

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

DEPARTMENT: State of South Dakota
DIVISION: Political Subdivisions
OFFICE: Municipalities
PROGRAM: Finance
RECORDS OFFICER: _____
RM CUSTOMER #: _____

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>RDB</u> <u>AUTHORITY</u> <u>NUMBER</u>
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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**