

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

DEPARTMENT: State of South Dakota
DIVISION: Political Sub-Divisions
OFFICE: Local Schools
PROGRAM: Fiscal
RECORDS OFFICER: Superintendent
RM CUSTOMER #: _____

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

SCL-35. ELECTION RECORDS:

17-011

This series may contain documentation pertaining to school board elections. Information may include, but is not limited to: calendars, maps, worker and candidate instruction booklets, absentee voter applications, election ballots, ballot distribution receipts, and poll books used in the election of school board members.

RETENTION: Retain ballot distribution receipts, poll books, paper ballots, voting machine ballot records, unused or spoiled ballots 60 days after election and/or recount, then destroy.

Retain contested ballots and recount petitions 1 year in office, then destroy provided no litigation is pending.

Retain calendars, maps, worker and candidate instruction booklets, and absentee voter application, 60 days after election and/or recount, then destroy provided no litigation is pending.

SCL-50. ELECTION RETURN RECORDS:

13-012

This series contains election returns documenting the election of school board officials. They are the original election return records and are kept here solely.

RETENTION: Retain 10 years in office, then transfer to the State Archives for final disposition.