South Dakota Municipalities

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

Printed on Recycled Paper

A C K N O W L E D G E M E N T S

PREPARED BY:

Bureau of Administration
Records Management Program
104 South Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, South Dakota 57501-5070

2004

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The employees of the City of Sioux Falls who contributed so much of their time to explain the purpose and content of each record.

2004 STATE RECORDS DESTRUCTION BOARD

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State Government Audit Manager
State Auditor General's Office

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Assistant Attorney General

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State Auditor

Marvene Riis
Acting State Archivist

Mary Helen Bisson
State Records Manager

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PETITION FOR AUTHORITY TO DESTROY RECORDS

I, YVONNE TAYLOR (name), acting in my position as Executive Director (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 South Dakota Municipalities consists of 233 pages and contains record series numbers MUN-01 consecutively numbered through MUN-418.

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.

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.

Signature 12/6/04 Date

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

Signature, State Records Manager 12/6/04 Date

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 17th day of December, 2004, 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 12-17-04 Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Yvonne Taylor, acting in my position as Executive Director of the South Dakota Municipal League, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" amendments 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 South Dakota Municipalities consists of 1 page containing record series number MUN-06.1.

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.

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.

Yvonne Taylor
Signature

12/2/05
Date

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

Mary Ellen Bisson
Signature, State Records Manager

12/14/2005
Date

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of January, 2006, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Stan P. Stoneroch
Signature, Chairman of the Board

1-13-06
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Yvonne Taylor (name), acting in my position as Executive Director of South Dakota Municipalities (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 South Dakota Municipalities (department) consists of 1 page and contains record series number(s) MUN-126.

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 South Dakota Municipalities (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.

Yvonne Taylor, Executive Director of South Dakota Municipalities — 11/4/10 Date

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

Dana Hoffer, State Records Manager — 12-14-2010 Date

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2010, 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 — 12/15/10 Date

PBM 01234

DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

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

MEMORANDUM

TO: South Dakota Municipalities

FROM: Dana Hoffer
State Records Manager

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

DATE: January, 2011

This guide was prepared by the State Bureau of Administration's Records Management Program for all municipal offices in South Dakota. The purpose of the guide is to provide uniform retention and destruction schedules so that municipal records can be managed efficiently and in compliance with state law, which requires local governing bodies to "promote and implement the principles of efficient records management for local records." SDCL 1-27-18. Public officials must also maintain a list of documents which were destroyed.

Municipal officials are required by administrative rule to give the State Archivist 30 days notice before destroying the following types of records: "records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports; maps; minutes; and photographs." ARSD 24:52:11:04. You may send your list to: State Archives, 900 Governors Drive, Pierre, SD 57501, or telephone: 605-773-5521.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 605-773-3589. We will welcome the opportunity to discuss your records management questions.

Procedure to Dispose of Municipal Records Using this Manual:

1. The municipality must adopt this manual as its Records Management Policy.

2. You must maintain a permanent list of what you destroy.

3. You may proceed immediately to dispose of records pursuant to this manual with the following exceptions:

   For records more than 50 years old, records required by the Records Destruction Board to be kept 50 years or longer, annual reports, maps, minutes, and photographs, administrative rule[1] requires that you notify the state archivist at least 30 days prior to destruction. The archivist then has 30 days to decide whether to accession the records for the State Archives and to make arrangements to acquire the records in question.

   The State Archivist
   The State Archives
   Cultural Heritage Center
   900 Governors Drive
   Pierre, SD 57501

   Telephone: 605-773-5521
   E-mail: Chelle.Somsen@state.sd.us

4. For records not listed in this manual, you must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

   State Records Manager
   Records Management Program
   104 South Garfield Avenue; Bldg E
   Pierre, SD 57501

   Telephone: 605-773-3589
   E-mail: boa.records.frontdesk@state.sd.us

[1] **24:52:11:04. Destruction of local government records -- Archivist must be notified.** Governing bodies or agencies of any county, city, town, township, district, authority, public corporation, or political subdivision planning to destroy local records, as defined in subdivision (1) of SDCL 1-27-9, shall notify the archivist 30 days before the date of the proposed destruction. Notification shall include the name or title of the records, inclusive dates, information content of the records, and quantity. If the archivist believes the records should be preserved, the archivist shall arrange for transfer of the records to the archives or to a suitable public records storage facility. Transfer of the records may be made at the expense of the state archivist. This section applies only to the following types of records: records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports; maps; minutes; and photographs.

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STATE OF SOUTH DAKOTA	**DEPARTMENT:**	**State of South Dakota**
RECORDS RETENTION &	**DIVISION:**	**Political Subdivisions**
DESTRUCTION SCHEDULE	**OFFICE:**	**Municipalities**
AUTHORIZATION FORM	**PROGRAM:**	**General Records**
(Std Form RM-1 Rev 1/03)	**RECORDS OFFICER:**	
	RM CUSTOMER #:	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-01	**ACCIDENT AND INCIDENT REPORTS:**	**04-021**

This series contains accident reports involving city-owned vehicles or city-owned property. Information may include, but is not limited to: police report, accord form, correspondence, estimates, and adjustment reports. Information is maintained for administrative purposes and to satisfy the statute of limitations.

RETENTION: Retain current in office, then transfer to storage for 6 years. Destroy 6 years after closed.

MUN-02 **ACCOUNTS PAYABLE:** **04-021**

This series is used to compile monthly profit and loss statements. They provide a current status of accounts payable. Data elements include: amount of invoice, date, invoice number, firm, and account number credited. The information is obtained from the vendor invoices.

RETENTION: Retain 1 year in office, then destroy provided the audit copy is maintained by the finance office; otherwise, retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-03	**ACCOUNTS RECEIVABLE:**	**04-021**

This series accounts for assets and liabilities and is used to establish a balance as of a given date, to debit billings as they are made, to credit collections as they are received, and to reconcile the unpaid balance in the control account with supporting data monthly. Information in the account includes: date, description, debits, credits, and balance. The finance office maintains the audit copy.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-04	**ADMINISTRATIVE REFERENCE FILES:**	**04-021**

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the agency. Information may include: vendor information, mailing lists, file management, job tickets for printing, work orders for other municipal agencies, administrative rules, South Dakota Codified Laws, current purchasing contracts, operation guides, administrative messages from other governmental agencies, and other related information. Information is maintained for reference purposes.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-05	**ADMINISTRATIVE RULES, FINALIZED:**	
	This series contains finalized administrative rules promulgated by such agencies as the library board and the fire department. They are used for governing the activities of the department and are documentation for actions taken. RETENTION: Retain current rules in office. Destroy superseded or obsolete.	**04-021**
MUN-06	**APPLICATIONS:**	
	This series contains forms used in making a request of the municipality (i.e., building permits, electrician licenses, and one-time electrician licenses). Some applications require the remittance of a fee at the time of filing. Due to the three classes of municipal corporations and their varied ordinances, it is necessary to include this general category for all applications not specifically listed. RETENTION: Retain successful in office. Transfer expired or terminated to storage for 4 years. Destroy 4 years after expired or terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending. Retain unsuccessful applications 30 days in office, then destroy.	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-06.1	**APPLICATIONS FOR EMPLOYMENT, UNSUCCESSFUL:**	**05-015**

This series contains applications completed by individuals seeking employment with the municipality who were not hired. Successful applicants' applications become part of their Personnel File.

RETENTION: Retain 3 years in office, then destroy by shredding provided all litigation or claims involving the records have been resolved and final action has been taken. Cities with fewer than 15 employees must retain these records 2 years.

MUN-07 APPOINTMENT CALENDARS: **04-021**

This series is arranged chronologically and contains appointment calendars, whether electronic or paper. Information includes: date and appointments by hour. The information is maintained to document the time and dates of meetings.

RETENTION: Retain 2 years in office, then destroy.

MUN-08 ASSESSMENT, TAXATION, AND COST RECOVERY FILE: **04-021**

This file is used to inform taxpayers of special assessments to their property, the nature of the assessment, and the amount of the assessment. Information includes: assessment rolls, correspondence, information on special assessments, legal description of the property, and the amount of the assessment.

RETENTION: Retain 1 year in office, then transfer to storage for 14 years. Destroy after 15 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 15 years provided no litigation or claim is pending. (NOTE: Consider maintaining in office on microfilm instead of paper.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-09	**ASSOCIATION AND ORGANIZATION FILES:**	**04-021**
	This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Information may include: minutes of the association or organization meetings, conference agendas, expense reports, participants' names, and examples of other cities' ordinances. They are used for reference purposes concerning ideas and policies suggested and used by the association or organization. RETENTION: Retain 2 years in office, then destroy.	
MUN-10	**AUDIT REPORTS:**	**04-021**
	This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of city funds. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report. Legislative Audit maintains audits permanently on microfilm. RETENTION: Retain 3 years in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-11	**BANK STATEMENTS:**	**04-021**

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

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-12 **BILLS PAID LIST:** **04-021**

This series is maintained for convenience of reference purposes. The list is arranged chronologically by payment period and includes: account number, amount, description, invoice description, receipt number, vendor number, totals, and number of transactions. This file is kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-13	**BUDGET REQUEST FILES:**	**04-021**

This series may contain: budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities and when preparing future budget requests.

RETENTION: FINANCE OFFICER: Retain until budget year has ended, then destroy.

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

MUN-14	**CASH RECEIPTS TRANSMITTALS:**	**04-021**

Cash receipt transmittals document payments received and deposited with the city finance office. Information on the forms may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount. The original is forwarded to the city finance office for audit purposes and the agency maintains a copy for reference.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

ALL OTHER PROGRAMS: Retain 1 year in office, then destroy, provided these records are also maintained by the finance office.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-15	**CHECK (WARRANT) REGISTER:**	**04-021**

This series is arranged numerically by check number and contains registers or stubs from checks issued by the agency. Information includes: check number, issue date, amount, payee, and purpose. The information is maintained for reference concerning the parties to whom checks were issued 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, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-16	**CLAIMS, PAID AND DISALLOWED:**	**04-021**

This series documents claims submitted to the municipality for payment by vendors. Information in the file includes: vendor number, date, description, total, project number, expenses, and purchase order number. The city commission/council rules on whether to pay the submitted claims or disallow them.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified the same retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-17	**CONTRACTS AND AGREEMENTS:**	**04-021**

This series contains both originals (copies of record) and reference copies of contracts and agreements between the entity and other parties. Information includes: terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

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

Cities that do not require audits must retain these records 6 years, provided all litigation and claims involving the records have been resolved and final action has been taken. Destroy after 6 years.

Retain reference copies current in office. Destroy terminated.

NOTE: MUN-154 (RDB 90-008) specified a 7-years-provided-audited retention. The Model Manual (MOD-20) (RDB99-006) specifies a 6-years-provided-audited retention.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-18	**CORRESPONDENCE, FEDERAL:**	**04-021**
	This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from any federal agency. The information is maintained for reference and for possible use when federal litigation, claims, or audits are pending. RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years provided no litigation, claim, or audit is pending. When litigation, claim, or audit is complete, maintain for an additional 3 years, then destroy.	
MUN-19	**CORRESPONDENCE, GENERAL:**	**04-021**
	This series is arranged chronologically and contains both copies of letters sent and the originals of letters received. The information is used for occasional reference and documentation. RETENTION: Retain 2 years in office, then destroy.	
MUN-20	**DAILY CASH RECEIPTS JOURNAL:**	**04-021**
	This series is used to record checks deposited in the municipal treasury. Information in the journal includes: payer, receipt number, amount, and coding for fund posting. This series is used for reference to monitor total revenues 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, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided all litigation and claims involving the records have been resolved and final action has been taken. Destroy after 4 years.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-21	**DEPOSITS REGISTER:**	**04-021**

This series documents the receipt of deposits and the return of the same. These deposits are held by the city to ensure payment of utility bills. Information on the register includes: customer name, account, deposit, amount, and date. The deposit is refunded when a service is terminated and the final bill is paid.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-22	**ELECTRONIC MAIL:**	**04-021**

This nonrecord 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, the retention period should be covered by an existing record series. It is appropriate to print record e-mails and file them with like paper records.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-23	**FEDERAL GRANT AWARD FILES:**	**04-021**

This series is arranged alphabetically by grant name and contains information concerning the award of federal grants. Information includes: grant name, number, time period, amount, and legal reference. The information is used for reference when requesting federal cash, federal financial reports, and for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

ALL OTHER PROGRAMS: Retain current in office. Destroy superseded or obsolete, provided the finance office maintains the record copy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-24	**FINANCIAL STATEMENTS:**	
		04-021

Financial statements provide an overview of the agency's financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenue, expenditures, and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. The statements are maintained for reference and audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-25	**FIRST REPORT OF INJURY FILE:**	**04-021**
	This form series fulfills Worker's Compensation and Occupational Safety and Health Administration (OSHA) requirements for filing reports of occupational injuries and illnesses. Information in the report includes: background information on employer and employee, occupational injury or illness information, and medical care required. The information is duplicated in the South Dakota Department of Labor, Division of Labor and Management. Federal law mandates that this record be kept for five years. RETENTION: Retain 5 years in office, then destroy.	
MUN-26	**GENERAL LEDGER:**	**04-021**
	This computer printout or journal series is used to reconcile the general ledger accounts. Information in the ledger includes: vendor number, invoice number, document, date, project number, estimate, current month, encumbrance, year-to-date balance, petty cash, restricted cash, debt service, accounts receivable, estimated uncollected accounts, due from other funds, and period ending. The audit copy is maintained in the finance office. RETENTION: Retain 1 year in office, then destroy provided this information is also maintained in the finance office; otherwise maintain 50 years in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-27	**GRANT FILES:**	**04-021**

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

RETENTION: FINANCE OFFICER: Retain current in office. Transfer terminated to storage for 4 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

ALL OTHER PROGRAMS: Retain current in office. Destroy superseded or obsolete, as long as the finance office maintains the record copy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-28	**GRIEVANCE FILES:**	**04-021**
	This series is arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and findings (if applicable). The information is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.	
	RETENTION: PERSONNEL OFFICER: Retain current in office. Transfer to storage for 3 years. Destroy 3 years after closed provided no litigation is pending.	
MUN-29	**HISTORIC PRESERVATION:**	**04-021**
	This series documents historic preservation districts, grants, maps, brochures, photographs, slides, reference materials, registered sites, site inventories, markers, and studies.	
	RETENTION: Retain current in office. Destroy superseded or obsolete. Subject to city or state archival screening.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-30	**INVENTORY, FIXED ASSETS:**	**04-021**

This series may include: land inventory, equipment inventory, purchase date and price, type of depreciation, amount of depreciation, location number, fund number, department number, insurance code, current book values, and current replacement costs. The file is maintained for property management and accountability purposes. The finance office also maintains an inventory listing for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

ALL OTHER AGENCIES: Retain current in office. Destroy superseded or obsolete, provided the finance office maintains the audit copy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-31	**INVENTORY, SUPPLIES AND MATERIALS:**	**04-021**

This series contains inventories of supplies and materials used by various departments within the city. It is maintained as an accounting of supplies on hand and for information when ordering supplies. Information may include but is not limited to: date, beginning inventory, purchases, year-to-date use, amount used, and amount on hand. Inventories are kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-32	**INVOICES:**	**04-021**

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include but is not limited to: vendor number, company name, date the order was received, ship date, invoice date, invoice number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval, then to the City Commission/Council for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-33	**JOB ANNOUNCEMENT:**	**04-021**

This series is arranged chronologically by date of announcement and contains standard job announcements. Information includes: job title, salary range, list of job duties, listing of experience, listing of education, and comments. The information is used to inform agency personnel of job openings throughout the municipality.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-34	**LEAVE BALANCE REPORTS:**	**04-021**

This report contains employees' names, social security numbers, number of hours of leave earned, hours of leave used, and the balance of leave hours still available for use. The information is used for reference to determine if an employee can be granted leave permission for the number of hours he/she has requested.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-35	**LEAVE REQUESTS:**	**04-021**

This series is arranged alphabetically by name of employee and contains the standard forms used to request annual and sick leave. Information includes: name of employee, leave days requested, hours requested, purpose, type of leave, and employee's and supervisor's signatures. Leave requests are used for payroll and audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-36	**LICENSE APPLICATION FORMS:**	**04-021**

This series is used to issue licenses under the provisions of city ordinances for garbage pickup, house moving, sign handling, prefabricated home manufacturing, billboard erecting, and other enterprises governed under ordinance. The license application includes a fee and the information is recorded in the finance office. Information on the form includes: type of license, name of applicant, home address, trade name, telephone number, place where license is to be exercised, partnership or corporate information, facts for determination of license fee, receipt number, date, receipt of application, agent, address, signature of applicant, and approval signature. The licenses are issued annually.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-37	**LICENSES/PERMITS:**	
	This series contains copies of licenses or permits issued by the municipality. Some applicants may require the remittance of a fee by the licensee at the time of issuance. Due to the three classes of municipal corporations and their disparate ordinances, it is necessary to include this general category for all licenses and permits not specifically listed. RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.	**04-021**
MUN-38	**MATERIAL SAFETY DATA SHEETS (MSDS):**	
	This series contains the standard MSDS issued to alert of hazardous material in various products and how to handle it, including contact information for the manufacturer and what to do in case of exposure. RETENTION: Retain current in office. Destroy superseded or obsolete.	**04-021**
MUN-39	**MEMORANDUMS, GENERAL:**	
	These records are generally filed chronologically. Information includes: events, dates, and general directions intended to inform staff and assure their assistance and cooperation when necessary. RETENTION: ORIGINATOR: Retain current plus 1 year in office, then transfer to storage for 2 years. Destroy 3 years after superseded or obsolete. ALL OTHERS: Retain current in office, then destroy.	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-40	**MEMORANDUMS, POLICY (DEPARTMENT HEAD, PERSONNEL & PROGRAM):**	**04-021**

These records are filed chronologically and/or by applicable procedural title/number. Information includes: policy and/or procedural directives issued by various administrative office/personnel within the department. The information is used to determine the proper course of action to be taken in the management of the department's business.

RETENTION: ORIGINATOR: Retain current plus 3 years in office, transfer to storage for 7 years. Destroy 10 years after superseded or obsolete.

ALL OTHERS: Retain current plus 3 years in office. Destroy 3 years after superseded or obsolete.

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

MUN-41	**MINUTES, MISCELLANEOUS ADVISORY BOARDS:**	**04-021**

This series contains original meeting minutes from various advisory boards and councils affiliated with the city. Boards may include but are not limited to: golf course board, parks and recreation board, and tree board. A copy of the minutes is also maintained by the various boards.

RETENTION: Retain 4 years in office, then destroy.

(NOTE: Subject to screening by the state archivist prior to disposal. Records Destruction Board Authority numbers 85-022 and 90-008 specified the same retention for MUN-91.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-42	**ORGANIZATIONAL CHARTS:**	**04-021**

This series contains the organizational chart of the department. Information includes: title name, hierarchy of the title and name of person in each position. The information is used for reference concerning the current titles and people occupying those positions.

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

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

MUN-43	**PACKING SLIPS:**	**04-021**

This series documents what was received and is used in verification of the same. Information on the slips includes: vendor, order, date, recipient, and number of units shipped.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB 90-008 specified the same retention for MUN-184).

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-44	**PAYROLL AUTHORIZATIONS:**	**04-021**

This series is completed by the respective departments for submission to the finance department for disbursement. Information in the series includes: name, vacation, hours worked, sick leave, overtime, department, and rate of pay. The information is compiled from time cards/sheets and is summarized in the finance office.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-45.	**PERFORMANCE APPRAISALS:**	**04-021**

This series contains performance appraisal forms showing a statement of standards and responsibilities for each employee and the immediate supervisor's evaluation of the employee's performance. Performance appraisals are used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of employees for unsatisfactory job performance.

RETENTION: Retain 3 years in office, then destroy by shredding provided no grievance is pending

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-46.	**PERSONNEL FILES:**	**04-021**

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

RETENTION: PERSONNEL OFFICER: Retain active in office. Destroy by shredding 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance.

Retain unsuccessful applications for employment 3 years, and then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-47.	**PURCHASE ORDERS:**	**04-021**

This series may be generated after receiving a department requisition form. Each order may list: item and inventory numbers, quantity, unit, stock number, description, unit price, and amount paid. Purchase orders create encumbrances against department funds and are kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-48.	**REAL-ESTATE PLATS AND HISTORICAL PICTURES / BOOKS:**	**04-021**

This series contains original plats and historical photographs of the city and books or brochures covering areas of the city through its history. The plat file defines and documents city property ownership by section, township, range, and county.

RETENTION: Retain plats permanently in office. Retain photographs, books, and brochures current in office. Destroy superseded or obsolete. Subject to archival screening prior to disposal.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-49.	**RECEIPTS:**	
	This series contains forms issued to document the receipt of money. Receipts may be prenumbered and include: date money was received, amount received, funds and accounts credited, the amount to be credited, and signature of the person receiving money. The information 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, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.	**04-021**
MUN-50.	**RISK MANAGEMENT PLANS:**	
	This series contains the risk management plans formulated by various divisions to protect the public and environment. RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 5 years. Destroy 5 years after superseded or obsolete.	**04-021**
MUN-51.	**STANDARD OPERATING PROCEDURES:**	
	This series contains the operating procedures established for the various municipal entities. RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 2 years. Destroy 2 years after superseded or obsolete.	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-52.	**TELEPHONE LOGS:**	**04-021**
	This series (often a spiral-bound two-part NCR notebook) contains telephone message logs. This series often contains records of both incoming and outgoing telephone calls. Information includes: caller's name and company, date, time, and brief message. The information is maintained for reference purposes. RETENTION: Retain full book 2 months in office, then destroy.	
MUN-53.	**TIME CARDS/SHEETS:**	**04-021**
	This series is arranged chronologically and contains completed time sheets or cards submitted by program employees. Information includes: name, social security number, pay period ending date, days worked, days off, hours worked, hours off, total hours for the period, and signatures of employees and the supervisor. They initiate the payroll process and document hours worked by program employees. RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-54.	**TRAVEL REQUESTS:**	
	This series contains copies of both in-state and out-of-state travel requests. Data elements might include: origin, destination, departure date, return date, departure time, return time, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. The forms are used for travel coordination and for authorizing payment of travel expenses upon return. The Finance Office maintains the original travel requests with the original voucher for four years.	**04-021**
	RETENTION: FINANCE OFFICE: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, audit findings and claims involving the records have been resolved and final action has been taken. Destroy after 4 years.	
	Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-55.	**UTILITY DEPOSITS REGISTER:**	**04-021**
	This series documents the receipt of deposits and the return of the same. These deposits are held by the city to insure payment of utility bills. Information on the register includes: customer name, account, deposit amount, and date. The deposit is refunded when service is terminated and the final bill is paid. RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.	
MUN-56.	**VEHICLE MAINTENANCE RECORDS:**	**04-021**
	This series documents the maintenance of vehicles. Information in the file includes: vehicle number, work performed, parts used, cost of parts, cost of labor, odometer reading, and comments. RETENTION: Retain throughout service life of the vehicle. Destroy when vehicle is sold, transferred, or salvaged.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-57.	**VEHICLE TITLES:**	
	This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. It is used as documentation of vehicle ownership and includes: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.	**04-021**
	RETENTION**:** Retain current in office. Transfer when respective vehicle has been sold or declared surplus.	
MUN-58.	**VOUCHERS:**	
	This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of expenditure, amount, account code credited, date, to whom or to what account the funds are transferred, and authorized signatures. Vouchers are used 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.	**04-021**
	RETENTION: FINANCE OFFICER: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.	
	Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.	
	ALL OTHER PROGRAMS: Retain 1 year in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-59.	**VOUCHERS, PETTY CASH:**	**04-021**

This series contains copies of completed vouchers used for the issuance of cash from the petty cash fund. Each voucher includes: the reason for which the money was expended, the amount, date, payee, and authorized signatures. They are used for reference and audit purposes.

RETENTION: Retain 4 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-60.	**WORKERS COMPENSATION FILES:**	**04-021**

This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information includes: employer information, employee information, information relating to the on-the-job injury, and doctors reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor, Division of Labor and Management.

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

(Note: The State Division of Labor and Management maintains First Reports of Injury for 5 years and hearing files on microfilm for 15 years.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-61.	**ACTIVITY REPORTS:**	
	This file contains a copy of the monthly report sent to the finance office listing the number of take-offs and landings for commercial aircraft at the municipal airport. The finance office then bills the airline for airport usage. Information includes: month, originating passengers, pounds of mail, pounds of air freight, terminating passengers, number of arrivals and departures, and over flies. RETENTION: Retain 1 month in office, then destroy. (NOTE: RDB Authority No. 85-022 and 90-008 specified the same retention.)	**04-021**
MUN-62.	**AIRPORT REPORTS (7-68/3M):**	
	This series contains a copy of the standard report sent from the municipal airport manager to the South Dakota Department of Transportation, Aviation Services. It is used to determine tax liabilities for aviation fuel sold. The forms are arranged chronologically and include: name of airport, submitter, location, month, year, date of purchase, ticket or invoice, seller, address, gallons purchased, and airport manager's signature. The original report is maintained by the airport manager. RETENTION: Retain 3 years in office, then destroy. (NOTE: subject to screening by the State Archivist prior to disposal. RDB 90-008 specified the same retention) **A12/90**	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-63. OPERATIONS MANUAL, AIRPORT: **04-021**

This series contains a copy of the airport operations manual compiled by the municipal airport manager. Topics covered may include: personnel, fees, safety areas, firefighting plans, and daily procedures. The finance office maintains a copy for three years.

RETENTION: Retain current in office, then transfer superseded to storage for 3 years. Destroy 3 years after superseded or obsolete.

Maintain a current copy of this manual in off-site storage to provide dispersal protection of this vital record.

(NOTE: Subject to screening by the State Archivist prior to disposal. RDB 90-008 specified the same retention) **A12/90**

MUN-64. OWNERS REPORT, SD AERONAUTICS COMMISSION: **04-021**

This file contains a copy of the report sent to the South Dakota Aeronautics Commission which is used to identify fuel jobbers for computing gas taxes. Reports are generated monthly and include: name and location of airport, month, date, ticket or invoice number, name of purchaser, gallons purchased, total gallons, and signature of airport manager. The finance office also maintains a copy of the report for audit purposes.

RETENTION: Retain 1 year in office, then destroy, provided the finance office maintains the audit copy.

(NOTE: RDB Authority No. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-65. PASSENGER ENPLANEMENTS: **04-021**

This series is arranged chronologically and documents the number of passengers boarding an airplane and the amount of mail and freight off-loaded. Information is derived from the airline flight schedules and is used for billing airlines for the use of the airport.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-66. SELF-INSPECTION CHECKLIST, AIRPORT: **04-021**

This file contains standard Federal Aviation Administration forms used to document self-inspection of airports. They are done to insure that all equipment and materials are up to safety standards and include: date, pavement area, safety areas, marking and lighting of runways, taxiways, fire and rescue equipment, animal control, and vegetation. They are kept here to document the on-going inspection process of the airport.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-67.	**STATEMENT OF OPERATIONS:**	**04-021**

This computer printout or typewritten series documents to the airport board or the city commission the status of the airport. Information in the statement includes: operating revenue, operating expenses, non-operating revenues, net income, year-to-date figures, and past years' figures.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90** RDB 90-008 specified the same retention.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-68.	**TRAFFIC OPERATION FORM:**	**04-021**

This series documents the number of landings made by airplanes in one month. Information in the file includes: flight number, type of plane, number of passengers, amount of mail, pounds of freight, and number of express packages. They are used to bill airlines for airport usage.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90** RDB 90-008 specified the same retention.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-69. ABSTRACT OF TITLE: **04-021**

This series contains copies of legal titles to property owned by the municipality. The titles are used to provide a complete history of land ownership and chronicle passage of ownership. The original document is maintained by the County Register of Deeds. Information includes but is not limited to: quit claim deeds, powers of attorney, maps of the area, and legal descriptions of property.

RETENTION: Retain current in office. Destroy superseded or obsolete. **04-021**

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

MUN-70. ACCOUNT AND AFFIDAVIT (VOUCHER): **04-021**

This file is used to document drawing of funds from accounts for payment of insurance and credit union withholdings. Information contained in this file includes: date, name of drawing, account, amount of deductions, and the total amount withdrawn. The information is arranged chronologically by month and is summarized in the "Payroll Ledger."

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-71.	**ADMINISTRATIVE REFERENCE FILE:**	**04-021**

This alphabetic series is maintained for convenience of reference. Topics in the file may include but are not limited to Civil Defense, American Legion, Bureau of Indian Affairs, computer, National Guard, and complaints.

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

(NOTE: Cull files at least once each year to avoid amassing superseded and obsolete material. RDB Authority Number 84-022 specified the same retention.)

MUN-72. AIRPORT AGREEMENTS: **04-021**

This series contains both copies and originals of contracts and agreements between the municipality and commercial airlines and fixed base operators. The agreements outline terms, conditions, fees, and obligations of all parties involved. Information on the documents may include but is not limited to: parties to the agreement, terms, fees, charges, improvements, assignments, and renegotiation terms.

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

Cities that do not require audits must retain these records 6 years provided no litigation or claim is pending.

(NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority Nos. 85-022 and 90-008 specified a 7-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-73.	**AIRPORT OPERATIONS MANUAL:**	**04-021**

This series contains a copy of the Airport Operations Manual submitted by the Municipal Airport Manager. The manual is used here for reference. Topics may include: personnel policies, fee schedules, safety areas, fire fighting procedures, and daily procedures.

RETENTION: Retain current in office, transfer superseded to storage for 3 years. Destroy 3 years after superseded.

(NOTE: RDB Authority No. 85-022 specified a current-destroy-superseded retention.) **R12/90**

MUN-74. AIRPORT REPORTS (7-68/3M): **04-021**

This series contains a copy of the standard report sent from the municipal airport manager to the South Dakota Department of Transportation, Aviation Services. It is used to determine tax liabilities for aviation fuel sold. The forms are arranged chronologically and include: name of airport, submitter, location, month, year, date of purchase, ticket or invoice, seller, address, gallons purchased, and airport manager's signature. The original report is maintained by the airport manager.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-75.	**AMBULANCE REPORTS:**	**04-021**

This series contains the original operating agreement between the municipality and private ambulance services. They are used to document all the terms and conditions of ambulance agreements. The agreements are renewed annually.

RETENTION: Retain 1 year in office, then transfer to storage for 5 years. Destroy after 6 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 6 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 7-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-76.	**AMBULANCE SERVICE REPORTS:**	**04-021**

This series contains reports sent from the ambulance service to the finance office for forwarding to the commissioning body. The information is used to determine the number and type of ambulance runs made. The information includes: date, miles traveled, patient's name, charges made, charges recovered, correspondence, reports to commissioners, and total odometer mileage.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-77.	**ANNEXATION RESOLUTIONS:**	**04-021**

This series is used to record referendum petitions for elections to determine annexation questions. The information in the file is arranged numerically by resolution number and includes: resolution number, legal description of land to be annexed, and the original petitions with signatures. This file documents procedures used in the annexation process.

RETENTION: Retain permanently in office. Consider maintaining on microfilm to provide dispersal protection for these vital records.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-78.	**ANNUAL REPORTS:**	**04-021**

This series contains a copy of the annual report sent to the State Department of Legislative Audit. The annual reports are comprised of statements reflecting the financial position and operations of the municipality. The reports are arranged chronologically by year and include: year, town or city, date prepared, assets, government fund types, fiduciary fund types, proprietary fund types, and account groups.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: Subject to screening by the State Archivist prior to disposal. Legislative Audit maintains these records permanently on microfilm.)

(NOTE: RDB Authority No. 85-022 specified a 10-year retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-79.	**ANNUAL REPORT (LIGHT AND POWER):**	**04-021**

This series is generated annually and contains: a balance sheet; a statement of changes in retained earnings; an operating statement; an analysis of energy sales; a disposition of energy; a report of energy received, used, and distributed; and a breakdown of operational costs per kilowatt hour.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) 88R12/90)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-80.	**ANNUAL REPORT, MUNICIPAL LIQUOR STORE:**	**04-021**

This series contains the original report sent from the municipal liquor store manager to the finance officer, documenting activities of the liquor store for the year. Information is generated from various monthly reports and includes: total sales, cost of goods sold, inventory expenses, percent of sales, discounts, and comparison of previous years' figures.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-81. APPLICATIONS: **04-021**

This series contains forms used in making a request of the municipality (i.e., building permits, electrician licenses, and one-time electrician licenses). Some applications require the remittance of a fee at the time of filing. Due to the three classes of municipal corporations and their varied ordinances, it is necessary to include this general category for all applications not specifically listed.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-82. APPLICATIONS, ALCOHOLIC BEVERAGE SALES: **04-021**

This series contains applications submitted by vendors used to set a date for the hearing by the city commission concerning the application to sell alcoholic beverages. Information includes: name of applicant, legal description, hearing date, and date of action upon the application. Applications have no value after the hearing has been held.

RETENTION: Retain 1 year in office, then destroy, provided the respective hearing has been held and no subsequent action is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-83.	**APPLICATIONS, BEER LICENSE:**	**04-021**

This series contains applications filed by individuals applying for a license to sell beer. Information includes: name and address of applicant, transfer fees, whether an on- or off-sale license is sought, legal description of business address, and notarized signature of applicant. These licenses are renewed annually.

RETENTION: Retain 1 year in office, then destroy provided the respective hearing has been held and no subsequent action is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.

MUN-84.	**APPLICATIONS FOR CITY DEPOSITORY:**	**04-021**

This series contains applications submitted by various banks within the city seeking designation as a city depository. The applications are submitted pursuant to Chapter 52-7 of the South Dakota Codified Laws. Information includes: date, notarized signatures of bank officials, and a narrative requesting designation as a city depository. The financial institutions must reapply annually to be designated as a city depository.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-85.	**APPLICATIONS, SUNDAY LIQUOR SALES:**	**04-021**

This series contains applications submitted by businesses for permits to sell and serve liquor on Sunday. Establishments must sell food to qualify for a Sunday license. Information includes: license number, seating capacity, signature of applicant, signature of mayor, fee, and city seal. Once the permit has been issued or denied, the applications have no further value.

RETENTION: Retain 1 year in office, then destroy provided the respective hearing has been held and no subsequent action is pending.

(NOTE: RDB Authority No. 85-022 specified a 6-months retention.) **R12/90**

MUN-86.	**APPLICATIONS, TAXICAB DRIVER:**	**04-021**

This series provides background information on applicants seeking permits to drive a taxicab in the city. Information includes: name, date, driver license number and expiration date, arrest record, physical disabilities, commission action, and the license number of the taxicab. Permits must be renewed annually.

RETENTION: Retain 30 days after expiration, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-87.	**APPLICATIONS, TAXICAB OR BUS DESIGNATION:**	**04-021**

This file contains both the applications and resultant certification verifying that minimum safety standards set by the municipality for public transportation vehicles have been met. Information includes: applications for designation of vehicle as a taxicab or bus, name and address of applicant, date, date of birth, driver license number and expiration date, any physical disabilities of prospective drivers, description of vehicle, references, signatures, approval or disapproval, license number, issuance date, commissioner's signature, and safety checklist.

RETENTION: Retain successful applications current in office, then destroy 30 days after expired.

Retain denied applications 30 days in office, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

MUN-88. APPOINTMENT OF ELECTION OFFICIALS: **04-021**

This series contains names of the election officials and officials of the canvassing board. Appointments are made pursuant to SDCL 12-15-1.1 and shall remain in effect until modified or repealed by the local governing board.

RETENTION: Retain in office until modified or repealed, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-89.	**APPRAISALS, REAL ESTATE:**	**04-021**

This series is used to assess valuation of city-owned property or property the city is contemplating purchasing. Appraisals are only valid for one year. Information includes: legal description of the property, value of the property, date, and signature of appraiser.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-90. AUDIO/VIDEO TAPES OF COUNCIL MEETINGS: **04-021**

This series contains audio tapes and CDs and video tapes of various council meetings.

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RETENTION: Maintain 90 days in office after minutes have been finalized and adopted, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-91.	**ASSESSMENT AND TAXATION FILE:**	**04-021**

This file is used to inform taxpayers of special assessments to their property, the nature of the assessment, and the amount of the assessment. Information includes: assessment rolls, correspondence, information on special assessments, legal description of the property, and the amount of the assessment.

RETENTION: Retain 1 year in office, then transfer to storage for 14 years. Destroy after 15 years provided 1 year has passed since an independent post-audit report has been received.

Cities that do not require audits must retain these records 15 years. Destroy after 15 years.

(NOTE: Consider maintaining in office on microfilm instead of paper. RDB Authority No. 85-022 specified a 4-years-provided-audited retention for Assessments and Taxation File and a permanent retention of Assessment Rolls. These have now been combined.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-92. AUDIT LIST PRINTOUTS: **04-021**

This series is generated alphabetically by payee name and may be maintained in either paper or electronic form. It is used to cross-reference warrants written and payees. Information includes: disbursements, vendor, amount, account, description, invoice number, and reason for expenditure. This series is compiled from information and warrants.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-93. AUDIT REPORTS: **04-021**

This series contains State Department of Legislative Audit and federal audit reports concerning the expenditure and administration of city funds. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the audit report. Legislative Audit maintains audits permanently on microfilm.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 5-year retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-94.	**BALLOT RECEIPTS:**	
	This series contains copies of receipts issued by clerks, auditors, or finance officers when ballots are distributed to election judges. Information on the receipt includes: county, precinct, date, and signature of judge attesting to the number of ballots received. RETENTION: Retain in office 60 days after election or recount and then destroy. (NOTE: RDB Authority No. 85-022 specified the same retention for "Receipts, Distribution of Ballots.")	**04-021**
MUN-95.	**BALLOTS:**	
	This series contains the official ballots of municipal elections. Information on the ballot may include: candidates' names, municipal questions, issuance of bond questions, county, and name of municipality. This machine ballot records contested ballots and unused or spoiled ballots. RETENTION: Retain paper ballots, voting machine ballot records, and unused or spoiled ballots 60 days in office after election and/or recount, then destroy. Retain contested ballots 1 year in office, then destroy provided no litigation is pending. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-96.	**BANK CORRESPONDENCE:**	**04-021**

This series contains letters from banks concerning services provided and making reference to accounts the municipality has with the bank.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-97.	**BANK STATEMENTS:**	**04-021**

This series contains statements sent from the bank to the municipality. Information on the statement includes: account name, account number, date, deposits, withdrawals, checks issued, service charges, and account totals. Bank statements are used for account reconciliation and audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-98.	**BANKRUPTCY FILE:**	
	This series contains a listing of individuals or vendors who owed money to the city but subsequently declared bankruptcy. The file is maintained to determine credit risks and subsequent needed deposits. Information includes: the bankruptcy case number, social security number, name, and amount owed but uncollected. RETENTION: Retain 6 years in office, then destroy, provided 3 years have passed since write-off authority has been granted by the city commission/council. (NOTE: RDB Authority No. 85-022 specified a 6-years-provided-write-off-authority-had-been-granted retention.)**R12/90**	**04-021**
MUN-99.	**BID BOND:**	
	This series documents that any bond for a capital improvement has been accompanied by a certified check or bid bond in the amount specified in Chapter 5-18 of the South Dakota Codified Laws. Bid bonds are an effort to ensure sincere bids and to recover a portion of the cost in the event that is not the case. RETENTION: Retain in office until either a performance bond is received or the vendor fails to receive the award, then return to the vendor. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-100.	**BID LETTING TABULATIONS:**	**04-021**

This series may be filed along with the bids received by the municipality from various contractors for various projects. Information may include: comparison of bids, amounts of bids, and date. They are used to compare in determining the lowest bid.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for "Tabulations, Bid Lettings.") **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-101.	**BID PROPOSALS, SPECIFICATIONS AND LETTINGS:**	**04-021**

This series includes bid specifications, proposals, and letting information, invitations to bid (blank proposals sent to vendors), and a list of vendors for each product type. The file is maintained for reference and documentation purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-102.	**BILLING REGISTER:**	**04-021**

This series is used to determine amounts to be billed for services provided by the city. Information includes: name of entity being billed, what the bill is for, date, debit, credit, and balance. The register is used primarily for billing of airport-related projects.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-103.	**BILLS OF SALE:**	**04-021**

This series contains the original bill of sale which records the sale of municipal property. Information includes: names of parties, description of property to be sold, consideration amount, date, and signatures.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-104. BOILER INSPECTION REPORTS: **04-021**

This series contains copies of boiler inspection reports issued by the state. They are maintained to certify that boiler inspections have been completed for the period and include: boiler number, date inspected, expiration date, location, pressure reading, inspector's name, and insurance company. The State Department of Public Safety maintains boiler inspection information for two years after the boiler is removed from service.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-105.	**BOND DESTRUCTION CERTIFICATES:**	
	Immediate disposal. These records will no longer accumulate.	**04-021**
MUN-106.	**BOND REGISTER:**	
	Immediate disposal. These records will no longer accumulate.	
MUN-107.	**BONDS AND BOND COUPONS:**	
	Immediate disposal. These records will no longer accumulate.	**04-021**
MUN-108.	**BUDGET, ANNUAL AUTHORIZED:**	
	This series documents the authorization of the annual budget. It is mandated through an approval of the budget ordinance by the city commission/council. Once the budget has been approved, it then becomes part of the Code of Ordinances. RETENTION: Retain permanent in the Code of Ordinances. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-109. BUDGET EXPENDITURE RECORDS: **04-021**

This computer printout series is generated as a comparison between fund appropriations with actual fund expenditures. Categories include: fund, activity, object account, description, budgeted amount, and actual amount. The report may be used to detect discrepancies or trends between budgeted amounts and actual expenditures.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-110. BUDGET REQUESTS: **04-021**

This series contains budget requests and work sheets. The requests provide input data for annual budgets. They are used for comparison when preparing future budgets.

RETENTION: Retain until budgeted year has ended, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 2-year retention. RDB Authority No. 90-008 specified a 1-year retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-111.	**BUDGET REVENUE RECORDS:**	**04-021**

This series is maintained to document monthly collections and their resultant allocation among municipal budget accounts. Information in the file may include: date, current year, prior year, totals, miscellaneous, distributed funds, and budgeted and actual total general fund taxes. The file may be used when determining future fund allocations.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-112.	**CAMPAIGN EXPENSE STATEMENTS, BALLOT QUESTIONS:**	**04-021**

This series contains statements of campaign expenses as filed by persons involved with ballot questions. The statements are filed with the clerk, auditor, finance officer, or county auditor pursuant to SDCL 9-12-16 in connection with SDCL 12-25-21.

RETENTION: Retain 2 years in office, then destroy.

(NOTE: Individual candidates may be required, at the option of individual municipalities, to file expense statements. Where this is the case, the municipality should determine the retention for these records.)

(NOTE: RDB Authority No. 85-022 specified a 10-year retention.) **R12/90**

MUN-113. CASH DISBURSEMENTS JOURNAL: **04-021**

This series may contain computer printouts, handwritten journal books, or be maintained electronically. The journal constitutes a summary of all warrants issued by the municipality. Information is arranged numerically by warrant number and includes: amount, description, invoice, account, warrant number, warrant date, and vendor name.

RETENTION: Retain full book 1 year in office after an independent post-audit report has been received, then transfer to storage for 9 years. Destroy after 10 years.

Cities that do not require audits must retain the journal 10 years. Destroy after 10 years.

(NOTE: RDB Authority No. 85-022 specified a permanent retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-114.	**CASH RECEIPT TRANSMITTALS:**	**04-021**

Cash receipt transmittals document payments received and deposited with the municipality. Information on the forms may include: code name, receipt number, date, fund, subfund, revenue source, description, and amount. This copy is kept for reference and audit purposes.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-115.	**CASH RECEIPTS:**	**04-021**

This series is issued in triplicate (duplicate if city employs a finance officer) for all monies received with the original going to the taxpayer; the duplicate should be given to the auditor or clerk for recording purposes. Receipts should be prenumbered and include: the date the money was received, the amount received, the funds and accounts to be credited, the amount to be credited to each fund and account, and the signature of the person receiving the money on behalf of the municipality. All copies of voided receipts should be retained in the receipt book.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for “Receipts.”) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-116.	**CASH RECEIPTS JOURNAL:**	**04-021**

This series may contain either a computer printout or handwritten journal books. They are maintained as a record of fund receipts for municipal sale of goods or services.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a permanent retention.) **R12/90**

MUN-117. CEMETERY PLAT BOOK INDEX: **04-021**

This series, often on 3” X 5” cards, is maintained as an index to the cemetery plat books. They contain: name, page number, and plot location.

RETENTION: Retain permanently in office.

(NOTE: Consider microfilming to provide dispersal protection of this vital record series. Records Destruction Board Authority Number 85-022 specified a permanent retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-118.	**CEMETERY PLAT BOOKS:**	**04-021**

This series, often in oversized books, is maintained as a map of municipal cemeteries with a breakdown by lot. The books are arranged by addition or section and include: name of deceased, plat, and lot.

RETENTION: Retain permanently in office.

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper. Dispose of paper once film has been determined to meet archival standards. RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

MUN-119. CEMETERY PLOT SALES RECORD: **04-021**

This file is generated to allow for issuance of deeds for cemetery plots and to record these plots in the plat book and cemetery book. This file includes: legal description, check number, and person to whom deeded.

RETENTION: Retain permanently in office.

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper. Dispose of paper once film has been determined to meet archival standards. RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-120. CERTIFICATES OF DEPOSIT: **04-021**

This series contains original certificates of deposit used to document funds deposited in banking institutions. Information includes: number, depositor, date, amount, authorized signatures, interest rate, and length of deposit. They are kept after the certificate redemption for audit purposes.

RETENTION: Retain current in office. Destroy redeemed.

(NOTE: RDB Authority No. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-121. CHECK (WARRANT) REGISTER: **04-021**

This series is used to provide documentation for issuance of a check by the municipality for goods or services rendered. The file is arranged numerically by warrant number and includes: warrant number, date, claimant, reason for payment, date filed, signature of auditor, amount claimed, amount allowed, department, invoices, purchase order, and voucher. They are maintained for occasional reference and audit purposes and may be maintained in electronic format.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for “Warrant Register.”) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-122. CITY LICENSES: **04-021**

This paper and computer series documents city-issued licenses issued by the city clerk for such entities as: auctioneers, bowling alleys, circuses, carnivals, dance halls, gem and precious metals dealers, fortunetellers, massage establishments, massage therapists, pawnbrokers, peddlers, roller and ice skating rinks, shooting galleries, surface ambulances, theaters, and vehicles for hire.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-123. CITY SALES TAX RECEIPTS: **04-021**

This series is generated bimonthly by the State Department of Revenue and sent to the various municipalities for reference when determining future revenues. The information is summarized in the cash receipts journal and may exist in paper or electronic form.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-124.	**CITY SALES TAX RECORDS:**	**04-021**

This series is maintained to provide a record of payments received by the state for collection of municipal sales tax. The files are arranged numerically by receipt number and include: receipt number, amount, date, signature, agency, fund, and description of services or commodity. The file may be used to document monies owed by the state to the municipality for its share of city sales tax collected within the community.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-125.	**CLAIMS, PAID AND DISALLOWED (VOUCHERS):**	**04-021**

This expenditure approval listing documents claims submitted to the municipality for payment by vendors. Information in the file includes: vendor number, date, description, total, project number, expenses, and purchase order number. The city commission/council rules on whether to pay the submitted claims or disallow them.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-126. CONTRACTS AND AGREEMENTS: **10-017**

This series contains both originals (copies of record) and reference copies of contracts and agreements between the entity and other parties. Information includes: terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

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

Cities that do not require audits must retain these records 6 years after terminated, then destroy provided no litigation or claim is pending.

Retain reference copies current in office. Destroy terminated.

MUN-127. CORRESPONDENCE, GENERAL/FEDERAL: **04-021**

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

RETENTION: Retain 3 years in office, then destroy.

(NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority No. 85-022 specified a 2-year retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-128. COUNTY REMITTANCE SHEETS: **04-021**

This series, also called the monthly remittance sheet, documents funds received from the county for taxes to be disbursed to the municipality. The information is arranged chronologically by date of issuance and includes: receipt number, date, amount received, fund number, total tax and interest, and posting account numbers. The file is used for the proper allocation of funds within the various municipal accounts and is summarized in the accounts receivable ledger.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for "City Tax Apportionment Files." **R12/90**

MUN-129. CUSTOMER LEDGERS, UTILITIES: **04-021**

This series is maintained to provide a record of utility changeover during the last year. Information is generated from the meter ticket books and includes: name, book and account number, sewer charge, first meter, second meter, date, reading, used, amount, code, and payment.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-130.	**DAILY BALANCE RECORDS:**	**04-021**

This series is used to document accounts which are posted daily and to make adjustments to the general ledger. It is posted daily and may include: month, cash amount, name of depository, liquor deposits (if any), and receipts.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for "Treasurer's Balance Book, Daily.") **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-131. DELINQUENT BILLING FILE: **04-021**

This series contains a list of all persons who owe the city money for license fees set by city ordinance. They are used in the anticipation of future collections of bad debts. Information includes: name, amount owed, date owed from, last known address, bad check number (if any), and documentation of collection attempts made by the city. The file may also be used to ensure no credit is extended to persons who already have delinquent bills outstanding.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-132. DEPOSIT SLIPS: **04-021**

This series contains duplicate copies of deposit slips initialed by the teller. They are used for account reconciliation at month's end. Information on the deposit slips may include: date, account name, account number, checks deposited, currency deposited, coin deposited, less cash received, and net deposit.

RETENTION: Retain in office until reconciled with monthly bank statement, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-133. DISBURSEMENT LEDGERS: **04-021**

This series, which may be maintained electronically, is used to record disbursements for charges incurred by various departments within the municipality. They are used to bill the respective departments and include: vendor, date, warrant number and date, amount of claim, description, and invoice number. The file is arranged alphabetically by department and is prepared monthly.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-134. EASEMENTS, RIGHT OF WAY: **04-021**

This file contains the original easements issued by the city for sewer, airports, transmission lines, etc. The original easement is on file with the County Register of Deeds. Information in the document includes: grantor, legal descriptions of property, purpose of easement, amount of consideration, and authorized signatures and seals. They are maintained here as a central record to all easements owned by the municipality.

RETENTION: Retain current in office. Transfer terminated to storage for 10 years. Destroy 10 years after terminated.

(NOTE: Consider maintaining in office on microfilm instead of paper.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-135.	**EASEMENTS, TEMPORARY:**	
	This file documents the donation of land on urban systems projects temporarily for such things as fill slopes, cut slopes, channel changes, and detours. Information may include: project and parcel numbers, date, agreement terms, agent's record of call, and legal description. The file has no further value after the easement has been cancelled. RETENTION: Retain current in office. Destroy when respective easement has been cancelled. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**
MUN-136.	**ELECTION ABSTRACTS (CANVASS RECORDS):**	
	This series is arranged chronologically by date of election and contains the official abstracts of elections completed by the city election board as a result of its canvass. Information includes: date of election, type of election, members, persons present, names of candidates, vote totals for each, and authorized signatures and seals. This information is used to document the official determination of election results by the board. RETENTION: Retain permanently in office. (NOTE: Consider maintaining on microfilm and disposing of paper once microfilm has been determined to meet archival standards. RDB Authority No. 85-022 specified a 1-year retention.) **R12/90**	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-137. ELECTION CERTIFICATES: **04-021**

This series contains copies of certificates issued declaring the outcome of elections. Information on the form includes: date of election, office, name of prevailing candidate, term of office, and signature of clerk, auditor, or finance officer.

RETENTION: Retain 1 year in office, then destroy, provided no litigation is pending.

(NOTE: RDB Authority No. 85-022 specified a 1-year retention with no provisos.) **R12/90**

MUN-138. ELECTION NOTICES: **04-021**

This series serves to notify the public of an election. Information on the notices includes: date, location, hours polls will be open, list of offices to be filled or ballot issues being considered, list of precincts and polling places, and signature of clerk, auditor, or finance officer.

RETENTION: Retain 60 days in office after election, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-139. ELECTION RETURNS: **04-021**

This series is forwarded to the finance officer by election officials and is maintained by the finance officer for reference. Information includes: vote totals, candidates' names, ward, and precinct. They are used to canvass the election.

RETENTION: Retain 25 years in office, then transfer to State Archives for final disposition.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-140.	**ELECTIONS:**	
	This series contains all documentation pertaining to municipal elections, including calendars, maps, worker and candidate instruction booklets, absentee precinct forms and documents, ballot distribution receipts, ballots, election returns, election notices, loyalty oaths, oaths of office, nominating petitions, abstracts, canvass records, and poll books.	**04-021**
	RETENTION: Retain oaths of office and loyalty oaths current in office. Destroy obsolete or superseded.	
	Retain contested ballots, nominating petitions, and recount petitions 1 year in office after recount, if any, then destroy provided all remedies provided by SDCL Chapters 12-21 and 12-22 have been exhausted.	
	Retain ballot distribution receipts, poll books, paper ballots, voting machine ballot records, and unused or spoiled ballots 60 days in office after election and/or recount, then destroy.	
	Retain election returns 25 years in office, then transfer to state archives for final disposition.	
	Retain calendars, maps, worker and candidate instruction booklets and absentee precinct forms and documents 60 days in office, then destroy, provided no litigation is pending.	
	Retain **election abstracts** (**canvass** records) permanent in office. Consider microfilming to provide dispersal protection of these vital records.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-141.	**EMPLOYEE CONTRIBUTION REPORT, QUARTERLY:**	**04-021**

This form series (DOL-UID-21) contains a copy of the standard report submitted quarterly to the State Department of Labor, Unemployment Insurance Division. It is used to document employer contributions for unemployment insurance liability. They are arranged chronologically by reporting date and include: account number, name and address, rate, date quarter ended, employees, computation of payments due, signatures, titles, and date. Information on the report is generated from the payroll register.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-142.	**ENGINEERING PLANS/BLUEPRINTS:**	**04-021**

This series contains copies of oversize plans, plats, and blueprints to various building projects within the municipality. They are used during construction for verification of material and workmanship specifications. After the structure or roadway has been built, the plans are used occasionally for reference purposes. The public works office also maintains a copy of most of the plans.

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

(NOTE: Subject to screening by the State Archivist prior to disposal. Consider microfilming when volume warrants and destroying paper once microfilm has been determined to meet archival standards. Records Destruction Board Authority Number 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-143.	**FINANCIAL AID APPLICATIONS/AWARDS:**	**04-021**

This series contains the completed application forms for federal grant awards and possibly the resultant award notification. The file may also contain: narrative of what is to be done, fiscal documentation, in-kind verification forms, and related correspondence. These files are kept for legal, reference, and audit purposes.

RETENTION: Retain awarded and executed grants in office 1 year after completion, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received, provided the grant itself has no further restrictive covenants and provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken .

Cities that do not require audits must retain awarded and executed grant records 4 years. Destroy after 4 years, provided the grant itself has no further restrictive covenants and provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Retain unsuccessful grants 1 year in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-144.	**FINANCIAL STATEMENTS, OTHER:**	**04-021**

These statements summarize all fiscal transactions in a given fiscal year or other period. They include a chart of accounts, statement of revenue and expenditures, and cash fund balances.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-145.	**FIXED ASSET LEDGER:**	**04-021**

This series could be either a computer printout or standard journal pages. The ledger is used for reference as a listing of all fixed assets owned or leased by the city. Information may include: description of asset, cost basis, class code, date of acquisition, voucher number, vendor name, fund and account, method of acquisition, location, custody, position, date, and identification number. They are used for property management and accountability purposes. The information is duplicated in the fixed assets inventory.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 specified a 3-years-provided-audited retention. RDB Authority No. 90-008 specified a 4-years-provided audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-146.	**FLEET INFORMATION:**	
	This series contains records of the equipment currently in the fleet, as well as literature and specifications for future equipment purchases. RETENTION: Retain information on fleet current in office. Transfer to "Surplus Property Records" when declared surplus and sold. Retain literature current in office. Destroy superseded or obsolete.	**04-021**
MUN-147.	**FRANCHISE AGREEMENTS (LICENSE AGREEMENTS):**	
	This series contains written agreements entered into periodically by the city and various private corporations to allow installation of various improvements on right-of-way property. Information may be used as documentation of the city's claim of easements to property/franchise agreements are also maintained permanently in the ordinance file. RETENTION: Retain current in office, then destroy. (NOTE: RDB Authority No. 85-022 specified a 3-year retention.) **R12/90**	**04-021**
MUN-148.	**FUEL CARD REQUISITION, EMPLOYEE:**	
	This requisition may be in writing, electronic, or telephonic. Data in this series includes employee name, department, reason for requisition, who requested, and supervisor. The technical clerk maintains the originals. RETENTION: Retain in office for 1 year, then destroy.	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-149.	**FUEL CARD REQUISITIONS, EQUIPMENT :**	**04-021**

This requisition may be in writing, electronic, or telephonic. Data in this series includes employee name, department, reason for requisition, who requested, and supervisor. The technical clerk maintains the originals.

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

MUN-150. FUEL READINGS: **04-021**

This series contains fuel readings from various fueling stations citywide. Log entries include location, date and time, tank measured, product level, gross, net, temperature, ullage, water level, WAT volume, TC volume, height, etc. The series is maintained here for convenience of reference in determining reorder times and quantities.

RETENTION: Retain in office for life of fixed asset, then transfer to storage for 4 years. Destroy 4 years after fixed assets are sold or declared surplus, provided 1 year has passed since an independent post-audit report has been received.

Cities that do not require audits must retain these records 4 years beyond the life of the fixed asset. Destroy 4 years after fixed asset is sold or declared surplus.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-151.	**GENERAL JOURNAL:**	**04-021**

This series can either be a computer printout or standard journal pages. The general journal is used to record all transactions as they occur within the accounting system. Information includes: transfers, adjusting entries, closing entries, investments, transactions, account descriptions, debits, credits, explanations, audit numbers, and dates. All information is posted from the general journal to the general ledger.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-152.	**GENERAL LEDGER:**	
	This file may contain either computer printouts or standard ledger sheets/books. Information in the file may include but is not limited to: expenditure amounts, receipt amounts, transfer amounts, refund amounts, project totals, warrant numbers, dates of warrants, voucher numbers, payer or payee, and subfund. The general ledger is used for fund accountability, reconciliation with other accounting reports, and audit purposes.	**04-021**
	RETENTION: Retain full book 1 year in office after an independent post-audit report has been received, then transfer to storage for 50 years. Destroy after 50 years provided that 1 year has passed since an independent post-audit report has been received.	
	Cities that do not require audits must retain the general ledger 50 years. Destroy 50 years after last entry.	
	(NOTE: RDB Authority No. 85-022 specified a permanent retention. Consider maintaining on microfilm instead of paper.) **R12/90**	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-153.	**GENERAL TRIAL BALANCE:**	**04-021**

This series is used to document the balancing of funds within the municipal treasury. It is compiled monthly and includes: fund, assets, liabilities, equity, current balance, receipts, disbursements, and payroll journal entries.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for "Treasurer's General Trial Balance.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-154.	**GRANTS FILE (FEDERAL):**	**04-021**

This file contains information concerning funded federal grants including: grant applications, working papers, grant documentation, and monitoring or accounting records. The file is used for administering current grants, as a reference when requesting new grant funding, and for audit purposes.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-155.	**INSURANCE FILE:**	**04-021**

This series contains information used for both reference and documentation concerning various insurance policies of the city and the self-insured liability risk pool. Topics in the file may include but are not limited to: type of insurance, company, policies and numbers, declarations, policy conditions, forms and endorsements, and related material. Information may be used as documentation to insurance coverage and for reference to policy terms and conditions.

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 6 years. Destroy 6 years after superseded provided no litigation or claims are pending. Retain "Declaration Page" of any "occurrence liability policies" in office 21 years after expiration. Destroy 21 years after expiration.

(NOTE: RDB Authority No. 85-022 specified a 5-years-after-superseded-or-obsolete retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-156.	**INSURANCE INVOICE FILE:**	**04-021**

This series contains insurance company invoices used for billing the city for insurance coverage. The file is typically arranged chronologically by receipt date and includes: insured's name, bill amount, premium, policy numbers, due date, account number, and type of coverage. After the respective bill has been paid, the file is kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-157.	**INVENTORY, FIXED ASSETS:**	**04-021**

This series may include: a copy of inventory printouts or listings, file maintenance forms which reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The file 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, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-158.	**INVENTORY, SUPPLIES:**	**04-021**

This series contains inventories of supplies used by various departments within the city. It is maintained as an accounting of supplies on hand and for information when ordering supplies. Information may include but is not limited to: date, beginning inventory, purchases, year-to-date use, amount used, and amount on hand. They are kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-159. INVOICES: **04-021**

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include but is not limited to: vendor number, company name, date order received, ship date, invoice date, invoice number, purchase order number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval then to the city commission/council for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-160. LEASE AGREEMENTS: **04-021**

This series document the lease agreements made between the municipality and a second party. Information on the agreements includes: names of parties, terms of agreement, date, date of contract termination, and signatures of parties.

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

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-161.	**LEAVE LIABILITY REPORT (SICK/ANNUAL):**	**04-021**

This report is compiled to determine the municipality's liability concerning sick/annual leave hours. The information is compiled from time cards/sheets and includes name, rate of pay, hours accumulated, and the dollar value of the accumulation. The file is arranged by department and is used for reference and audit purposes.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-162. LEAVE REQUESTS: **04-021**

This series contains the standard forms used when employees request annual or sick leave. Information on the standard form may include: department, date, number of hours of leave requested, leave commencing and ending dates, signature of employee, title, office, approval signatures, and signature of personnel director. Leave requests are used for payroll and audit purposes.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-163. LEGAL OPINIONS: **04-021**

This series contains copies of opinions handed down by city attorneys concerning legal questions pertinent to the municipality. They are used for occasional reference and as support for administrative decisions.

RETENTION: Retain 10 years in office, then destroy.

(NOTE: Subject to screening by the State Archivist prior to disposal. Records Destruction Board Authority Number 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-164.	**LICENSES, ALCOHOLIC BEVERAGE AND VIDEO LOTTERY:**	**04-021**
	This computer, paper, and microfilm series contains information on alcoholic beverage licenses, including liquor, wine, malt beverage, Sunday sales, and video lottery. RETENTION: Retain in office for 3 years, then destroy.	
MUN-165.	**LICENSES/PERMITS:**	**04-021**
	This series contains copies of licenses or permits issued by the municipality. Some applications may require the remittance of a fee by the licensee at the time of issuance. Due to the three classes of municipal corporations and their disparate ordinances, it is necessary to include this general category for all licenses and permits not specifically listed. RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-166.	**LIQUOR MONTHLY PROFIT AND LOSS STATEMENT:**	**04-021**

This oversize journal sheet is filed with the finance office to provide an accounting of profit or loss at the liquor store. It is filed chronologically and contains: year, month, year-to-date, comparison of previous year, sales, cost of goods sold, and total expenses. This information is summarized in the city commission minutes.

RETENTION: Retain 1 year in office, then destroy provided the audit copy is maintained by the finance office; otherwise, retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-167. LIQUOR OPERATING AGREEMENTS: **04-021**

This series contains the agreement between a city and a private individual who has contracted to operate the liquor store for a specified amount of time. Information includes the terms and conditions of the contract, the dates of the contract, and authorizing signatures. The city finance office must also maintain an executed copy of this agreement for seven years after the contract has expired.

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

Cities that do not require audits must retain these records 6 years after expiration. Destroy 6 years after expiration provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. **A12/90**

NOTE: RDB 90-008 provided a 7-years-provided-audited retention.

MUN-168. LOST VEHICLE FUEL CARD LOG: **04-021**

This paper series documents the date, vehicle number, former card number, replacement card number, and reason for replacement (lost, broken, etc.).

RETENTION: Retain one year in office after fuel card is deactivated, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-169.	**LOTTERY AUDIT TICKETS:**	**04-021**

This series contains copies of the standard audit ticket forms filled in and submitted to the South Dakota State Lottery by the city liquor store to report sales activity. One copy is filed with the State Lottery, one copy is filed with the city finance office, and one copy is maintained by the liquor store.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-170.	**LOYALTY OATHS (OATHS OF OFFICE):**	**04-021**
	This series contains the original signed oath of various elected and appointed officials within the municipal government. Information includes: state, county, name of person being sworn, text of oath, signature, date, signature of judge or notary, and seal. The oaths have little value after the respective officials have left office. RETENTION: Retain current in office. Destroy when respective official has left office. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	
MUN-171.	**MAPS FILE:**	**04-021**
	This series contains a variety of maps used by finance office personnel for reference purposes. Topics of the map may include both local and area-wide points of interest. RETENTION: Retain current in office. Destroy superseded or obsolete. (NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-172.	**MEETING NOTICES (REGULAR/SPECIAL):**	**04-021**

This series is maintained to comply with state law which requires a notice and agenda to be posted 24 hours prior to a city council/commission meeting. It is used to inform city commissioners/council members of the date and time of the next regular or special meeting. Notices are arranged chronologically and include: date, notice of meeting, purpose of meeting, and Mayor's signature.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-173.	**METER BOOK REFERENCE FILE:**	**04-021**

This series is used for quick cross-reference to addresses in the city with entries in the meter reading books. Information includes: address and meter book number. The series may be maintained electronically.

RETENTION: Retain current in office. Destroy superseded or obsolete

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-174.	**METER DEPOSIT RECORDS:**	**04-021**

This series is used to document receipt of utility deposits. Information includes: account number, name of depositor, date deposited, amount of deposit, and whether the account is active or inactive. This series may be maintained electronically.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-175. METER READING RECORDS: **04-021**

This series contains readings taken to record the use of utilities and to bill customers for that use. Information includes: date, minimum charge, readings, amount consumed, address, name of occupant, and code number. This series, which may be maintained electronically, is used as a source document in billing customers for services. The information is also summarized in the "Billing Register."

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-176. MINUTES, CITY COMMISSION/COUNCIL: **04-021**

This series contains original minutes from the commission/council meetings. They are used as documents to commission/council proceedings and may include: roll call, approval of claims for payment, travel requests, gross payroll, policy statements, etc. The file constitutes a history of municipal government actions and policies promulgated.

RETENTION: Retain permanently in office.

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper. RDB Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-177.	**MINUTES, MISCELLANEOUS ADVISORY BOARDS:**	**04-021**

This series contains original meeting minutes from various advisory boards and councils affiliated with the city other than the City Council or Planning Commission. Boards may include but are not limited to: golf course board, parks and recreation board, and tree board. A copy of the minutes is also maintained by the various boards.

RETENTION: Retain 4 years in office, then destroy.

(NOTE: Subject to screening by the state archivist prior to disposal. RDB Number 85-022 specified the same retention.)

MUN-178.	**MOTOR VEHICLE TITLES:**	**04-021**

This series contains a copy of the motor vehicle title for each vehicle owned by the city. Titles are used as documentation to vehicle ownership and include: title number, date, make, model, weight, serial number, body type and description, county, and indication of tax exempt status. Both the state Division of Motor Vehicles and the county register of deeds maintain copies of the title.

RETENTION: Retain in office through the duration of the vehicle's service to the municipality. Transfer when respective vehicle has been sold or declared surplus.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-179.	**NON-CASH VOUCHER REGISTER:**	**04-021**

This series documents non-cash vouchers between departments within the municipality. Information in the register includes: date of non-cash voucher, non-cash voucher number, the fund and account to which the expense is charged, the expense amount, the fund and account to which the revenue is credited, and the revenue amount totaled monthly and posted to the general ledger.

RETENTION: Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 10 years. Destroy after 10 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority No. 85-022 specified a permanent retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-180.	**NONSUFFICIENT FUNDS (NSF) OR NO ACCOUNT CHECKS LISTS:**	**04-021**

This series contains a list used for reference to all customers who have submitted checks which did not clear the financial institutions on which they were drawn. The lists are used for reference to determine which customers will be required to pay cash for their bills with the city. Information is arranged chronologically by receipt date and includes: date, check number, payer, and amount.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for "Outstanding Check Lists.") **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-181. OCCUPATIONAL ILLNESS AND INJURY REPORTS: **04-021**

This record series is used to document occupational illnesses and is needed to receive payment for injury or illness in compliance with worker's compensation laws and Occupational Safety and Health Administration (OSHA) rules. Information in the file includes: case and file number, employer name, name of employee, address, background information on employee, description of occupational injury or illness, nature of accident, and details of medical care if any was received. This combined form fulfills South Dakota's Worker's Compensation and federal OSHA 101 record-keeping requirements.

RETENTION: Retain open in office. Transfer closed to storage for 7 years. Destroy 7 years after last activity or action.

(NOTE: File appropriate copies with the Department of Labor, Division of Labor and Management in Pierre. RDB 85-022 specified the same retention.)

MUN-182. ORDINANCES FILES: **04-021**

This file contains the original ordinances adopted by the city commission/council. They are arranged numerically by ordinance number and include: dates of first and second readings and adoption, proof of publication, signature of mayor and finance officer, and narrative content of the ordinance. All ordinances are listed in the Code of Ordinances which is maintained as a quick reference to current ordinances.

RETENTION: Maintain permanent in office.

(NOTE: RDB Authority No. 85-022 specified a 2-year retention. Consider microfilming to provide dispersal protection of these vital records.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-183. PACKING LISTS/SLIPS: **04-021**

This series provides an itemization of all goods shipped by the vendor. It is used by the purchaser to verify receipt of all items listed. Information on the packing list includes: vendor name, invoice number, customer number, shipping address, shipping instructions, transportation terms, date the order was received, quantity received, back-ordered quantity, stock location, catalog number, and description. Packing slips are used to reconcile the amount of goods received with the amount of goods shipped.

RETENTION: Retain current in office, destroy reconciled.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

MUN-184. PAYMENT EDIT REPORT: **04-021**

This series is generated to provide a listing of all payments of utility billings in the municipality. The information is arranged numerically by account number and includes: account number, customer name, date, payments, balance, book number, zone, and totals of billings. The reports are kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-185.	**PAYROLL DEDUCTION AUTHORIZATIONS:**	**04-021**

This series contains payroll deduction forms used by employees to authorize payroll deductions such as: annuities, bonds, insurance, credit union, and employee organizations. Information includes: name of employee, home address, agency, social security number, designation of financial institution, address, employer identification, employee account number, amount of allotment, action request, signatures, and date. The forms constitute the authorization to the municipality for any payroll deductions taken.

RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 3 years. Destroy 3 years after employee termination provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 3 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 2-years-after-termination retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-186.	**PAYROLL LEDGERS:**	**04-021**

This series is generated to record issuance of checks for employee payroll. The file is arranged alphabetically by department and may include: employee's name, address, employee number, department, salary, and social security number; check number, date of pay; and amount of deductions for state excise tax, federal tax, retirement, health insurance, etc. The information is obtained from the time cards.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-187.	**PAYROLL REGISTER:**	**04-021**

This series is generated to record payroll and deductions made by the municipality. The file is arranged by department and contains: employee's name and social security number; fund, account, total, date, and check number; and deductions made for withholding, retirement, insurance, etc. Information is coded from time cards/sheets and summarized in the cash disbursements journal.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-188.	**PAYROLL STATEMENT, CONTRACTOR'S (DAVIS-BACON):**	**04-021**

This file contains a statement of the contractor's payroll required by the Davis-Bacon Act. It is used to document prevailing wage rates in the area and the number of hours worked. Information includes: state, county, payroll date, gross amount, name, title, date, contractor's name, employee's name and address, contract classification, hours worked, deductions, and net pay. The file documents compliance with federal wage rate guidelines.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-189. PERFORMANCE APPRAISALS: **04-021**

This series contains performance appraisal forms showing a statement of standards and responsibilities for each employee and the immediate supervisor's evaluation of the employee's performance. Performance appraisals are used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of employees for unsatisfactory job performance.

RETENTION: Retain 3 years in office, then destroy by shredding provided no grievance is pending.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-190. PERFORMANCE BOND LOGS: **04-021**

This series contains a record of all craftsmen who are bonded within the municipality. The log is used for reference purposes only. Information includes: correspondence, notice of bonding, amount of bond, expiration date of bond, date issued, bonding agent, and authorized signatures.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-191.	**PERFORMANCE GUARANTEES/SURETY BONDS:**	**04-021**

This series documents the possession of performance guarantees/surety bonds by any contractor performing work in the municipality. This series has varied expiration dates and must be reissued upon expiration.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-192.	**PERSONNEL FILES:**	**04-021**

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

RETENTION: Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance and provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 2-years-after-termination retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-193.	**PETITIONS:**	
	This series contains original petitions signed by city residents urging action by the government. They are maintained here for public record. Information on the petition may include but is not limited to: resolution number, date, signature, description of property or action to be taken, and notary public seal and signature. The petitions have little value after the resultant action has taken place. RETENTION: Retain 1 year in office, then destroy. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**
MUN-194.	**PETITIONS, NOMINATING:**	
	This series documents the nomination of an individual who has declared as a candidate for the office named in the petition. Information on the petitions includes: jurisdiction applicable for the office sought; nominee; county; declaration of candidate; instructions to signers; verification by person circulating nominating petition; date; seal; and signatures of officer administering oath, person circulating nominating petition, and candidate. RETENTION: Retain 1 year in office, then destroy. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-195.	**PETITIONS, RECOUNT:**	**04-021**
	This series documents the petitions filed by candidates or voters requesting a recount. Information on the petitions includes: candidate or question, date of election, verification by person circulating petition, and signature of officer administering oath. RETENTION: Retain 1 year in office after recount provided all remedies provided in SDCL 12-21 and 12-22 have been exhausted, then destroy. (NOTE: RDB Authority No. 85-022 specified the same retention.)	
MUN-196.	**POLL BOOKS:**	**04-021**
	This series contains the tally sheets used to tabulate votes cast. Information includes: election, ward, precinct, city, date of election, total of all votes, number of persons voting, and name of voter. RETENTION: Retain 60 days in office after election or recount and then destroy. (NOTE: RDB Authority No. 85-022 specified the same retention.)	
MUN-197.	**PUBLICATION NOTICES:**	**04-021**
	This series includes all notice publications for the municipality which have been published by the city clerk's office, alerting the public to ordinances, resolutions, rezoning, special assessments, street vacations, notice to bidders, etc. RETENTION: Retain in office for 1 year, then transfer to storage for three years. Destroy after 4 years.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-198.	**PROJECTS FILE:**	**04-021**

This series contains a file on the various special or standard projects undertaken by the city. They are used for both reference and documentation purposes and may include: planning results, estimated costs, percent of contributions, specifications, total costs, schedules, and final results.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: Subject to screening by then State Archivist prior to disposal. RDB Authority No. 85-022 and 90-008 specified a 4-years-provided-audited retention.) *R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-199. PROPERTY APPRAISALS, SURPLUS: **04-021**

This series is used to document surplus city property and record the appraisal and sale of such property. This file contains a description of the property, monetary appraisal value, date of appraisal, and any correspondence pertaining to the property.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-200. PUBLICATION NOTICES: **04-021**

This series contains the documentation of compliance with various laws requiring publication of city government activities. Notices of publication may include such topics as: assessments, bids, repossession, tax changes or liability, and government restructuring. The file is used as documentation to show that all notices were filed and published in accordance with standard rules and laws.

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

(NOTE: RDB Authority No. 85-022 specified a 5-year retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-201.	**PURCHASE ORDERS:**	**04-021**

This series may be generated after receiving a department requisition form. Each order lists: item and inventory numbers, quantity, unit, stock number, description, unit price, and amount paid. Purchase orders create encumbrances against department funds and are kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-202. QUIT CLAIM DEEDS: **04-021**

This series is used to record conveyance and quit claims to property deeded to the city. They represent the previous owner's severance of claims to the property. Information contained in this file includes: grantor, date filed, time, book where recorded, page number, signature and seal of Register of Deeds, legal description, and copies of the deed and plat.

RETENTION: Retain as long as the municipality owns the property, then destroy.

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper. RDB Authority No. 85-022 specified a permanent retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-203.	**RECEIPT DISTRIBUTION REGISTER:**	**04-021**

This computer printout series is generated to provide a daily reading of money received. It is used to post to the various journals. Information contained in this register includes: account number, customer name, type of account, undistributed cash, beginning balance, payments made, and ending balance.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention for "Payment Distribution Register.) **R12/90**

MUN-204.	**RECEIPTS:**	**04-021**

See Cash Receipts, MUN-115

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-205.	**RECEIPTS, COURT:**	**04-021**

This series is maintained to document the municipality's allocation of fines, penalties, and forfeitures of the circuit or magistrate courts based on violations of city ordinance. Information is arranged chronologically and includes: treasurer's control number, agency, receipt number, entry date, check number, and date received.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-206.	**REQUISITIONS:**	
	A requisition is a formal request to order supplies or equipment. A copy is submitted to the finance office and a purchase order is prepared and submitted to a vendor. Requisitions list: requesting agency, fund coding, authorized signatures, description of item or service, cost, vendor name, quantity, and date of requisition. The information is used for reconciliation and audit purposes.	**04-021**
	RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.	
	Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.	
	(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-207. REVENUE BUDGET RECORD: **04-021**

This series is generated to compare cash received with estimated revenue in the budget. It is complied from the cash receipts journal and includes: date, revenues by source, fund, amount, description, and receipt dates.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-208. RESOLUTIONS FILE: **04-021**

This file contains the original copy of all resolutions approved by the city. They are arranged by resolution number and include: resolution number, narrative of resolution, property description, owner, dates of assessment, installment due date, adoption date, publish date, transfer of monies, funds transferred from, city seal, mayor's signature, and finance officer's signature. The information is summarized in the city commission/council minutes.

RETENTION: Retain permanently in office.

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper. RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-209.	**RETIREMENT AND PENSION FUNDS:**	**04-021**

This series contains information concerning pension and retirement benefits. Information in the file may include but is not limited to: employee name, years of service, employer contributions, employee contributions, and benefits to be received.

RETENTION: Retain 90 years in office unless copied in the Department of Labor, Division of Retirement and Insurance.

(NOTE: Consider microfilming when volume warrants and maintain on film instead of paper. RDB Authority No. 85-022 specified the same retention.)

MUN-210.	**RETIREMENT CONTRIBUTION REPORTS, MONTHLY:**	**04-021**

This series may be either a computer printout or standard form. The reports are used to document employee and employer contributions to the retirement system. Information is used to document proper contributions and may include: employer name, employee name, billing date, current report totals, employer matching totals, outstanding balance, delinquency payments, total, and authorized signatures. Each report supersedes the previous one.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-211.	**SALES TAX REPORTS (STATE):**	**04-021**

This series contains a copy of the report filed bimonthly with the state Department of Revenue, Sales Tax Division. It is used to document payments made for state sales taxes collected by the city. The reports are arranged chronologically by date and include: city code, net taxable revenues, rate, reporting period, license number, gross sales, totals, state taxes, city taxes, penalties and interest, and amount remitted. The Department of Revenue also maintains the original report.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-212.	**SCHEDULES:**	**04-021**

This series may include: agendas, calendars, work assignments, dates of future bid lettings, and instruments used in time planning.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-213. SIDEWALK MAINTENANCE NOTICES: **04-021**

This series contains documentation of formal notices to landowners within the city of the need to repair or replace sidewalks. Information in the file includes: property description, owner's name, address, work performed, amount, and whether the billing was determined by assessment or outright charge. The file documents that formal and correct procedures were used when notifying the landowner of needed sidewalk repairs prior to replacement.

RETENTION: Retain 2 years in office, then destroy provided the required work has been completed.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-214. SOCIAL SECURITY REPORTS (SS-MC-84): **04-021**

This file contains copies of standard report forms sent to the Social Security Administration. The reports are used to document withholdings and payments made and include: city, reporting period, total covered wages, and employee/employer contributions. The information is compiled from the payroll register.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-215. SURPLUS PROPERTY DISPOSITION REPORTS: **04-021**

This series contains records of all fleet management assets which have been declared surplus and been sold. Information may include: descriptions of assets, quantity, asset number of disposed property, sale information, and disposal dates.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-216. TIME AND WORK RECORDS, DAILY: **04-021**

This series contains detailed daily work records of municipal employees. Information may include: date, hours of arrival and departure, department, employee's name and signature, and supervisor's signature. The information is summarized in both the payroll register and the time cards/sheets.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-217.	**TIME CARDS/SHEETS:**	04-021

This file contains copies of completed time cards/sheets as submitted by municipal employees. They contain: social security number, pay period ending date, days worked, days off, hours worked, hours off, total hours for the period, and signatures of employee and supervisor. They initiate the payroll authorization process and are kept for audit purposes.

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

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-218.	**TRAVEL REQUESTS:**	**04-021**

This series contains copies of both in-state and out-of-state travel requests. Information may include: origin, destination, departure date, return date, agency code, mode of travel, cost estimates, number of riders, estimated miles, driver's name, telephone number, and vehicle license number. The forms are used for travel coordination purposes and for authorizing payment of travel expenses upon return.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-219. UNCLAIMED PROPERTY RECORDS: **04-021**

This series contains records that document the issuance of a warrant that was never cashed.

RETENTION: Retain 5 years in office, then transfer to the State Treasurer pursuant to Chapter 43-41B, the Uniform Unclaimed Property Act.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-220.	**UNEMPLOYMENT INSURANCE REPORTS:**	**04-021**

This series is maintained to document total wages paid to municipal employees during the quarter. The reports are arranged chronologically by reporting date and include: account number, name, address, ending date of quarter, wages paid, taxable items, and number of employees. The state Department of Labor, Unemployment Insurance Division maintains the original report. Information is compiled from the payroll ledger.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-221. UTILITY BILL REGISTER:

04-021

This computer printout series is generated for reference in the event the computer is down and a customer does not have his/her bill in possession at the time of payment. Information includes: utility cost, account number, customer name, meter, code, previous reading, amount of tax, garbage charges, sewage charges, and total. The file 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, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

MUN-222. VEHICLE FUEL USAGE REPORT:

04-021

This series lists the name, date, vehicle number, vehicle mileage or hours, fuel type, and gallons taken.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-223.	**VEHICLE MAINTENANCE RECORDS:**	**04-021**

This paper and computer series consists of maintenance and repair records, comprising a complete history of all dollars spend on parts and labor for all fleet vehicles.

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

MUN-224. VOUCHERS: **04-021**

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER

MUN-225. WAGE AND TAX STATEMENTS (W-2 FORMS): **04-021**

This form is generated annually and contains: name and social security number of employee; number of exemptions; federal tax withheld; FICA tax withheld; total wages earned; state tax withheld; and employer's name, identification number, and address.

RETENTION: Retain 4 years in storage, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 5-year retention.)

MUN-226. WAGE GARNISHMENTS: **04-021**

This series contains the legal instruments from the courts used to support the wage garnishment of an employee of the municipality. Garnishment of debts and property is provided for in SDCL 21-18.

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

Cities that do not require audits must retain these records 5 years after satisfaction. Destroy 5 years after satisfaction provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
MUN-227.	**WITHHOLDING ALLOWANCE CERTIFICATES (W-4 FORMS):**	
	This form series is submitted by every employee in the municipality. RETENTION: Retain current in office. Destroy superseded or obsolete. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**

STATE OF SOUTH DAKOTA	**DEPARTMENT:**	**State of South Dakota**
RECORDS RETENTION &	**DIVISION:**	**Political Subdivisions**
DESTRUCTION SCHEDULE	**OFFICE:**	**Municipalities**
AUTHORIZATION FORM	**PROGRAM:**	**Finance**
(Std Form RM-1 Rev 1/03)	**RECORDS OFFICER:**	
	RM CUSTOMER #:	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	RDB AUTHORITY NUMBER
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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-228.	**ADMINISTRATIVE POLICIES, FINALIZED:**	**04-021**

This series contains a complete set of all departmental administrative policies. A complete set of policies is maintained in the chief's office and may be available on computer network for reference and documentation.

RETENTION: Retain current in office. Transfer superseded or abolished to storage for 5 years. Destroy 5 years after superseded or abolished.

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

MUN-229. ADMINISTRATIVE RULES, FINALIZED: **04-021**

This series contains a complete set of all administrative rules promulgated for use in the department. A complete set of rules is maintained in the mayor's office for reference and documentation.

RETENTION: Retain current in office. Transfer superseded or abolished to storage for 5 years. Destroy 5 years after superseded or abolished.

(NOTE: Subject to archival screening prior to disposal. RDB Authority No. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-230.	**APPARATUS INSPECTION REPORTS:**	**04-021**
	This series contains the weekly inspection reports of equipment. Information in the file includes: apparatus, number, date, shift, driver, road mileage, engine mileage, pump, hours, comments, and inspector's signature. RETENTION: Retain for life of equipment with department, then destroy. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	
MUN-231.	**BILLING COLLECTION REGISTER:**	**04-021**
	This series documents issuance of permits and receipt of payments for permits of assembly, liquor stores, gas stations, and shops. Information in the file includes: code, document, number, date, customer, account number, revenue number, project number, payment amount, and department totals. The information is duplicated in the finance office for audit purposes. RETENTION: Retain 1 year in office, then destroy. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-232.	**BREATHING APPARATUS MAINTENANCE:**	**04-021**
	This series documents service performed on breathing apparatus used by the department in fire fighting and rescue. Information in the file may include: date, make, model number, maintenance performed, and signature of fire fighter performing maintenance. RETENTION: Retain current in office, then destroy. (NOTE: RDB Authority No. 85-022 specified a 2-year retention.) **R12/90**	
MUN-233.	**BUDGET FILES:**	**04-021**
	This file may contain: budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities. RETENTION: Retain 30 days in office, then destroy. (NOTE: RDB Authority No. 85-022 specified a 3-year retention.) **R12/90**	
MUN-234.	**COMPLAINT RECORD:**	**04-021**
	This form series is filed with the South Dakota Department of Commerce and Regulation's Division of Fire Safety to record every fire call the department answered. Information includes: complaint number, district, offense, location, received by, nature of call, and disposition. RETENTION: Retain 1 year in office, then destroy. (NOTE: RDB Authority No. 85-022 specified a 2-year retention.) **R12/90**	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-235.	**DAILY LOG:**	**04-021**

This series documents day-to-day activities of the fire department and is used to maintain continuity between shifts. Information on the log includes: staffing level, date, runs made, and any comments that need to be conveyed to succeeding shifts. The log is arranged chronologically.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

MUN-236. DAILY OVERTIME LOG: **04-021**

This series is used to determine allocation of overtime according to department policy or union contract. Information includes: name, date, whether the offered overtime was accepted or refused, adjustments, and totals.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-237.	**DAILY TIME LOG:**	
	This series documents work assignments and is used as a source in drafting the time card. The file is generated once each pay period and includes: dates, shift, staff, shift commander, and signature of chief. RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending. (NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**	**04-021**
MUN-238.	**DEPARTMENT EXPENDITURES TO INDIVIDUAL VENDORS:**	
	This series documents amounts paid to individual vendors. Information may include: expense class, what the expenditure was for, amount paid, amount owed, and total. The information is duplicated in the finance office for audit purposes. RETENTION: Retain 1 year in office, then destroy. (NOTE: RDB Authority No. 85-022 specified the same retention.)	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-239.	**EXPENDITURE BUDGET RECORD:**	**04-021**

This series provides a summary of the budget and is used to track expenditures of the department. The reports are arranged chronologically by date of issuance and include: account, description, monthly actual expenditures, monthly estimated expenditures, supplement, total, and encumbrances.

RETENTION: Retain current in office, then destroy, provided audit information is maintained by the finance office; otherwise, retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention for General Fund Reports.) **R12/90**

MUN-240. FIRE CALL FORM (RADIO ALERT RECORDS): **04-021**

This series documents alerts issued and the reason for the issuance. They are received from a central dispatch station and include: shift, commander, date, communications supervisor, airport power test, security telephone test, operator, address, reason, and incident number.

RETENTION: Retain 5 years in office, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-241.	**FIRE LOG:**	**04-021**
	This series documents fire incidents and is used as reference when discussing response time and how the department performed. RETENTION: Retain 3 years in office, then destroy provided that no litigation is pending. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	
MUN-242.	**HOSE TESTING:**	**04-021**
	This series documents the amount, type, and condition of fire hoses maintained by the department. The file is arranged by size and includes: hose number, date in service, inside diameter, where purchased, manufacturer, acceptance date, pressure rating, and condition. RETENTION: Retain in office for life of equipment, then destroy. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	
MUN-243.	**INCIDENT REPORT:**	**04-021**
	This series contains the standard form used to report fire incidents to the State Division of Fire Safety. The file includes: fire department, incident number, date, alarm, time, situation found, casualty, fire type, and suppression cost. RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years provided the investigation is closed. (NOTE: RDB Authority No. 85-022 and 90-008 specified the same retention.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-244.	**INSPECTION PERMITS:**	
	This series is issued after an inspection has been conducted to determine that a building is in compliance with the fire code. Information on the permit includes: occupant, date, address, comments, who presented to, and name of inspector. The file is arranged by sector. RETENTION: Retain current in office. Destroy 1 year after revocation, cancellation, or expiration. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	**04-021**
MUN-245.	**INVENTORY, FIXED ASSETS:**	
	This series may include: a copy of the capital assets inventory printouts, file maintenance forms which will reflect changes in the inventory, an inventory procedures manual, and surplus property received and transferred forms. The file 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 1 year has passed since an independent post-audit report has been received. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending. (NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-246.	**INVESTIGATION REPORTS:**	
	This series documents the attempt to ascertain cause of fire and recommend a course of action. Information on the report includes: incident report number, investigation report number, supplemental report number, and signature of investigator. RETENTION: Retain conclusive reports 1 year in office, then destroy. Retain inconclusive reports 5 years in office, then destroy. (NOTE: RDB Authority No. 85-022 and 90-008 specified the same retention.)	**04-021**
MUN-247.	**PERMITS, HAZARDOUS MATERIALS:**	
	This series documents permits issued annually allowing a commercial enterprise to handle hazardous materials according to the National Fire Code. The file is used to determine date of expiration to allow for a timely inspection. Information in the file includes: permit number, date inspected, name, address, and grid location. RETENTION: Retain 1 year in office, then destroy. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	**04-021**
MUN-248.	**PHOTOGRAPH FILE:**	
	This file contains photographs of fires and/or their resultant damage. The file is used for reference by insurance companies, police, and fire marshals in determining the cause of fire. Information on the form includes: address, date, owner, and a description of what was burned. RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years provided investigation is closed.	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
	(NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	
MUN-249.	**RADIO MAINTENANCE FILE:**	**04-021**
	This series documents maintenance performed on radios used in the fire department. Information in the file includes: date, where assigned, maintenance performed, model, serial number, manufacturer, and comments. RETENTION: Retain in office for life of equipment with the department. Destroy when equipment is transferred, sold, or retired from service. (NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)	
MUN-250.	**STAFFING ROSTER (SHIFT BOOK):**	**04-021**
	This series constitutes the fire department's staffing roster used in determining staffing levels and their assignments. They are filed in department headquarters and include: holiday schedule, sick leave, vacation leave, rank, engine, and aerial assignment. RETENTION: Retain 1 year in office, then destroy. (NOTE: RDB Authority No. 85-022 and 90-008 specified the same retention.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-251.	**TRAINING RECORDS:**	
	This series documents training received by each fire fighter and the number of certified fire fighters. Information in the file includes: hours completed, course, topic, date, location, name of student, instructor, and certification date. RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 3 years. Destroy 3 years after termination. (NOTE: RDB Authority No. 85-022 specified a 2-year retention.) **R12/90**	**04-021**
MUN-252.	**UNION CONTRACTS:**	
	This series contains a copy of the union contract outlining the terms and conditions of employment. Information in the contract includes: work rules, union business, grievance procedures, stewards, vacations, holiday pay, military service, physicals, insurance, pension, and clothing allowance. RETENTION: Retain current in office. Transfer terminated to storage for 6 years. Destroy 6 years after termination provided no litigation is pending. (NOTE: RDB Authority No. 85-022 specified a 5-years-after-terminated retention. RDB Authority No. 90-008 specified a 7-years-after-terminated retention.	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-253.	**VEHICLE MAINTENANCE RECORDS:**	**04-021**
	This series documents service of vehicles under the fire department's domain. Information in the file includes: vehicle, model, make, odometer reading, cost, date of service, weight, work performed, and comments. RETENTION: Retain in office for life of vehicle with department. Destroy when vehicle is transferred or declared surplus. (NOTE: RDB Authority No. 85-022 specified the same retention.)	
MUN-254.	**VENDOR FILE:**	**04-021**
	This file is maintained for convenience of reference by the fire department. Information in the file may contain: claim number, department number, date, invoice, purchase order number, expense class, project number, quantity, description, unit price, and total. The finance office maintains the original for audit purposes. RETENTION: Retain 1 year in office, then destroy, provided the audit copy is maintained by the finance office. Otherwise, retain 1 year in office, then to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending. (NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-255.	**LEDGER SHEETS:**	**04-021**

This file may contain both general and cash ledgers. Information on the sheets may include: expenditure amounts, receipt amounts, transfer amounts, refund amounts, voucher numbers, payer or payee, fund, and sub-fund. They are used for fund accountability, reconciliation with assorted financial statements, 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, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-256.	**MINUTES:**	**04-021**

This file contains the original minutes of the library board. They are used for reference when determining board requests and as documentation for actions taken. The finance office may have a copy of the minutes.

RETENTION: Retain permanent in office.

(NOTE: When volume warrants, consider microfilming and destroying paper when film has been determined to meet archival standards. RDB Authority No. 85-022 specified a 10-year retention.) **R12/90**

MUN-257. PATRON REGISTRATION (LIBRARY CARD) INDEX: **04-021**

This series contains a numerical index of patron registrations (library cards). The information is used as a cross-reference of registration numbers to registered names. Information in the index includes: date, card number, registered name, and address.

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

(NOTE: Because of the confidential nature of this information, it is important to dispose of obsolete material in a manner which will ensure confidentiality. RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-258.	**RESOURCE CARD CATALOGS:**	**04-021**

This card series is used by the public to research resource material locations. The cards are arranged alphabetically by author and title. Information includes: author's name, title of resource material, topic, number of pages, copyright data, and whether or not the book is illustrated. Nonfiction material has a supplementary index by subject.

RETENTION: Retain current in office. Destroy when respective resource material is deaccessioned.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-259. SHELF LISTS (INVENTORY CARDS): **04-021**

This card series constitutes a perpetual inventory of all resource material located in the library. The fiction material in this file is arranged alphabetically by author, and the nonfiction material is arranged numerically by the Dewey decimal system. Information on the cards includes: date purchased, number of copies, purchase price, title of material, and author's name.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-260.	**STATISTICAL REPORTS, LIBRARY:**	**04-021**

This series contains copies of various statistical reports submitted to the state library in Pierre. Topics in the file may include: number of books purchased, checked out, returned, and destroyed; number of library cards issued; number of other materials checked out; amount of fines collected; and number of public visits. The reports are used by the state library for state-wide statistical analyses and for reference purposes. Information is also summarized in the municipal library board minutes.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

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

MUN-261. CASH RECEIPT TAPES, DAILY REGISTER: **04-021**

This series contains the daily cash tapes from the cash register used to post to the daily cash receipts journal. They are arranged chronologically by receipt date and include: beer, mix, wine, whiskey, tax, amount long or short, and amount of deposit.

RETENTION: Deliver to the city finance office where these records must be retained 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

MUN-262. DAILY CASH RECEIPTS LEDGER: **04-021**

This series contains standard journal sheets used for documenting daily receipts of cash. They are arranged chronologically and include: whiskey, beer, wine, receipt number, deposit, long or short, and date. The information is generated from daily register cash receipt tapes.

RETENTION: Retain 1 year in office, then destroy, provided the audit copy is maintained by the finance office; otherwise, retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-263.	**DISCOUNT SALES TICKETS:**	**04-021**

This series contains tickets used to document the discount sale of liquor and wine when sold in case lots. They are arranged numerically by ticket number and include: quantity, price per unit, total amount, tax, and receipt number. Tickets may be used to justify the reduction in process for case lot liquor sales.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-264.	**INSUFFICIENT FUNDS CHECKS, NOTICES OF:**	**04-021**

This file is maintained to inform check-writing customers of checks issued with insufficient funds. It is compiled with information received from banks and includes: business name, date, bank, identification taken, amount of check, and name of employee taking check.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a current retention, destroying when check either clears or has been deemed uncollectible by the city commission/council. The previous record series was titled Notice of Outstanding Checks. **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-265.	**INVENTORY, STOCK:**	**04-021**

This series is maintained as a perpetual inventory of stock on hand. Information may include: brand, size of bottle, merchandise received, and merchandise sold. The inventory is kept current for accountability and management purposes. It may also be used to discern whether merchandise has been stolen.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

MUN-266. LOTTERY AUDIT TICKETS: **04-021**

This series contains copies of the standard audit ticket forms filled in and submitted to the South Dakota State Lottery by the liquor store to report sales activity. One copy is filed with the State Lottery, one copy is filed with the city finance office, and one copy is maintained by the liquor store.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending. **A12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-267.	**VIDEO LOTTERY WEEKLY SETTLEMENT STATEMENTS:**	**04-021**

This series is generated weekly by the vending company that leases video lottery machines to the liquor store. It provides an accounting of video lottery activity for each machine. Data elements include: vendor's name, address, and telephone number, statement date, location, permit number, current total in, current cash out, paid outs, location share, operator share, past negative, taxes, miscellaneous charges (refunds, phone charges, maintenance), and loan, actual amount left at location, actual deposit – bank location, and verifying signatures of the vending collector and the liquor store operator.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

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

MUN-268. VIDEO LOTTERY CASH TICKETS **04-021**

These tickets are printed out by the video lottery machine when a player cashes out. They are then presented to the liquor store for payment. Data elements on the cash tickets include the establishment's name and address, permit number or machine number, firmware number, date, time, terminal number, dollar amount, credits, and ticket number.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-269. VOUCHERS: **04-021**

This series may contain copies of travel, noncash, direct, receiving, and journal vouchers. Each voucher includes: the reason for which the money was expended, the amount, payee, and the authorized signatures. They are used for reference to determine quantities and descriptions of supplies and services ordered and for vendor information. The finance office maintains the original voucher for audit purposes.

RETENTION: Retain 6 months in office, then destroy, provided the finance office maintains the audit copy.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-270.	**ARREST REPORTS:**	**04-021**

This series is generated by the officer in traffic and other offenses. Information on the report may include: name, date, date of birth, alias, address, offense, social security number, arrest location, amount of liquor, cash, make of car, license number, narrative, arresting officer, witnesses, disposition, and a diagram of the accident (if applicable). The report is assigned a central complaint number and is included in the sequential file, placed in the criminal history file, or filed by incident date in alphabetic order.

RETENTION: Retain 5 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 2-year retention.) *R12/90**

MUN-271. BICYCLES RECOVERED FILE: **04-021**

This series documents information pertaining to the finding of a bicycle. The file is arranged by make of bicycle and contains: date, central complaint number, location of discovery, make, size, color, serial number, officer, follow up, and remarks. Bicycles left unclaimed for more than 90 days are disposed of pursuant to SDCL 43-41-11.

RETENTION: Retain until bicycle is disposed of, then destroy.

(NOTE: RDB Authority No. 90-008 specified a 1-year retention. RDB Authority No. 85-022 specified a 4-years-provided-audited retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-272.	**BULLETIN (BLOTTER) (LOG):**	**04-021**

This series is maintained to record day-to-day happenings in the police department. The officers use the bulletin to apprise themselves of the previous shift's activities. Information on the bulletin includes: date, district officer, car, case, time, details, officer assigned, case classification, and disposition.

RETENTION: Retain 1 year in office, then transfer to storage for 19 years. Destroy after 20 years.

(NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority No. 85-022 specified a 10-year retention.) **R12/90**

MUN-273. CASE REPORTS: **04-021**

This form series is used to provide background information and a narrative completed by the officer outlining circumstances of the initial contact and disposition of a case. Information contained in the report may include: description of incident or offense, location of incident or offense, victim or subject name, photograph of scene, names of reporting officer and officer assigned to follow up, status of case, name of person checking report, and approval signature.

RETENTION: Retain 2 years in office, then transfer to storage for 18 years. Destroy after 20 years provided the file has remained inactive without leads for 1 year prior to disposal.

(NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority No. 85-022 specified a 10-year retention. Consider maintaining on microfilm when volume warrants.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-274.	**CERTIFICATE OF CITIZEN'S ARREST:**	**04-021**

This certificate documents the arrest of a person by a citizen. The original is attached to the arrest report and is maintained in the criminal history file. A copy is filed with the magistrate division of the respective judicial circuit. Information on the certificate includes: defendant's name, state, county, circuit court, complainant's name and signature, charge, date, and signature of witness(es).

RETENTION: Retain 2 years in office, then destroy provided no further litigation is pending.

MUN-275. COMMERCIAL ROBBERY MATRIX FILE: **04-021**

This paper and computer-based series documents robbery activity in the municipality over the course of the year. Logs contain information on the business location; date, time, etc. of the robbery; suspect descriptor and information; modus operandi, detective assigned, case status, etc.

RETENTION: Retain 2 years in office, then transfer to storage for 8 years. Destroy after 10 years provided the file has remained inactive without leads for 1 year prior to disposal.

MUN-276. COMPLAINT CARD (DISPATCH NOTICE): **04-021**

This series is generated to chronicle calls received and is used to determine deployment of officers when planning future staffing deployments. The information is duplicated in the bulletin (blotter or log) and includes: time call received; how received; location, district; classification; complaint; address; call; disposition; telephone number; primary officer; assisting officer; report file; and arrest, jailing, and additional information.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-277.	**CRIMINAL HISTORY FILE:**	**04-021**

This series is used to maintain an individualized criminal history file on persons the department has had contact with. Information in the file may include: arrest report, rap sheets, fingerprints, certificate of citizen's arrest, drinking driver form, photo index card, FBI number notice of suppression, court orders, warrant services, blood alcohol content (BAC) forms, incident (case) reports, juvenile reports, personal identification sheet, photograph, mug shot, and negatives.

RETENTION: Retain misdemeanor records in office 5 years after closure, then transfer to storage for 5 years. Destroy 10 years after closure provided no violation has occurred within these 10 years.

Retain felonies 5 years in office after closure, then transfer to storage until offender is seventy-five years of age. Destroy after offender has reached seventy-five years of age provided no violation has occurred within the last 10 years.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-278. DETECTIVE ASSIGNMENT SHEET: **04-021**

This series documents assignment of detectives to various cases for investigation. The file is arranged chronologically and includes: central complaint number, detective name, type of report, name of firm, complainant, victim or subject, date assigned, date inactivated, method and date of clearance, and whether adult or juvenile.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-279.	**DOMESTIC VIOLENCE WORK SHEET:**	**04-021**

This series is generated by the officer for arrests involving domestic violence cases. Information on the report may include: victim's name, case number, officer's name, agency, and questions on the related incident, as well as a narrative by the victim. The original report is filed with the case report in the Records Sections. A copy of the work Sheet is forwarded to the State's Attorney's office.

RETENTION: Retain current in office. Transfer terminated to storage for six years. Destroy after six years, provided no litigation is pending.

MUN-280. DRINKING DRIVER FORM: **04-021**

This series is generated to record supportive data for a driving under the influence (DUI) charge. The original is placed in the criminal history file and a copy is filed with the state's attorney for aid in prosecution. Information in the report includes: date and time of stop; arresting officer's name; subject's name, address, gender, date of birth, age, and driver license number; weather, street, lighting, and traffic conditions; sobriety test results; narrative of officer's observations; and type of alcohol content sample taken.

RETENTION: Retain 1 year after final disposition, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-281.	**EVIDENCE LOG:**	**04-021**

This series documents the chain of possession of evidence used in the criminal process. The file is arranged numerically by central complaint number and date. Information on the card includes: central complaint number, date, name, offense, identification officer, locker or location, description of property, disposition, and an authorizing signature.

RETENTION: Retain 6 years in office after final disposition on the evidence has been received, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 7-year retention.)

MUN-282. FIELD INTERVIEW CARD: **04-021**

This series documents interviews performed by officers in the field. The information obtained may be pertinent to crimes under investigation by the department. Information may include: name, date of birth, address, gender, clothing, physical description of witness or suspect, date and time of interview and incident, reporting district, vehicle description, and circumstances of the interview.

RETENTION: Retain 2 years in office, then destroy.

(NOTE: Some cards will be filed with the criminal history file and should be retained as that schedule dictates. RDB Authority No. 85-022 specified the same retention.)

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

MUN-283. FINGERPRINT CARDS: **04-021**

This card series is kept for recording fingerprints of arrested persons and special police. Depending on the severity of the crime, duplicate prints are sometimes maintained by the Division of Criminal Investigation and the Federal Bureau of Investigation. Information on the card includes: classification, physical description, charges, signature of suspect, signature of booking officer, contributor code number, and date and place of birth.

RETENTION: Retain misdemeanor prints 10 years in office after last activity then destroy.

Retain felony prints 10 years in office after last activity, then transfer to storage and maintain until offender reaches the age of seventy-five. Destroy after offender reaches the age of seventy-five provided 10 years have passed since last activity.

(NOTE: Consider maintaining on microfilm instead of paper if volume warrants. RDB Authority No. 85-022 specified the same retention.)

MUN-284. GANG TASK FORCE FILES: **04-021**

This series documents area gang activity, intelligence, meeting minutes, “be on the lookouts,” wants and warrants, etc.

RETENTION: Retain five years in office. Destroy after five years.

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

MUN-285. GRIEVANCES: **04-021**

This series contains grievance complaints filed by employees of this department. All follow-up notes, letters, and findings (if applicable) may be included in the file. The information is used for following up on and working toward a mutual solution to employer and employee disagreements.

RETENTION: Retain current in office. Transfer closed to storage for 3 years. Destroy 3 years after closed provided that no appeal is pending.

(NOTE: RDB Authority No. 85-022 specified a 2-year retention.) **R12/90**

MUN-286. INFORMATION REPORT: **04-021**

This series contains an officer's documentation of information received from a citizen complaint or observed suspected criminal activity. Information in the report includes: reporting officer; date and time; typist's name; informant's name, address, and telephone number; narrative; and central complaint number.

RETENTION: Retain 2 years in office, then transfer to storage for 8 years. Destroy after 10 years provided file has remained inactive, without leads, for 1 year prior to disposal.

(NOTE: Consider integrating with respective case report file and microfilm together when volume warrants. RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-287.	**JUVENILE CITATION:**	**04-021**

This series documents notification of parents of violations committed by their juvenile child. Information may include: juvenile's name, gender, race, date of birth, signature and school; parent's name, address, and telephone number; vehicle description and license number; juvenile's companions during incident; location of incident; and arresting officer. This record is duplicated in the court services office.

RETENTION: Retain in office until child reaches age of majority, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-288. JUVENILE INVESTIGATION AND INFORMATION REPORT: **04-021**

This report form series documents the investigation of an alleged offense committed by a juvenile. Information in the report includes: name, physical description, age, address, guardian information, details of the offense, and disposition.

RETENTION: Retain misdemeanors 10 years in office, then destroy.

Retain felonies 15 years in office, then destroy.

(NOTE: Consider maintaining on microfilm instead of paper if volume warrants. RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-289.	**JUVENILE RECORD INDEX:**	**04-021**

This series is used as a quick reference to the juvenile investigation and information report. Information may include: name, central complaint number, type of offense, disposition, physical description, and address.

RETENTION: Retain until juvenile reaches age of majority, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-290.	**JUVENILE RECORD REPORT:**	**04-021**

This series documents the numbers and types of infractions committed by juveniles and investigated by the department. This statistical report is compiled monthly and includes: date, gender, age, disposition, offenses, current repeaters, and name of person compiling the report. It is used for obtaining information for comparison studies and news releases.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority No. 85-022 specified the same retention.)

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

MUN-291. MESSAGE FORM (TELETYPE): **04-021**

This series documents both messages sent and received on the teletype system from other law enforcement agencies. Information on the form may include: wants and warrants, current vehicle registration, interagency messages, requests for status, and information on stolen goods.

RETENTION: Retain pertinent messages in case report for 2 years in office, then transfer to storage for 3 years. Destroy after 5 years provided file has remained inactive for 1 year prior to disposal.

Retain pertinent messages in criminal history file for 3 years if it is a class II misdemeanor. Destroy after 3 years.

Retain pertinent messages in criminal history file for 10 years if it is a class I misdemeanor or felony. Destroy after 10 years.

Retain routine messages 30 days in office, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified the same retention.)

MUN-292. MOTOR VEHICLE TRAFFIC ACCIDENT REPORT: **04-021**

This form series contains copies of the original forms (DPS-HS-520) which are filed with the Department of Commerce and Regulation, Accident Records Program. The forms document motor vehicle traffic accidents which have occurred on city streets. Information on the form includes: date, county, make, model, year, drivers' names, narrative of what happened, and an accident diagram.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 1-year retention.) **R12/90**

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

MUN-293. MUG SHOT INDEX CARDS: **04-021**

This index card series is generated at the time of booking and provides a brief description of the subject as well as a fingerprint classification. Information on the card includes: name, alias, address, social security number, FBI number, DCI number, date and place of birth, occupation, and identifying marks. It is filed alphabetically by name and is used for quick reference to central complaint number so that photographs can be retrieved.

RETENTION: Retain misdemeanor photographs 10 years in office after last activity, then destroy.

Retain felon photographs 10 years in office after last activity, then transfer to storage and retain until offender reaches 75 years of age, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-294. MUG SHOTS: **04-021**

This file contains photos taken at the initial booking of the suspect which are used for identification purposes. They contain the name of the pictured and an identification number.

RETENTION: Retain photographs of subjects committing misdemeanors 10 years in office after last activity, then destroy.

Retain photographs of subjects committing felonies for 10 years after last activity, then transfer to storage and retain until offender reaches 75 years of age, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

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

MUN-295. NOTICE OF REFUSAL TO SUBMIT TO CHEMICAL TEST:

04-021

This form series contains copies of the original forms which are filed with the Department of Commerce and Regulation, Division of Highway Safety to document a motorist's refusal to submit to a chemical test when determining violations of SDCL 32-23-10. Copies are also filed with the state's attorney and in the department's criminal history file. Information on the form includes: county, law enforcement officer, date, name of motorist, and department.

RETENTION: Retain 1 year in office after revocation pursuant to SDCL 32-23-11, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-296. PATROL SURVEY REPORTS:

04-021

This series documents the number of calls received, response times, shift activity, workload by shift, etc. The data is supplied as information to management for use in staffing and planning.

RETENTION: Retain two years in office, then transfer to storage for eight years. Destroy after ten years.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-297.	**PHOTOGRAPH/NEGATIVE FILES:**	**04-021**

This series contains information on photographs taken during investigations and negatives of photographs retained in the event duplicate prints are requested. It is used as a reference source when testifying in court and throughout the investigation process. Information may include: date, weather, camera, film type, time, location, lens, witness, file number, officer's signature, and description of the print.

RETENTION: Retain 20 years in office, then destroy.

(NOTE: See also criminal history file and case reports for actual photographs and photographic negatives file for negatives. RDB Authority No. 85-022 specified a 10-year retention.) **R12/90**

MUN-298. PISTOL PURCHASE APPLICATIONS: **04-021**

This series documents the application and subsequent verification of applicants' record checks prior to approval. The file is arranged chronologically and includes: name of applicant, name of firearms dealer, make and model of gun, serial number, and date. Permits must be reapplied for every four years. The application is generated pursuant to SDCL 23-7-20, and the original is maintained by the Secretary of State's Office for four years. The federal Bureau of Alcohol, Tobacco and Firearms requires that firearms transaction records be maintained for twenty years by the firearms dealers selling the weapons (27 CFR 178.129[b]).

RETENTION: Retain 4 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 5-year retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-299.	**PROFESSIONAL STANDARDS INVESTIGATIVE FILES:**	**04-021**

This paper and computer series contains investigative case files which may contain internal affairs case reports with notes, initial complaint report, copies of all related case reports and statements, notice of internal investigation, internals affairs concluding letter to officers and complainants, employee incident report if applicable, supervisor review, use of force, discharge of firearm, and pursuit form. This information is used for documenting the investigation of internal and external complaints.

RETENTION: Retain for three years, then destroy.

MUN-300. PROPERTY LISTS, OPERATION IDENTIFICATION: **04-021**

This series is used to maintain a list of citizen-marked property for identification and recovery in the event of theft. Information in the file includes: name, description of items marked, serial number of items marked, and date marked. The file is arranged alphabetically by owner name.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-301. RAP SHEETS (POLICE RECORD): **04-021**

This series documents the activities in the criminal history file chronologically. Information in the file includes: name, address, jacket number, FBI number, date, place, charge, and disposition.

RETENTION: Retain 15 years in office, then destroy.

(NOTE: Consider maintaining on microfilm instead of paper when volume warrants. RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-302.	**SEX OFFENDER REGISTRY:**	**04-021**
	This series contains descriptor data, address, photograph, etc., of sex offenders who have registered in accordance with state law. RETENTION: Retain data in office for life of the sex offender. Destroy after registrant's demise.	
MUN-303.	**STATEMENT FORMS (MIRANDA WARNINGS):**	**04-021**
	This series documents an appraisal of an individual's rights prior to the taking of a statement. Information on the form may include: date, time, location, name, date of birth, a narrative of the Miranda Warning including the privilege against self-incrimination, signature of the person making the statement, and signatures of witnesses to the statement. RETENTION: Retain 5 years in office, then destroy. (NOTE: Consider filing with respective case report or criminal history file and discontinuing this series as it now exists. RDB Authority No. 85-022 specified the same retention.)	

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

MUN-304. SUPPLEMENTARY REPORTS: **04-021**

This series is generated to provide follow-up information for the case report. The information is filed numerically by the central complaint number and may include: central complaint number, original report date, incident or offense, victim or subject, reporting officer, date, name of typist, details, approval signature, and the present status of the case.

RETENTION: Retain 2 years in office after last activity, then transfer to storage for 8 years. Destroy after 10 years provided the file has remained inactive for 1 year prior to disposal.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-305. TOWED VEHICLE RELEASE FORMS: **04-021**

This series validates the release of vehicles and documents to whom the vehicle was released. Information on the release includes: name, address, and telephone number of owner; relationship of recipient to owner, and date of release. The file is arranged chronologically by date of release.

RETENTION: Retain 30 days in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-306.	**TRAINING RECORDS:**	**04-021**

This paper, microfilm, and computer-based series contains recruit field training, department training by type, and firearms training records. Information may include: daily observation reports, end of phase reports, memos, progress reports, critical task list, courses attended, course content and instructor, firing range training, range scores, dates and times of shoot, course of fire, etc. The information is used to document the progress of a probationary employee, to document the training each employee has received, and to determine whether to retain or terminate a probationary employee.

RETENTION: Retain 1 year in office, then microfilm and maintain film for 39 years. Destroy after 40 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

MUN-307. UNIFORM SUMMONS AND COMPLAINT (TICKET) FILE: **04-021**

This series consists of copies of tickets issued in the event of a traffic violation, misdemeanor, or petty offense. A copy is also filed in the clerk of courts office. They are arranged chronologically and may include: ticket number, county, time, location, name, address, physical description, driver's license number, violation details, arresting officer, date, signature of defendant, power of attorney authorization, court date and time, and amount of bond.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-308.	**WARNINGS FILE:**	**04-021**

This series documents warnings issued indicating a defect in one or more of the following: vehicle, registration, license, mode of operation, parking, and bicycle safety. Information on the form includes: date; time; central complaint number; violation location; driver's name, address, driver's license number, state, date of birth, employer, and school; vehicle description and license plate number; and signatures of officer and violator. The file is arranged numerically by central complaint number.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-309. WARRANTS, UNSERVED: **04-021**

This series contains warrants that have been issued and still remain unserved. Information on the warrant may include: who is sought, arraignment date, command to arrest, seal of the court, signature of magistrate, signature of clerk of courts, signature of deputy, date of service, and return of officer signature. They are used to demand court appearances.

RETENTION: Retain unserved warrants 2 years in office, then review and submit to the state's attorney for dismissal. Destroy after state's attorney's dismissal.

Retain undismissed warrants until next review.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.)

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

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RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-310.	**AERIAL PHOTOS/AERIAL CONTAC PRINTS:**	**04-021**
	This series contains aerial photographs generated to document land use conditions in the city at the time of photography. RETENTION**:** Retain permanent in office.	
MUN-311.	**ANNEXATION ADMINISTRATIVE REFERENCE FILES:**	**04-021**
	This series documents annexation requests (voluntary and involuntary) received annually. Data elements include: applicant(s) name and address, general annexation location, legal description, current land use, proposed land use, utility availability and service, affected county and school district(s), and resolution status. The City Clerk's office maintains the original request and resolution. RETENTION**:** Retain current in office. Destroy superseded or obsolete. Cull files once each year to avoid a build up of superseded or obsolete material.	
MUN-312.	**ANNUAL REPORTS:**	**04-021**
	This series is an annual city development summary and data document which provides information relative to: residential and non-residential construction permits and valuation; maps depicting single family and multiple family building permit distribution; city and county population and housing data; employment data; and development information fact sheet. The annual report is available on the city's web site and for public distribution upon request. RETENTION**:** Retain 10 years in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-313.	**ANNUAL REPORT, PCB:**	
	This series contains reports written annually and maintained here for documentation of location, make, and size of transformers containing polychlorinated biphenyl (PCB). The reports are not forwarded to any agency but are maintained here in the event of an Environmental Protection Agency audit. Information includes: serial number, location, make, and size of transformer; amount of PCB in the transformer; and comments. Transformers containing PCB are being phased out in an effort to eliminate the highly carcinogenic materials from possible public contact.	**04-021**
	RETENTION**:** Retain 5 years in office after the facility ceases using or storing PCBs and PCB items.	
	(NOTE: RDB Authority No. 85-022 specified a 5-year-after-elimination-of-respective-transformers retention.) **R12/90**	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-314.	**APPLICATIONS:**	
	This series contains requests of the municipality. Some applications may require the remittance of a fee at the time of filing. Due to the three classes of municipal corporations and their disparate ordinances, it is necessary to include this general category for all applications not specifically listed.	**04-021**
	RETENTION**:** Retain successful current in office. Transfer expired or terminated to storage for 4 years. Destroy 4 years after expired or terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	
	Cities that do not require audits must retain successful applications 4 years. Destroy 4 years after terminated or expired, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	
	(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention for successful applications and 30 days in office for unsuccessful applications.) **R12/90**	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-315.	**APPLICATIONS, ELECTRICIANS' PERMITS:**	**04-021**

This series contains applications for electricians' permits. They are kept on file in the public works department as documentation of possession of an electrician's permit issued by the South Dakota State Electrical Commission. In order to be licensed by the municipality, one must first be licensed by the state. These permits expire annually.

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.

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-316.	**APPLICATIONS, METERED WATER SUPPLY:**	**04-021**

This series contains applications submitted by the public to ensure that only licensed plumbers are responsible for connecting water from the water main to the property front. Information includes: date, name, legal description of property, and approval signatures. The applications may also be used to document charges for services provided by the city for water hookup.

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.

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

MUN-317.	**BIOSOLIDS ANNUAL AND MONTHLY REPORTS:**	**04-021**

This series is generated to track biosolids production. It originates here and is submitted to Water Reclamation. Reports include but are not limited to: the Annual Decant Summary Report, Annual Digester MPN Report, Annual Facultative Basin MPN Report, Annual Primary Digester MCRT Report, Biosolids Annual Report, Biosolids Summary, Monthly Primary Digester MCRT Report, Monthly Digester PH Report, Monthly Digester Temperature Report, Monthly Total Solids to Facultative Basins Report, Monthly Total Solids to Land Application Report, Monthly Volatile Solids Reduction Report, Notice and Necessary Information, and Report of Analysis.

RETENTION**:** Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-318.	**BIOSOLIDS DATA MANAGEMENT SYSTEM:**	**04-021**
	This series contains the EPA database used by the Environmental Division to cross-check the Water Reclamation Biosolids Program. RETENTION**:** Retain current in office. Destroy superseded or obsolete.	
MUN-319.	**BIOSOLIDS SITE DEVELOPMENT:**	**04-021**
	This series contains documentation of the development of any new land application sites. Records in this series include but are not limited to: Site Preliminary Evaluation, Site Selection Criteria, Biosolids Checklist for New Site Development, and Public Notice. RETENTION**:** Retain current in office (while site is classified as Active). Transfer superseded or obsolete to storage for 7 years. Destroy 7 years after site is inactive.	
MUN-320.	**BIOSOLIDS SLUDGE MANAGEMENT PLAN:**	**04-021**
	This series contains the documentation of the comprehensive program required by the city's "Sludge Only Solid Waste Disposal Permit" issued by the State Department of Environment and Natural Resources. RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 7 years. Destroy 7 years after superseded or obsolete.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-321.	**BIOSOLIDS SLUDGE ONLY SURFACE WATER DISCHARGE PERMIT:**	**04-021**
	This series contains documentation needed to secure the Sludge Only Surface Water Discharge Permit issued by the South Dakota Department of Environment and Natural Resources, and a copy of the actual permit, which original is maintained by the Water Reclamation Division. RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 7 years. Destroy 7 years after superseded or obsolete.	
MUN-322.	**BROWNFIELD SITE ASSESSMENT AND ANALYSIS:**	**04-021**
	This series contains the sampling analysis reports and comprehensive report including executive summary, monitoring summary, and recommended remedial action for any property designated as a brownfield site. RETENTION**:** Retain in office until remedial action has been taken and brownfield designation has been lifted, then transfer to storage for 6 years. Destroy 6 years after brownfield designation lifting, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-323.	**BUILDING PERMITS:**	
	This series allows for building inspector review of applications for building permits. This assures that any variances required for construction are obtained from the Board of Adjustment prior to building. Information in the file includes: permit number, building address, location, nearest crossing street, permit holder, mailing address, telephone number, legal description, architectural engineer, contractor, district, type of construction, use zone, fire zone, estimated cost, acceptance or rejection, signatures, and date. The County Director of Equalization may review the permits for tax purposes.	**04-021**
	RETENTION**:** Retain for life of the structure.	
	(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 4-years-provided-audited retention.)	
MUN-324.	**CAPITAL IMPROVEMENTS PROGRAM FILE:**	
	This series enables city staff to create and maintain a viable capital improvements program to assist in the order taking of its capital improvements. The report is rewritten annually and contains: calendar, narrative of program development, and the costs of projects.	**04-021**
	RETENTION**:** Retain current in office. Destroy superseded or obsolete.	
	(NOTE: RDB Authority No. 85-022 specified the same retention.)	
MUN-325.	**CENSUS INFORMATION AND MAPS:**	
	This series documents various United States Census data for the city. Census information is available to the public upon request.	**04-021**
	RETENTION: Retain current in office. Destroy superseded or obsolete. Subject to archival screening prior to destruction.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-326.	**CERTIFICATE OF OCCUPANCY:**	**04-021**

This series certifies that the described building and location have been inspected and meet all requirements of the building and zoning ordinances of the city and grants permission for the occupancy of the same according to the purposes specified on the certificate. Information on the certificate includes: building permit number, zoning permit number, date, lot number, address, occupancy classification, zoning district, how the premises will be used, and signatures of zoning officer and building inspector. The original certificate remains on the premises and a copy is filed with inspection and/or zoning personnel within the public works department.

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

(NOTE: Cull files at least once a year to avoid a build-up of superseded or obsolete material. RDB Authority No. 85-022 specified the same retention.)

MUN-327. CHAIN OF CUSTODY FORMS: **04-021**

This series contains information on samples taken for analysis by various agencies of the Public Works department including date and time sampled and the analysis to be conducted on sample, and documents the handling of the sample by both in-house and contract laboratories.

RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-328.	**CITATIONS, ADMINISTRATIVE:**	**04-021**

This series contains administrative citations that have been issued to responsible parties for various ordinance violations. Information on the form includes: location of offense or violation; statement of violation; assessed fine; responsible party's name, address, telephone number, and payment information; notice of right to appeal; officer's signature; and date.

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

MUN-329. CONTRACTS, SANITARY SEWER: **04-021**

This series contains contracts for sewers built by contractors, homeowners, or developers in newly developing additions. They are used to document construction costs of the sanitary sewer and provide a source document for future billing to new residents of the addition. They are arranged chronologically and contain: legal description of property, terms of contract, date, signature of parties, and seal of city.

RETENTION: Retain 1 year in office, then transfer to storage for 5 years. Destroy after 6 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 6 years provided no litigation or claim is pending.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 7-years-provided-audited retention.)

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

MUN-330. DAILY LOG, LIGHT AND POWER:

04-021

This series documents the daily activities of the light and power department. Information in the log may include: shift, engine, panel readings, remarks, substation readings, fuel oil usage, and water usage.

RETENTION**:** Retain full book 1 year in office, then transfer to storage for 9 years. Destroy after 10 years.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-331. DRINKING WATER TESTING DATA (FORM DENR 607):

04-021

This file contains convenience copies of drinking water testing results (fluoride levels) provided by the State Department of Environment and Natural Resources). The tests are conducted bimonthly and information on the form includes: name and address of report recipient, sample, collector, date collected, type of source, location of sampling tap, purpose of sample, date received, date reported, and laboratory number. DENR, Office of Drinking Water maintains the original report three years in office and ten years on microfilm.

RETENTION**:** Retain 3 years in office, then transfer to storage for 7 years. Destroy after 10 years.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 6-month retention.

MUN-332. DRINKING WATER BACTERIA TESTING RESULTS:

04-021

This series contains bacteria testing results of the city water supply. The tests are conducted as requested and information on the form includes location sample type, supply type, date, time, collector, and type of test.

RETENTION**:** Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-333.	**EASEMENTS:**	**04-021**

This nonrecord series of convenience copies serves as a reference to easements arranged by addition. Information includes: grantor, date, legal description, purpose of easement, amount of consideration, signatures, and seal. These are useful in locating sewer and transmission lines. Original easements may also be maintained in the finance office and are filed in the county register of deeds office.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-334. ELECTRICAL INTERRUPTION REPORTS: **04-021**

This series contains a report generated to document the causes of electrical interruptions within the city. The reports are used to document when and why electrical service was interrupted. The reports are arranged by location and include: time interruption reported, reported by, time off, time on, total time, location of area affected, number of customers affected, cause, action taken, and date.

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

(NOTE: RDB Authority No. 85-022 the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-335.	**ELECTRICAL PERMIT:**	
	This series documents the monitoring of the wiring process and is used to bill the owner upon completion of wiring. Information on the permit includes: electrical contractor, owner of structure, location, temporary card, inspection fee, service type, phase, amperes, volts, circuits, and appliances.	**04-021**
	RETENTION**:** Retain 1 year after paid, 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.	
	Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	
	(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**	
MUN-336.	**ENGINEERING MAPS FILE:**	
	This series contains a variety of maps used by engineering office personnel for reference purposes. Topics of the map may include both local and area-wide points of interest.	**04-021**
	RETENTION**:** Retain current in office. Destroy superseded or obsolete.	
	(NOTE: Subject to screening by the State Archivist prior to disposal. RDB Authority Number 85-022 specified the same retention.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-337.	**ENGINEERING PERMITS:**	**04-021**
	This series contains documentation of original permits issued by the engineering division in such areas as sewer and water, sidewalk, dumpster, construction equipment, overweight, and street closure. These may be maintained on an electronic document system. RETENTION**:** Retain sewer and water permits 10 years. Destroy 10 years after issue. Retain remaining permits one 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.	
MUN-338.	**ENGINEERING PLAT FILE:**	**04-021**
	This series contains copies of original plats as filed in the County Courthouse. These are used here for reference in determining property information. RETENTION**:** Retain current in office. Destroy superseded or obsolete.	
MUN-339.	**ENGINEERING SUBDIVISION FILES:**	**04-021**
	This series contains original plats detailing how various subdivisions will be laid out. Information may include: construction plan, final plan, correspondence, engineer reviews, preliminary plan, permits, etc. RETENTION**:** Retain as-built plans for the life of the project, then destroy. Retain correspondence for three years, then destroy. Retain construction plan, final plan, preliminary plan, and permits current in office. Destroy superseded or obsolete.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-340.	**ENGINEERING TRAFFIC DATA:**	
	This series contains traffic count data showing counts by interval of time and studies/reports done for traffic issues. RETENTION**:** Retain current in office. Destroy superseded or obsolete.	**04-021**
MUN-341.	**ENVIRONMENTAL AIR QUALITY PERMITS:**	
	This series contains applications submitted by the city and permits granted by the South Dakota Department of Environment and Natural Resources. Permits and applications in this series include: Synthetic Minor Air Quality Permit, Title V Clean Air Act Permit, RETENTION**:** Retain 5 years in office after expiration/termination, then destroy.	**04-021**
MUN-342.	**ENVIRONMENTAL CLANDESTINE LAB CLEARANCE:**	
	This series contains documentation of clandestine laboratories, such as those discovered by police to be creating illegal controlled substances, and the clean up efforts taken to make the facilities habitable. RETENTION**:** Retain 5 years in office. Destroy 5 years after final action has been taken, provided no litigation is outstanding.	**04-021**
MUN-343.	**ENVIRONMENTAL EDUC. TRAINING, CERTIFICATION, AND REGISTRATION:**	
	This series contains documentation of mandatory and voluntary attendances for training, certifications, and registrations. RETENTION**:** Retain in personnel file. Destroy 3 years after terminated.	**04-021**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-344.	**ENVIRONMENTAL SAFETY CONFINED SPACE PRE-ENTRY CHECKLIST:**	
	This is the safety checklist which an employee completes prior to entering a confined space. Data recorded here may include: date, time, location, nature of work to performed, gas meter readings, safety equipment used and required, and signatures of employee and supervisor.	**04-021**
	RETENTION**:** Retain 6 years, then destroy, provided no claim or litigation is pending.	
MUN-345.	**ENVIRONMENTAL SITE ASSESSMENTS AND INVESTIGATIONS:**	
	This series contains information gathered in assessing environmental impacts for mitigation, remediation, and compliance, including schematics and drawings, photographs, reports, etc.	**04-021**
	RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	

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

MUN-346. EXCAVATION PERMITS: **04-021**

This series contains permits issued to plumbers or contractors assigning responsibilities for damage done while excavating city streets. Permits are arranged alphabetically by holder name and include: street number, grantee, location, date, and signature of engineer.

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.

Cities that do not require audits must retain these records 4 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: RDB Authority No. 85-022 specified a 3-months-after-excavation retention.) **R12/90**

MUN-347. EXPENDITURE BUDGET RECORD: **04-021**

This computer printout series is used to monitor accounts and funds to prevent over-expenditures of the budget. Information in the summary includes: account description, expense classes, estimated encumbrance, and unencumbered balance. The summary is generated monthly from the general ledger.

RETENTION**:** Retain 30 days in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified a 30-day retention for Detail Appropriations Summary.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-348.	**FIELD BOOK INDEX:**	**04-021**

This series contains an index numerically by street number to all field books. Information in the index includes: street number, field book, page, date, work performed by, time, remarks, drawing drawer number, and sheet.

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

(NOTE: Cull files at least once a year to avoid a build-up of superseded or obsolete material. RDB Authority No. 85-022 specified the same retention.)

MUN-349. FIELD BOOKS: **04-021**

This handwritten book series is useful in determining elevation and location of sidewalks, curbs, gutters, storm sewers, sanitary sewers, and gas lines. The file is arranged numerically by plot number and contains: elevation, grade, distances, sewer location, street grades, and points of reference pertinent to surveying.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-350. FLOOD CONTROL PAY REQUESTS: **04-021**

This series is comprised of correspondence and pay requests for federally funded reimbursed costs in conjunction with flood control.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-351.	**FUEL OIL LOG:**	**04-021**

This series is used to prepare vouchers for the finance office to initiate payment for fuel oil purchased by the city. Information in the log includes: pump readings, date, amount delivered, amount used, and a breakdown of usage by department. After the voucher has been prepared and the bill has been paid, the log has little further value.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-352. HAZARDOUS MATERIAL PERMITS: **04-021**

This series documents compliance with regulations concerning the storage, manufacture, or handling of hazardous material. Information on the permit includes: date, narrative of hazardous materials used, quantity on hand, and regulations concerning zoning. The information is received from the Fire Prevention Bureau and sent to this department for approval. The permits are issued annually.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-353.	**HAZARDOUS WASTE DOCUMENTATION:**	**04-021**
	This series contains documentation of hazardous waste destination and destruction, contract or city generated documentation summarizing the annual Household Hazardous Materials (HHM) collection program activities, and product reuse waiver of responsibility for materials taken from the HHM facility. RETENTION**:** Retain 5 years in office, then destroy.	
MUN-354.	**HAZMAT INCIDENT RESPONSE REPORTS:**	**04-021**
	This series documents hazardous materials/waste releases. RETENTION**:** Retain 10 years in office, then destroy.	
MUN-355.	**HIGHWAY APPROACH CONSTRUCTION PERMIT:**	**04-021**
	This series contains copies of permits issued for the construction of approaches from property adjacent to state highways. They are granted by the State Department of Transportation and include: section, township, range, width of right-of-way, signature of approving official, signature of district engineer, signature of state highway engineer, and completion date. The state Department of Transportation maintains the original permit. RETENTION**:** Retain 1 year after approach completion and then destroy. (NOTE: RDB Authority No. 85-022 specified the same retention.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-356.	**INDUSTRIAL PRETREATMENT BILLINGS:**	**04-021**
	This series contains the record of water and wastewater required to be tracked the Industrial Pretreatment Program. RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	
MUN-357.	**INDUSTRIAL PRETREATMENT COMPLIANCE MONITORING:**	**04-021**
	Permitted categorical industrial users must perform environmental monitoring to verify compliance with permit conditions. Some reports required are: baseline-monitoring reports, monthly and 90-day compliance reports, flow monitoring reports, reports of inspections the program performs, industrial waste mail and phone surveys, site surveys, significant industrial user determination, and Material Safety Data Sheets (MSDS) submitted by industry to the program. This also includes the Industrial Pretreatment Database which tracks all monitoring that has been performed by the program. RETENTION**:** Retain 5 years in office. Destroy after 5 years.	
MUN-358.	**INDUSTRIAL PRETREATMENT HEARING REPORTS:**	**04-021**
	This series contains documentation and reports resulting from hearings and show cause hearings held by the City's Industrial Pretreatment Program as part of the Enforcement Response Plan. RETENTION**:** Retain 5 years in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-359.	**INSPECTION NOTICES:**	
	This series is used to notify property owners or contractors of deficiencies to be corrected prior to approval. Information on the notice includes: address, owner, occupant, date, narrative of condition to be corrected, presented to, and inspector's signature.	**04-021**
	RETENTION**:** Retain in office until final inspection approval has been granted, then destroy.	
	(NOTE: RDB Authority No. 85-022 specified the same retention.)	
MUN-360.	**INVENTORY, MATERIALS:**	
	This series may contain either cards or computer printouts. It is maintained as a perpetual inventory of materials on hand for the public works department to use. The inventory is updated on a monthly basis and includes: department, item, month, number in stock, total value, dates received, new stock, cost per unit, amount used, ending balance, and total value. The information is also useful in determining quantities and descriptions of materials used and for ordering purposes. The finance office maintains a summary of the record for audit purposes.	**04-021**
	RETENTION**:** Retain current in office. Destroy superseded or obsolete provided the finance office maintains an audit copy.	
	(NOTE: RDB Authority No. 85-022 specified the same retention.)	
MUN-361.	**LABORATORY EQUIPMENT CALIBRATION LOG:**	
	This series contains a log of the calibrations of various pieces of laboratory equipment. It is required by the quality assurance and quality control program to ensure accurate analytical data.	**04-021**
	RETENTION**:** Retain five years in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-362.	**LAND USE APPLICATIONS:**	
	This series, which may be computerized, documents monthly activities of all land use applications that require public hearings and administrative actions. Information includes case number; land use applications; applicant and owner's name, mailing address, and telephone number; property address; property legal description; name of subdivision; number of lots; acreage; land use; zoning; public hearing dates; and actions by Planning Commission and/or City Council; effective date; and fees. The City Zoning office maintains a copy of the land use application in the subject property file. Original land use applications are maintained by the City Clerk's Office.	**04-021**
	RETENTION: Retain 3 years in office, then destroy.	
MUN-363.	**LAND USE SURVEYS:**	
	This series, which may be computerized, documents existing land use within the city. Existing agricultural, residential, commercial, industrial, parks and open space, vacant lands, utilities, and transportation land uses are inventoried utilizing aerial photographs and windshield inspections for mapping and analysis purposes. This may be computerized in a Geographic Information System (GIS).	**04-021**
	RETENTION: Retain current in office. Destroy superseded or obsolete.	
MUN-364.	**LIQUID WASTE DISPOSAL:**	
	Among the items included in this series are the liquid waste disposal coupon, liquid waste generator permit, and liquid waste control program, pollution prevention plans, and pollution prevention policy statement.	**04-021**
	RETENTION**:** Retain 5 years in office. Destroy after 5 years.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-365.	**MAP FILE:**	**04-021**

This series contains miscellaneous standard and oversize maps used by public works personnel for reference purposes. They may be used for determination of: buried power lines, gas lines, electric lines, addresses of lots in city, sanitary sewer, storm sewers, water lines, grading levels, and natural gas lines.

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

(NOTE: Consider microfilming when volume warrants. RDB Authority No. 85-022 specified the same retention.)

MUN-366. MATERIAL RECEIVED LEDGER: **04-021**

This series documents material received and used to make additions to the inventory list. Entries are made to the ledger chronologically and include: quantity, size, stock number, description, account, cost, amount, and total.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-367.	**MECHANICAL PERMIT:**	**04-021**

This series documents that mechanical installations are performed according to code by a licensed contractor or homeowner. This permit is also used to determine fees charged according to type of inspection. Information on the permit includes but is not limited to: contractor; location; owner; permit number; inspection date; type of works, i.e., duct work, gas appliances, hoods, vents, heating/cooling units installed, and fees; and inspector's signature.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

MUN-368. METER TESTS RECORD: **04-021**

This series documents the testing of meters for accuracy in measuring kilowatts. Information included in the series includes: location, circuit, date, meter manufacturer, serial number, volts, amperes, elements, demand interval, maintenance performed, and general conditions.

RETENTION**:** Retain 5 years in office, then destroy.

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-369. METHANE GAS TESTING REPORTS: **04-021**

This series contains the original monitoring reports maintained to comply with South Dakota Department of Environment and Natural Resources permit conditions for Tier II methane gas testing.

RETENTION**:** Retain 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-370.	**MINUTES, PLANNING COMMISSION:**	**04-021**

This series is maintained to provide a convenience copy of planning commission meeting minutes. The file is arranged chronologically and includes: date, people present, minutes, approval of minutes, and signature of chairman. The original minutes are maintained by the planning commission.

RETENTION**:** Retain permanently in office.

(NOTE: Consider microfilming to provide archival protection. RDB Authority No. 85-022 specified a 1-year-in-office retention for MUN-182 in the Public Works Section.)

MUN-371. MOVING PERMIT/APPLICATION: **04-021**

This series constitutes the application and, if approved, the subsequent permit necessary for house moving within the city limits. Copies of the application/permit are sent to the fire department and department of equalization. Information includes: date received, permit number, type of construction, weight, dimensions, moved from, moved to, signature of licensed mover, date, insurance policy in force, permit fee, signature of building inspector, date issued, building permit number, sewer cap number, and signatures of city traffic engineer, forester, and arborist.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-372.	**NOTICE AND ORDER:**	
	This series is used to notify owners of property deficiencies to existing residential and nonresidential premises and structures to be corrected within a specified period of time. Information on the notice includes: description of real estate, statement of violation, correction order, notice of right to appeal, specific code violation, narrative of required corrections, certificate of service, inspector's signature, and date.	**04-021**
	RETENTION**:** Retain 1 year, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.	
MUN-373.	**NOTICE OF ORDINANCE VIOLATIONS:**	
	This series is used to notify responsible parties of violations to be corrected. Information on the notice includes: date, time, name of responsible party, address of violation, violation details or narrative, specific ordinance violation, remedy or narrative of required correction, correction order, inspector's signature, and date.	**04-021**
	RETENTION**:** Retain 1 year in office after resolved, then destroy provided no litigation is pending.	
MUN-374.	**OPERATING PROCEDURES:**	
	This series contains standard operating procedures manuals for various segments of the Public Works Department. Among the manuals stored here are Air Quality, Municipal Solid Waste, Wastewater, Water Reclamation, Storm Water, and Industrial Pretreatment.	**04-021**
	RETENTION**:** Retain current in office. Transfer superseded to storage for 5 years. Destroy after 5 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-375.	**OPERATIONS IN-PLANT SAMPLE REGISTRATION SHEET:**	**04-021**
	This series contains wastewater sample documentation. RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	
MUN-376.	**OPERATIONS LAB ANALYSIS BENCH SHEETS:**	**04-021**
	This wastewater laboratory analysis bench sheet series, which may be computerized, tracks such data as alkalinity, biochemical oxygen demand (BOD) incubator temperature, ammonia distillation, ammonia-nitrogen, fecal streptococcus membrane filtration, fecal coliform membrane filtration, chloride, pH levels, and temperature. RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	
MUN-377.	**PETITIONS FOR PUBLIC IMPROVEMENTS / VACATIONS:**	**04-021**
	This series contains original petitions signed by city residents urging some action by the government. They are maintained here for public record. Information on the petition may include but is not limited to: resolution number, date, signatures of petitioners, description of property or action requested, and notary public seal and signature. The petitions have little value after the requested action has been addressed. RETENTION**:** Retain 1 year in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-378.	**PLAN FILE, AS-BUILT:**	**04-021**

This series contains the original plans detailing how various construction projects performed by the city were built, known as "as-built plans." They are used for reference when determining what improvements have been made and the specifications of those improvements. Types of plans the file may include are: underground sewers, underground cables, waste water treatment plants, streets, grades, curb and gutter projects, golf courses, municipal buildings, and water mains. The information is useful for renovation or new construction to determine the specifications of existing improvements.

RETENTION**:** Retain for life of the facility, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a permanent retention.) **R12/90**

MUN-379. PLUMBING PERMIT: **04-021**

This series documents that plumbing is performed according to code by a licensed contractor or homeowner. The permit is also used to determine fees charged according to the number of plumbing fixtures installed. Information on the permit includes but is not limited to: contractor, permit number, number of water closets, number of lavatories, number of showers, number of sinks, inspection date, fees, and inspector's signature. The file is arranged by address and compiled from the on-site inspection log.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-380.	**PROJECT FILES:**	
	This series is used to document work completed on projects which are funded through various grants. The finance office also maintains a file on all projects for audit purposes. Information may include: date, amount, warrant number, yearly totals, grand totals, description of work to be done, variances from original specifications, documentation of grant guideline compliance, correspondence, and miscellaneous remarks. The information is maintained for reference purposes.	**04-021**
	RETENTION**:** Retain current in office. Transfer to storage for 6 years. Destroy after 6 years, all litigation, claims, or audit findings involving the records have been resolved and final action has been taken and provided the finance office maintains an audit copy.	
	(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 1-year retention.)	
MUN-381.	**PUBLICLY OWNED TREATMENT WORKS MONITORING:**	
	This series contains the monitoring logs and reports filed by the Publicly Owned Treatment Works (POTW) section. Included in this series are the monthly discharge monitoring reports which summarize monitoring activities and verify compliance and the log used in the event an overflow or bypass of wastewater from the city's POTW, DMR summary addenda, photographs, lab results, and maps.	**04-021**
	RETENTION**:** Retain 5 years in office, then destroy.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-382.	**REAL ESTATE DEED FILES:**	**04-021**

This series contains original warranty deeds, quit claim deeds, title insurance policies, closing statements, correspondence, exhibits, title abstracts, historical reviews, railroad licenses, bills of sale, etc.

RETENTION**:** Retain in office for as long as the municipality owns the property. Transfer or delete when property is sold.

(NOTE: Consider microfilming to provide dispersal protection of these vital records.)

MUN-383.	**REAL ESTATE PROJECT FILES:**	**04-021**

This series contains original and limited copy items for all city property acquisitions, exchanges, dispositions, condemnations, research, appraisal reports, related correspondence, agreements, farm property leases, permanent easements, temporary easements, etc., for street rights-of-way, parks and recreation areas, sanitary sewers, storm water detention ponds, well field sites, landfill, CORP levee projects, community development projects, engineering easements, water reclamation, etc.

RETENTION**:** Retain permanently in office.

(NOTE: Consider microfilming to provide dispersal protection of these vital records.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-384.	**SANITARY SEWER OVERFLOW LOG:**	**04-021**

This series documents any sanitary sewer overflows. Data elements include dates and times of the start and finish of overflows, location, clean-up efforts, river monitoring, and notification of the Health Department and employees.

RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 5 years provided no litigation or claim is pending.

MUN-385. SEWER CLEANING RECORD: **04-021**

This series is maintained to document when and where sewers were cleaned within the city. Information includes: the location of the sewer line, the date the sewer was cleaned, the reason for the sewer line being cleaned, and comments. The records are kept to spot problems or trends which require attention.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-386.	**SIGN PERMIT FILES:**	**04-021**

This series constitutes the application, permit, and receipt for erection of a sign in compliance with city ordinances. Information includes: property information; site plan; type of sign; sign measurements; applicant information; sign sketch; description of sign; permit fee information; conditions and limitations; inspector's signature; signatures of owner, contractor, or owner's representative; and date issued.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

MUN-387. SOLID WASTE DISPOSAL DECLARATIONS AND REPORTS: **04-021**

This series is comprised of documentation for landfill division review of petroleum/waste/material releases reviewed at the program prior to disposal and a log documenting private party requests for disposal of special wastes in the city landfill division. A copy is maintained by the public works landfill division.

RETENTION**:** Retain 10 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-388.	**SOLID WASTE MONITORING ANNUAL REPORTS:**	**04-021**

This series contains the annual ground water report and leachate monitoring data collected by the city's solid waste landfill division. The original is maintained by the public works Landfill division.

RETENTION**:** Retain ten years in office. Destroy 10 years after superseded or obsolete.

MUN-389. SOLID WASTE OPERATION PERMITS: **04-021**

This series contains permits issued by the South Dakota Board of Minerals and Environment authorizing the operation of solid waste disposal facilities by the city. The permits, issued annually, include: permit number, grantee, type of facility, date granted, date expired, signature of Chairman of the Board of Minerals and Environment, and signatures of city officials. Each permit supersedes the previous one.

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

(NOTE: RDB Authority No. 85-022 specified the same retention.)

MUN-390. STREET LIGHT SERVICE RECORDS: **04-021**

This series documents repairs made to municipal street lights. The information is used to detail services for the annual report and includes: date, address, service performed, and serviceman performing the repair.

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

(NOTE: RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-391.	**STORM WATER ANNUAL REPORT:**	**04-021**
	This series contains the annual report issued to comply with the South Dakota Department of Environment and Natural Resources' permit requirements for storm water monitoring at the city's solid waste landfill.	
	RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 5 years. Destroy 5 years after superseded or obsolete.	
MUN-392.	**STORM WATER CONSTRUCTION SITE PROGRAM:**	**04-021**
	This series contains documentation of standard construction best management practices and procedures for reviewing, inspecting, and enforcing erosion and sediment control plans. It contains site planning procedures, best management practices, inspection and enforcement procedures, and training and education for operators.	
	RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 5 years. Destroy 5 years after superseded or obsolete.	
MUN-393.	**STORM WATER EROSION SEDIMENT CONTROL:**	**04-021**
	This series contains checklist, field notes, photographs, and maps generated by the engineering division. Sites which are not in compliance are referred to the Storm Water division for follow up enforcement.	
	RETENTION**:** Retain current in office, then transfer to storage for 5 years. Destroy years after resolved, provided no claim or litigation is pending.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-394.	**STORM WATER ILLICIT DISCHARGE PROGRAM:**	**04-021**

This storm water illicit discharge program provides standards for the detection and prevention of illicit discharges. Included in this series are the Illicit Discharge Monitoring Records, Illicit Discharge Field Inspection Reports, Notices of Violation issued to construction site, businesses, or individuals for violations of the city ordinance pertaining to storm water discharges, and copies of cease and desist orders and the citations issued by the code enforcement officer for specific recurring violations.

RETENTION**:** Retain in office for 5 years, then destroy.

MUN-395. STORM WATER INDUSTRIAL FACILITY PROGRAM: **04-021**

The Storm Water Industrial Facility Program sets the standards for the monitoring, inspections, discharge, and best management practices for industrial facilities regulated by storm water regulations within the city. This series consists of program documentation and a copy of the permit issued to the city's solid waste landfill by the South Dakota Department of Environment and Natural Resources.

RETENTION**:** Retain current in office. Transfer terminated or superseded to storage for 5 years. Destroy 5 years after terminated or superseded.

MUN-396. STORM WATER MUNICIPAL FACILITY RUNOFF CONTROL: **04-021**

This series contains the plans, drawings, forms, and checklists used to reduce pollutants in storm water runoff from such city enterprises as the golf course, leaf dump sites, parks and recreation maintenance facility, snow dump sites, street department facility, and vehicle shops.

RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 5 years. Destroy 5 years after superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-397.	**STORM WATER PUBLIC EDUCATION PROGRAM:**	**04-021**
	This series contains the documentation of the storm water public education program established to educate the public about actions which will be implemented to comply with the city's Storm Water Surface Water Discharge Permit.	
	RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 5 years. Destroy 5 years after superseded or obsolete.	
MUN-398.	**STORM WATER SURFACE WATER DISCHARGE PERMIT:**	**04-021**
	This is maintained here to satisfy the South Dakota Department of Environment and Natural Resources requirements for the discharge of storm water from the city.	
	RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 5 years. Destroy 5 years after superseded or obsolete.	
MUN-399.	**STORM WATER WET WEATHER MONITORING:**	**04-021**
	This series contains documentation of the program's established protocols to monitor storm water discharges and streams to comply with the city's Storm Water Surface Water Discharge Permit. Included in this series are records of monitoring data, lab reports, and monitoring field records.	
	RETENTION**:** Retain current in office. Transfer superseded or obsolete to storage for 5 years. Destroy 5 years after superseded or obsolete.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-400.	**SUBDIVISION PLANS AND PLATS, PRELIMINARY:**	**04-021**

This series, which may be computerized, documents weekly activities for all subdivision preliminary plans and plats. Information may include map case number; applicant and owner's name, mailing address, and telephone number; property address; property legal description; number of lots; acreage; public hearings if required; effective date; and fees. Public works also maintains a copy of this information.

RETENTION**:** Retain current in office. Destroy superseded or obsolete. Cull files once each year to avoid a build up of obsolete or superseded material.

MUN-401.	**SUMP PUMP INSPECTION LOG:**	**04-021**

This series documents inspection of private sump pumps to determine compliance with sump pump ordinances and documenting where the pumps discharge. Data elements include inspector's and home owner's names, inspection date and time, and address of sump pump location.

RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-402.	**TRANSFORMER CARDS:**	**04-021**

This series maintains a record of transformers installed and provides documentation of maintenance performed. Information on the card includes: location, date installed, equipment number, and service performed.

RETENTION**:** Retain for life of equipment. Destroy when transformer is destroyed.

(NOTE: RDB Authority No. 85-022 specified retaining throughout duration of service and destroying when removed from service.) **R12/90**

MUN-403. TRANSIT ADMINISTRATIVE REFERENCE FILES: **04-021**

This series documents various grants, financial information, major purchases, reports, maps, and brochures associated with the city's public transit system. The information is used for reference, documentation, and project monitoring purposes.

RETENTION**:** Retain current in office. Destroy superseded or obsolete. Cull files once each year to prevent a build up of obsolete or superseded material.

MUN-404. TRANSPORTATION ADMINISTRATIVE REFERENCE FILES: **04-021**

This series documents various street designations, traffic modeling, reference information, studies, reports, maps, new street construction, and street improvement projects, bicycle routes, and brochures associated with the city's transportation system.

RETENTION**:** Retain current in office. Destroy superseded or obsolete. Cull files once each year to prevent a build up of obsolete or superseded material.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-405.	**UNDERGROUND ELECTRIC SERVICE INDEX:**	**04-021**

This index card series is maintained as an alphabetical index by street name to underground electric service receipt books.

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

(NOTE: Records Destruction Board Authority Number 85-022 specified the same retention.)

MUN-406.	**UNDERGROUND ELECTRIC SERVICE RECEIPTS:**	**04-021**

This book series contains cash receipts used to document payment received for underground electrical service. They are arranged numerically by receipt number and include: date, name of person requesting electrical service, address of service, amount of fee, service charge, owner's signature, and inspector's signature. The fees are charged for underground electrical service when provided prior to the surrounding area. The finance office maintains a copy of the receipt for audit purposes.

RETENTION**:** Retain 1 year in office, then destroy, provided the audit copy is maintained by the finance office.

(NOTE: Consider discontinuing this series if it is duplicated in the finance office. RDB Authority No. 85-022 specified the same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-407.	**WATER RECLAMATION CHEMICAL FEED UNIT LOG:**	**04-021**

This series contains operational status and flow information for the wastewater operations portion of the treatment facility, along with chemical usage information. Information is maintained on the chemical feed unit and chlorine contact and post aeration.

RETENTION**:** Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 5 years provided no litigation or claim is pending.

MUN-408. WATER RECLAMATION OPERATIONS LOGS: **04-021**

This series contains operational status and laboratory analysis for the wastewater treatment facility. Among the logs kept are: Aerations basins log, chemical feed unit log, control unit log, CP 1000 log, daily master log, energy recovery unit log, filter unit and backwash storage log, flow study and bypass pumping logs, and lab equipment calibration log.

RETENTION: Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.`

MUN-409. WASTEWATER LABORATORY EQUIPMENT LOGS: **04-021**

This series contains verification of routine maintenance and monitors operation of laboratory equipment. Among the logs in this series are the completed monthly and quarterly maintenance lab checklists and refrigerator temperature logs.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-410.	**WASTEWATER LABORATORY LOGS:**	**04-021**

This series contains operational status and flow information for the in-plant waste pump stations, gravity thickeners and anaerobic digester, the dewatering unit, etc.; the BOD Incubator Temperature log; and the various bench sheets documenting process control testing of various wastewater samples and information on samples sent to outside laboratories for analysis.

RETENTION: Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 5 years provided no litigation or claim is pending.

MUN-411.	**WASTEWATER OPERATIONS LOGS:**	**04-021**

This series contains operations bench sheets documenting process control testing of Mixed Liquor Suspended Solids (MLSS) and Returned Activated Sludge (RAS) samples and operational status and flow information for the sludge pump station.

RETENTION: Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 5 years provided no litigation or claim is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-412.	**WASTEWATER SAMPLE DOCUMENTATION:**	**04-021**

This series contains various waster water sample and analysis documentation of such agents as ammonia, nitrogen, fecal coliform, fecal streptococci, volatile organic acids, etc.

RETENTION: Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 5 years provided no litigation or claim is pending.

MUN-413. WATER LINE BREAK RECORDS: **04-021**

This series is used to record all water line breaks within the city. They are reviewed to spot possible trends and problems which may need corrective repairs or replacement. They are arranged alphabetically by street or area and include: time reported, time off, time on, reported by, total time, location of area affected, number of customers affected, cause of break, action taken, date, and signature. The cards may be used to spot long-term trends or problem areas which may need corrective action or replacement.

RETENTION**:** Retain for the life of the line, then destroy.

(NOTE: RDB Authority Nos. 85-022 and 90-008 specified a 20-year retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-414.	**WATER RECLAMATION COLLECTION TRACKING DATA:**	**04-021**

This series is comprised of checklists and logs created to monitor flow, manhole status, lift-station data, sewer pipe condition, and preventive maintenance performed by the unit.

RETENTION: Retain 5 years in office, then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Cities that do not require audits must retain these records 5 years provided no litigation or claim is pending.

MUN-415. WATER TESTING DATA AND REPORT FORMS, SWIMMING POOL: **04-021**

This series contains a copy of the standard report sent to the South Dakota Department of Water and Natural Resources (DWNR). It is used to document test results of swimming pool water samples. The reports are submitted bimonthly and include: name and address of person to receive report, name of water supply, sample collector, date and time collected, type of supply, labor number, date received, and date reported. The state DWNR maintains the report seven years. This copy is kept for reference to spot possible problem areas. ARSD 74:04:08:09 specifies a 2-year retention.

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

(NOTE: RDB Authority No. 85-022 specified a 5-year retention. RDB Authority No. 90-008 specified a 3-year retention.)

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

MUN-416. WEIGH TICKET BOOKS: **04-021**

This series contains weigh tickets submitted by contractors for payment for the hauling of construction materials. Information includes: date, name of company, truck number, material hauled, license number, weight, gross weight, tare weight, and net weight. The ticket books are reviewed by the finance office so that appropriate payments may be made to the contractors for materials hauled.

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

Cities that do not require audits must retain these records 4 years provided no litigation or claim is pending.

(NOTE: Consider transferring to the finance office for retention prior to audit. RDB Authority No. 85-022 specified a 4-years-provided-audited retention.) **R12/90**

MUN-417. WIRING CERTIFICATES: **04-021**

This series contains copies of standard form wiring certificates which authorize the city to engage electrical service to residential or commercial areas. The certificates are issued by the South Dakota State Electrical Board and include: county, section, township, range, address, name, number of certificate, signature of installer, description of installation, power supplier, customer, date, inspection fee, phase, volts, and service size. The certificate serves little value after the authorization has been received and service has been engaged. The South Dakota State Electrical Board maintains the original certificate.

RETENTION**:** Retain 6 months after hook-up of service has been completed, then destroy.

(NOTE: RDB Authority No. 85-022 specified t he same retention.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
MUN-418.	**ZONING CASE ACTIVITY:**	
	This series, which may be computerized, documents monthly rezoning case activities and is used in updating the city's official zoning map. This is administrative reference material. RETENTION: Retain current in office. Destroy superseded or obsolete.	**04-021**