains both copies of letters and memorandums sent to the Department of Human Services and originals of letters and memorandums received. This record series is used to document all correspondence sent to and received from the board.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-14. CORRESPONDENCE, GENERAL:

12-005

This series is arranged chronologically and contains both copies of letters and memorandums sent and originals of letters and memorandums received concerning the general administration of the facility. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-15. CORRESPONDENCE, PATIENT:

12-005

This series is arranged chronologically and contains both copies of letters and memorandums sent and originals of letters and memorandums received regarding patients on campus. This record series is maintained to answer questions concerning patients complaints, requests for service, or other patient-related topics.

RETENTION: Retain 3 years in office, then destroy.

HSC-16. COURT ORDERS:

12-005

This series is arranged chronologically and contains copies of all court orders issued pertaining to the Human Services Center. Information may include: plaintiff's name, defendant's name, motion, orders for actions, authorized signatures, and other related information. This record series is maintained to insure compliance with all court orders which pertain to the facility. The respective clerks of courts maintain the originals.

RETENTION: Retain 1 year in office after order is complied with, then transfer to storage for 2 years. Destroy 3 years after compliance.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-17. DEPARTMENT INFORMATIONAL REPORTS:

12-005

This series is arranged alphabetically by department name and contains various information and reports submitted to the administrator. Departments include: laboratory, laundry, activities, nursing, personnel, security, admissions, social services, psychology, and registrar. This record series is used by the administrator for budget preparation, budget justification, and statistical reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-18. ELECTRONIC MAIL:

12-005

This non-record series contains e-mail messages sent or received by employees of the agency.

RETENTION: If the e-mail message is an official record made or received pursuant to law or in connection with the transaction of official business, then the retention period should be covered by an existing record series. It is appropriate to print recorded-mails and file them with like paper records, or retain them electronically.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-19. FIRE SAFETY FILES:

12-005

This series is arranged chronologically and contains all information relating to fire safety at the Human Services Center. Information may include: copies of fire incident reports, fire department meeting minutes, copies of fire safety drills, State Fire Marshal inspection reports, fire extinguisher reports, and evacuation plans. This record series is maintained to inform the administrator of all fire safety precautions taken on the campus and for review purposes.

RETENTION: Retain 3 years in office, then destroy.

HSC-20. INSURANCE FILES:

12-005

This folder contains copies of the liability coverage for state employees. This record series is maintained for general reference concerning current insurance coverage for state employees.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-21. LEASE FILES:

12-005

This series is arranged chronologically and contains documentation concerning the lease of lands owned by the Human Services Center. Information may include: terms and conditions of the lease, effective dates, costs, description of land, and comments. This record series is maintained for reference purposes, for fee collections, and for renewal purposes.

RETENTION: Retain current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HSC-22. LEGISLATION FILES:

12-005

This series is arranged chronologically and constitutes the Human Services Center's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, correspondence, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-23. MEDICAL SCHOOL FILES:

12-005

This series is arranged chronologically and contains information regarding the medical school at the Human Services Center. Information may include: correspondence, staff meeting minutes, newspaper articles, monthly statistics, list of student interns, and related data. This record series is maintained by the administrator to answer inquires concerning the school and for reporting purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

HSC-24. MEDICARE/MEDICAID CERTIFICATION AND AUDIT FILES:

12-005

This series is arranged chronologically and includes all related information on Medicare/Medicaid audits and certifications received by the Human Services Center. Information may include: correspondence, certification information, exit interviews, survey information, summary of deficiencies, plans for correction, and certification dates. This record series is maintained to insure all deficiencies noted in the yearly survey are corrected and to document certification data.

RETENTION: Retain 3 years in office, then transfer to storage for 3 years. Destroy after 6 years provided 1 year has passed since the last Medicare/Medicaid report has been received.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-25. MINUTES, HUMAN SERVICES CENTER:

12-005

This series is arranged alphabetically by committee name and contains copies of minutes for committee meetings on campus. Information may include: date, committee name, members present, and topics discussed. This record series is sent to the administrator to keep him informed of committee actions and are used for reporting purposes.

RETENTION: Retain 4 years in office, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-26. NEWSPAPER ARTICLES:

12-005

This newspaper clipping series is arranged chronologically and contains the actual newspaper articles concerning the Human Services Center. Information may include: newspaper name, date of publication, and topic of the article. This record series is maintained for reference concerning all articles written about the facility and to answer inquires concerning each.

RETENTION: Retain 2 years in office, then destroy

(Note Consider transfer to the H.S.C. Library for future reference and research purposes.)

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-27. OCCURRENCE REPORTS:

12-005

This series is arranged chronologically by unit/department and documents all incidents which may occur at the Human Services Center concerning employees and/or patients. Information may include: correspondence, copies of investigation reports, facts of finding, interview notes, dispositions, and other related information. This record series is used by the Director of Quality Management/Risk Management to keep up-to date on occurrences, and to monitor reoccurring patterns.

RETENTION: Retain 2 years in office, then destroy

HSC-28. ORGANIZATIONAL CHARTS:

12-005

This series is arranged chronologically and contains copies of organizational charts of the Human Services Center. Information may include: date issued, title name, hierarchy, and full-time equivalent (F.T.E.) employees. This record series is maintained for reference concerning the structure of the Human Services Center and for revision purposes.

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

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-29. PENITENTIARY FILES:

12-005

This series is arranged chronologically and contains information relating to the operation of the trusty work release program at this facility. Information may include: correspondence, copies of the agreements, reports meeting minutes, facility evaluations, guidelines, and rules concerning the use of penitentiary labor. This record series is maintained by the administrator to document all actions taken concerning the use of penitentiary labor, to list all services the Human Services Center will provide to these individuals, and for administration of the program.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

HSC-30. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and contains the current procedure for each. All policies are also located on the computer for staff access. Information may include: all Human Services Center policies. This record series is used to determine the proper course of action to take in certain situations.

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

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-31.	<u>RECRUITMENT FILES, ADMINISTRATIVE AND PROFESSIONAL STAFF:</u>	
----------------	---	--

12-005

This series is arranged alphabetically and contains information about potential employees. Information may include: applicant name, letter of application, letters of reference, correspondence, and interview notes. This record series is maintained for reference concerning potential candidates who can fill vacant positions.

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

Transfer successful to respective "Personnel File" and maintain in office 3 years after termination. Destroy 3 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HSC-32.	<u>RECRUITMENT SOURCES/ADVERTISEMENTS:</u>	
----------------	---	--

12-005

This series is arranged chronologically and contains copies of advertisements issued by the Human Services Center as well as mailing addresses of higher education facilities which provide training in the field in which vacancies occur. Information may include: names of institutions which train individuals in area being sought and copies of advertisement issued. This record series is maintained to document the attempts to attract recruits to the facility.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-33. SCHEDULES, ON DUTY:

12-005

This series is arranged chronologically and contains copies of the schedule for all on-duty physicians and physician assistants at the facility at all times. Information may include: effective dates, date, day, ward, persons on duty, and position. This record series is maintained to inform the administrator of all individuals on duty and for Medicare verification 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.

HSC-34. SUBJECT FILES:

12-005

This series is arranged alphabetically by subject and contains various current projects of interest to the administrator. Subjects may include: water storage, X-ray equipment, telecommunications, admissions, dental, energy conservation, and other topics of current interest. This record series is maintained for administrative purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-35. SUBPOENAS:

12-005

This series is arranged chronologically and contains the original subpoenas issued to all Human Services staff requesting their presence in court. Information may include: plaintiff's name, defendant's name, person to appear, date, time, location, and signature of the judge. This record series is maintained to document the need for staff to testify in court, to document the release of patient information, and for budget and statistical information.

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

HSC-36. SURPLUS PROPERTY FILES:

12-005

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-37. SURVEYS, COMPLETED:

12-005

This series is arranged chronologically and contains copies of all general surveys answered by the administrator. Information may include: date of request, information requested, and answers provided. Topics may include: number of patients treated, types of treatment provided, number of males and females, average age, and race. This record series is maintained for reference concerning answers given to previous surveys and for reference in completing future surveys.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-38. UNIT FILES:

12-005

This series is arranged alphabetically by unit name and contains general administrative information concerning each. Information may include: correspondence, monthly reports, summary of activities, populations, incidents, and other related information. This record series is maintained for administrative reference concerning the operation of the acute psychiatric unit, the extended psychiatric unit, the adolescent psychiatric unit, the drug treatment unit, and the alcohol treatment unit.

RETENTION: Retain 3 years in office, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-39. VOUCHERS, TRAVEL (ADMINISTRATOR):

12-005

This series is arranged chronologically and contains copies of all travel vouchers for the administrator. Information may include: employee name, employee ID number, amounts, an itemized list of travel expenses, and authorized signatures. This record series is maintained by the Business Office.

RETENTION: Retain 2 years in office, then destroy

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-40. BILLING CENSUS, MONTHLY:

12-005

This series is arranged chronologically and contains the handwritten summary of patient care in each building. Information may include: month, ward name, patient name, days in facility, days away from facility, and total care days. This record series is used to prepare a bill to submit to Medicaid for payment of services provided to each.

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.

HSC-41. BILLING SUMMARIES:

12-005

This series is arranged alphabetically by county name and patient name and contains a summary of the billing sent to each county for patient services rendered. Information may include: county name, patient name, month, amount billed, and amount of payment received. As payments are received, a checkmark is made by each name to document receipt of funds. The itemized billing is found in the "County Statements" files.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-42. BUDGET WORKING PAPERS:

12-005

This series contains the working papers used for computation and construction of the budget requests. The worksheets provide documentation and backup of totals requested. This record series is used to answer questions by the Department of Human Services and Corrections, the Governor, or the Legislature. It is also useful in formulating the next year's budget.

RETENTION: Retain 2 years in office, then destroy.

HSC-43. BUDGETS OPERATING:

12-005

This series contains Human Services Center budgets which have been approved by the State Legislature for implementation. It provides the total funds available by department, division, office, program and activity. A breakdown of object and sub-object is provided with authorized expenditures and authorities for each. Funding areas include: personal services, personnel benefits, travel, contractual services, supplies, and assets.

RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-44. CASH RECEIPTS TRANSMITTALS:

12-005

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.

HSC-45. CHECKS/RECEIPT REGISTER PRINTOUTS:

12-005

This series is generated monthly and contains a numeric listing of all checks and receipts issued for that period. Information may include: date of issue, check or receipt number, paid to/from, fund number, and amount. This record series is used for reference to determine the payee/payer when only the check/receipt number is known.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-46. CONTRACT AND AGREEMENT FILES:

12-005

This series contains contracts and agreements between the Human Services Center and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and documentation purposes.

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

(Note: SDCL 1-24-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such a contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of the State Auditor prior to the work being performed.)

HSC-47. COUNTY STATEMENTS:

12-005

This letter size computer printout series is generated monthly and contains an itemized billing sent to each county by the Human Services Center for care provided to residents from each county. Information may include: county name, billing date, patient name, patient identification number, date admitted, charges, payments received, and ending balance. This record series is maintained to answer questions concerning the billings, to insure receipt of the original by each county, 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-48. LAUNDRY REPORTS:

12-005

This series is arranged chronologically and contains the original report issued by the Laundry Program concerning monthly activity. Information may include: date and number of pounds washed daily. This record series is used to request reimbursement from Medicaid for all laundry supplies used in providing services to qualified recipients.

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.

HSC-49. LEASE FILES:

12-005

This series is arranged chronologically and contains originals and copies of leases between the Human Services Center and other parties. Information may include: terms and conditions of the lease, effective dates, costs, and funding sources. This record series is used by the Business Office to verify the amounts of the leases prior to issuing payment for random facilities leased by the Human Services Center, to verify amounts charged to other parties who use the facilities, and for renewal 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-50. LOCAL BANKING ACCOUNT AUTHORIZATION FILES:

12-005

This series is arranged chronologically and documents permission granted by the State Auditor and the State Treasurer for the Human Services Center 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.

HSC-51. MEDICARE BENEFITS SUMMARIES:

12-005

This yellow copy series is arranged chronologically and contains the standard forms sent to the Human Services Center by Medicare to list the disposition of all claims submitted for reimbursement. Information may include: date, patient name, address, amount of reimbursement requested, amount eligible, amount deducted, and amount paid. Medicare sends this record series to the Business Office to inform them of the status of each claim submitted and the amounts of reimbursement they will receive. Medicare maintains the originals.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-52. MEDICARE CLAIM LOGS:

12-005

This ledger series is arranged chronologically and summarizes services provided to all eligible Medicare patients. Information may include: patient name, admission date, discharge date, total days of care received, total eligible and ineligible days and amount submitted to Medicare for reimbursement. This record series is maintained by the Business Office to log all expenses incurred by the facility to care for eligible Medicare patients and to document reimbursement costs.

RETENTION: Retain full ledger 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.

HSC-53. MEDICARE INSURANCE CARDS:

12-005

This 3" x 5" card series is arranged alphabetically by patient name and contains the Medicare insurance card issued to each patient. Information may include: name, identification number, and address. The Business Office maintains these cards for the patients and uses them to determine each patient's identification number for Medicare billing purposes.

RETENTION: Retain current patient cards in office. Return cards to patients when discharged.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-54. NURSING HOME REMITTANCE ADVICE REPORTS:

12-005

This computer printout series is generated monthly and summarizes all reimbursements sent to and payments made by Medicaid for qualified patients at the facility. Information may include: date, provider number, referral number, recipient number, recipient name, daily rates, days of care administered, care levels, monthly charges, monthly credits, and current balance. This report is sent by the Department of Social Services to the facility to inform them of all Medicaid reimbursement requests which were paid. The Department of Social Services also maintains a copy.

RETENTION: Retain 2 years in office, then destroy.

HSC-55. PATIENT BENEFIT FUND RECORDS:

12-005

This series is arranged chronologically by transaction date and provides a quick reference of the patient benefit fund balance. Information may include: date, receipt of funds, expenditures, and current balance. This unbudgeted fund account is maintained strictly by private donations and is used to take patients to off-site extracurricular activities. The Business Office maintains this 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-56. PATIENT CARE PROOF LISTING REPORTS:

12-005

This letter-sized computer printout series is generated monthly by patient number and contains a summary of billing data for each patient. Information may include: patient number, patient name, payer identification number, previous statement balances, date of last payment, payer, transaction number, charges, receipts, adjustments, and description of goods and services. This record series provides a monthly summary of all services provided to each patient and of the payment for each.

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.

HSC-57. PATIENT CARE WITHDRAWAL REPORTS:

12-005

This computer printout series is generated monthly and provides a detailed listing of all funds which have been withdrawn from each respective patient's local account. Information may include: patient name, date admitted, amounts to be paid to the Human Services Center for patient care, amount withdrawn for patient care, and ending balances. This record series is used to summarize all withdrawals for patient care services.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-58. PATIENT LEDGERS, MEDICAID:

12-005

This series is arranged alphabetically by patient name and contains all the ledgers for all patients whose care is reimbursed by Medicaid. Information may include: patient name, date billed, date received, and balance. This record series is maintained to summarize all costs incurred in the care of these individuals, to insure receipt of reimbursement, and to list dates of reimbursement.

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.

HSC-59. PATIENT LISTING REPORTS:

12-005

This computer printout series is generated monthly and contains an alphabetical listing of patients at the facility. Information may include: patient name, patient identification number, and monthly costs to care for each patient. This record series is maintained for quick reference concerning patients currently enrolled at the facility and costs associated with caring for each patient.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-60. PER DIEM COSTS, PATIENTS:

12-005

This series is arranged chronologically and contains the working papers used to determine the per diem costs per patient at the facility. Information may include: total agency costs, cost deductions, total applicable costs, average yearly population, average number of care days, and average costs per year and day. This record series is used to document the figures used in Medicaid/Medicare cost reimbursement statements.

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

HSC-61. PUBLIC HEALTH SERVICE BILLINGS:

12-005

This series is arranged chronologically and contains a copy of the monthly billing sent to the Indian Health Services Center in Aberdeen to request reimbursement for providing services to their members. Information may include: date, patient name, number of care days, cost per day and total cost. This record series is used to document the bills sent and to answer any questions regarding each bill.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-62. RECEIPTS BALANCE REPORT BINDERS:

12-005

This ring-binder series is generated daily and contains the forms used to balance the receipt of all funds on a daily basis. Information may include: sheet number, date, starting balance, total receipts, total deposits, and ending balance. This record series is used to balance receipts at the end of the day, to reconcile with deposit slips, 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.

HSC-63. RECEIPTS RECAP REPORTS:

12-005

This computer printout series is generated daily and contains a summary of daily receipt transactions. Information may include: date, fund number, amount deposited, total amount deposited, and balance. This record series is used to recap receipts of funds each day and to list each fund number to which they were deposited.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-64. RULES AND REGULATIONS:

12-005

This series contains copies of current rules and regulations pertaining to the Human Services Center. It may include: personnel, administration, fiscal, accounting, property management, and others. This record series is used by the Business Office to insure compliance with existing rules and regulations pertaining to the expenditure of funds.

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

HSC-65. TELEPHONE NUMBER LISTINGS:

12-005

This series is arranged numerically by telephone number and contains a list of all employees assigned a telephone number. Information may include: telephone number, employee name, and location. This record series is used for quick reference to determine the individual who has been assigned each line.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Business Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-66. TRAVEL AUTHORIZATIONS, HUMAN SERVICES CENTER:

12-005

This series is arranged chronologically and contains the standard Human Services Center travel authorization forms. Information may include: date, employee name, address, date of travel, purpose, official station, duty station, method of travel, destination, and authorized signatures. The Business Office maintains these forms to verify that all requests for travel cost reimbursements are valid.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-67. DAILY HAPPENING SHEETS:

12-005

This computer printout series is generated daily by the Medical Records Program to list all events and patient activity occurring at the Human Services Center. Information may include: date; ward; total patients; number on leave; number discharged; number admitted; and patient's name, date of birth, age, physician's name, county of residence. This record series is used by this program to update the "Patient Register Binders." This information is used for reference for forwarding packages or telephone calls.

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

HSC-68. DAILY LOGS:

12-005

This spiral notebook series is arranged chronologically and is used to note any incidents involving this program. Information may include: date, shift, employees on duty, and comments regarding the shift. This record series is maintained as a means to inform the employee who has just come on shift of occurrences for that day.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-69. DRILL/CODE BINDERS:

12-005

This spiral notebook series is arranged by code, then chronologically and contains an itemized list of any drill or codes which occur at the facility. Information may include: date, time, type of occurrence, location, action taken, and name of person reporting the occurrence. This record series is maintained to document any drills or actual occurrences which occur at the facility and to list the name of the party who reported each.

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

HSC-70. EMPLOYEE ROLODEX:

12-005

This rolodex card series is arranged alphabetically by employee name and is maintained as a quick reference concerning employee information. Information may include: employee name, department, shift, position name, ward, and telephone number. This record series is used for reference when forwarding mail and transferring calls to individual employees.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-71. KEY REGISTER:

12-005

This ring-binder series is arranged chronologically and contains a log of dates and times all keys were issued and returned. Information may include: key description, date checked out, date returned, and who checked out the keys. This record series is used to track the issuance and receipt of all keys for vehicles and various rooms on campus and for security.

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

HSC-72. NIGHT TELEPHONE CHECK LOG:

12-005

This ring-binder series is arranged chronologically and documents the hourly calls received from each ward noting each is secure. Information may include: date, ward, and time of each call. This record series is maintained as a reference to insure each ward is secure, to document wards which are tardy in reporting, and to request security checks for wards which do not report.

RETENTION: Retain 1 month in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-73. PATIENT LETTER LOG:

12-005

This series is arranged alphabetically by patient name and contains a listing of all postage services provided to each. Information may include: week ending date, patient name, and number of items sent. This record series is used to insure each patient is allowed free postage on only two letters per week.

RETENTION: Retain 1 week in office, then destroy.

HSC-74. PATIENT REGISTER BINDERS:

12-005

This ring-binder series is arranged alphabetically by patient name and contains information on patients currently admitted to the facility. Information may include: name, patient number, and ward assignment. This record series is used for quick reference to forward mail and telephone calls to patients.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-75. POSTAGE METER REGISTER LOGS:

12-005

This series is arranged chronologically and contains the beginning and ending meter readings of the Human Services Center postage meters. Information may include: date, beginning ascending and descending postage numbers. This record series is maintained to document the use of postage on a daily basis, to list purchase of new postage which is placed on the meter, and to fulfill postal requirements.

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.

HSC-76. POSTAGE PURCHASE LOG:

12-005

This series is arranged chronologically and is used to list the purchase of postal stamps from the postal petty cash fund. Information may include: purchase number, date, amount of money removed, quantity of stamps purchased, and signature. This record series is used to monitor the use of petty cash to purchase stamps which are then resold to patients and employees.

RETENTION: Retain full binder 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-77. RECEIPTS, POSTAGE:

12-005

This series is arranged numerically by receipt number and contains copies of receipts issued to patients who have purchased postage to mail packages. Information may include: receipt number, date, received from, number of packages, amount received, and signature. This record series is used to document the receipt of money 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.

HSC-78. RESTRICTED TELEPHONE LISTING:

12-005

This ring-binder series is arranged numerically by telephone number and contains a listing of telephones which have restricted usage. Information may include: telephone number, location, and type of restriction placed on the telephone. This record series is maintained by the switchboard to document which telephones do not have dial capabilities, which telephones have dial capabilities with switchboard assistance, and to document call usage.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-79. RULES AND REGULATIONS:

12-005

This series is arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules may include: Bureau of Personnel, Bureau of Finance and Management, Human Services Center Procedural Manual, communication procedures, fire safety, storm warning, and other miscellaneous rules. This record series is used to keep informed of the most current rules and regulations and for reference concerning actions to be taken in certain situations.

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

HSC-80. TELEPHONE DIRECTORIES:

12-005

This ring-binder series is arranged alphabetically by name and contains a list of all patients' and employees' telephone numbers. Information may include: name, telephone number, and location. This record series is used to forward all telephone calls to each respective person.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-81. UNITED PARCEL SERVICE RECEIVING LOG:

12-005

This ledger sheet series is arranged chronologically and lists all packages delivered by United Parcel Service (UPS) for employees and patients. Information may include: date, return address, UPS control number, name of party who signed for packages, name of party who received each package at the mailroom, and any related comments. This record series is maintained to verify the issuance and receipt of all packages by the mailroom.

RETENTION: Retain 1 year in office, then destroy.

HSC-82. VISITOR PASS:

12-005

This series is chronologically and lists visitors who have been authorized privileges to visit individual patients. Information may include: date of visit, patient name, location, and name of visitor(s). This record series is maintained to document visits to individual patients.

RETENTION: Retain 6 months in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Communications
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-83. VISITOR SIGN-IN SHEET:

12-005

This series is arranged chronologically and lists visitors who have been authorized privileges. Information may include: date of visit, name of visitor, destination within the hospital, visitor tag number, time checked in and time checked out. This record series is maintained to document authorized visitors, to account for passes issued, and for security purposes.

RETENTION: Retain 3 years in office, then destroy.

HSC-84. WORK SCHEDULE:

12-005

This series is arranged alphabetically by employee name and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Financial Reimbursement
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-85. ACCOUNT AGING REPORTS:

12-005

This computer printout series is generated numerically by patient number and contains a summary of all patient account billing status. Information may include: patient number, name, previous and current balances, number of days payment is overdue, and comments. This record series is used by financial research to determine which patients are overdue on accounts and to begin collection procedures.

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

HSC-86. CONTRACTS, DOCTORS/CONSULTANTS:

12-005

This series is arranged by doctor/consultant name and contains a copy of the contract signed by each doctor or consultant who agrees to provide services for the Human Services Center. Information may include: doctor/consultant name, effective dates, services to be provided, costs, and authorized signatures. This record series is maintained for Medicare audits to document the costs of services provided to Medicare-qualified patients. The Business Office maintains the original.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Financial Reimbursement
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-87. MEDICARE CLAIM FORMS:

12-005

This series is arranged alphabetically by client name and contains a copy of the standard form sent to the United States Department of Health and Human Services. Information may include: patient name, address, date of birth, dates of admission and discharge, days covered, description of services provided, costs, total cost, total reimbursable cost, and authorized signatures. This record series is maintained to document the requests sent to Medicare for reimbursement of client service by the Human Services Center, for reference in completing similar types of claims, and for audit purposes.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Financial Reimbursement
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-88. MEDICARE/MEDICAID CLAIM LOG REPORTS:

12-005

This computer printout series is generated monthly and yearly to list all individuals who are eligible for Medicare/Medicaid benefits and subsequent claims sent to each. Information may include: admission date, discharge date, patient name, remarks, total eligible days, total ineligible days, amount due from Medicare/Medicaid, and coinsurance amounts. This record series is used for quick reference to determine total eligible days remaining, to determine claim amounts by Medicare and patient coinsurance, and for audit purposes

RETENTION: Retain monthly reports 1 month in office, then destroy when superseded.

Retain yearly reports 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.

HSC-89. PATIENT FINANCIAL RECORDS:

12-005

This series is arranged numerically by patient case number and contains financial records for each patient. Information may include: bank statements, correspondence, cost care forms, insurance forms and claims, patient fact sheets, and authorizations for billings. This record series is used to determine the rate each patient is billed and the receipt of funds for services rendered.

RETENTION: Retain active in office. Microfilm inactive and maintain 20 years in office. Destroy 20 years after inactive.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Financial Reimbursement
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-90. PROOF LISTING REPORTS:

12-005

This letter-size computer printout series is generated monthly and contains a summary of all "Patient Ledger Cards." Information may include: name, patient number, date last payment received, payer number, charge number, list of charges, list of receipts, and adjustments. This record series provides a quick reference of the "Patient Ledger Cards" and is used to verify amounts due for patient care.

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

HSC-91. REVIEWS, SOCIAL SECURITY ADMINISTRATION ON-SITE:

12-005

This series is arranged by inspection date and documents the results of all on-site Social Security Administration (S.S.A.) reviews conducted at the Human Services Center. Information may include: index, review of personal spending, review of personal accounts, ward staff knowledge, reporting practices, notes of deviations, and corrective action recommended. This record series is maintained to document the on-site review conducted by the Social Security Administration (S.S.A.) and to take corrective actions where necessary to insure S.S.A. recertification. The original is submitted to the Department of Human Services.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Financial Reimbursement
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-92. TIME STUDIES, DOCTORS/PSYCHOLOGISTS/SOCIAL WORKERS:

12-005

This series is arranged chronologically and contains quarterly reports submitted by doctors, psychologists, and social workers concerning hours spent providing patient care. Information may include: date, doctor name, patient care hours, provider hours, teaching hours, research hours, administrative hours, supervision hours, hospital service hours, and total hours. This record series is used for Medicare billing purposes to determine actual costs involved for doctors providing services to patients.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Human Rights
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-93. COMPLAINT FILES:

12-005

This series is arranged alphabetically by names of involved parties and contains complaint investigations concerning patient abuse or dereliction of duties by employees. Information may include: nature of the complaint, interview notes, investigation results, determination, and related documentation. This record series is maintained to document the results of all investigations and is used to take corrective actions as necessary.

RETENTION: Retain 10 years in office after respective involved employee terminates, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Patient Bank
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-94. CASH BALANCE REPORT CARDS:

12-005

This 4" x 6" white card series is arranged chronologically and contains the worksheets used to reconcile the cash maintained on hand. Information may include: date, currency on hand, coins, total beginning balance, amounts advanced, and remaining balance. This figure is used to balance the cash-on-hand.

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

HSC-95. DAILY TRANSACTION REPORTS:

12-005

This series is arranged chronologically and contains the daily itemized account of all patient bank transactions. Information may include: daily receipts, Human Services Center vouchers, summary of receipts, and withdrawal account sheets. This record series is used to document the receipt of all money by patients, the issuance of money to patients, and any funds which are deposited into the local checking 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Patient Bank
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-96. PATIENT BALANCE REPORTS:

12-005

This computer printout series is generated daily and contains the current balance on hand for each patient. Information may include: date, account number, patient name, balance of account, and ward in which each patient resides. This record series is used to insure patients who withdraw funds have sufficient funds on hand to cover withdrawals.

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.

HSC-97. WITHDRAWAL RESTRICTION KARDEX:

12-005

This kardex series is arranged alphabetically by patient name and is used for quick reference to determine if any restrictions are placed on a patient's bank account. Information may include: patient name, ward, date of birth, and a listing of any restrictions placed on the account. This record series is used to insure patients who are allowed to withdraw funds do not exceed certain set amounts.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-98. ACHIEVEMENT EVALUATION PLAN (AEP) FILES:

12-005

This series is arranged alphabetically by employee name and contains the standard performance appraisal used showing a statement of standards and responsibilities for each employee. Information may include: principal 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 increase 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 employee administration. The Personnel Program maintains the originals.

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

HSC-99. BID FILES:

12-005

This series is arranged numerically by bid number and contains related information used to request bids for dairy, bakery, produce, and meat products. Information may include: bid specifications, actual bid quotes from bidders, tally sheets, copies of letters of awards, and original signed contracts. This record series is used to determine the low bid on items specified, to determine the terms of the contract, and for re-bidding 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-100. BID PROPOSAL LOGS:

12-005

This binder series is arranged alphabetically by program name and numerically by bid proposal number and contains a quick reference of all bid proposals issued by the facility. Information may include: program name, bid proposal number, and a list of items requested. This record series is used as a cross-reference if only the bid number or program name is unknown.

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

HSC-101. BUDGET FILES:

12-005

This series is arranged chronologically and may contain: budget requests, operating budgets, and other related working papers. This record series is used throughout the year for monitoring program activities and for preparing future budgets for this program. The information is duplicated in the Business Office.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-102. CONTRACTS, STATE (NOTICE OF AWARDS):

12-005

This series is arranged alphabetically by item description and contains a copy of the contract awarded by Procurement Management in Pierre. Information may include: supply name, date ordered, buyer name, telephone number, contractor's name and address, contract number, an itemized listing of good for sale, and prices. This record series is used for reference when ordering supplies on State contract.

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

HSC-103. CONTROL NUMBER ASSIGNMENT LOG:

12-005

This series is arranged numerically by control number and lists all control numbers assigned to purchase orders. Information may include: agency control number, date assigned, type of goods ordered, and name of program which placed the order. This record series is used to determine the next available control number for assignment purposes, to determine which agency has been assigned each control number, and as a cross-reference.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-104. CORRESPONDENCE:

12-005

This series may contain both copies of letters and memorandums sent and the originals of letters and memorandums received concerning items to be purchased or returned. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-105. EGG INSPECTION REPORTS:

12-005

This series is arranged chronologically and contains pink copies of the standard South Dakota Department of Agriculture form which is used to document the quality of eggs purchased by the facility. Information may include: facility name, date, inspector's name, storage requirements, and egg inspection results. This record series is maintained to insure that the Human Services Center maintains proper facility storage, to correct any deficiencies in storage, and to verify that vendors properly grade eggs. The Department of Agriculture maintains the original.

RETENTION: Retain 1 year in office, then destroy

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-106. EQUIPMENT REPAIR LOGS, (TYPEWRITERS):

12-005

This series is arranged chronologically by repair date and lists repairs made to Human Services Center typewriters. Information may include: date, description of equipment, location, problem, remedy, and cost. This record series is maintained to document equipment history repairs and to justify the purchase of new typewriters as needed.

RETENTION: Retain in office for life of equipment, then destroy.

HSC-107. GASOLINE AND OIL USE LOGS:

12-005

This series is arranged chronologically and contains 7" x 9" yellow forms used to list all gasoline and oil products used in Human Services Center vehicles. Information may include: date, license number, description of goods, gallons/quarts used, received by, and odometer readings. All departments who use any gas or oil in vehicles are listed in this log. This record series is then summarized on the "Gasoline Records, Daily."

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-108. GASOLINE BALANCE BINDERS:

12-005

This ring binder series is arranged chronologically and contains monthly reports of gasoline usage at the facility. Information may include: beginning gallons on hand, gallons used by each department, total gallons used, total purchases, and ending balances. This record series is used to summarize gasoline used at the facility and for accountability purposes. The Business Office also receives a copy of this report.

RETENTION: Retain full binder 2 years in office, then destroy.

HSC-109. GASOLINE PUMP READINGS:

12-005

This spiral notebook series is arranged chronologically and contains the daily readings of the Human Services Center gasoline pumps. Information may include: date, start readings, end readings, and total gallons used. This record series is used to verify no gasoline was removed from the pumps during the off-hours, for reordering purposes, and to reconcile these amounts with those listed on the "Gasoline and Oil Use Logs."

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-110. GASOLINE RECORDS, DAILY:

12-005

This series is arranged alphabetically by department name and contains an itemized list of gasoline used by each department. Information may include: department name, date, vehicle license number, gallons used, received by, and odometer readings. This record series is summarized from the "Gasoline and Oil Use Logs," and is used to bill respective departments for petroleum products used.

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.

HSC-111. INVENTORY CARD FILES:

12-005

This 3" x 5" card series is arranged alphabetically by department name and contains an itemized list of equipment located in each. Information may include: department name, building name, room number, inventory control number, user number, class type, description, serial number, cost, funds, purchase dates, quantities, and any transactions. This series has been discontinued.

RETENTION: Immediate destruction.

(Note: A one-time destruction authority is requested. Records will no longer accumulate.)

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-112. INVENTORIES, CENTRAL ANNUAL:

12-005

This series is arranged chronologically and contains information regarding the Human Services Center's assets. Information may include: a copy of the Central Annual Inventory Printout, file maintenance forms which will reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

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

(NOTE: Consider receiving Central Annual Inventory on computer output microfiche (COM) instead of paper and maintaining fiche in office the full 4 years prior to disposal.)

HSC-113. ORDER FORM RECORDS:

12-005

This series is arranged chronologically and is used as a reminder to order supplies that become low on the supply shelves. Information may include: supply name, description, item number, cost, and amount to order. This record series is used as a quick reference to complete the necessary Internal Purchase Orders to request necessary supplies.

RETENTION: Retain 1 month in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-114. PAINING COLLECTION CARD FILES:

12-005

This 3" x 5" card series is arranged alphabetically by department name and contains a listing of all paintings owned by the Human Services Center. Information may include: department name, location, description of the painting, and the purchase cost. This record series is used to determine the current location of each painting and for accountability purposes.

RETENTION: Retain current in office. Then transfer to storage for 3 years when sold or declared surplus. Destroy 3 years after declared surplus or sold, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HSC-115. PURCHASE ORDER LOGS:

12-005

This series is arranged both alphabetically by vendor name and numerically by purchase order number. Information may include: purchase order number and vendor, or vendor and purchase order number. This record series is used to list all purchase orders issued by the program, for quick reference to determine the vendor when only the purchase order number is known, to determine purchase order number when only the vendor is known, to determine the next available number to assign, and for indexing information to the "Purchase Orders."

RETENTION: Retain full ledger 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-116. PURCHASE ORDERS:

12-005

This ring-binder series is arranged alphabetically by department name and numerically by internal purchase order number and contains a goldenrod copy of the internal purchase orders issued by the program. Information may include: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, unit cost, and total cost. This record series is used for reference concerning all supplies and materials ordered, to determine delivery dates, and for reordering and billing purposes.

RETENTION: Retain 1 year in office, then 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.

HSC-117. RECEIVING RECORD BOOKS:

12-005

This series is arranged numerically by receiving number and contains standard yellow forms which are used to notify the business office of invoices which may be paid. Information may include: date, purchase order number, vendor name, receiving clerk, freight bill number, number of pieces received, shipper name, and description of goods received. The Business Office will not pay any purchase orders until a copy of this form is received authorizing payment. The Business Office maintains the original.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-118. REQUISITIONS:

12-005

This series contains copies of the formal requests to order supplies or equipment. Another copy is submitted to Procurement Management resulting in the Purchase Order being prepared and submitted to a vendor. Requisition lists: requesting agency, fund coding, authorized signatures, description of items or services, cost amount, vendor name, quantity, and date of requisition. This record series is maintained to document all orders placed by the Program, to insure all capital assets are added to the inventory, and for reference of vendor and ordering information. The Business Office maintains the audit copies.

RETENTION: Retain 2 years in office, then destroy.

HSC-119. RETURNED MERCHANDISE BINDER:

12-005

This series is arranged numerically by requisition number and lists all items which have been returned to vendors. Information may include: date returned, date shipped, reasons for return, type of material, description, quantity, unit price, and total amount. This record series is used to document all items returned for credit, to insure credit is received, and for reference in avoiding similar articles in the future.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-120. STOCK INVENTORY CARDS:

12-005

This kardex series is arranged numerically by stock item number and contains an itemized listing of all inventory on hand. Information may include: item number, item description, transaction date, reference number, amount used or replaced, and balance on hand. This record series is maintained for inventory control purposes, to determine on-hand balances, and for reordering and accounting purposes.

RETENTION: Retain full card file 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.

HSC-121. UNITED PARCEL SERVICE LOG:

12-005

This notebook series is arranged chronologically and lists all shipments made by the Human Services Center through the United Parcel Service (UPS). Information may include: date, number of items sent, destination, and reference number. This record series is maintained to document the dates all packages were sent and to answer questions when tracing packages lost in transit.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Purchasing/Inventory
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-122. VEHICLE LICENSE NUMBER LISTINGS:

12-005

This series is arranged numerically by license number and lists the license number of all authorized Human Services Center vehicles. Information may include: vehicle number and vehicle description. This record series is used when verifying gasoline usage to insure all vehicles listed on the "Gasoline and Oil Use Log are authorized.

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

HSC-123. WITHDRAWAL RECORDS, WAREHOUSE:

12-005

This series is arranged chronologically and contains the daily withdrawal records used to document all supplies provided to the various programs at the facility. Information may include: department name, day, itemized list of goods requested, and authorized signatures. The original is forwarded to the Business Office and is summarized for monthly billing purposes. This record series is maintained to answer inquiries concerning the status of each order.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Security Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-124. DAILY SECURITY REPORTS:

12-005

This ring binder series is arranged chronologically and provides a daily listing of security activities. Information may include: date, officer name, shift, and an itemized listing of all activities. This record series is used to document any incidents that may have occurred on the grounds and for legal purposes.

RETENTION: Retain full binder 1 year in office, then transfer to storage for 1 year. Destroy after 2 years.

HSC-125. FIRE DRILL REPORTS:

12-005

This series is arranged chronologically by date of drill and contains the results of all fire drills conducted at each ward. Information may include: ward, fire location, description, how reported, assessment of staff action, and a list of participants. This record series is used in review purposes to determine how well the staff did in drills and to determine ways to improve current procedures.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Security Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-126. MILEAGE LOGS:

12-005

This series is arranged chronologically and contains an itemized listing of mileage placed on security vehicles at the facility. Information may include: date, driver's name, starting and ending odometer readings, gallons of fuel used. This record series is used to summarize the number of miles driven and operating expenses and for budget purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 1 year. Destroy after 2 years.

HSC-127. PARKING TICKETS:

12-005

This 3" x 5" NCR series is arranged alphabetically by license plate letter and number and is used to document all tickets issued by security guards for parking violations. Information may include: license number, make, model, employee name, address, type of violation, parking permit number, and remarks. Tickets are used to document the type of violations and to notify an employee's supervisor if more than one violation occurs in a given fiscal year.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Administration
PROGRAM: Security Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-128. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and contains the current procedure for each. Information may include: Human Services Center policies on severe weather, laundry, liability insurance, training, fire safety, clinical lab, the nursing home unit, and others; Bureau of Personnel policies, and the Bureau of Finance and Management policies. This record series is used to determine the proper course of action to take in certain situations.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Admissions
PROGRAM: Admissions Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-129. ADMISSION LOGS:

12-005

This series is arranged chronologically and contains daily admission logs as issued by the Administrations Office. Information may include: date, time of incident, pertinent information pertaining to patients admitted, transferred, discharged, or on leave. This record series is used by the Admissions Officer to ensure legal compliance of admittance standards and to ensure all compliance of admittance standards and to ensure all voluntary or involuntary agreements have been fulfilled.

RETENTION: Retain 1 year in office, then destroy.

HSC-130. COMMITMENT FILES, INVOLUNTARY:

12-005

This series is located on the AS400 computer software program and may contain records of all patients who are involuntary admitted to the facility for evaluation and treatment. This record series is maintained to document when patients are involuntarily committed and to ensure that each patient receives review and recommitment hearings. The information is also located in the respective "Patient Records."

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Admissions
PROGRAM: Admissions Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-131. COURT EXAMINATION LOGS, OUTPATIENTS:

12-005

This series is located on the AS400 computer software program and summarizes outpatient examinations as ordered by the various courts. This record series is used to ensure receipt of evaluations by the various courts and for statistical and billing purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-132. FORCED MEDICATION REPORT:

12-005

This computer printout is generated monthly to list all patients at the South Dakota Human Services Center who have a hearing pending for a forced medication order or have already been placed on a forced medication order. The report may contain information pertaining to individuals discharged into the community on a forced medication order.

RETENTION: Retain 3 years, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Admissions
PROGRAM: Admissions Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-133. PSYCHIATRIC REVIEW LISTINGS:

12-005

This series is created monthly and lists the names of all ninety (90) day, six (6) month, twelve (12) month, and forty-five (45) day commitments whose reviews and recommitments must be completed within a certain time. Information may include: name, patient number, county of residence, date of hearing and the date the review is due. This record series is sent to the respective doctors to ensure that their reviews will be completed on schedule and to notify all involved parties of the date and time the hearing is scheduled.

RETENTION: Retain 1 year in office, then destroy.

HSC-134. REFERRALS, INTERSTATE COMPACT:

12-005

This record of yearly statistical data contains a listing of all patients involved in the Interstate Compact process. Information may include: date, name of patient, and to where transferred or from where returned. This record series provides a summary of all patient transfers which occur under the Interstate Compact.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Admissions
PROGRAM: Admissions Office
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-135. SPECIAL ADMISSION REPORTS:

12-005

This series is compiled monthly and contains a summary of admission data. Information may include: number of County, MI Hearings, DD Hearings/Reviews, Tribal Court Hearings, ECT and Health Care Consent Hearings, MI Holds initiated.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Admissions
PROGRAM: Registration Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-136. ADMISSION LOG:

12-005

This book series is arranged chronologically and lists all patients admitted to the facility on daily basis. Information may include: date admitted, time, individual's name and age, name of doctor, legal status, insurance information, legal charges, county of admit and residence, forms signed in Admissions, and unit assigned. This record series is used to provide a quick reference of the dates all patients were admitted, to assign doctors and social workers, and to answer questions concerning patients who might be admitted to the facility.

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

HSC-137. CHEMICAL DEPENDENCY REFERRALS:

12-005

This series is arranged chronologically and may contain information on patients referred to the Chemical Dependency units. This record series is used as a reference in the event a patient does not present for admission and is also used to verify the date the referral was received from the Division of Alcohol and Drug.

RETENTION: Retain 1 year, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Admissions
PROGRAM: Registration Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-138. CODE LOG:

12-005

This series is documented in a special notebook which includes: date, unit, patient name, type of incident, and time.

RETENTION: Retain notebook 3 years, then destroy.

HSC-139. DEPARTMENTAL MINUTES, VARIOUS COMMITTEES:

12-005

This series is arranged alphabetically by committee name and contains copies of minutes for committees meetings in which an Admissions staff member is involved. Information may include: date, committee name, members present, and topics discussed. This record series is used for reference concerning current committee actions.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Admissions
PROGRAM: Registration Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-140. NON-ADMISSION CONTACT NOTE:

12-005

This series of Contact Notes is arranged chronologically and may contain referral information on individuals who were not admitted due to failure to present for admission or did not meet admission criteria. This record series is maintained in the event the patient should present for admission at a later date or to be used as a reference if there is an inquiry about the non-admission.

RETENTION: Retain 2 two years, then destroyed.

HSC-141. POLICY/PROCEDURE EMPLOYEE REVIEW SHEETS:

12-005

All HSC policies and procedures are located on the computer for staff access. A sheet signed by each employee in this program stating he/she has read the most current copy of the policies is maintained by the Director of Quality Improvement.

RETENTION: Retain active in office. Transfer terminated employees' sheets to storage for 3 years. Destroy 3 years after employee is terminated.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: General Medicine
PROGRAM: Dental Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-142. BUDGET FILES:

12-005

This series is arranged chronologically and contains the yearly budget summary for the Human Services Center. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 4 years in office, then destroy.

HSC-143. CORRESPONDENCE:

12-005

This series is arranged chronologically and contains copies of letters and memorandums sent and originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-144. DENTAL REFERRAL RECORDS:

12-005

This series is arranged alphabetically by patient name and contains referrals issued by each ward from the physicians to identify dental problems. Information may include: patient name, patient identification, date of birth, social security number, date of referral, reason, brief dental summary, patient health history, and doctor's signature. This record series is placed in each "Patient Dental Records" to summarize needed dental work completed.

RETENTION: Retain in office until treatment is completed, then transfer to respective "Patient Records" and maintain for 50 years after discharged/expired. Destroy 50 years after discharged/expired.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: General Medicine
PROGRAM: Dental Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-145. MINUTES, VARIOUS COMMITTEES:

12-005

This series is arranged alphabetically by committee name and contains copies of minutes for committee meetings on campus. Information may include: date, committee name, members present, and topics discussed. This record series is used for reference concerning current committee actions.

RETENTION: Retain 2 years in office, then destroy.

HSC-146. PATIENT DENTAL RECORDS:

12-005

This letter-size series is arranged alphabetically by patient name and contains a summary of all dental activity performed for each patient. Information may include: patient name, patient identification number, ward, age, dates of treatment, and a description of services rendered each time. This record series provides a history of all dental work performed to date and charts work on the examination/health history sheet which needs to be completed.

RETENTION: Retain 7 years in office after patient is discharged/expired, then transfer to the respective "Patient Records" and maintain for 50 years after discharged/expired. Destroy 50 years after discharged/expired.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: General Medicine
PROGRAM: Dental Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-147. PATIENT LOGS, DAILY:

12-005

This spiral notebook series is arranged chronologically and provides a list of all services provided to patients daily. Information may include: date, patient name, patient number, and a brief description of work performed. This record series is used to document those patients served on a daily basis and for reporting and budgetary purposes.

RETENTION: Retain full book 2 years in office, then destroy.

HSC-148. PATIENT RECALL CARDS:

12-005

This 3" x 5" card series is arranged chronologically by date of next appointment and is used to schedule patients for dental care. Information may include: patient name, unit, date of last service, and date of next service. This record series is used for patient recall purposes.

RETENTION: Retain active in office. Transfer inactive to storage for 5 years. Destroy 5 years after inactive.

HSC-149. X-RAYS:

12-005

This series is arranged alphabetically by patient name and contains X-ray film holders which hold actual dental X-rays. Information may include: patient name, patient number, and date of X-ray. Information is used for dental procedures.

RETENTION: Retain in office 7 years after patient is discharged/expired, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: General Medicine
PROGRAM: Medical/Surgical
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-150. EQUIPMENT CONTROL INVENTORY CARDS:

12-005

This 5" x 7" card series is arranged alphabetically by equipment description and contains a description and location of each piece of medical equipment. Information may include: equipment name, date purchased, area assigned, serial number, purchase data, dates of repairs, repair costs, and comments. This record series is maintained for inventory control purposes, to summarize all routine maintenance, and to justify the purchase of new equipment.

RETENTION: Retain in office for life of the equipment. Destroy when respective equipment is declared surplus.

HSC-151. STERILIZATION VERIFICATION LOGS:

12-005

This spiral notebook series is arranged chronologically and lists all items sent to outside sources for sterilization. Information may include: date sent, quantity, item description, and amount returned. This record series is maintained to insure all items sent are returned.

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

HSC-152. TRUSTY SUPPLY USE REPORTS:

12-005

This series is generated monthly and contains a list of all costs incurred for goods provided to the Trusty and Correctional Treatment Units. Information may include: date, items used, quantities, unit prices, and total price. This record series is summarized from the "Expense Reports" and provided to the Business Office for reference and reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Records
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-153. ANNUAL STATISTICS:

12-005

This series is compiled yearly and contains a summary of nursing activities to date. Information may include: date, number of patients placed in seclusion, number of code blues, number of code mans (request for man power), number of unauthorized leaves, number of incidents, and comments. This record series is summarized by ward and by shift, and it is used to compare activity from year to year and from ward to ward. It is also useful to determine problem areas in shifts.

RETENTION: Retain 4 years in office, then destroy.

HSC-154. CENSUS REPORTS:

12-005

This Xeroxed computer printout series is generated monthly and contains patient population data. Information may include: patient name, patient identification number, sex, number admitted, number discharged, number readmitted, and monthly totals. This record series is maintained for case load management. The Business Office maintains the original report.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Records
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-155. COURT ORDERS SEALED RECORDS:

12-005

This series is arranged chronologically and contains original court orders which specify patient records must be sealed. Information may include: date, court information, name of patient, direction, and authorized signatures. This record series is maintained to document the reason a file was sealed. The information is then noted on the "Patient Card Files." The respective Clerks of Court maintain the court copies.

RETENTION: Retain permanently.

HSC-156. DAILY HAPPENING REPORTS:

12-005

This computer printout series is generated daily to list all events and patient activities occurring at the Human Services Center. Information may include: date, ward, total patients, number on leave, number discharged, number admitted, patient name, date of birth, age, ward, county of residence, physician's name, and social worker's name. This record series is used to inform all employees of daily activities and patient movement on campus.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Records
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-157. DISCHARGE LISTING BOOKS:

12-005

This series is arranged alphabetically by name and provides a list of all patients who were discharged from the Human Services Center between the years 1939 and 1955. Information may include: name, patient number, date admitted, and date discharged. This series provides the only source of information on patients in the hospital during those years due to a loss of the medical records in a fire. This record series is used to answer inquiries from family members concerning information pertaining to each.

RETENTION: Retain permanently in office on microfilm.

(Note: Microfilmed records subject to archival screening prior to disposal.)

HSC-158. LENGTH OF STAY REPORTS:

12-005

This computer printout series is generated yearly and provides a summary concerning the length of stay of patients eighteen years and under, and over age sixty-five. Information may include: patient number, admission number, age, date admitted, date discharged, length of stay, sex, race, type of admission, achievement area, county of residence, and summaries of information. This record series is used during the Medicare Survey and as statistical information.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Records
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-159. OCCURRENCE REPORT BINDERS:

12-005

This ring binder series is arranged chronologically by unit and contains handwritten accounts of any incidents which occur with each affected patient. Information may include: patient identification number, name, time of incident, description of incident, action taken, and suggested future precautions. This record series is summarized by the nurses in each unit to monitor recurring trends in different areas, and to take corrective actions if deficiencies are noted.

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

HSC-160. PATIENT CARD FILES MALE/FEMALE:

12-005

This 4" x 6" card series is arranged alphabetically by name and sex and contains a quick reference of the "Patient Records" files. Information may include: admission number, name, patient number, type of admission, county of residence, admission date, age, ward assigned, discharge date, where discharged, contact person, history of services provided, social security number, date of birth, social worker's name, doctor's name, and religion. This record series provide a quick reference of information found in the "Patient Records."

RETENTION: Retain permanently.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Records
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-161. PATIENT NUMBER CARD FILES:

12-005

This series is arranged numerically by patient identification number and provides an index to microfilmed "Patient Records." Information may include: patient number, patient name, and microfilm roll number where the chart is located. This record series is maintained as a cross-reference to the patient card file and is useful in locating the patient charts.

RETENTION: Retain in card form 50 years post discharged/expiration, then transfer to electronic format permanently.

HSC-162. PATIENT RECORDS:

12-005

This series is arranged numerically by patient identification number and contains a case history for each. Information may include: face sheets, admissions forms, legal records, medical evaluations, nursing assignment sheets, social work history, health history, psychological assessments, treatment summaries, nursing notes, medication history, progress notes, authorization of disclosures, correspondence, court orders, and other information relating to the care of patients. This record series is maintained to provide a complete history of all services which have been rendered to the patient, to formulate a care plan, to monitor progress, and to document results.

RETENTION: Retain active in office. Scan paper documents of discharged/expired patients and maintain all electronic files permanently. Transfer paper files to storage after scanned and maintain permanently.

(Note: Consider converting electronic images to microfilm and destroying paper.)

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Library Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

RECORD		R.D.B. AUTHORITY
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>NUMBER</u>
HSC-163.	<u>CIRCULATION STATISTICS:</u> This series is arranged chronologically and contains daily library use statistics. Information may include: date, number of items checked out, category, number re-shelved, and totals. This record series is used for monthly reporting purposes. RETENTION: Retain 2 years in office, then destroy.	12-005
HSC-164.	<u>FINE LOGS:</u> This series contains the library fine logs which are maintained on the General Library Automation System (GLAS). Information may include: patients' names, unit, and materials checked out. This record series is used to track library materials and as notification to the unit of checked out materials when a patient discharges. RETENTION: Retain until paid, then delete.	12-005
HSC-165.	<u>GRANT FILES:</u> This series is arranged alphabetically by grant name and contains related information regarding all grants applied for and funded. Information may include: grant applications, working papers, documentation, and monitoring records. This record series is used to monitor current grants, for reference when requesting new grants, and for renewal of grant applications. The Business Office maintains the originals of all funded grants. RETENTION: Retain current in office. Destroy terminated.	12-005

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Library Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-166. INTERLIBRARY LOAN REQUESTS, STATE LIBRARY:

12-005

Interlibrary Loan Requests are done on the computer through the internet with the SD Library Network. This record series is made as an attempt to locate certain publications through the interlibrary loan program and for reporting purposes.

RETENTION: Retain 1 year in office, destroy.

HSC-167. NEWSPAPER CLIPPINGS:

12-005

This ring-binder series is arranged by subject and contains actual newspaper clippings concerning the Human Services Center. Information may include: date, publication name, and nature of article. This record series is maintained for reference to document articles concerning the Human Services Center.

RETENTION: Retain permanently in office.

HSC-168. OVERDUE SLIPS:

12-005

This series contains overdue notices which are generated on the Library GLAS computer program. Information may include: name, title, author, and date due. This record series is used to inform individuals of overdue items and to insure the return of each.

RETENTION: Retain until receipt of publication, then delete.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Library Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-169. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and are kept on the computer N: Drive for all staff to view. This record series is used to determine the proper course of action to take in certain situations.

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

HSC-170. SERVICE REPORTS, LIBRARY:

12-005

This series is arranged chronologically and contains the monthly and yearly reports of services provided by the Library Program. Information may include: period ending, date, number of items circulated, types of materials circulated, man-hours, interlibrary loans, films, and comments. This record series is maintained for reporting and budget purposes.

RETENTION: Retain monthly reports 1 year in office, then destroy.

Retain yearly reports 4 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Library Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-171. SHELF LIST CARD FILES:

12-005

This 3" x 5" card series is arranged alphabetically by author name and contains a reference to all books each author has published which are available in the library. Information may include: author name, title, publisher, date of publication, and number of copies available. This record series is used for a quick reference to determine which books by each author are available in the library.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Occupational Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-172. ATTENDANCE RECORDS:

12-005

This series is arranged chronologically and contains the monthly attendance records of patients who require occupational therapy. Information may include: date, patient name, ward, and an itemized list of days in attendance. This record series is used to document the number of patients served each month and for reporting purposes.

RETENTION: Retain 3 years in office, then destroy.

HSC-173. CORRESPONDENCE:

12-005

This series may contain both copies of letters and memorandums sent and originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-174. MINUTES, VARIOUS COMMITTEES:

12-005

This series is stored on the computer in either Word or e-mail and contains the documentation of all committee actions to which this program belongs. Committee may include: Library, nursing education, quality assurance, nursing administration, safety and disaster, staff development, pharmacy, nursing home unit, infection control, housekeeping, humanities, and other related committees. This record series is maintained to document items discussed and actions taken by each committee.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Occupational Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-175. OCCUPATIONAL THERAPY FILES:

12-005

This series is arranged alphabetically by patient name and contains the occupational therapy file for each. Information may include: patient name, patient number, treatment plans, copies of evaluations and reports of progress, examples, and comments. This record series is used to chart the progress of each patient and to revise each plan as necessary. The information is also summarized in the respective "Patient Records."

RETENTION: Retain active in office. Transfer inactive to storage for 5 years. Destroy 5 years after inactive.

HSC-176. ORDER SLIPS:

12-005

This series is located on the computer N Drive and contains the standard forms used to order supplies. Information on the form is used to order goods and to ensure their timely receipt. The Purchasing Department maintains the originals. Order forms are approved by the Program Director.

RETENTION: Retain on computer until item has been received, then delete.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Occupational Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-177. PERFORMANCE REPORTS, MONTHLY:

12-005

This series is arranged chronologically and contains a summary of all patient services provided monthly. Information may include: ending date, types of activities provided, number of patients treated, and number of man-hours administered. This record series is used to document the care patients receive, for performance indicators, and for budget justification. All staff gives monthly reports to the Coordinator. The Coordinator generates PCUs/PCs. Monthly report is sent to the Business Office Manager.

RETENTION: Retain 3 years in office, then destroy.

HSC-178. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and is kept on the computer N: Drive for all staff to view. This record series is used to determine the proper course of action to take in certain situations.

RETENTION: Retain a current copy of the Occupational Therapy policies and procedures in the office. Transfer superseded to storage for 4 years. Destroy after 4 years.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Pharmacy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-179. CONTROLLED SUBSTANCE INVENTORIES:

12-005

This series is arranged alphabetically by substance name and contains the current inventory on-hand. Information may include: drug name, quantity on hand, strength, amounts issued, and ending balance. This record series is used to document the control procedures enforced to account for all drugs issued and used by the facility.

RETENTION: Retain 5 years in office, then destroy.

HSC-180. COUNT SHEETS:

12-005

This series is arranged alphabetically by drug name and contains one page documenting the use of drug type by each ward. Information may include: drug name, dosage, ward, date received, quantity received, date given to patient, time, patient name, doctor authorizing prescription, by whom administered, number given, and remaining balance. These forms are completed by each respective ward for the drugs in its possession and is completed and returned to the Pharmacy Program for inventory verification purposes. They are also used for Medicare review purposes.

RETENTION: Retain full sheet 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided Medicare review has occurred.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Pharmacy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-181. INVOICES:

12-005

This series is arranged chronologically by payment date and contains copies of invoices received when purchasing goods and services. Information may include: vendor name, date shipped, date billed, quantity, description, unit cost, line cost, and total cost. This record series is used for vendor information and reordering purposes. The Business Office maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

HSC-182. PATIENT PROFILES:

12-005

This information is contained in the computer system and documents medication given. This record series is summarized in the patient records also.

RETENTION: Retain 7 years, then destroy.

HSC-183. PERFORMANCE REPORTS:

12-005

This series is arranged chronologically and contains the summary of pharmacy services provided to patients. Information may include: date, number of prescriptions filled, prescriptions by ward, number of visits, hours of training, and percentage of errors. This record series is maintained for reporting purposes, performance indicators, and budget purposes.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Pharmacy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-184. POLICIES AND PROCEDURES:

12-005

This series is located on the computer and is arranged alphabetically by procedural name and contains the current procedure for all departments/areas and is on the computer for staff access. This record series is used to determine the proper course of action to take in certain situations.

RETENTION: Retain 4 years in office, then destroy.

HSC-185. PRESCRIPTIONS:

12-005

This series is kept in a monthly report format. This record series is used to document the issuance of all drugs based on these orders.

RETENTION: Prescriptions are kept 5-7 years. Schedule II prescriptions are actual signed prescriptions and are kept 7 years, then destroyed.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Physical Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-186. BUDGET FILES:

12-005

This yearly series is arranged chronologically and contains the working papers used to monitor budget activity for this program. Information may include: budget requests, operating budgets, and related working papers. This record series is used for reference throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 2 years in office, then destroy.

HSC-187. CORRESPONDENCE:

12-005

This series may contain both copies of letters and memorandums sent and originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Physical Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-188. MINUTES, VARIOUS COMMITTEES:

12-005

This ring-binder series is arranged alphabetically by committee name and contains the documentation of all committee actions. Committees may include: library, nursing education, quality assurance, nursing administration, safety and disaster, staff development, pharmacy, nursing home unit, infection control, housekeeping, humanities, and other related committees. This record series is maintained to document items discussed and actions taken by each committee.

RETENTION: Retain 1 year in office, then destroy.

HSC-189. PERFORMANCE REPORTS:

12-005

This series is arranged chronologically and provides a summary of all patient service provided that month. Information may include: ending date, types of activities provided, number of patients treated, and number of man-hours administered. This record series is used to document the care patients receive, for performance indicators, and for budget justification.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Physical Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-190. PHYSICAL THERAPY FILES:

12-005

This series is arranged alphabetically by patient name and contains the documentation of all physical therapy provided to each. Information may include: patient name, patient number, diagnosis, findings, recommendations, programs pursued, progress, and comments. This record series is maintained to document the treatment each patient receives, to log each patient's progress, and to review/revise each care plan.

RETENTION: Copies are kept on file in Physical Therapy Department for 3 years, then destroy.

Medical Records maintains patient's permanent records, including Physical Therapy documentation.

HSC-191. QUALITY ASSURANCE FILES:

12-005

This series is arranged chronologically and documents all attempts to correct deficient area identified during Medicare Review Team visits. Information may include: list of deficiencies and steps taken to correct each. This record series is used for reevaluation purposes to document that deficient areas are corrected and the program is in compliance with recommendations.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Physical Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-192. TREATMENT SCHEDULES:

12-005

This series is arranged chronologically by date and time and is used for patient scheduling purposes. Information may include: date, time, patient name, number of minutes available, and treatment required. This record series is used for scheduling and reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Speech Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-193. BUDGET FILES:

12-005

This yearly series is arranged chronologically and contains the working paper used to monitor budget activity for this program. Information may include: budget requests and operating budgets. This record series is used for reference throughout the year in monitoring program activities and for preparing future budget requests. Supervisor keeps records as well.

RETENTION: Retain 2 years in office, then destroy.

HSC-194. CORRESPONDENCE:

12-005

This series may contain both copies of letters and memorandums sent and received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-195. MINUTES, VARIOUS COMMITTEES:

12-005

This ring-binder series is arranged by committee name and contains the documentation of all committee actions. This record series is maintained to document items discussed and actions taken by each committee.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Speech Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
HSC-196.	<u>PERFORMANCE REPORTS:</u> This information is kept in a paper folder and provides a summary of the number of patients serviced that month and hours serviced for patients. This record series is also sent to the Business Office. RETENTION: Retain 2 years in office, then destroy.	12-005
HSC-197.	<u>POLICIES AND PROCEDURES:</u> All policies and procedures throughout each department in the hospital are electronically stored on the N: Drive. RETENTION: Policies and procedures are updated annually and paper copy is retained for 5 years, then destroyed.	12-005
HSC-198.	<u>QUALITY ASSURANCE FILES:</u> This series contains quality assurance files which are retained in the Speech Therapy Office on paper. Information may include: number of patient referrals received, number of days until report was completed, number of patients seen, etc. Results of the QA are sent to the Quality Assurance Nurse. RETENTION: Retain 3 years, then destroy.	12-005

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Speech Therapy
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-199. SPEECH FILES:

12-005

This series is arranged alphabetically by patient name and contains the documentation of all speech therapy provided. Information may include: patient name, patient number, diagnosis, recommendations, therapy, progress, and comments. This record series is maintained to document the treatment each patient receives, to log each patient's progress, and to review/revised the care plan.

RETENTION: Copies are kept on file in Speech Therapy for 6 years, then destroy.

(Note: Medical Records Department maintains patient's permanent records including speech therapy documentation.)

HSC-200. TREATMENT SCHEDULES:

12-005

This series is arranged chronologically by date and is used for patient scheduling purposes. Information may include: date, time, patient name, treatment time, and treatment unit. This record series is used for scheduling and reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-201. BUDGET FILES:

12-005

This series is arranged chronologically by year and contains the working papers used to monitor budget activity for this program. Information may include: budget requests, operating budgets, and related working papers. This record series is used for reference throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 2 years in office, then destroy.

HSC-202. PERFORMANCE REPORTS:

12-005

This series is arranged chronologically and contains a summary of all patient service provided monthly. Information may include: ending date, types of activities provided, number of patients treated, and number of man-hours administered. This record series is used to document the care patients receive, for performance indicators, and for budget justification.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-203. SANITATION REPORTS, SWIMMING POOL:

12-005

This series is arranged chronologically and contains the test results of the swimming pool water quality. Information may include: facility name, address, water sample description, date, and results. The Department of Environment and Natural Resources, Division of Drinking Water maintains the originals.

RETENTION: Retain 1 year in office, then destroy.

HSC-204. SOUTH DAKOTA ARTS COUNCIL GRANT FILES:

12-005

This series is arranged in chronological order and contains any related information regarding all grants applied for and funded. Information may include: grant applications, working papers, documentation, and monitoring records. This record series is used to monitor current grants, for reference when requesting new grants, and for renewal of grant applications. The Business Office maintains the originals of all funded grants.

RETENTION: Retain current in office. Destroy terminated.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: X-Ray
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-205. CONSULTANT FORMS, X-RAY:

12-005

Films that are loaned to other physicians have a Loaned Film Log sheet filled out which lists all x-rays sent to other doctors for consultant purposes. Information may include: date sent, patient name, number and size of films loaned, the type of films (chest, spine, extremities, etc.), the name/address of person to whom the films were loaned, how the films were sent (Escort, US Post Office, Staff, etc.). This form is filed, in the patient's x-ray jacket, when the films are returned.

RETENTION: Retain in X-ray jacket until folder/jacket is determined to be inactive, then destroy.

(Note: The form is filed in the patient's X-ray jacket.)

HSC-206. ELECTROCARDIOGRAM (EKG) BINDER:

12-005

This 3-ring binder is arranged chronologically and contains a listing of all electrocardiograms (EKG) performed for patients. Information may include: date, patient name, patient number, doctor name, treatment unit, age, and form of payment. This record series is maintained for reporting purposes and performance indicators.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: X-Ray
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-207. ELECTROENCEPHALOGRAM (EEG) REPORT:

12-005

This typed report is arranged alphabetically by patient name and contains the documentation of all electroencephalograms (EEG) administered to the patients.

RETENTION: Retain active in office. Then transfer inactive to storage for 10 years. Destroy 10 years after inactive.

HSC-208. ELECTROENCEPHALOGRAM (EEG) LOG BOOKS:

12-005

This leather-bound book series is arranged numerically by electroencephalograms (EEG) number and contains the register used to determine the next EEG number available for assignment. Information may include: EEG number, date, patient name, doctor name, ward, patient age, reason for test, and comments. This record series is used as an index to the name of the individual tested when only the EEG number is known.

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

HSC-209. MAINTENANCE CARDS:

12-005

This 3-ring binder series is arranged by unit, then chronologically by maintenance date and contains photocopies of worksheet completed by service person. Information may include: date, equipment name, maintenance performed, service person's name.

RETENTION: Retain current in office. Destroy when respective equipment is declared surplus or sold.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: X-Ray
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-210. PERFORMANCE REPORTS:

12-005

This series is arranged chronologically and contains the monthly summaries of all program activities. Information may include: date, number of patients x-rayed, number of x-rays taken, number of repeat pictures taken, number of patients who had EKG and EEG tests, number of repeat tests, and total numbers. This record series is used for monthly reporting purposes and performance indicators.

RETENTION: Retain 2 years in office, then destroy.

HSC-211. POLICIES AND PROCEDURES:

12-005

This series is located on the computer and is arranged alphabetically by procedural name and contains procedures for all departments/areas and is on the computer for staff access. This record series is used to determine the proper course of action to take in certain situations.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Medical Support
PROGRAM: X-Ray
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-212. X-RAY LOG:

12-005

This 3-ring binder is arranged chronologically and is used to document all x-rays given daily. Information may include: date, patient name, patient number, doctor name, treatment unit, age, type of x-ray, and background history. This record series is used to log all x-rays given and is used to insure all are properly developed and reported.

RETENTION: Retain full book 2 years in office, then destroy.

HSC-213. X-RAYS:

12-005

This 18" x 24" negative x-ray series is arranged numerically by patient number and contains actual x-rays concerning each. Information may include: patient name, patient number, the actual x-rays with the dates they were taken and areas x-rayed. The x-rays are used by the doctors for medical purposes..

RETENTION: MINOR PATIENTS: Retain until patient turns 26 years old or 5 years after their 21st birthday, then destroy.

ALL OTHERS: Retain 5 years after last activity, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Alternative School
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-214. SDHSC ALTERNATIVE SCHOOL STUDENT FILES:

12-005

This record consists of the SDHSC Alternative School Student files. Information may include: a school intake sheet, faxes, home school/transcripts, grade reports, phone log, IEP paperwork, any other pertinent school information. Records are maintained per Department of Education guidelines (7 years).

RETENTION: Retain 7 years, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Automobile
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-215. VEHICLE CARD FILES:

12-005

This kardex file is arranged numerically by vehicle number and contains a summary of all services performed on each. Information may include: license number, description, date of service, description of service, and odometer readings. This record series is used to summarize all service performed on the vehicle, to schedule future services, and to justify replacements when necessary. This information is summarized from the "Vehicle Files."

RETENTION: Retain in office for life of the vehicle. Destroy when equipment is declared surplus or sold.

HSC-216. VEHICLE FILES:

12-005

This series is arranged numerically by license number and contains all related paperwork concerning service performed on each vehicle. Information may include: license number, make and model, description of work, supplies used, work request, parts manuals, and other related information. This record series is used to document all work performed on each vehicle, for reference when troubleshooting problems, to determine proper part numbers to order, and to document replacement needs.

RETENTION: Retain in office for life of the vehicle. Destroy when equipment is declared surplus or sold.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Automobile
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-217. VEHICLE LISTING:

12-005

This series is arranged numerically by license number and lists all vehicles maintained by the Human Services Center. Information may include: license number, date purchased, year, make, model, body type, title number, and location. This record series is maintained at the facility when placing orders for oil filters, lamps, etc.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Building Maintenance
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-218. BUILDING MAINTENANCE FILES:

12-005

This series is arranged alphabetically by building name and floor and provides a complete history of all major construction and renovation on each building. Information may include: plans, specifications, equipment listings, and maintenance schedules. This record series provides a history of all work performed at each building at the facility. This information is maintained in MicroMaint on the computer. Some information is also duplicated at the State Engineer's Office in Pierre.

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

(Note: Consider microfilming when volume warrants.)

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-219. EQUIPMENT FILES:

12-005

This series is arranged alphabetically by equipment name and contains information concerning each. Information may include: owner's manuals, maintenance repair lists, and other information. This record series is maintained to list all services rendered to each piece of equipment and to document the need for equipment replacement.

RETENTION: Retain in office for life of equipment. Destroy when equipment declared surplus or sold.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Building Maintenance
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-220. FIRE ALARM INSPECTION REPORTS:

12-005

This series is arranged chronologically and contains the yearly fire alarm inspection report. Information may include: date, items inspected, points noted, deficiencies observed, and general comments. This record series is used to verify that all items are checked yearly, to take corrective actions when necessary, and to insure the system is in working order. This is also maintained for Medicare certification purposes.

RETENTION: Retain 4 years in office, then destroy.

HSC-221. KEY REGISTRATION BINDERS, EMPLOYEES:

12-005

This ring binder series is arranged alphabetically by employee name and provides a list of all key numbers assigned. This information is also kept in Microsoft Access file. Information may include: employee name and key registration number. This record series documents each key assigned to an employee, and to determine if a particular key had been given to that employee.

RETENTION: Retain current in office. Destroy terminated.

HSC-222. KEY REQUISITION AUTHORIZATIONS:

12-005

This series is arranged alpha/numeric by key registration number and contains requests to have keys made for employees. Information may include: key number ordered, employee assigned to supervisor's name, and authorized signatures. This record series is maintained to document the reason a copy of a particular key was made and to insure it was properly authorized.

RETENTION: Retain active in office. Destroy terminated.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Building Maintenance
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-223. PREVENTIVE MAINTENANCE LISTS:

12-005

This series is arranged by equipment number and provides a list of all preventive maintenance to be performed on each equipment. Information may include: ward, date, items to be checked, dates checked, and initials of person performing the maintenance. This record series is used to insure timely maintenance of equipment on each ward.

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

HSC-224. WATER TEST RESULTS:

12-005

This series is arranged chronologically and contains a copy of the report concerning the quality of drinking water at the facility and the quality of waste water released. Information may include: name, address, location, permit number, monitoring period, and results of the test. The Department of Environment and Natural Resources, Drinking Water Office, in Pierre maintains the originals of these reports. This record series is used to document water quality and to take corrective actions for any deficiencies.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Building Maintenance
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-225. WORK REQUESTS, MAINTENANCE:

12-005

This series is arranged chronologically by completion date and contains the originals of all work requests submitted by the various facility programs. Information may include: date, location, request, work requested, date started, names of maintenance crew, work request number, and date finished. This record series is used to set priorities for completion of job requests, and to insure all work is satisfactorily completed.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-226. ASSIGNMENT SHEETS:

12-005

This series is arranged chronologically and contains lists of duties to be performed by various employees of the Food Service Program. Information may include: person assigned and items to be prepared or tasks to be completed. This record series is used to assign different tasks to employees daily and to insure the timely completion of each.

RETENTION: Retain 1 month in office, then destroy.

HSC-227. CALORIE SHEETS:

12-005

This series is arranged chronologically by meal and contains a list of the size of portions to be given by calorie level. Information may include: meal, date, food description, ounces to be served, and total calorie count. This record series is used to determine the size of portions to give each patient according to his calories level, to insure compliance with total daily calorie guidelines and for reference purposes.

RETENTION: Retain 6 months in office, then destroy.

HSC-228. CLEANING SCHEDULES:

12-005

This series is arranged alphabetically by item and contains schedules for the interval of each cleaning need. Information may include: item name, cleaning schedule, and the initials of the person performing the task. This record series is maintained to insure each item has been cleaned according to schedule, to insure all cleaning is properly conducted, and to correct deficiencies as noted.

RETENTION: Retain 1 year in office, then destroy

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-229. COMMITTEE FILES:

12-005

This series is arranged alphabetically by committee name and contains information relating to each committee to which the Program belongs. Information may include: copies of minutes, handouts, agendas, personal meeting notes, and other related information. Committees may include, but are not limited to: in-service, food service, staff, infection control, clinical education, physical treatment, credential, humanist, extended care, in-service coordination, interphase, medical staff, social work, and others. This record series is used to document the discussions held by each committee and to follow recommendations made by each.

RETENTION: Retain 2 years in office, then destroy.

HSC-230. CORRESPONDENCE:

12-005

This series is may contain both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-231. DIET VERIFICATION LISTS:

12-005

This series is generated weekly and contains the list of the most current diet for each patient. Information may include: ward, patient name, type of diet, diet information, and diet restrictions. This record series is updated weekly to insure proper diets are maintained for each patient and to prepare the proper tray tags for each patient. Each respective ward maintains the originals.

RETENTION: Retain 1 month in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-232. INVENTORY CARD FILES, FOOD ITEMS:

12-005

This 5" x 7" card series is arranged alphabetically by food item description and contains the current information of supplies on hand. Information may include: item description, transaction date, beginning balance, amount used or restocked, and remaining balance. This record series is maintained for reordering, audit, and accountability purposes.

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

HSC-233. INVOICES, FOOD:

12-005

This series is arranged alphabetically by vendor name and contains copies of invoices received by this program. Information may include: name and address of vendors, invoice number, purchase order number, statement date, description of goods ordered, stock numbers, quantities, unit price, total price, and total amount due. This record series is maintained for reference concerning the source of various parts and supplies used by the Program. The Business Office maintains the audit copies.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-234. ISSUE STUBS, FOOD SUPPLIES:

12-005

This series is arranged chronologically and contains a list of all food supplies sent to each ward. Information may include: ward name, department name, date requested, description, quantities, and authorized signatures. This record series is maintained to insure the food has been received by the ward, to report the number of meals prepared by each ward, and to adjust meal counts.

RETENTION: Retain 1 year in office, then destroy

HSC-235. LEFT OVER/SHORTAGE SHEETS:

12-005

This series is arranged chronologically by meal and date and contains a list of items and amounts prepared and amounts short or long. Information may include: date, meal, item, amount prepared, number of servings long or short, and employee's signature. This record series is used to adjust the recipes so that only the necessary amount of food is being prepared.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-236. MEAL COUNT REPORTS:

12-005

This series is arranged chronologically and contains the monthly report used to summarize meal serving activities. Information may include: reporting period, number of regular meals prepared for breakfast, dinner, and supper; and meals provided to employees and correctional treatment unit. This record series is maintained for reporting purposes to list the total number of people fed, to determine the average daily meal count for patients, and for budget preparation purposes.

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

HSC-237. MEAT/PRODUCE ORDERS:

12-005

This series is arranged chronologically and contains copies of orders sent to the Purchasing Program to order consumables such as meat and dairy products. Information may include: type of product and quantity ordered. This record series is used to document the weekly amount ordered and to insure receipt of items ordered. The Purchasing Program maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-238. MENUS:

12-005

This series contains copies of original menus prepared by the dietitian for the cooks at the Human Services Center. Information may include: menu, week, puree, high calorie, bland, low sodium, scoop size, and reduction diets. This record series is maintained to document the nutrition of meals provided to residents, to track specific foods in the event of food poisoning, and to provide documentation to the health surveyors of meals provided.

RETENTION: Retain current in office. Destroy obsolete or superseded. Retain substitute menus 30 days in office, then destroy.

HSC-239. OVERTIME REPORTS:

12-005

This series is generated biweekly and contains an account of all authorized overtime worked at the program. Information may include: date, employee name, number of hours of overtime, and the reason for the overtime. This record series is used to document the authorization received to issue overtime, to verify time and attendance sheets, and for budget preparation purposes. Original reports are maintained in the Business Office for audit purposes.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-240. PERSONNEL DATA REGISTERS:

12-005

This ring-binder series is arranged alphabetically by employee name and contains a quick reference of personal data. Information may include: employee name, address, classification, hire date, salary, social security number, date of birth, telephone number, and dates of mandatory training. This record series is maintained for a quick reference of personal data and to insure each has received mandatory yearly in-service training. This information is duplicated in the Personnel Program.

RETENTION: Retain current in office. Destroy terminated.

HSC-241. PERSONNEL FILES:

12-005

This series is arranged alphabetically by employee name and contains a folder for each employee in the Program. Information may include, but is not limited to: applications for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notice of resignation, W-4 forms, training records, leave requests, timesheets, and supervisors' reports of employee separation.. This record series is maintained for the day-by-day supervision of employees. The Personnel Program maintains the audit copies.

RETENTION: Retain current in office. Destroy terminated employee files.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-242. PURCHASE ORDER REQUESTS:

12-005

This 5 1/2" X 8" series is arranged chronologically and contains a copy of the standard Human Services Center form used to order requests for supplies from the Purchasing Program. Information may include: date, vendor name, quantity, description of goods, and approving signatures. This record series is used to document the requests for supplies to purchasing, to follow up the status of each, and to insure the receipt of the goods ordered. The Purchasing Program maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

HSC-243. SIGN-IN/SIGN OUT SLIPS:

12-005

This 3" X 5" slip series is arranged chronologically and lists sign-in and sign-out times of employees for each shift. Information may include: day, date, persons on duty, time on duty, and time off duty. This record series is used to verify times employees report to and leave their work stations, document employees on duty each shift, and verify time and attendance records.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-244. TEMPERATURE LOGS:

12-005

This series is arranged alphabetically and contains the temperature readings from the dishwashers, freezers, coolers, and food. Information may include: date, time recorded, and temperature of each item checked. This record series provides an account of the temperatures each operates at or food is served at, provides documentation that minimum sanitary standards are met during sanitary inspections, and insures that meals served to patients arrive hot.

RETENTION: Retain 1 year in office, then destroy.

HSC-245. TRAY ORDER SLIPS:

12-005

This 3" x 5" series is arranged chronologically and contains the requests sent from each respective ward to initiate a "Tray Tag" for new patients to modify menus for existing patients. Information may include: start date, ward, patient name, number of meals requested, and description of diet needs. This record series is maintained to insure "Tray Tags" are initiated or modified to reflect patient needs.

RETENTION: Retain 1 month in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-246. TRAY TAGS:

12-005

This 2" x 8" slip series is arranged alphabetically by ward name and contains meal specifications for each patient. Information may include: ward, patient name, types of beverages, lists of special needs, types of diets, servings, and restrictions. This record series is used to compile each patient's meals and to insure each receives the proper diet.

RETENTION: Retain current in office. Destroy when discharged or superseded.

HSC-247. TRAY VERIFICATION REPORTS:

12-005

This series is generated weekly and contains a list of locations to deliver meals. Information may include: ward, patient name, and where each meal is served. This record series is used to determine if meals need to be sent to each respective ward or served in the lunchroom.

RETENTION: Retain 1 month in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Food Service
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-248. TRUSTY/CORRECTIONAL UNIT REPORTS:

12-005

This series is generated monthly and provides a list of all services rendered to the trusty/correctional unit. Information may include: month, day, number of meals provided, staff hours required to prepare meals, and items consumed. This record series is sent to the Business Office to report all costs associated with providing meal service to the trusty/correctional unit. The Business Office maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

HSC-249. WORK SCHEDULES:

12-005

This series is arranged alphabetically by name and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. The record series is maintained to inform employees of dates and times each is schedule to work, to verify proper staffing levels, and to verify time and attendance records.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-250. BUDGET FILES:

12-005

This series is arranged chronologically and may contain: budget requests, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activity and when preparing future budget requests. The Business Office maintains the central file.

RETENTION: Retain 2 years in office, then destroy.

HSC-251. BUILDING ASSIGNMENTS/PROCEDURES:

12-005

This binder series is arranged alphabetically by ward and contains an itemized list of cleaning duties and schedules. Information may include: cleaning assignments, maintenance items, and duties for each cleaning station. This record series is used to inform each new employee of assignment coverage area, to insure proper and timely completion of the work, and for Medicare verification purposes.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-252. COMMITTEE FILES:

12-005

This series is arranged alphabetically by committee name and contains information relating to each committee to which the program belongs. Information may include: copies of minutes, handouts, agendas, personal meeting notes, and other related information. Committees may include, but are not limited to: in-service, food service, staff, infection control, clinical education, physical treatment, credentials, humanist, extended care, in-service coordination, interphase, medical staff, social work, and others. This record series is used to document the discussions held by each committee and to follow recommendations made by each.

RETENTION: Retain 2 years in office, then destroy.

HSC-253. CONTRACTS, STATE (NOTICE OF AWARDS):

12-005

This series is arranged alphabetically by item type and contains a copy of the contract awarded by the Office of Procurement Management in Pierre. Information may include: supply name, date ordered, buyer name, telephone number, vendor name and address, contract number, itemized list of goods for sale, and prices. This record series is used for reference when ordering supplies on state contract.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-254. CORRESPONDENCE:

12-005

This series contains copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-255. FLOOR MAINTENANCE LOGS:

12-005

This ring-binder series is arranged alphabetically by ward name and contains maintenance records for each floor. Information may include: ward, area, and date last cleaned or waxed. This record series is maintained to insure the timely maintenance of each area.

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

HSC-256. INSPECTION REPORTS, INTERNAL:

12-005

This series is arranged alphabetically by ward and contains the internal inspection report concerning the quality of housekeeping duties. Information may include: date, ward, items inspected, results of inspection, and comments. This record series is used to inform employees of deficient areas in the areas of responsibility and Medicare evaluations purposes.

RETENTION: Retain 2 years in office, then destroy provided Medicare review has occurred.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-257. JOB DESCRIPTIONS:

12-005

This series is arranged alphabetically by classification and lists the duties for each position. Information may include: job title, classification, and an itemized list of duties performed by each. This record series is to inform new employees of their duties and responsibilities and to inform the Personnel Program of any changes.

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

HSC-258. MEDICARE/MEDICAID REVIEWS:

12-005

This series contains copies of the completed Medicaid or Medicare reviews. Information may include: facility name, date of review, observations made, and comments on deficiencies. This record series is provided by the Medical Records Program to inform housekeeping of any deficiencies and to insure those deficiencies are corrected.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-259. PERSONNEL FILES:

12-005

This series is arranged alphabetically by employee name and contains a folder for each employee in the program. Information may include, but is not limited to: applications for employment, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume', service records, notices of resignation, W-4 forms, training records, leave requests, timesheets, and supervisors' reports of employee separation. This record series is maintained for the day-to-day supervision of employees. The Personnel Program maintains the audit copies.

RETENTION: Retain current in office. Destroy terminated employee files.

HSC-260. PEST CONTROL REPORTS:

12-005

This series contains the monthly pest control report as completed by the exterminator. Information may include: date of service, areas sprayed, poison used, and observations. This record series is used to inform housekeeping of all areas checked and to note any areas of observed rodent or pest activity so actions can then be taken to eliminate these problems.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-261. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and contains the current procedure for all departments and is available on the computer for staff to access. This record series is used to determine the proper course of action to take in certain situations.

RETENTION: Retain current department policies in office for 5 years; then destroy.

HSC-262. PRODUCT SIGN-OUT LOGS (SPECIALTY PRODUCTS):

12-005

This series is arranged chronologically and contains a listing of cleaning products used by the housekeeping staff. Information may include: date product removed, amount, and name of person using product. This record series is maintained to monitor amounts housekeepers used for daily cleaning, to determine reorder amounts, and for accountability purposes.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-263. ROOM CLEANING LOGS:

12-005

This series is arranged chronologically and contains a daily summary of all house cleaning activity. Information may include: ward, floor, number of rooms cleaned, and number of man hours provided. This record series is used to summarize monthly activity report, to justify the need for more manpower, and for budget purposes.

RETENTION: Retain 1 year in office, then destroy.

HSC-264. SUPPLY EVALUATIONS:

12-005

This series is arranged alphabetically by supply category and contains the evaluation of each. Information may include: supply name, completed surveys, test results, employee input, and hands-on evaluation results. This record series is maintained to determine which items (such as different brands of soaps) are best suited for each particular task.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: House Keeping
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-265. WORK SCHEDULES:

12-005

This series is arranged alphabetically by name and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Laundry
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-266. CORRESPONDENCE:

12-005

This series contains copies of letters and memorandums sent and originals of letters and memorandums received by the Laundry Program. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-267. ISSUE SLIPS:

12-005

This series is arranged chronologically and contains copies of the standard form used to order supplies from the Human Services Center Purchasing Program. Information may include: date, program name, description of goods requested, quantities, and authorized signatures. This record series is used to insure receipt of all that is ordered and to verify the monthly bills. The Purchasing Program maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Laundry
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-268. LAUNDRY INVENTORY CONTROL BINDERS:

12-005

This ring-binder series is arranged alphabetically by item description and is used for accountability purposes concerning the quantity of supplies on hand. Information may include: item description, beginning inventory, number received, number used, and ending balance. This record series is used for accountability purposes, to determine current quantities on hand, and for reordering purposes.

RETENTION: Retain full binder 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.

HSC-269. LAUNDRY ISSUES:

12-005

This series is arranged chronologically by issue date and documents the number of pieces of linen sent to each ward. Information may include: date, ward name, type of linen, and number issued. This record series is maintained to monitor against possible abuse by each ward and for reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Laundry
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-270. PERSONNEL FILES:

12-005

This series is arranged alphabetically by employee name and contains a folder for each employee in the program. Information may include, but is not limited to: applications for employment, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand, and commendation, resumes, service records, notices of resignation, W-4 forms, training records, leave requests, timesheets, and supervisor's reports of employee separation. This record series is maintained for the day-by-day supervision of employees. The Personnel Program maintains the audit copies.

RETENTION: Retain current in office. Destroy terminated employee's files.

HSC-271. PRODUCTION RECORDS, LAUNDRY:

12-005

This ring-binder series is arranged chronologically and is used to document the number of items processed each day at the Laundry Program. Information may include: date, description of item, number processed, and total processed. This record series is maintained for reporting purposes, budget preparation, and justification in requesting additional assistance.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Laundry
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-272. PRODUCTION REPORT SUMMARIES:

12-005

This series is compiled monthly and provides a monthly account of all activity at the Laundry Program. Information may include: date, units washed, units dried, units pressed, units requiring mending, units condemned, units acquired new and total pounds processed by ward. This record series provides an itemized account of the units processed each month, provides a statistical comparison from month to month, is useful in justifying additional Full Time Equivalent Employees (FTE), and is used to determine unit cost. The original is sent to the Business Office.

RETENTION: Retain 2 years in office, then destroy.

HSC-273. PURCHASE ORDER REQUESTS:

12-005

This series 5-1/2" x 8" series is arranged chronologically and contains a copy of the standard Human Services Center form used to order supplies from the Purchasing Program. Information may include: date, vendor name, quantity, description of goods, and approving signatures. This record series is used to document the requests for supplies sent to purchasing, to follow up the status of each, and to insure the receipt of the goods ordered. The Purchasing Program maintains the audit copies.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Laundry
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-274. TIMESHEETS, TRUSTYS:

12-005

This series is arranged alphabetically by trusty name and contains the biweekly summary of hours worked by each. Information may include: date, trusty name, days on duty, days off duty, hours on duty, hours off duty, and total hours worked. This record series is maintained for reporting purposes to list the total number of trusty hours provided for service. The Business Office maintains the audit copies.

RETENTION: Retain 2 years in office, then destroy.

HSC-275. WORK SCHEDULES:

12-005

This series is arranged alphabetically by name and contains work schedules for each employee. Information may include: work period, name, days on duty, days off duty, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Physical Plant
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-276. EQUIPMENT FILES:

12-005

This series is arranged alphabetically by equipment name and contains the information relating to the maintenance and operation of each piece of equipment found in the Food Services Program. Information may include: equipment name, purchase date, list of maintenance items, owner's manuals, parts lists, and other related maintenance. Maintenance history is kept under MicroMaint computer files. This record series is used to ensure the proper operation and maintenance of each piece of equipment.

RETENTION: Retain current in office. Destroy when equipment is declared surplus or sold.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Utility Maint & Operations
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-277. AIR QUALITY REPORTS:

12-005

This series is arranged chronologically by test date and contains the standard State Department of Environment and Natural Resources report on air quality. Information may include: facility name, test date, address, type of facility, allowable emissions, operations schedules, and parts per million of population emitted. This record series is maintained to verify that the amount of pollution the boiler produces meets the minimum set standards. It also documents the need to initiate corrective actions if emission standards are not met. The Department of Environment and Natural Resources, Division of Environmental Services, maintains the originals.

RETENTION: Retain 4 years in office, then destroy.

HSC-278. BOILER CHARTS:

12-005

This circular disc series is arranged chronologically and is used to document operating performance of the heating plant boilers. Graphs may include information concerning: smoke stack temperature, stem output poundage, and percentage of draft. This record series is used to verify that the boiler has operated at certain minimum temperatures and to monitor fuel consumption, efficiency, and operation perimeters.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Utility Maint & Operations
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-279. BOILER INSPECTION REPORTS:

12-005

This series is arranged chronologically and contains the results of the yearly inspection of the boilers conducted by the State Department of Public Safety. Information may include: date, address, type of boiler, items inspected, areas of deficiency, and comments. This record series is maintained for insurance purposes to document the safety of the boilers and to document the need to correct any deficiencies noted in their operation.

RETENTION: Retain 4 years in office, then destroy.

HSC-280. BOILER WATER TEST REPORTS:

12-005

This series is arranged numerically by boiler number and chronologically by test date and contains a list of chemicals found in the boiler water. Information may include: date, boiler number, water hardness, caustics, blow down, electronics, conductivity, sulfides, ph levels, and suspensions. This record series is used to monitor the quality of the water in each boiler, to determine necessary chemicals required to correct chemical imbalances, to monitor for breaks in supply lines, and to monitor boiler efficiency.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Utility Maint & Operations
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-281. CHEMICAL CONSUMPTION LOGS:

12-005

This series is arranged chronologically and contains the daily logs of all chemicals added to boiler water. Information may include: date, type of chemical, pounds of chemical used, and initials of operator. This record series is used to list the different types and pounds of chemicals used, to verify the amounts placed in the boiler water supply daily, and for reordering purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-282. CORRESPONDENCE:

12-005

This series may contain both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-283. NATURAL GAS CONSUMPTION LOGS:

12-005

This series is arranged chronologically and contains the daily listing of natural gas consumption at the Human Services Center. Information may include: date, start meter readings, end meter readings, total cubic footages used daily, and total monthly usage. This record series is kept to determine the efficiency of the boilers, to monitor daily usage with outside temperatures, and to verify the monthly gas bills.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Utility Maint & Operations
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-284. PLANT MAINTENANCE LOGS:

12-005

This series is arranged chronologically and is used to list all maintenance performed on the heating plant. Information may include: date, description of the work performed, and initials of person performing the work. This record series provides a daily diary of all work and maintenance performed on each boiler.

RETENTION: Retain 4 years in office, then destroy.

HSC-285. SOFTENER LOGS:

12-005

This series is arranged chronologically and provides a daily account of water softener operations. Information may include: date, number of blow downs, pounds of salt used, and gallons of water softened. This record series is used to monitor the efficiency of the softener, to calculate costs of softening each gallon of water, and for reporting purposes.

RETENTION: Retain 4 years in office, then destroy.

HSC-286. TEMPERATURE LOGS:

12-005

This series is arranged chronologically and contains a daily account of the high and low temperature each day. Information may include: low outside temperature, high outside temperature, cubic feet of gas used, pounds of steam generated, amount of chemical used to cleanse water, and gallons of water treated. These monthly totals are tallied and are used to monitor boiler efficiency compared to temperature, to draw correlations between temperature and consumption, and for reporting purposes.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Non Medical Support
PROGRAM: Utility Maint & Operations
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-287. WATER METER READINGS:

12-005

This series is arranged chronologically and contains the log used to list the amounts of water used at the Human Services Center. Information may include: date, start readings, end readings, daily usage, and monthly usage. This record series is maintained for reporting purposes, to verify water and sewer bills, and to monitor efficiency.

RETENTION: Retain 4 years in office, then destroy.

HSC-288. WORK SCHEDULES:

12-005

This series is arranged alphabetically by name and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Geriatric
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-289. CORRESPONDENCE:

12-005

This series is arranged alphabetically and/or chronologically and contains both copies of letters and memorandums sent and originals of letters and memorandums received. This record series is used for occasional reference and for documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-290. DIETARY INTAKE, DAILY:

12-005

This series contains a daily listing of foods and beverages refused by each patient. Information may include: date, unit, patient's name and items reused. This record series is used for review purposes to insure patients receive adequate nutrient intake.

RETENTION: Retain 3 months in office, then destroy.

HSC-291. FIRE REPORTS:

12-005

This series is arranged chronologically by date of drill or actual fire and contains the outcome of each by unit. Information may include: unit, fire location, description, how reported, assessment of staff action, and a list of participants. This record series is used in review purposes to determine how well the staff did in drills and to determine ways to improve current procedures.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Geriatric
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-292. HEALTH SURVEYS:

12-005

This series is arranged chronologically by survey date and contains copies of the standard forms issued by the Department of Health concerning the Nursing Unit. Information may include: items inspected, results, statements of deficiencies and letters documenting corrective actions taken. This record series is used to document the health survey, to note areas of deficiencies, and to document their subsequent correction. The Department of Health, Division of Licensure and Certification, maintain the originals.

RETENTION: Retain 5 years in office, then destroy.

HSC-293. IN-SERVICE FILES:

12-005

This series is arranged chronologically and documents all in-service training conducted by the Nursing Home Unit. Information may include: date of training, topics discussed, length of program, and objectives. This record series is used to document the yearly in-service training offered in the Nursing Home Unit.

RETENTION: Retain 2 years in office, then destroy

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Geriatric
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-294. MINUTES, VARIOUS COMMITTEES:

12-005

This series is arranged alphabetically by committee name and contains the documentation of all committee actions. Committees may include: library, nursing education, quality assurance, nursing administration, safety and disaster, staff development, pharmacy, nursing home unit, infection control, housekeeping, and other related committees. This record series is maintained to document items discussed and actions taken by each committee.

RETENTION: Retain 2 years in office, then destroy.

HSC-295. NURSING LICENSES:

12-005

This series contains copies of current nursing licenses for all nurses employed by this program. Information may include: employee name, licenses number, authorization dates, and authorizing signatures. This record series is used to document that all nurses are licensed to practice their profession. The information is also summarized in the Personnel Program.

RETENTION: Retain current in office. Destroy expired.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Geriatric
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-296. PATIENT MEDICAL RECORDS:

12-005

This series is arranged by patient name and contains a medical case history for each. Information may include: face sheets, medical evaluations, nursing assessment sheets, social work history, health history, treatment summaries, nursing notes, medication history, progress notes, and other information relating to the care and treatment of patients. This record series is maintained to document medical treatment, to formulate a care plan, to monitor progress, and to document results.

RETENTION: Retain current in unit. Transfer inactive to respective "Patient Records" and maintain 50 year after inactive. Destroy 50 years after inactive.

HSC-297. PATIENT VALUE COUNT SHEETS:

12-005

This series is arranged alphabetically, then chronologically and contains lists of all patient valuables. Information may include: patient name, date, description of items, number of possessions, and number accounted for once a day. This record series is used to document the number of items each patient has and to insure that patient's items are not lost.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Geriatric
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-298. PERSONNEL FILES:

12-005

This series is arranged alphabetically by name of employee and contains copies of current personnel information. Information may include: sick leave use, achievement evaluation programs, copies of travel authorizations, copies of timesheets, and leave requests. This record series is maintained to monitor day-to-day administration of the employees. The Personnel Program maintains the originals.

RETENTION: Retain current in office. Destroy 1 year following termination.

HSC-299. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and contains the current procedures for all department/areas and is on the computer for staff access. This record series is used to determine the proper course of action to take in certain situations.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Geriatric
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-300. POLICY SIGNATURE LOGS:

12-005

This series is arranged chronologically by shift and alphabetically by ward and contains the signature of each employee who has read updated policies and procedures. Information may include: policy/procedure name and signature of employee verifying he has read the most current policy. This record series is used to verify all employees have been informed of changes.

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

HSC-301. STANDING ORDERS:

12-005

This series is arranged chronologically and contains standing orders issued by doctors for treatment of standard ailments. Information may include: date authorized, ailment, steps the staff can take to correct the ailment, and doctor's signature. This record series is maintained for reference to determine procedures to take for certain ailments which patients may incur and to document authorization received to proceed with these treatments. Copies are maintained by the Nursing Administration Program.

RETENTION: Retain current in office. Transfer superseded to storage for 5 years. Destroy 5 years after superseded.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Geriatric
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-302. UNIT REPORTS:

12-005

This ring-binder series is arranged chronologically and contains the daily report of all unit activities. Information may include: date, unit, shift, patient name, disorders, and items noted. This record series is used to log any unit activity for a given period, to document unusual patient conditions, and for reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-303. WORK SCHEDULES:

12-005

This series is arranged chronologically and contains work schedules for each employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, for State Health Department surveys, and to verify time and attendance records.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Nursing Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-304. BOARD OF NURSING FILES:

12-005

This series is arranged chronologically and contains correspondence and dealings with the Board of Nursing. Information may include: letters, memorandums, inquiries, license verification data, and any other related information sent to or received from the Board of Nursing. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-305. BUDGET FILES:

12-005

This series is arranged chronologically and contains related budget information for the Nursing Administration Program. Information may include: budget requests, operating budgets, and related working papers. This record series is used for reference throughout the year in monitoring program activity and when preparing future budget requests.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Nursing Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-306. COMMITTEE FILES:

12-005

This series is arranged alphabetically by committee name and contains information relating to each committee to which the Program belongs. Information may include: copies of minutes, handouts, agendas, personal meeting notes, and other related information. Committees may include, but are not limited to: Medical Records/Utilization Review, Pharmacy & Therapeutics, Clinical Services, Nurse Executive Committee, Supervision Program meetings, Scheduling, food services, infection control, clinical education, humanist, extended care, in-service coordination, interphase, medical staff, social work, and others. This record series is used to document the discussions held by each committee and to follow recommendations held by each committee and to follow recommendations made by each.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Nursing Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-307. CORRESPONDENCE:

12-005

This series is arranged chronologically and contains both copies of letter and memorandums sent and originals of letters and memorandums received. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-308. INCIDENT FILES:

12-005

This series is arranged chronologically and documents the investigation of all incidents regarding nursing staff employees. Information may include: employee name, name of patients involved if any, investigative information, summary statements, actions taken, and meeting notations. This record series documents all investigations resulting from reports of possible patient abuse or negligence and is used to take corrective action to prevent further incidents if substantiated. Summaries and actions taken are duplicated in each respective "Personnel Files."

RETENTION: Retain 4 years in office after termination of respective employee, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Nursing Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-309. LECTURES:

12-005

This series is arranged alphabetically by topic and contains the speech outlines used by the program administrator to give speeches during staff meetings. Information may include: speech title, outlines, and visual aids. This record series is used to present each lecture and for reference when writing new lectures.

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

HSC-310. PERSONNEL FILES, (SPEECH PATHOLOGY, DENTAL ASST., PT, PTA, RADIOLOGY TECH, MLT, MT):

12-005

This series is arranged alphabetically by nurse's name and contains copies of current personnel information for Speech Pathology, Dental Assistant, Physical Therapy (PT), Physical Therapy Assistant (PTA), Radiology Technician, Medical Lab Technician (MLT), and Medical Technician (MT). Information may include: a copy of the current nursing license, incident reports, sick leave use, achievement evaluation programs, copies of travel, authorizations, copies of timesheets, and leave requests. This record series is maintained to monitor day-to-day administration of the employees. The Personnel Program maintains the originals.

RETENTION: Retain current in office. Transfer terminated to respective "Personnel Files" in the Personnel Program and maintain for 10 years. Destroy 10 years after terminated.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Nursing Administration
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-311. SCHOOL OF NURSING FILES:

12-005

This series is arranged chronologically and contains correspondence sent to or received from the various schools of nursing within South Dakota and one in Iowa, copies of agreements to allow nursing students to practice on-site, school curriculum, and other information relating to each school. This record series is maintained for reference and is used to draft new agreements to allow students to practice at the facility.

RETENTION: Retain current in office. Transfer obsolete or superseded to storage for 2 years. Destroy 2 years after obsolete or superseded.

HSC-312. WORK SCHEDULES:

12-005

This series contains work schedules for each employee, which is kept on the computer. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 4 years on computer. Destroy after 4 years 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: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Patient Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-313. AMBULANCE/VAN CHECK LISTS:

12-005

This series is arranged chronologically and contains lists of all items to be checked concerning the facility ambulance and van. Information may include: date, name of operator, the items verified, and driver signatures. This record series is maintained to document the fact that all items were checked and reported in good working order and to list items which require repair.

RETENTION: Retain 1 year in office, then destroy.

HSC-314. CLOTHING CARDS:

12-005

This 8 1/2" x 11" card series is arranged alphabetically by patient name and contains an itemized list of all clothing that individual has at the facility. Information may include: name, date admitted, list of clothing brought to the facility, list of clothing acquired, and items removed when discharged. This record series is used to insure that all patients who are discharged receive all of their clothing articles.

RETENTION: Retain 6 months in office after discharged, then file in Medical Records.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Patient Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-315. CORRESPONDENCE:

12-005

This series is arranged chronologically and contains both copies of letters and memorandums sent and originals of letters and memorandums received. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-316. ESCORT SERVICE REPORTS:

12-005

This series is arranged chronologically and lists out-of town trips that escort services staff provide for the patients. Information may include: patients name, time, unit, destination, mode of transportation, name of employee providing the service, and the date.

RETENTION: Retain 1 year in office, then destroy.

HSC-317. PACKAGE PATIENTS SENT/RECEIVED LOGS:

12-005

This spiral notebook series is arranged chronologically and contains a list of packages sent through the mail. Information may include: date, patient name, description of goods mailed, and to whom sent. This record series is maintained for accounting purposes to verify the packages were mailed.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Patient Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-318. PATIENT VALUABLES CARD FILES:

12-005

This 5" x 7" card series is arranged alphabetically by patient name and contains a listing of all valuables this program has stored for each patient. Information may include: patient name, date of birth, home address, county of residence, personal data, a list of valuable stored in this program, a list of valuables which the patient has kept, and a list of valuables which have been returned to each patient. This record series is maintained for accountability purposes.

RETENTION: Retain 2 years in office after discharged, then destroy.

HSC-319. PATIENT VALUABLES ENVELOPES:

12-005

This 8" x 10" manila envelope series is arranged alphabetically by patient name and contains personal effects left in the care of the Patient Services Program. Information may include: patient name, ward, date, and an itemized list of contents in the envelope. This record series is used to store any valuables left in the program's custody and are returned to the patient upon his discharge.

RETENTION: Retain current in office. Destroy discharged.

HSC-320. PERSONNEL FILES:

12-005

This series is arranged alphabetically and contains copies of current personnel information. Information may include: incident reports, sick leave use, achievement evaluation programs, and copies of travel authorization. This record series is maintained to monitor day-to-day administration of the employees.

RETENTION: Retain current in office. Destroy terminated.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Patient Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-321. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and contains the current procedures for all departments/areas and is on the computer for staff access. This record series is used to determine the proper course of action to take in certain situations.

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

HSC-322. RELEASE OF PERSONAL EFFECTS AUTHORIZATION:

12-005

This series is arranged alphabetically by patient name and contains the authorization received from family members to release the personal effects of expired patients. Information may include: patient name, ward, date of birth, listing of personal effects, received by, relationships, funeral home, address, and telephone number. This record series is maintained to document the authorization received to release expired patients' personal effects to family members.

RETENTION: Retain in office until authorization is secured, then transfer to respective "Patient Records" for 50 years. Destroy 50 years after authorized.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Patient Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-323. REPAIR LOGS:

12-005

This series is arranged chronologically and contains lists of all repairs requests submitted. Information may include: date, item needing repair, location, and date repaired. This record series is used to insure the timely completion of all requests submitted.

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

HSC-324. REQUISITIONS:

12-005

This series is contains the formal requests to order supplies or equipment. A copy is submitted to the Procurement Management in Pierre which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This record series is used to insure the receipt of goods ordered. The Business Office maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Patient Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-325. TRAVEL AUTHORIZATION:

12-005

This ring-binder series is arranged chronologically by date of travel and contains copies of the signed travel authorizations. Information may include: date, employee name, date of travel, station, purposes of travel, method, license number, destinations, and approving signatures. This record series is maintained by this program to insure employees have received travel authorization prior to allowing a patient to be taken from campus. The original authorizations are maintained by the Business Office.

RETENTION: Retain 1 year in office, then destroy.

HSC-326. VACATION LOGS:

12-005

This ring-binder series is arranged chronologically and contains a listing of all vacation dates of employees in the program. Information may include: month, employee name, and dates of vacation. This record series is maintained for a quick reference concerning the dates of authorized vacations and for rescheduling purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Patient Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-327. WORK REQUESTS, MAINTENANCE:

12-005

This series is arranged chronologically by date and contains copies of the standard forms issued to the Building and Maintenance Program to request repairs. Information may include: date, location, name of requestor, description of repair, and the date completed. This record series is maintained for reference concerning the number of requests pending and to document that requests were made. The Building and Maintenance Program maintains the original.

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

HSC-328. WORK SCHEDULES:

12-005

This series is arranged alphabetically by employee name and contains work schedules for each. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Specialty Clinics
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-329. EMPLOYEE LISTINGS, NEW/TRANSFER/TERMINATED:

12-005

This series is generated bimonthly by the Personnel Program and lists information relating to personnel changes. Information may include: employee name, if newly hired, if transferred to another program, if terminated, and other personnel data. This record series is used by this program to insure all new employees undergo or submit the proper health test required for employment and to pull the files of those individuals who are terminated.

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

HSC-330. PATHOLOGIC TEST LOG BOOKS:

12-005

This series is arranged chronologically and is used to list all pathologic samples sent for testing. Information may include: date of test, patient name, ward, patient number, where sample was sent, type of clinic, date received, and results of the test. This record series is maintained to insure all test results are received and to attempt to contain any contagious diseases which are noted.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Specialty Clinics
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-331. PATHOLOGY REPORTS:

12-005

This series is arranged chronologically and contains a copy of all pathology reports received. Information may include: date of test, patient name, patient number, pathology number, doctor's name, specimen, history, and diagnosis. This record series documents the results of all specimens sent for analysis and is used to initiate treatment to correct the noted problems. The Original is maintained in the respective "Patient Records" in the Medical Section.

RETENTION: Retain 1 year in office, then destroy provided the information is summarized in the Medical Records Section "Patient Records."

HSC-332. RUBELLA TITER PERMITS:

12-005

This series is arranged alphabetically by name and contains the release signed by employees authorizing the Human Service Center to immunize persons with negative rubella titers and is done by the Infection Control Nurse. Information may include: employee name, date of immunization, agreement to avoid pregnancy for three months, and signed authorization. This record series is maintained for liability purposes.

RETENTION: Retain 3 years in the Infection Control Office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Staff Development
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-333. CPR CERTIFICATION LISTS:

12-005

This continuing education binder series is arranged chronologically by date of training and contains a list of all employees who have received training in cardiopulmonary resuscitation (CPR). Information may include: date, name, and occupation. This record series is used to document those people who have attended the class. It is logged into the "Lawson Training Module."

RETENTION: Retain full book 2 years in office, then destroy.

HSC-334. CONTINUING EDUCATION RECORD:

12-005

This series is arranged chronologically by date of training and contains a list of all individuals who took each class. Information may include: course name, instructor's name, name of employee attending, and department. This record series is used to document all people who took each class and to log training received by each employee in the "Lawson Training Module."

RETENTION: Retain a minimum of 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Staff Development
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
HSC-335.	<u>EMPLOYEE TRAINING FILES:</u> This contains a listing of all training each employee has received. It is completed on the Lawson Training Module. This is a software program mandated by the State to record employee training. RETENTION: Retain active in office. Destroy 5 years after terminated.	12-005
HSC-336.	<u>MINUTES, VARIOUS COMMITTEES:</u> Minutes of various committees are kept by respective Committee leaders. This record series is maintained to document items discussed and actions taken by committees. RETENTION: Retain 2 years in office, then destroy	12-005
HSC-337.	<u>ORIENTATION LECTURES:</u> This series contains lecture materials presented during orientation classes. Information may include: name of topic, list of outlines to be used, and the actual lecture, video, etc. This record series is kept and updated by the trainer responsible for their perspective classes. RETENTION: Retain current in office. Destroy obsolete or superseded.	12-005

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Nursing Services
PROGRAM: Staff Development
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-338. POLICIES AND PROCEDURES:

12-005

This HSC policies and procedures are located on the computer N: Drive for all staff to access. This record series is used to determine the proper course of action to take in certain situations.

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

HSC-339. TRAINING SESSIONS, VIDEO:

12-005

This video tape series is arranged alphabetically by course title, series or volumes, depending on the class, and contains actual video tape of training sessions conducted. Information may include: course title and instructor's name. This record series is useful to provide training sessions to individuals who missed normally scheduled sessions and for review of presentations.

RETENTION: Retain current in office. Erase and reuse obsolete or superseded tapes.

HSC-340. VOUCHERS, TRAVEL:

12-005

This series is arranged chronologically and contains copies of the standard travel request form. Information may include: name, departure and arrival times, mode of travel, miles, expenses, and signatures of person traveling and supervisory approval. This record series is maintained for budget purposes to determine the amount of money spent yearly for travel associated with training sessions. Business Office personnel access these records to approve travel vouchers and maintains the audit copy.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Acute Program
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-341. LIBRARY OVERDUE NOTICES:

12-005

This series is arranged alphabetically by patient name and contains a copy of the standard notice sent to each ward to inform them of patients who have overdue library material. Information may include: patient name, ward, type of material, titles, and due dates. This record series is sent by the Library Service Program to each ward to aid in the return of all overdue publications and periodicals.

RETENTION: Retain current in office until item is returned, then destroy.

HSC-342. MEDICATION ADMINISTRATION RECORDS (MARS):

12-005

This series is arranged alphabetically by patient name and contains sheets which are used to document the effects drugs have on each patient. Information may include: patient name, ward, monitored dates and times, drug administered, dosage, who administered it, if effective, and when effective. This record series is used to document the effectiveness of drugs on each patient and for medication evaluation purposes. The information is then placed in the respective "Patient Records."

RETENTION: The MAR book is kept for one month period, and filed in the chart at the end of the month or upon discharge.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Acute Program
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-343. PATIENT ASSIGNMENT LOGS:

12-005

This series is arranged alphabetically by employee name and contains a list of duties each employee is assigned per patient. Information may include: date, employee name, and an itemized list of patients and duties assigned for each. This record series is used to assign each employee care to be provided, to document care, and to insure equitable case assignments. The sheets are revised monthly.

RETENTION: Retain 1 year in office, then transfer to storage 3 years. Destroy after 4 years provided 1 year has passed since Medicare review has occurred.

HSC-344. PATIENT CHARTS:

12-005

This series is arranged numerically by patient identification number and contains a case history for each patient. Information may include: face sheets, admissions forms, legal records, medical evaluations, nursing assignment sheets, social work history, health history, psychological assessments, treatment summaries, nursing notes, medication history, progress notes, authorization of disclosure, correspondence, court orders, and other information relating to the care and treatment of patients. This record series is maintained to provide a complete history of all services which have been rendered to the patient, to formulate a care plan, to monitor progress, and to document results. This record series is maintained in each respective ward until the patient is discharged or expires and the information is then transferred to the Medical Records Program.

RETENTION: Retain 6 month in office, then transfer to Medical Records Program. Microfilm inactive and maintain 25 years in office. Destroy 25 years after inactive.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Acute Program
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-345. PATIENT KARDEX SUMMARIES:

12-005

This 8 ½” x 11” kardex series is arranged alphabetically by patient name and contains a quick reference of the information found in the respective “Patient Records.” Information may include: patient name, relatives’ names, social worker, allergies, activities, summary of medical history, medication, and general comments. This record series provides a quick reference of information found in patient files and is useful in emergencies when timely retrieval of pertinent information is necessary.

RETENTION: Retain active in office. Destroy when discharged or expired.

HSC-346. PATIENT SCHEDULE KARDEX:

12-005

This series is arranged alphabetically by patient name and contains a day-by-day list of activities and times each patient is away from the ward. Information may include: patient name, date, time and activity in which each patient is involved. This record series is maintained to determine the location of each patient away from the ward and to insure all patients get to their respective appointments.

RETENTION: Retain current in office. Destroy discharged or expired.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Acute Program
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-347. POLICIES AND PROCEDURES:

12-005

All HSC policies and procedures are kept on the computer N: Drive for all staff to access. This record series is used to determine the proper course of action to take in certain situations.

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

HSC-348. WAREHOUSE ISSUE SLIPS:

12-005

This series is arranged chronologically and contains a copy of the standard form used to order supplies from the Purchasing Program. Information may include: ward, date ordered, description, quantities, and authorized signatures. This record series is used to verify that all supplies have been received and to verify billings. The Warehouse program maintains the audit copies.

RETENTION: Retain current in office until completion of order, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Acute Program
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-349. WEIGHT/BLOOD PRESSURE LOGS:

12-005

This spiral notebook series is arranged chronologically and contains a weekly record of each patient's blood pressure and weight. Information may include: patient name, date, blood pressure reading, and weight. This record series is used as a working log to record the information, is then transferred into the respective "Patient Records" in the Medical Station, and is used to monitor fluctuations.

RETENTION: Retain full book 1 year in office, then destroy provided information is summarized in the Medical Records Section "Patient Records."

HSC-350. WORK REQUEST LOGS:

12-005

This information is kept on a clipboard and contains work requests submitted to Maintenance for repairs. Information may include: date and item requiring maintenance. This record series is maintained to ensure that all work requests submitted have been satisfactorily completed.

RETENTION: Retain until work request has been satisfactorily completed; then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Adolescent Psychiatric Trmt
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-351. MINUTES, VARIOUS COMMITTEES:

12-005

This series is kept in a file folder on the computer of the person facilitating the meeting. These folders contain copies of the minutes of the meetings within the program. Information may include: date, committee name, members present, and topics discussed. This record series is used for reference concerning current committee actions.

RETENTION: Retain 2 years in office, then destroy.

HSC-352. UNIT REPORTS:

12-005

This 3-ring binder series is arranged chronologically and contains a daily account of patient observations. Information may include: date, patient name, shift, and observations on mood, affect, communications, and progress in treatment. This record series is used by the staff for reference concerning patient treatment progress.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Adolescent Psychiatric Trmt
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-353. WORK SCHEDULES:

12-005

This series contains program schedules which are kept in the Scheduling Office. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 1 year in Scheduling 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Alcohol and Drug Treatment
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-354. ACCREDITATION MANUAL:

12-005

This series is arranged chronologically and contains the yearly alcohol and drug accreditation certification. Information may include: correspondence, survey of the facility, items inspected, deficiency areas, plans of action, and certificates of accreditation. This record series is used to correct deficient areas and for recertification of the alcohol and drug treatment program.

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

HSC-355. MINUTES, VARIOUS COMMITTEES:

12-005

This series is kept in a file folder on the computer of the person facilitating the meeting. These folders contain copies of the minutes within the program. Information may include: date, committee name, members present, and topics discussed. This record series is used for reference concerning current committee actions.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Alcohol and Drug Treatment
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-356. UNIT REPORTS:

12-005

This 3 ring binder series is arranged chronologically and contains a daily account of patient observations. Information may include: date, patient name, shift, and observations on mood, affect, communications, and progress in treatment. This record series is used by staff for reference concerning patient treatment progress.

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

HSC-357. WORK SCHEDULES:

12-005

This series contain program schedules which are kept in the Scheduling Office. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance.

RETENTION: Retain 1 year in Scheduling 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.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Psychology
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

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

HSC-358. BUDGET FILES:

12-005

This series is arranged chronologically and contains the working papers used to monitor budget activity for this program. Information may include: budget requests, operating budgets, and related working papers. This record series is used for reference throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 5 years in office to track spending and to better assess budgetary needs, then destroy.

HSC-359. CORRESPONDENCE:

12-005

Emails and other notices pertinent to the Psychology Department will be stored in a separate folder on the computer of the Directory of Psychology.

RETENTION: Retain 2 years, then delete.

HSC-360. ISSUE SLIPS:

12-005

This ring binder series is arranged chronologically and contains a copy of the standard form used to order supplies from the Purchasing Program. Information may include: department, date, description of goods ordered, quantity, and authorized signature. This record series is maintained to insure all goods ordered have been received and for billing verification. The Purchasing Program maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Psychology
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-361. MINUTES, VARIOUS COMMITTEES:

12-005

Minutes of meetings in the Psychology Department will be stored in a separate folder on the computer of the Director of Psychology. The folder will be labeled Psychology Meetings and the information may include: the date, members present, and topics discussed. The minutes will be forwarded to the Administrator, Director of Clinical Services, and the Medical Director.

RETENTION: Retain 2 years, then delete.

HSC-362. PATIENT CARD FILES:

12-005

This 3" x 5" card series is arranged alphabetically by patient name and contains a quick reference of the psychological evaluations performed. Information may include: patient name, patient identification number, age, ward, referral, reason, date the evaluation was completed, and name of person conducting the evaluation. This record series is used for quick reference to determine if patients have had previous psychological evaluations.

RETENTION: Retain permanently.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Psychology
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-363. PERSONNEL FILES:

12-005

This series is arranged alphabetically by employee name and contains a folder for each employee in the Program. Information may include: but is not limited to: applications for employment, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, leave requests, timesheets, and supervisors' reports of employee separation. This record series is maintained for the day-by-day supervision of employees. The Personnel Program maintains the audit copies.

RETENTION: Retain current in office. Destroy terminated.

HSC-364. PSYCHOLOGICAL EVALUATIONS:

12-005

This series is arranged alphabetically by patient name and contains the results of the in-depth psychological evaluation performed on patients. Information may include: patient name, date of birth, age, sex, ward, referral questions, examiner, examination techniques employed, test and examination results, interpretation, and raw data. This record series is used to assist in diagnosis, treatment planning, treatment evaluation, and research. The formal report is maintained in the respective "Patient Records."

RETENTION: Retain all evaluations for 10 years following discharge. Destroy 10 years after discharge provided that the information is summarized in the medical record. Evaluations of patients with high recidivism will be retained indefinitely.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Psychology
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-365. PSYCHOLOGICAL REPORTS, MONTHLY:

12-005

A list of all psychological referrals will be maintained on the HSC's common N: Drive. The list may include: the patient name and number, the date the referral was received, the date the referral was completed, type of service provided, the name of the referring psychiatrist, and the name of the psychologist who responded to the referral.

RETENTION: The list will be retained on the N: Drive indefinitely.

HSC-366. PSYCHOLOGISTS' LICENSE:

12-005

A copy of each psychologist's license issued by the Board of Examiners of Psychologists will be kept in their personnel file. This record series is maintained for billing purposes and to ensure that each psychologist is licensed to practice independently in the State of South Dakota.

RETENTION: Retain permanently to provide proof that a psychologist was licensed throughout their tenure at HSC.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Social Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-367. BUDGET FILES:

12-005

This series is arranged chronologically by year and contains the working papers used to monitor budget activity for this program. Information may include: budget requests, operating budgets, and related working papers. This record series is used for reference throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 2 years in office, then destroy.

HSC-368. CHILD ABUSE REPORTS:

12-005

This series is arranged chronologically and contains copies of the standard report to the Department of Social Services for suspected child abuse incidents. Information may include: correspondence, narrative, and actions taken. This record series is used to document and suspected child abuse cases discovered during counseling and to verify compliance with the state law that requires the reporting of all such incidents.

RETENTION: Retain 2 years in office, then transfer to storage for 5 years. Destroy after 7 years.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Social Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-369. CORRESPONDENCE:

12-005

This series may contain both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-370. MINUTES, VARIOUS COMMITTEES:

12-005

This series is arranged alphabetically by committee name and contains copies of minutes for committee meetings on campus. Information may include: date, committee name, members present, and topics discussed. This record series is used for reference concerning current committee actions.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Psychiatric Services
PROGRAM: Social Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-371. PATIENT SOCIAL HISTORY FILES:

12-005

This series is arranged alphabetically by patient name and contains an itemized account of each patient's social history. Information may include: patient name, ward, date of birth, date of evaluation, background information, treatment center summaries, and discharge plans. This record series provides a background to previous social history, is used to document the current evaluation, and is used to initiate a plan of action for each patient. The information is also summarized in the respective "Patient Records" in the Medical Section.

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

HSC-372. POLICIES AND PROCEDURES:

12-005

This series is arranged alphabetically by procedural name and contains the current procedures for all departments/areas and is on the computer for staff access. This record series is used to determine the proper course of action to take in certain situations.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Admissions
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-373. CORRESPONDENCE:

12-005

This series is arranged chronologically and contains copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

HSC-374. RESTRAINT/SECLUSION LOG:

12-005

This series is generated monthly by each ward and contains a copy of the report on all patients who have been restrained or placed in seclusion. Information may include: name of ward, date of incident, patient name, time placed in restraints or seclusion, time released, reason, and initials of staff initiating the procedures. This record series is maintained for reporting purposes, to review use of restraint and seclusion on each ward, and to monitor for abuse. The information is summarized in the respective "Patient Records," and is also summarized in the "Daily Nursing Reports."

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Admissions
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-375. RESTRAINT/SECLUSION LOG REGISTERS:

12-005

This series is arranged chronologically and is used to insure all "Restraints/Seclusion Logs" have been received from each ward. This yearly log provides: ward name and the date that the monthly logs have been received. The register is used to insure the monthly "Restraint/Seclusion Logs" are sent by each ward.

RETENTION: Retain 1 year in office, then destroy.

HSC-376. RULES AND REGULATIONS:

12-005

This item is arranged alphabetically by agency name and contains copies of the rules and regulations pertaining to each. Rules may include: Bureau of Personnel, Bureau of Finance and Management, Department of Human Services, Travel, Medicare, Medicaid, and other miscellaneous rules. This record series is used to keep informed of the most current rules and regulations and for reference to determine actions to be taken in certain instances.

RETENTION: Retain current in office. Transfer superseded to storage for 3 years. Destroy 3 years after superseded.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-377. ARREARS REPORTS:

12-005

This letter-size computer printout report is generated weekly and is used to summarize all reports which are beyond their scheduled completion date. Information may include: doctor name, patient name, patient number, ward, name of report, and records which are tardy. This record series is used to inform all doctors of reports they have which are outstanding, to insure all reports are submitted on a timely basis, and to document the tardiness and poor performance of doctors who are consistently in arrears.

RETENTION: Retain 1 year in office, then transfer to storage for 1 year. Destroy after 2 years.

HSC-378. AUTHORIZATION, VIDEO TAPING:

12-005

This series is arranged alphabetically by patient name and contains the patient's or his/her family member's authorization to involve that patient in making video tape presentations. Information may include: patient's name, date, witness, treatment team member's signature, and family member's or patient's signature. Copies of these consent forms are maintained to document permission received to video tape patients for presentations. This record series is maintained in the respective "Patients Records."

RETENTION: Retain authorization in office until video tape is disposed of, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-379. BUDGET FILES:

12-005

This series is arranged chronologically and may contain: budget requests, operating budget, and related working papers. This record series is used for reference throughout the year in monitoring program activities and when preparing future budget requests. The Business Office maintains the central file.

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

HSC-380. CORRESPONDENCE:

12-005

This series may contain copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-381. DEATH REGISTERS:

12-005

This bound book series is generated chronologically by date of death and provides a summary of all patients who expire while at the Human Services Center. Information may include: name, patient identification number, age, date of death, date of birth, if an autopsy was performed, name of doctor who signed death certificate, name of mortician, cause of death if known, and running total of deaths per year. This record series is used to fulfill Medicare requirements, yearly statistical purposes, and to monitor trends.

RETENTION: Retain full binder 15 years in office, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-382. EQUIPMENT SERVICE LOGS:

12-005

This series is arranged alphabetically by equipment name and contains a summary of all service and maintenance performed on office equipment. Information may include: date of service, problem, service performed, cost, name of vendor, and comments. This record series is used for monitoring equipment maintenance, cost analysis, and justifying purchase of new equipment.

RETENTION: Retain in office for life of equipment. Destroy when respective equipment is declared surplus.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-383. EVALUATIONS, PSYCHIATRIC:

12-005

This series is filed in each patient's chart and contains copies of court-ordered evaluations performed on the individuals. Information may include: person's name, date of evaluation, background history, mental status, and summary of evaluation. This record series is maintained to document results of the tests and to ensure receipt of the evaluation by the court.

RETENTION: Retain original evaluations for 75 years, then destroy.

HSC-384. MEMORANDUMS, DISCREPANCIES:

12-005

This ring-binder series is arranged chronologically and summarizes deficient areas found in the respective "Patient Records." Information may include: noted deficiency, name of employee who made the error, unit name, chart number, and comments. This record series is used to inform all wards of deficiencies in maintaining patient records, to request the corrected information, and for Medicare Surveys.

RETENTION: Retain full binder 1 year in office, then transfer to storage for 1 year. Destroy after 2 years provided Medicare review has occurred.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-385. MENTAL HEALTH CENTER REPORTS:

12-005

This computer printout series is generated monthly and provides a summary of patient activity for each mental health center to which released clients were referred. Information may include: date, health center name, patient name, patient number, date admitted, date discharged, sex, race, treatment area, county of residence, and summaries by each center. This record series is used for statistical purposes concerning the number of referrals sent to each center and for demographics.

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

HSC-386. MINUTES, VARIOUS COMMITTEES:

12-005

This series is arranged alphabetically by committee name and contains copies of minutes for committee meetings on campus. Information may include: date, committee name, members present, and topics discussed. This record series is used for reference concerning current committee actions.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-387. PATIENT CENSUS SUMMARIES, MONTHLY:

12-005

This computer printout series is generated monthly and provides a summary of all patient activity during that period. Information may include: number admitted, number discharged, number of deaths, number of readmissions, number of second-time discharges, whether male or female, discharge disposition by treatment area, and average length of stay. This record series provides a summary of all activity for the month and is useful for reporting purposes and in statistical comparisons of year-to-year and month-to-month totals.

RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-388. RULES AND REGULATIONS:

12-005

This series is arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules may include: Bureau of Personnel, Bureau of Finance and Management, Human Services Procedural manual, communication procedures, fire safety, storm warning, and other miscellaneous rules. This record series is used to keep informed of the most current rules and regulations and for reference concerning actions to be taken in certain instances. The records are also reviewed during Medicare reviews.

RETENTION: Retain 1 year in office. Transfer superseded to storage for 4 years. Destroy after 4 years provided Medicare review has been completed.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Medical Records
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-389. SUBPOENAS:

12-005

This series is arranged chronologically and contains the original subpoenas sent to the Human Services Center by various courts to provide records or testify in court proceedings. Information may include: names of parties involved, order to appear, information to be produced, and signature of the judge. This record series is used to justify the release of confidential information, to document the reason for travel, and for statistical purposes. The respective courts also maintain copies.

RETENTION: Retain 5 years in office after legal action has transpired, then destroy.

HSC-390. UTILIZATION REVIEWS:

12-005

This series is arranged alphabetically by patient name and contains a review of all Medicare patients to insure there is just case for admission. Information may include: patient's name, patient number, ward, date admitted, date of birth, sex, race, doctor identification number, patient disposition, diagnosis admission review, type of admission, and utilization review summary. This record series is used to verify that all Medicare qualified patients have the need for services, to monitor for fraud occurrence, and to evaluate services provided.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided a Medicare Review has occurred.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Registrar Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-391. APPLICATION FOR PETITIONS FOR SURGERY/MEDICAL PROCEDURES:

12-005

This series is arranged chronologically and contains copies of applications for petitions submitted to the court to receive permission to perform necessary surgery or other necessary medical procedure on patients who have no legal guardians and are not competent to give consent. Information may include: patient name, patient identification number, age, procedure requested, reason for permission, medical determinations, verification of patient's incompetence, and authorized signatures. If successful, the respective court will issue a court order permitting the surgery or medical procedure. These orders are then placed in each respective "Patient Records" file. This record series is maintained to insure the receipt of that order.

RETENTION: Retain 1 year in office, then destroy.

HSC-392. BUDGET FILES:

12-005

This series is arranged chronologically and may contain: budget requests, operating budget, and related working papers. This record series is used for reference throughout the year in monitoring program activities and when preparing future budget requests. The Business Office maintains the central file.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Registrar Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-393. CLIENT FILES, INTERSTATE COMPACT:

12-005

This series is arranged alphabetically by patient name and documents the transfer of all patients under the Interstate Compact Agreement. Information may include: correspondence, requests for interstate transfers, notice of patient waivers, social backgrounds, evaluations, treatment plan, and history assessments. This record series documents South Dakota's attempt to transfer mentally ill patients to and from the State.

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

HSC-394. CORRESPONDENCE:

12-005

This series is arranged chronologically and contains copies of letters and memorandums sent and the original of letters and memorandums received. This record series is for occasional reference and documentation.

RETENTION: Retain 3 years in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Registrar Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-395. DAILY HAPPENINGS REPORTS:

12-005

This computer printout series is generated daily to list all events and patient activities occurring at the Human Services Center. Information may include: date, ward, total patients, number on leave, number discharged, number admitted, patient's name, date of birth, age, ward, county of residence, physician's name, and social worker's name. This record series is used to inform all employees of daily activities and patient movement on campus.

RETENTION: Retain 1 year in office, then destroy.

HSC-396. INTERSTATE COMPACT RECORDS:

12-005

This series is arranged chronologically and contains copies of agreements made between South Dakota and other participating States concerning mental health patient care. Information may include: date, participating parties, terms and conditions of the compacts, and effective dates. This record series is used for reference to determine the terms and conditions of the compacts, to determine proper procedures to return out-of-state patients to their home states, and to determine procedures to request the return of AWOL patients.

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

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Registrar Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-397. LEGISLATION FILES:

12-005

This series is constitutes the Registrar Services Program's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative season.

RETENTION: Retain 2 years in office, then destroy.

HSC-398. MINUTES, VARIOUS COMMITTEES:

12-005

This series is arranged alphabetically by committee name and contains copies of minutes for committee meetings on campus. Information may include: date, committee name, members present, and topics discussed. This record series is used for reference concerning current committee actions.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Social Services
DIVISION: Human Services Center
OFFICE: Registrar
PROGRAM: Registrar Services
RECORDS OFFICER: Brenda Aman
RM CUSTOMER #: 0545

<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>
------------------------------------	---	--

HSC-399. PSYCHIATRIC REVIEW CARD FILES:

12-005

This series is arranged chronologically and contains the review dates for five-day, thirty-day, ninety-day, one-year, and two-year commitments. Information may include: date review is required, patient name, patient number, county of residence, and patient status. This record series is maintained to insure that all reviews and recommitment hearings are conducted in a timely manner.

RETENTION: Retain active in office. Destroy discharged.

HSC-400. RULES AND REGULATIONS:

12-005

This series is arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules may include: Bureau of Personnel, Bureau of Finance and Management, Human Services Procedural manual, communication procedures, fire safety, storm warning, and other miscellaneous rules. This record series is used to keep informed of the most current rules and regulations and for reference concerning actions to be taken in certain instances.

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