



FLEET & TRAVEL MANAGEMENT

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Administration
Records Management Program
104 S Garfield Avenue; Building E
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2022

PROJECT STAFF

Scott Bollinger, Commissioner
Bureau of Administration

The employees of Fleet and Travel Management who contributed their time to explain the purpose and review the content of each record.

Rick Augusztin, Records Officer
Bureau of Administration

Dana Hoffer
State Records Manager

STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
Bureau of Administration
(Chairman)

Jenny Jorgenson
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager



MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 19, 2022

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

Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

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

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

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jeff Bloomberg (name), acting in my position as Commissioner of the Bureau of Administration (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 Fleet and Travel Management (department) consists of 8 pages and contains record series number(s) FTM-1 (consecutively re-numbered) through FTM-11.

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 Fleet and Travel Management (department) record series numbers(s) FTM-2, FTM-7, and FTM-9 thru FTM-11.

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.



Jeff Bloomberg, Commissioner of Bureau of Administration

6-18-07

Date

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



Signature, State Records Manager

6-27-07

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 28th day of June, 2007, 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

6-28-07

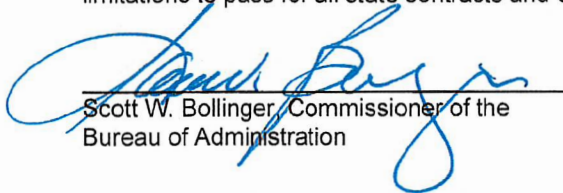
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Scott W. Bollinger, acting in my position as the Commissioner of the Bureau of Administration, 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.

Authority is requested to delete "Records Retention and Destruction Schedule" Authorization of Fleet and Travel Management consists of 1 page(s) and contains record series number(s) FTM-4.

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.



Scott W. Bollinger, Commissioner of the
Bureau of Administration

6-3-2022
Date

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



Dana Hoffer, State Records Manager


6/3/2022
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 19th day of July, 2022 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 22-004.**



Scott W. Bollinger, Chairman of the Board

7-19-2022
Date

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Notes, Record Handling, & Definitions:

Notes:

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

Record Handling:

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Central Services
PROGRAM: Fleet & Travel Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0324

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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FTM-1. ADMINISTRATIVE REFERENCE FILE:

07-007

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

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

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

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FTM-2. BILLING RECORDS, FLEET AND TRAVEL MANAGEMENT:

07-007

These monthly computer printouts are generated by the on-line mileage logs and mileage ledgers and provide summaries of the amount each agency is billed monthly for travel costs per vehicle number and total vehicle miles driven. Information may include: agency name, date of travel, driver's name, destination, vehicle number, total miles driven per trip, rate charged per mile, cost of each trip, and total department cost. Other reports can be generated upon request which summarizes miles driven by each driver. This record series is used for billing purposes, for statistical information concerning miles driven by each agency, and to ensure equal distribution of use for all vehicles.

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

(Note: Previous record series number was FTM-1.)

FTM-3. CORRESPONDENCE, GENERAL:

07-007

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

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was FTM-3.)

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FTM-4.	<u>DOT HIGHWAY MAINTENANCE SHOP BILLINGS:</u> Deleted from Schedule, <u>07/19/2022</u> .	
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FTM-5.	<u>E J WARD FUELING SYSTEM:</u>	
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07-007

This series is arranged chronologically by month and contains the State billing for fuel purchases at State fueling sites. Information may include: date, time, pump, type of fuel, volume, cost per volume, odometer reading, vehicle equipment ID, and grand total of all equipment ID's. This record series is used to verify purchases made, track expenses, and for audit purposes.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

FTM-6.	<u>EQUIPMENT MANAGEMENT SYSTEM (EMS) DATABASE RECORDS:</u>	
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07-007

This mainframe computer database series contains information regarding state owned vehicles monitored by Fleet and Travel Management's Equipment Management System. Information may include, but is not limited to: vehicle number, purchase information, mileage, fuel and oil usage, service, maintenance, repairs, reconditioning, and vehicle disposal records. This record series is maintained for reference and is used to determine when a vehicle should be declared surplus or sold.

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

(Note: Previous record series number was FTM-5.)

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

FTM-7. JOURNEY SYSTEM DATABASE RECORDS:

07-007

This mainframe computer database series contains information regarding Fleet and Travel Management's journey system. Information may include, but is not limited to: driver's name, passenger(s) name(s), agency, date of travel, and vehicle number. This record series is maintained for reference and is used to coordinate travel among all state agencies.

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

(Note: Previous record series number was FTM-8.)

FTM-8. RECORDS MANAGEMENT FILES:

07-007

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

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

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RECORDS RETENTION &
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DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
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RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

FTM-8.1. SURPLUS PROPERTY FILES:

09-012

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

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

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FTM-9. TRAVEL REQUESTS (PRIVATE VEHICLE AUTHORIZATION):

07-007

This series is arranged chronologically by approval date and contains copies of travel requests documenting Fleet and Travel Management's authorization for state employees to use their private vehicles to travel on State business. Information may include: date, agency name, budgetary coding, date of travel, and authorized signatures. A copy is returned to each respective agency. This record series is maintained to document approval was granted by Fleet and Travel Management and for verification to the State Auditor's office that the payment can be processed.

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

(Note: Previous record series number was FTM-12.)

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RECORDS OFFICER: Rick Augusztin
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RECORD **R.D.B.**
SERIES NO. **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**
NUMBER

FTM-10. VEHICLE MASTER FILES:

07-007

This series is arranged numerically by vehicle number and contains all related information for vehicles owned by the State Fleet and Management program. Information may include: vehicle identification, vehicle title, fleet management system entry documents, purchase information, copy of requisition, dealer's invoice, registration information, maintenance records, all money orders, Fuel Plus fuel usage records, minor maintenance (with a copy of the receipt), vehicle monthly reports, vehicle work orders, driver assignments or reassignments (contact person), condition documentation (new vehicles), condition reports, surplus or reassigned, requests for permanent assignment of state vehicles, vehicle reassignment forms, vehicle disposal records, and various other information related to each vehicle. This record series is used to provide a history of all repairs made to each vehicle, to document proof of ownership, and to determine cost efficiencies of reconditioning.

RETENTION: Retain vehicle title current in office. Transfer when respective vehicle has been sold or declared surplus.

Retain all other records current in office. Destroy when respective vehicle has been sold or declared surplus.

(Note: Previous record series number was FTM-13.)

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RECORD		R.D.B.
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		<u>NUMBER</u>

FTM-11. VOYAGER WEEKLY BILLINGS AND PAID INVOICES:

07-007

This series is arranged chronologically by week and contains the Voyager Fleet weekly reports and monthly billings. Information may include: exception report, unit audit report, and the billing support report. This record series is used to verify purchases made for specific vehicles, track expenses, and for audit purposes.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was FTM-6.)