



RECORDS MANAGEMENT

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

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2021

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STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
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Peggy Livingston
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: December 9, 2021

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 Records Management (department) consists of 20 pages and contains record series number(s) RM-1 (consecutively re-numbered) through RM-25.

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 Records Management (department) record series numbers(s) RM-4, RM-5, RM-12, RM-15, RM-16, RM-18, RM-27, RM-28, RM-32, RM-33, and RM-35.

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

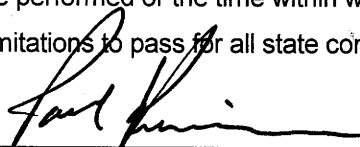
I, Paul Kinsman (name), acting in my position as Commissioner of the Bureau of Administration (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Records Management (department) consists of 1 page and contains record series number(s) RM-19.

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 Records Management (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.



Paul Kinsman, Commissioner of Bureau of Administration

11-29-12

Date

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



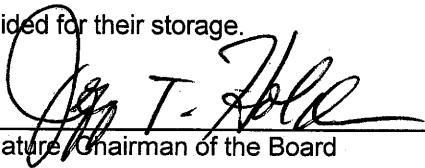
Dana Hoffer, State Records Manager

12/11/2012

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of December, 2012, 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

12-13-12

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

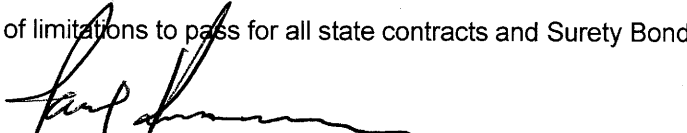
I, Paul Kinsman (name), acting in my position as Commissioner of the Bureau of Administration (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Records Management (department) consists of 3 pages and contains record series number(s) RM-1, RM-8, and RM-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 Records Management (department) consists of 1 page and contains record series number(s) RM-10.

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.



Paul Kinsman, Commissioner of Bureau of Administration

11-14-14

Date

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



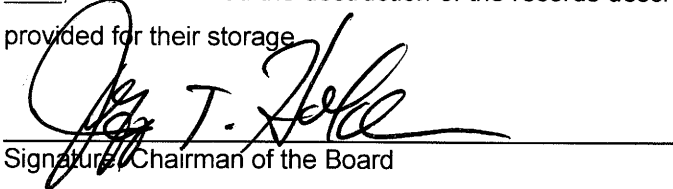
Dana Hoffer, State Records Manager

12/1/2014

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 10th day of December, 2014, 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

12-10-2014

Date

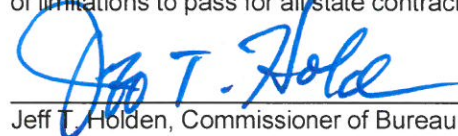
PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jeff T. Holden (name), acting in my position as Commissioner of the Bureau of Administration (title), requests 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 Records Management Program (department) consists of 2 pages and contains record series number(s) RM-15 and RM-16.

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.



Jeff T. Holden, Commissioner of Bureau of Administration

11-3-16
Date

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

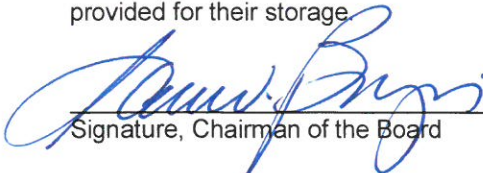


Dana Hoffer, State Records Manager

12-1-2016
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 20th day of December, 2016, 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

12-20-16
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.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of Records Management consists of 9 page(s) and contains record series number(s) RM-6, RM-7, RM-9, RM-11, RM-12, RM-15, RM-16, RM-20, RM-21, and RM-22.

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 Records Management consists of 1 page(s) and contains record series number(s) RM-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

10-27-2021
Date

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



Dana Hoffer, State Records Manager

10/27/2021
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 8th day of December, 2021 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 21-015.**



Scott W. Bollinger, Chairman of the Board

12/8/2021
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: Records Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0330

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
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RM-1. ACTIVITY LOG LISTING:

14-002

These annual mainframe generated reports documents Record Center and Microfilm Vault retrieval/re-file activity for boxes, files, and rolls of microfilm stored at Records Management. Job stream numbers include: RM02JS12 which is arranged alphabetically by agency, and RM02JS26 which is arranged numerically by Automated Records Management System (ARMS) number. Information may include: entry date, return date, request number, ARMS number, location (row, shelf, and bin; or drawer), agency information (department, division, office, and program), file ID, roll ID, and name of requestor. This record series is maintained to document the retrieval/re-file activity for the Record Center and Microfilm Vault at Records Management.

RETENTION: Retain 10 years, then destroy.

(Note: These reports are stored in BIT's Electronic Output System (EOS)).

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: Records Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0330

<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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RM-2. ADMINISTRATIVE REFERENCE FILES:

07-010

This series maybe 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: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

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: Records Management
 RECORDS OFFICER: Rick Augusztin
 RM CUSTOMER #: 0330

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

RM-3. BILLING FILES, RECORDS MANAGEMENT:

07-010

This series contains Records Management billing files for supplies and/or services. Documentation may include: RM02JS28 (daily supply billing worksheets); lab service sheet, RM02JS33 (lab service billing); RM02JS11 (supply billing proof sheet); RM02JS35 (microfilm unit extract billing); and RM02JS10 (voucher billing detail, quarter revenues summary, and list of unbillables). Information may include: entry number, supply description, supply quantity, supply number, work request number, entry dates, customer number, number of rolls processed and/or duplicated; current rates, splicing fee, return parcel fee, film technician's signature, box storage fees, microfilm vault storage fees, management service fees, and totals. This record series is used for reference and billing purposes.

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

RM-4. COM DATABASE: Deleted from Schedule, 12/08/2021.

RM-5. CORRESPONDENCE, POLITICAL SUB-DIVISIONS:

07-010

This series is arranged chronologically and may contain both copies of letters and memorandums sent and the originals of letters and memorandums received regarding the destruction of obsolete records. This records series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

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: Records Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0330

RECORD **R.D.B.**
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE **AUTHORITY**
NUMBER

RM-6. **DAILY TYPE 6 LISTING AND SUPPLY BILLING
WORKSHEET:**

21-015

This mainframe generated report (RM02JS28) contains the daily type 6 (box/roll no re-file) listing for the record center and vault; and the daily supply billing worksheet (only when items have been added to supply billing). Information for the daily type 6 listing may include: location information, ARMS #, department breakdown, contents, record title, and the date the box/roll was checked out as no re-file. Information on the supply billing worksheet may include: operator name, entry date, entry number, agency number, supply description, quantity, document type, and film technician signature. The information is used for reference and administrative purposes.

RETENTION: DAILY TYPE 6 LISTING: Retain current destroy superseded or obsolete.

SUPPLY BILLING WORKSHEET: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: This report is stored in BIT's Electronic Output System (EOS)).

(Note: The daily supply billing worksheet is only generated when items have been added to the supply billing).

(Note: The daily type 6 listing is only generated when boxes or rolls of microfilm has been checked out as a Transfer to Agency.)

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: Records Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0330

<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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RM-7. DEPARTMENT ACTIVITY REPORT, MONTHLY:

21-015

This monthly mainframe generated report (RM02JS21) contains each department's activity for a given month. Information may include: month/year; department; record title; cubic feet added--vault and record center; cubic feet destroyed--vault and record center; and total retrieval/refiles for the vault and record center. This record series is used to identify misspelled record titles. The reports have no value once the misspelled record titles have been corrected on the mainframe system.

RETENTION: Retain for 1 month, then destroy.

(Note: This report is stored in BIT's Electronic Output System (EOS)).

RM-8. DESTROYED BOX AND MICROFILM ROLL LISTING:

14-002

This annual mainframe generated report is arranged alphabetically by agency and documents the boxes of paper and rolls of microfilm which are destroyed during each fiscal year. Job stream number RM02JS14 information may include: agency (department, division, office and program), Automated Records Management System (ARMS) number, location (row, shelf, and bin; or drawer), entry date, Records Destruction Board (RDB) Authority number, disposal date, restriction code, from/to, contents/title, and box size (cubic feet). The information is maintained for reference and to document the boxes of paper and microfilm records destroyed during each fiscal year.

RETENTION: Retain 10 years, then destroy.

(Note: This report is stored in BIT's Electronic Output System (EOS)).

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: Records Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0330

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

RM-9. DESTRUCTION PULL LISTS:

21-015

This series contains the actual pull list used by Records Management to destroy boxes (RM02JS07) and microfilm (RM02JS08) during a scheduled destruction. Information may include: destruction date, location (row, shelf, and bin; or drawer), ARMS #, roll number, department, and contents/title. This record series is maintained for reference purposes.

RETENTION: Retain 1 year, then destroy.

(Note: These reports are stored in BIT's Electronic Output System (EOS)).

RM-10. FILE CABINET REQUESTS: Deleted from Schedule, 12/10/2014.

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: Records Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0330

<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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RM-11.	<u>INVENTORY LISTINGS, MICROFILM VAULT AND RECORD CENTER:</u>	
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21-015

This monthly mainframe generated report(s) are arranged alphabetically by agency and contain lists of microfilm (RM02JS05) and paper records (RM02JS04) currently stored at Records Management. Microfilm information may include: agency name, Automated Records Management System (ARMS) number, roll number, drawer number, entry date, Records Destruction Board (RDB) number, disposal date, contents, records title, and film type. Record Center information may include: agency name, ARMS box number, storage location, entry date, RDB number, disposal date, contents, record title, and box size (cubic feet). This record series is maintained for reference to provide complete lists of original microfilm and paper records stored at Records Management and as indexes to storage locations.

RETENTION: Retain for 1 month, then destroy.

(Note: These reports are stored in BIT's Electronic Output System (EOS)).

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: Records Management
 RECORDS OFFICER: Rick Augusztin
 RM CUSTOMER #: 0330

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

RM-13. MICROFILM UNIT DATABASE:

07-010

This microfilm unit database contains new and completed work orders; current agency, projects, contact, and records officer information; and the time entries for the billing of completed microfilm projects. Project information may include: billing number, agency information, contact, records officer, project title, film type, and work order number. Billing information may include: dated filmed, operator ID, roll number, beginning and ending film times, exposures, ending image address, new roll used, comments, total film time, total number of rolls used, total exposures, actual date completed, and date billed. This record series is used to track work order and to generate the quarterly microfilm unit billing.

RETENTION: Retain permanent.

RM-14. PETITION FOR AUTHORITY TO DESTROY RECORDS:

07-010

This series is arranged alphabetically by department and contains the signed "Petition For Authority To Destroy Records" as submitted by the various agencies requesting authority to dispose of records pursuant to ARSD 10:04:02:03. Information may include: highest ranking official's (agency head) name, title, record series numbers to be considered, number of pages, agency head's signature, State Records Manger's signature, and the State Records Destruction Board Chairman's signature. Petitions document the formal request by an agency to receive authority to dispose of obsolete records. They serve to document the State Records Destruction Board's approval to destroy obsolete state and local government records.

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

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OFFICE: Central Services
PROGRAM: Records Management
RECORDS OFFICER: Rick Augusztin
RM CUSTOMER #: 0330

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RM-12. PROJECT REGISTRATION FORMS:

21-015

This series is arranged alphabetically by agency and may contain digital archive writer project registration forms, microfilm project registration forms, and/or scanner project registration forms. Information may include: project official, address, telephone number, agency name, billing number, project title, record series number, Records Destruction Board (RDB) number, retention period, specifications concerning the project, filming procedures, and authorized signatures (agency Records Officer and State Records Manager). This record series is used by the equipment operators to ensure projects are completed according to specified procedures. A copy of the project registration form(s) is sent to the project official and to the agency records officer.

RETENTION: Retain current. Destroy superseded or obsolete.

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RM-15. RECORDS DESTRUCTION AUTHORIZATION FORMS:

21-015

This series is arranged alphabetically by department, division, office, and program and contains the Records Destruction Authorization Standard Form RM-3 used to request authorization to destroy agency paper (RM02JS06) and microfilm (RM02JS23) records. Information may include: record series, ARMS number, roll number, contents, Records Destruction Board Authority (R.D.B.) number, records officer signature, agency contact signature, date signed, and letters from Department Secretaries requesting extensions. This record series is maintained to document the authorization required to allow Records Management personnel to destroy agency records.

RETENTION: SIGNED FORMS: Scan and transfer paper to storage for 1 year, then destroy.

ELECTRONIC IMAGES: Convert to microfilm when volume warrants. Retain microfilm and electronic images for 10 years, then destroy.

(Note: A copy of the unsigned destruction authorization forms are stored in BIT's Electronic Output System (EOS) for 1 year).

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RM-16. RECORDS DESTRUCTION BOARD FILES:

21-015

This series is arranged chronologically by meeting date and contains a copy of the minutes and all other information concerning the Records Destruction Board meetings. Information may include: copy of pending schedules, notice of meeting, agendas, chairman duties, meeting minutes, and schedules authorized. This record series is used to document all actions taken by the board concerning record retention and destruction schedule approvals.

RETENTION: MINUTES: Scan and transfer paper to storage for 1 year, then destroy.

ELECTRONIC IMAGES: Convert to microfilm when volume warrants. Retain microfilm and electronic images permanently.

ALL OTHER INFORMATION: Retain 1 year in office after Records Destruction Board meeting, then destroy.

RM-17. RECORDS RETENTION AND DESTRUCTION SCHEDULES:

07-010

This series is arranged alphabetically by agency and contains their authorized "Records Retention and Destruction Schedules." Information includes: department/division/office/program name, record series number, record title, description, and retention. These schedules represent the most current schedule authorized for each agency as approved by the State Records Destruction Board.

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

(Note: The Records Retention and Destruction Schedules are also available on-line.)

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**RM-18. RECORDS RETENTION AND DESTRUCTION SCHEDULES,
WORKING PAPERS:**

07-010

This series contains the retention schedule change request forms completed by agencies requesting changes to be made to their Records Retention and Destruction Schedules (RRDS), and the draft copies of the retention schedule changes. Information may include: department hierarchy, Records Management customer number, record series number, record titles, filing method, record format, descriptions, recommended retentions, records officer signature. Each agency reviews the drafts to ensure the changes are accurate and make notations on areas which require modifications. Records Management uses them to ensure the requested modifications have been considered.

RETENTION: Retain in office until final schedules have been completed, then transfer to storage for 1 year. Destroy 1 year after the Record Destruction Board meeting.

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RM-19. RECORDS TRANSMITTAL AND RECEIPT:

12-003

This series is arranged alphabetically by department and contains the Records Transmittal and Receipt Forms submitted electronically by agencies to transfer paper records to the State Record Center for storage and Records Management’s working paper copy. Information may include: agency information (department/division/office/program); transfer date; building name or address; Records Management customer number, name and telephone of the individual completing the form, Automated Records Management System (ARMS) number, record center location (row, shelf, and bin), record series name and number, contents (alphabetic or numeric, and inclusive dates), Records Destruction Board Authority (R.D.B.) number, disposal date, number of boxes listed and Records Management information (entered by/date, number of boxes received., name of Record Center Operator, and date received). The information is maintained to document the transfer of paper records to the Record Center. A copy of the completed transmittal is sent to the individual who completed the transmittal.

RETENTION: Retain Electronic Copy 10 years, then destroy.

Retain Paper Copy 2 years, then destroy.

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RM-20. SPACE FILE UPDATE:

21-015

This mainframe generated report(s) contains the space file updates for the record center (RM02JS20) and the space file updates for the vault (RM02JS27). These reports are generated to re-claim the space in the record center and vault after the destruction process has been completed. Information may include: the date and time the report was run, and the number of space record(s) updated in the record center and vault. The information is used for reference purposes.

RETENTION: Retain 1 year, then destroy.

(Note: These reports are stored in BIT's Electronic Output System (EOS)).

RM-21. STATE ARCHIVIST LISTING:

21-015

This mainframe generated report(s) contain an agency approved listing of boxes (RM02JS17) or rolls of microfilm (RM02JS24) scheduled to be destroyed during a planned destruction. Information may include: agency information, ARMS #, entry date, roll number, R.D.B.#, from and to contents, record title, cubic feet, and item type. Records Management sends a listing to the State Archivist for every scheduled destruction, pursuant to ARSD 24:52:11:01, which requires that the State Archivist be notified 30 days in advance of any planned destruction of state records. This record series is used to ensure that only the authorized boxes/rolls show up on these reports.

RETENTION: Retain 1 year, then destroy.

(Note: These reports are stored in BIT's Electronic Output System (EOS)).

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RM-22. STATISTICS FILE:

21-015

This series may contain spreadsheets and/or mainframe generated statistical reports. Reports may include: monthly microfilm unit statistics; Digital Archive Writer statistics; monthly performance statistics (RM02JS01); quarterly performance statistics (RM02JS02); year-end activity and cost avoidance reports (RM02JS03); and comparison reports (RM02JS31). Information may include: number of documents filmed, amount of COM generated, number of retrievals/re-files; number of rolls/boxes added, cost avoidances, number of rolls/boxes destroyed; exposures, start and end film times; number of file cabinets emptied, time utilization, total RM film time, total number of documents filmed by RM, cubic feet added/destroyed, and beginning and ending cubic feet. This record series is maintained for reference and administrative purposes.

RETENTION: Retain 5 years, then destroy.

(Note: The mainframe reports are stored in BIT's Electronic Output System (EOS)).

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RM-22.1. 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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RM-23. TEST RESULTS, MICROFILM LAB:

07-010

This series contain a copy of test results for Kodak Quality Monitoring, Kodak Residual Thiosulfate Analysis, and the daily developer control steps. Information may include: date, developer temperature, number, density, residual thiosulfate, acceptability, lab name, customer number, processor model, processor speed, customer Aim standard, customer control strips average reading, Kodak laboratory average readings, densitometer correlation, action items, Kodak lab technician's signature, micrograms of thiosulfate per square centimeter, pass/fail marks, and comments. This record series is maintained to document that microfilm processed by the lab meets and/or exceeds all state and national standards.

RETENTION: Microfilm and maintain film permanently.

RM-24. VOUCHERS:

07-010

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers, and journal vouchers; along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system. This record series is maintained for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

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RM-25. WORK ORDERS, COMPLETED:

07-010

This series contains completed work orders for projects that have been microfilmed by Records Management using a camera or the Digital ArchiveWriter. Documentation may include: RM work order, agency microfilm work order, camera operator work order log sheets, a copy of microfilm project registration form, completed checklists, and completed certificates of authenticity. Information may include: work request number, RM billing number, agency information, project title, roll number(s) image address information, special instruction, film date(s), start and end film times, exposures, camera operator initials, and any comments. This information from the computer operator log sheets is entered into the "Microfilm Unit Database."

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

(Note: Once the work order has been closed out in the "Microfilm Unit Database," purge and destroy the copy of the microfilm project registration form, the completed checklists, and the completed certificates of authenticity.)