



BOARD OF  
MASSAGE THERAPY

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF  
EXECUTIVE MANAGEMENT  
  
**BUREAU OF  
ADMINISTRATION**

PMB 01234

**RECORDS MANAGEMENT PROGRAM**  
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## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: December 16, 2011

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

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

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

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

# PETITION FOR AUTHORITY TO DESTROY RECORDS

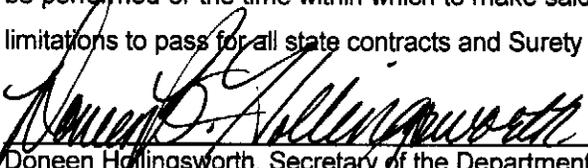
I, Doneen Hollingsworth (name), acting in my position as Secretary of the Department of Health (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Massage Therapy (department) consists of 9 pages and contains record series number(s) MAS-1 (consecutively numbered) through MAS-13.

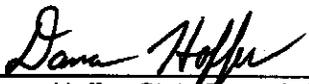
The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Board of Massage Therapy (department) record series numbers(s) N/A.

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.

  
Doneen Hollingsworth, Secretary of the Department of Health 11/28/11  
Date

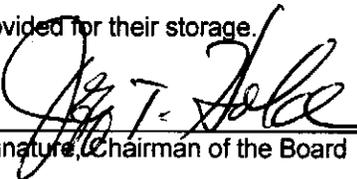
The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
Dana Hoffer, State Records Manager 12-7-2011  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15<sup>th</sup> day of December, 2011, 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 12-15-11  
Date

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Massage Therapy  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0003

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

**11-002**

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the Board. Information may include: vendor information, mailing lists, file management, current state purchasing contracts, operation guides, administrative messages from other governmental agencies, and other related information. This record series is maintained for reference purposes.

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

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

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**MAS-2. ADMINISTRATIVE RULES PROMULGATION FILES:**

**11-002**

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

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

(Consider maintaining on microfilm instead of paper and destroying paper after microfilm has been inspected and verified to meet quality standards.)

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**MAS-3. BOARD MINUTES:**

**11-002**

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

**RETENTION:** Retain 5 years, then microfilm and maintain film in office permanently.

**MAS-4. BUDGET FILE:**

**11-002**

This series is arranged chronologically and contains the yearly budget summaries for the Board. Information may include: mission statement, revenues, program performance indicators, amounts budgeted by sub-object, and narrative justifications. This record series is maintained for use throughout the year in monitoring program activities and for preparing future budget requests. The budget (Appropriations Bill) approved by the Legislature and signed by the Governor is filed permanently with the Secretary of State.

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

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**MAS-5. COMPLAINT FILES:**

**11-002**

This series contains all related correspondence received from either the general public or initiated by the Board of Massage Therapy concerning problems which have occurred with licensed or un-licensed massage therapists. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the hearing, and related materials. This record series is used by the Board to determine if a complaint is substantiated and if so, to take corrective action and report to national reporting entities.

**RETENTION:** UNSUBSTANTIATED: Retain 3 years in office, then destroy provided no litigation is pending.

SUBSTANTIATED: Retain 4 years in office, then transfer to storage for 2 years. Destroy after 6 years provided no litigation is pending.

**MAS-6. CORRESPONDENCE, GENERAL:**

**11-002**

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.

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

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**MAS-7. FINANCIAL SYSTEM REPORTS:**

**11-002**

These daily, weekly, monthly, and year-end reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: revenue and journal voucher reports, advance travel-account receivable report, revenue analysis reports, state general ledger trial balance, company general ledger trial balance, expenditure reports, bank reconciliation reports, employee receivable reports, warrant register reports, projects reports, budget adjustments reports, special Bureau of Administration revenue reports, agency funds activity reports, company trial balance by center, and encumbrance balance report. This record series is maintained for audit purposes.

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

**MAS-8. LEGISLATIVE FILES:**

**11-002**

This series is arranged chronologically, and constitutes the Board's central file of all proposed legislation, and legislation from previous years. Information may include: resource material, correspondence, Bill Tracking Printouts, copies of House and Senate bills, national legislation, 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 current in office. Destroy superseded or obsolete.

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**MAS-9. LICENSE FILES:**

**11-002**

This series is arranged alphabetically by last name and documents personal data for licensed massage therapists. Information may include: original applications, college grade transcripts, references, internship verification, experience verification, renewal applications, and renewal dates. This record series is used to document the licensing and renewal processes of all massage therapists.

**RETENTION:** Retain in office 1 year after expired, then transfer to storage for 3 years. Destroy 4 years after last license expiration.

**MAS-10. PENDING APPLICATIONS:**

**11-002**

This series is arranged chronologically and contains pending applications that are incomplete or otherwise not approved for license. Information may include: name, address, and social security number. This record series is maintained to document application work in progress pending Board action.

**RETENTION:** Retain in office 1 year, then destroy.

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**MAS-11. SUPERVISORY WORKING FILES:**

**11-002**

This series is most often arranged alphabetically by name and contains current information used in supervision of employees in the agency. Information may include: copies of applications for employment, letters of reprimand and commendation, Personnel Performance Appraisal Report's, meeting notes, training records, and other information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during the employee evaluation process.

**RETENTION:** SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working with the Board.

(Note: Originals are maintained by the Bureau of Personnel.)

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**MAS-12. SURPLUS PROPERTY FILES:**

**11-002**

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

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

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**MAS-13. VOUCHERS:**

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This series is arranged chronologically and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Information may include: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is maintained for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

**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.