



**BOARD OF REGENTS
BLACK HILLS STATE UNIVERSITY
DAKOTA STATE UNIVERSITY
NORTHERN STATE UNIVERSITY
SD SCHOOL OF MINES & TECHNOLOGY
SOUTH DAKOTA STATE UNIVERSITY
UNIVERSITY OF SOUTH DAKOTA
SD SCHOOL FOR THE DEAF
SD SCHOOL FOR THE BLIND & VISUALLY IMPAIRED**

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota
Bureau of Administration
Records Management Program
(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Human Resources and Administration
Records Management Program
1320 East Sioux Avenue
Pierre, South Dakota 57501

Record Officers:

Lakynn Haak:	Board Regents
Rob Houdek:	Black Hills State University
Amy Dockendorf:	Dakota State University
Veronica Paulson:	Northern State University
Kathryn Alley:	South Dakota School of Mines & Technology
Janet Peterson:	South Dakota State University
Justin Noehren:	University of South Dakota
Kami Van Sickle	South Dakota School for the Deaf
Jessica Vogel:	South Dakota School for the Blind & Visually Impaired

Record Management:

Dana Hoffer, State Records Manager

STATE RECORD DESTRUCTION BOARD

Jason Kettwig, Deputy Commissioner
Bureau of Human Resources and
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: Board of Regents

FROM: Dana Hoffer
State Records Manager

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

DATE: December 15, 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, Jack R. Warner (name), acting in my position as Executive Director of the SD Board of Regents (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 Board of Regents (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 Board of Regents (department) record series numbers(s) EDU-0038, EDU-0041, EDU-0043, EDU-0053, EDU-0057, EDU-0058, EDU-0059, EDU-0068, EDU-0069, EDU-0071, EDU-0085, EDU-0087, EDU-0088, EDU-0090, EDU-0091, EDU-0092, EDU-0094, EDU-0097, and EDU-0099.

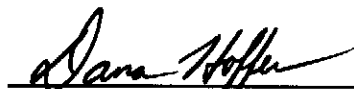
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Jack R. Warner, Executive Director of the SD Board of Regents

11/28/11
Date

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

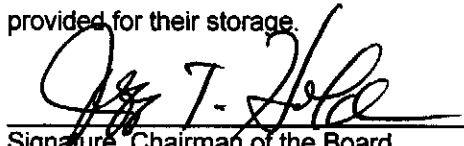


Dana Hoffer, State Records Manager

12-7-2011
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, 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

12-15-11
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Kay Schallenkamp (name), acting in my position as President of Black Hills State University (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 Black Hills State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 Black Hills State University (department) record series numbers(s) BHS-0012, 0013, 0014, 0020, 0021, 0023, 0024, 0025, 0031, 0033, 0034, 0035, 0046, 0048, 0050, 0052, 0053, 0054, 0055, 0057, 0058, 0060, 0068, 0069, 0070, 0071, 0073, 0076, 0079, 0080, 0082, 0085, 0092, 0093, 0096, 0100, 0101, 0102, 0108, 0109, 0113, 0116, 0119, 0123, 0124, 0125, 0127, 0128, 0129, 0130, 0132, 0133, 0134, 0136, 0137, 0141, 0142, 0145, 0151, 0152, 0153, 0156, 0157, 0161, 0164, 0165, 0166, 0167, 0168, 0169, 0170, 0172, 0177, 0181, 0190, 0191, 0192, 0227, 0229, 0230, 0231, 0232, 0234, 0238, 0261, 0275, 0276, 0277, 0279, 0281, 0286, 0287, 0289, 0290, 0291, 0292, 0293, 0294, 0295, 0303, 0304, 0305, 0307, 0309, 0310, 0312, 0314, 0315, 0317, 0320, 0321, 0322, 0323, 0324, 0325, 0327, 0329, 0330, 0335, 0341, 0375, 0381, 0382, 0383, 0384, 0387, 0398, 0401, 0402, 0403, 0405, 0407, 0416, 0418, 0420, 0423, 0427, 0428, 0431, 0432, 0434, 0439, 0442, 0443, 0444, 0445, 0448, 0454, 0457, 0458, 0459, 0462, 0464, 0468, and 0472.

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.


Dr. Kay Schallenkamp, President of Black Hills State University

Nov 30, 2011
Date

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


Dana Hoffer, State Records Manager

12-7-2011
Date

***** DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, 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

12-15-11
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

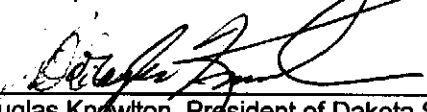
I, Dr. Douglas Knowlton (name), acting in my position as President of Dakota State University (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Dakota State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 Dakota State University (department) record series numbers(s) DSU-19, 21, 25, 31, 32, 34, 36, 37, 44, 47, 50, 51, 60, 62, 64, 66, 70, 74, 77, 79, 82, 83, 92, 96, 97, 98, 103, 106, 112, 118, 125, 126, 127, 128, 130, 142, 143, 159, 162, 166, 167, 175, 180, 182, 183, 202, 203, 208, 212, 216, 218, 219, 220, 229, 231, 232, 233, 249, 253, 267, 274, 275, 283, 284, 285, 288, 289, 293, 294, 297, 304, 308, 309, 310, 311, 312, 316, 317, 318, 324, 330, 331, 332, 333, 334, 335, 342, 343, 353, 357, 368, 369, 374, 381, 388, 392, 393, 394, 395, 400, 401, 402, 403, 411, 412, 416, 421, 424, 426, 428, 431, 444, 445, 449, 452, 453, 458, 461, 462, 463, 472, 475, 476, 480, 487, 488, 493, 495, 503, 504, 505, 508, 514, 520, 527, 529, 531, 542, 547, 549, 552, 566, 570, 573, 581, 589, and 595.

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.



Dr. Douglas Knowlton, President of Dakota State University

11/30/2011

Date

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



Dana Hoffer, State Records Manager

12-7-2011

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, 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

12-15-11

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

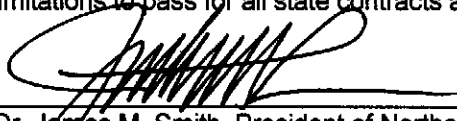
I, Dr. James M. Smith (name), acting in my position as President of Northern State University (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Northern State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 Northern State University (department) record series numbers(s) NSC-0005, NSC-0028, NSC-0029, NSC-0031, NSC-0032, NSC-0033, NSC-0034, NSC-0035, NSC-0037, NSC-0038, NSC-0039, NSC-0040, NSC-0049, NSC-0050, NSC-0051, NSC-0052, NSC-0059, NSC-0062, NSC-0101, NSC-0108, NSC-0114, NSC-0121, NSC-0130, NSC-0132, NSC-0145, NSC-0166, NSC-0167, NSC-0170, and NSC-0171.

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.



Dr. James M. Smith, President of Northern State University

11/28/11

Date

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



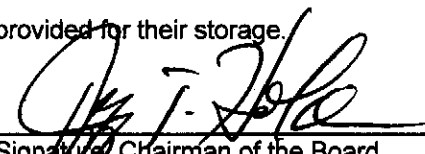
Dana Hoffer, State Records Manager

12-7-2011

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, 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

12-15-11

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Robert A. Wharton (name), acting in my position as President of South Dakota School of Mines & Technology (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 School of Mines & Technology (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 School of Mines & Technology (department) record series numbers(s) SMT-1, 6, 7, 8, 10, 17, 25, 29, 35, 37, 42, 43, 45, 46, 47, 54, 68, 83, 87, 89, 90, 91, 114, 115, 121, 124, 125, 129, 134, 135, 136, 137, 138, 142, 147, 153, 160, 161, 162, 163, 165, 170, 171, 180, 185, 186, 187, 188, 191, 194, 199, 200, 203, 205, 214, 215, 220, 221, 222, 223, 224, 227, 228, 235, 236, 237, 242, 249, 253, 260, 271, 273, 280, 281, 283, 287, 293, 294, 302, 306, 307, 308, 311, 312, 313, 314, 319, 326, 341, 351, 352, 353, 355, 356, 357, 358, 363, 364, 366, 368, 374, 375, 377, 378, 381, 383, 389, 392, 399, 406, 407, 408, 411, 412, 424, 427, 428, 429, 443, 448, 449, 451, 465, 468, 469, 470, 471, 480, 486, 487, 488, 498, 499, 500, 502, 506, 513, 524, 525, 527, 529, 543, 545, 546, 547, 561, 563, 570, 572, 574, 575, 580, 581, 582, 591, 592, 594, 597, 599, 603, 605, 615, 517, 619, 623, 641, 642, 646, 647, 659, 665, 666, 667, 676, 671, 681, 684, 686, 690, 693, 694, 695, 702, 710, 715, 716, 721, 726, 739, 740, 760, 761, 762, 769, 783, 785, 788, 796, 797, 798, 806, 809, 810, 814, 819, 823, 824, 825, and 826.

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.



Dr. Robert A. Wharton, President of SD School of Mines & Technology

11-28-11

Date

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



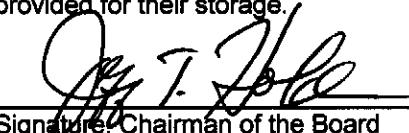
Dana Hoffer, State Records Manager

12-7-2011

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, 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

12-15-11

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. David Chicoine (name), acting in my position as President of South Dakota State University (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 State University (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 State University (department) record series numbers(s) SDSU-2, SDSU-4, SDSU-5, SDSU-6, SDSU-7, SDSU-13, SDSU-18, SDSU-20, SDSU-22, SDSU-23, SDSU-31, SDSU-34, SDSU-36, SDSU-38, SDSU-39, SDSU-44, SDSU-45, SDSU-47, SDSU-53, SDSU-56, SDSU-58, SDSU-59, SDSU-62, SDSU-65, SDSU-70, SDSU-74, SDSU-75, SDSU-83, SDSU-85, SDSU-90, SDSU-93, SDSU-95, SDSU-96, SDSU-98, SDSU-105, SDSU-117, SDSU-118, SDSU-123, SDSU-124, SDSU-125, SDSU-129, SDSU-131, SDSU-132, SDSU-138, SDSU-139, SDSU-141, SDSU-145, SDSU-153, SDSU-154, SDSU-155, SDSU-161, SDSU-156, SDSU-157, SDSU-158, SDSU-164, and SDSU-165.

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.

David L. Chicoine
Dr. David Chicoine, President of South Dakota State University

11-22-2011
Date

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

Dana Hoffer
Dana Hoffer, State Records Manager

12-7-2011
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

[Signature]
Signature, Chairman of the Board

12-15-11
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

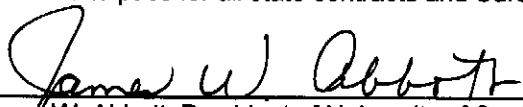
I, James W. Abbott (name), acting in my position as President of University of South Dakota (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the University of South Dakota (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 University of South Dakota (department) record series numbers(s) USD-7, 8, 25, 27, 29, 31, 32, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 46, 47, 48, 50, 51, 53, 54, 55, 56, 57, 60, 61, 63, 71, 73, 74, 95, 99, 103, 105, 108, 109, 110, 111, 114, 115, 117, 126, 127, 138, 142, 143, 144, 146, 149, 152, 153, 154, 165, 190, 194, 195, 207, 209, 213, 216, 218, 224, 225, 232, 236, 237, 238, 242, 243, 245, 246, 247, 249, 253, 256, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 280, 282, 288, 290, 294, 300, 304, 305, 306, 311, 322, 333, 337, 338, 339, 340, 341, 354, 358, 362, 364, 371, 372, 373, 375, 376, 377, 378, 379, 382, 383, 384, 385, 389, 393, 394, 395, 396, 398, 399, 420, 432, 433, 443, 463, 464, 468, 475, 486, 505, 517, 519, 522, 525, 530, 532, 549, 569, 578, 584, 589, 607, 628, 632, 634, 644, 645, 652, 671, 676, 678, 682, 721, 722, and 723.

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.


James W. Abbott, President of University of South Dakota

12.02.11
Date

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


Dana Hoffer, State Records Manager

12-7-2011
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, 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

12-15-11
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Marjorie A. Kaiser (name), acting in my position as Superintendent of the South Dakota School for the Deaf (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 School for the Deaf (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 School for the Deaf (department) record series numbers(s) SFD-0003, SFD-0008, SFD-0023, SFD-0026, SFD-0029, SFD-0032, SFD-0033, SFD-0043, SFD-0044, SFD-0047, SFD-0048, SFD-0049, SFD-0058, SFD-0059, SFD-0060, SFD-0063, SFD-0066, SFD-0069, SFD-0070, SFD-0072, SFD-0073, SFD-0074, SFD-0078, SFD-0080, SFD-0082, SFD-0085, SFD-0086, SFD-0087, SFD-0088, SFD-0089, SFD-0090, SFD-0091, SFD-0094, SFD-0095, SFD-0098, and SFD-0105.

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.

Marjorie A. Kaiser
Dr. Marjorie A. Kaiser, Superintendent South Dakota School for the Deaf

12-6-11
Date

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

Dana Hoffer
Dana Hoffer, State Records Manager

12-7-2011
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Jeff T. Hold
Signature, Chairman of the Board

12-15-11
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dr. Marjorie A. Kaiser (name), acting in my position as Superintendent of the South Dakota School for the Blind & Visually Impaired (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 School for the Blind & Visually Impaired (department) consists of 192 pages and contains record series number(s) REG-1 (consecutively numbered) through REG-311.

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 School for the Blind & Visually Impaired (department) record series numbers(s) VHS-8, VHS-25, VHS-28, VHS-34, VHS-38, VHS-39, VHS-48, VHS-49, VHS-50, VHS-51, VHS-52, VHS-53, VHS-54, VHS-59, VHS-60, VHS-63, VHS-68, VHS-69, VHS-82, VHS-83, VHS-84, VHS-90, VHS-91, VHS-94, VHS-95, VHS-96, VHS-97, VHS-99, VHS-127, VHS-130, VHS-131, VHS-135, VHS-137, VHS-143, VHS-146, VHS-152, VHS-164, VHS-167, VHS-171, VHS-178, VHS-179, VHS-193, VHS-213, and VHS-215.

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.

Marjorie A. Kaiser
Dr. Marjorie A. Kaiser, Superintendent SD School for the Blind & Visually Impaired

12-6-11
Date

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

Dana Hoffer
Dana Hoffer, State Records Manager

12-7-2011
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Jeff T. Zolt
Signature, Chairman of the Board

12-15-11
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jack R. Warner (name), acting in my position as Executive Director of the SD Board of Regents (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 Board of Regents, Public Universities, and Specialty Schools (department) consists of 5 pages and contains record series number(s) REG-96, REG-97, REG-102, REG-103, and REG-106.1.

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.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Board of Regents, Public Universities, and Specialty Schools (department) record series numbers(s) REG-118.

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.



Jack R. Warner, Executive Director of the SD Board of Regents

11/28/12
Date

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

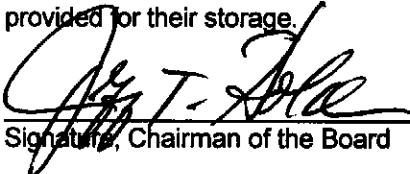


Dana Hoffer, State Records Manager

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, Michael G. Rush (name), acting in my position as Executive Director of the SD Board of Regents (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 Board of Regents, Public Universities, and Specialty Schools (department) consists of 2 pages and contains record series number(s) REG-202.1 and REG-202.2.

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.



Michael G. Rush, Executive Director of the SD Board of Regents

11-4-2016
Date

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

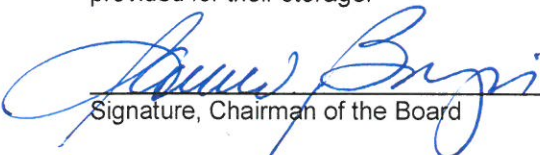


Dana Hoffer, State Records Manager

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

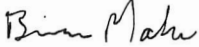
I, Brian L. Maher, acting in my position as the Executive Director of the South Dakota Board of Regents, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Regents, Public Universities, and Specialty Schools consists of 2 page(s) and contains record series number(s) REG-128 and REG-266.

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.

DocuSigned by:



E30895C2C1E24738

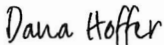
Brian L. Maher, Executive Director of the SD
Board of Regents

11/1/2022

Date

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

DocuSigned by:



201201C13550409

Dana Hoffer, State Records Manager

11/1/2022

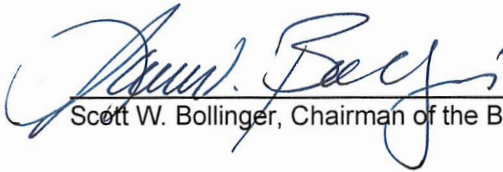
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 12th day of December, 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 22-006.**



Scott W. Bollinger, Chairman of the Board

12-12-2022
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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REG-1. ACCREDITATION FILES:

11-012

This series contains background documents pertaining to the university accreditation process and the National Accreditation Council Files. Information may include: minutes, publications pertaining to accreditation, working papers, drafts, completed self-study, reports of on-site review, correspondence, official accreditation notices, date of accreditation, list of deficiencies (if any), response to deficiencies, certification records, letters, on-site review number, records of on-site reviews, and signatures of authorized representatives of the accrediting entity and the university. This record series is maintained to document background information required for accreditation of the university and to document the four year national certification. The National Accreditation Council Files contain confidential information with restricted access. **This record series is an open record, with the exception of the National Accreditation Council Files which are closed.**

RETENTION: INSTITUTION REPORT, TEAM RESPONSE, AND FINAL ACTION: Retain permanently in document imaging system.

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

(Note: Consider microfilming Institution Report, Team Response, and Final Action when volume warrants.)

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REG-7. ALCOHOL LICENSE FILES:

11-012

This series is arranged chronologically and contains alcohol permits issued by the Department of Revenue. Information may include: original alcohol license, name of facility, inventory forms, effective dates, purpose, year-end inventory summaries, and signatures. This record series is maintained for accountability purposes of all alcohol purchased for the Science Department, and to request renewal of their alcohol license from the Department of Revenue on a yearly basis. **This record series is an open record.**

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

REG-8. ALUMNI INFORMATION:

11-012

This series contains general information concerning each alumnus. Information may include: name; maiden name (if applicable); degree; years attended; home address; telephone number; occupations; marital status; interests; hobbies; accomplishments; amount of contribution(s), date(s), use (if restricted), and purposes; and other information regarding each. This record series is maintained as a source for fund-raising purposes, to write press releases concerning highly successful graduates, for newsletter information, placement opportunities, alumni correspondence, and for reference purposes. **This record series is a conditional record.**

RETENTION: Retain information current. Destroy superseded or obsolete.

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REG-11. ASSOCIATIONS AND ORGANIZATIONS FILES:

This series contains current correspondence and newsletters from professional associations and organizations to which an agency belongs. Information may include: minutes of the association or organization meetings, meeting handouts, reference materials, conference agendas, expense reports, participants' names, and examples of other states' legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization. **This record series is an open record.**

REG-12. ATHLETIC HISTORY, ATHLETIC CONFERENCE:

This series is arranged alphabetically by name of athlete and provides a history of each athlete's participation in collegiate sports. Information may include: name of athlete, colleges attended, names of parents, home address, social security number, year graduated from high school, year enrolled in college, dates of transfer, years at other facilities or armed forces, professional athletics information, sporting events in which the athlete participates, date of last physical examination, and signature. This record series is maintained to document each athlete's eligibility to participate in respective conference events. **This record series is a conditional record.**

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REG-14. BROCHURE FILES:

11-012

This series contains copies of promotion and fund raising brochures describing the school. The brochures are mailed to individuals requesting information about the school. **This record series is an open record.**

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

Retain one copy of the brochure 5 years, then destroy.

(Note: File thirteen copies of publications with the State Library pursuant to SDCL 14-1A-3, and one copy with the State Archives.)

REG-15. CATALOGS, COURSE SCHEDULES BY TERM:

11-012

This series is arranged chronologically by term and contains lists of important dates within the term. Information may include: instructions for early registration, registration worksheets, payment information, registration confirmation information, tuition and fees charts, schedule adjustment information, withdrawal information, examination schedules, admission forms and instructions, the core requirements, and a listing of courses available to students. This record series is used to provide students a guide and instructions for the following term. **This record series is an open record.**

RETENTION: REGISTRAR'S OFFICE: Retain a bound copy permanently.

SDSU LIBRARY: Retain a bound copy permanently.

(Note: Consider microfilming when volume warrants.)

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

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REG-22. CORRESPONDENCE, DEPARTMENT FILES:

11-012

This series contains a folder for each department within each of the colleges. Information may include: correspondence, memorandums, and other information. This record series is maintained for reference and documentation concerning various subjects involving individual university departments. **This record series is an open record.**

RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years.

REG-23. CORRESPONDENCE, FEDERAL:

11-012

This series contains both copies and originals of letters and memorandums sent to and received from any federal agency. This record series is maintained for reference and possible use when federal litigation, claims, or audits are pending. **This record series is an open record.**

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: When litigation, claims, or audits are complete maintain for an additional 3 years, then destroy.)

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REG-24. CORRESPONDENCE, GENERAL:

11-012

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

RETENTION: Retain 2 years in office, then destroy.

REG-25. CORRESPONDENCE, INTRA-CAMPUS:

11-012

This series contains both copies and originals of letters and memorandums sent to other campus offices/divisions and the originals of letters and memorandums received from other offices, departments, and/or divisions. This record series is maintained for reference and documentation. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-26. CORRESPONDENCE, PRESIDENT/EXECUTIVE DIRECTOR:

11-012

This series contains copies of letters and memorandums written by the Executive Director, or Campus President/Vice President, and the originals of letters written to him or her. This record series is maintained for occasional reference and documentation. **This record series is a conditional record.**

RETENTION: Retain 5 years in office, then destroy.

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REG-27. CORRESPONDENCE, SUPERINTENDENT:

11-012

This series may contain copies of letters and memorandums sent and the originals of letters and memorandums received by the institutions. This record series is maintained for reference and documentation. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

REG-28. DAMAGED REPORTS, PUBLIC PROPERTY:

11-012

This series is arranged chronologically and contains reports of damage or theft at the university. Information may include: written or photographic description of damage or theft, location, date, time, and (if known) person(s) responsible. This record series is maintained to document resident hall damages or property thefts, for reporting purposes, and for reference during follow-up investigation. One copy is sent to the President's Office for reference and one copy is sent to Safety and Security Office. **This record series is an open record.**

RETENTION: Retain originals current in office, then transfer to storage for 6 years. Destroy after 6 years provided no litigation or claim is pending.

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REG-33. FINAL EXAMS:

11-012

This series contains the final exams, which may include tests, exams, term papers, reports or other methods for evaluating the course. Information may include: course title; course number; instructor's name; and questions relating to course material, labs, research topics, and reports. This record series is maintained for final evaluation of the student academic progress and for student review. **This record series is a closed record.**

RETENTION: DEAN'S OFFICE: Retain 5 years in office, then destroy.

FACULTY MEMBERS: Retain 1 year in office, then transfer to respective Dean's Office.

REG-34. ENROLLMENT PERMISSION CARDS:

11-012

This series is arranged alphabetically by instructor's name and grants permission by the instructor to enroll additional students in a course. Information may include: student name, social security number, course name, section number, credit hours, semester, date signed, and instructor's approval signature. This record series is used by the Registrar's Office to ensure students have received the instructor's permission prior to being enrolled in a class, and to ensure permission was granted for students enrolled in over-booked classes. **This record series is a closed record.**

RETENTION: Retain in office for relevant term, then destroy.

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REG-39. FTE REPORT (FULL TIME EQUIVALENT):

11-012

This series provides semi-annual information concerning the number of Full Time Equivalent (FTE) employees listed by program and funding source. Information may include: date, department, class title, job title, employee type, salary to date, fiscal year-to-date funding, Full Time Equivalent expenditures by program, source funds, number of positions, type of funding, whether each contract is for nine or twelve months, and salary. This record series is used to provide an itemized account of staffing for accountability and budget purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

REG-40. HISTORY OF THE UNIVERSITY:

11-012

This series contains originals of formal documents, which pertain to the founding and ongoing operation of the university. Information may include: publications, correspondence, minutes, reports, studies and policy materials. This record series is used to record the history of the university for future generations. **This record series is an open record.**

RETENTION: Retain originals permanently in university archives. Document image and retain electronic record permanently.

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REG-41. INDIRECT COST RATE RECORDS:

11-012

This series contains the working papers used to determine indirect costs associated with the facility. Information may include: date statement of expenditures, allowance for facility use, administrative expense, student service expense, library expense, computations, correspondence, personal notes regarding rate negotiations, working papers, final indirect cost rate agreements, and unit costs. This record series is used for grant proposal purposes. **This record series is an open record.**

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.

REG-42. IPEDS REPORTS:

11-012

This series is arranged chronologically and contains Integrated Post-Secondary Education Data System (IPEDS) reports submitted annually to the South Dakota Department of Education and the United States Department of Education. Information may include: institutional characteristics, fall enrollment, financial data, library statistics, faculty salaries, and degrees awarded. The information is compiled from data received from various sources on campus and is maintained for documentation, for reference to monitor trends, and for accreditation purposes. **This record series is an open record.**

RETENTION: Retain 5 years in office, then transfer to document imaging and retain permanently.

(Note: Also consider microfilming when volume warrants.)

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REG-43. LEGAL REFERENCE FILES:

11-012

This series contains information and cases pertaining to issues at the campuses. The institutions file a copy of all cases with the Board of Regents Office in Pierre so that the Board can be informed and Legislative action can be taken to prevent a similar case in the future. Information may include: copies of meeting minutes, medical service plans, committee agendas and notes, correspondence on pending matters, and information on laws such as affirmative action and those concerning the handicapped. **This record series is a closed record.**

RETENTION: Retain current case files in office. Transfer closed to storage for 5 years. Destroy 5 years after closure.

Retain general reference files current in office. Destroy superseded or obsolete.

REG-44. LEGISLATION FILES:

11-012

This series is arranged chronologically and contains information on all legislation concerning the school. Information may include: address of the legislators, correspondence from legislators, various committee minutes, resource materials, draft of bills submitted, bill tracking printouts, copies of House and Senate bills, and the final drafts of proposed legislation. This record series is used by the superintendent to draft, submit, and track bills during the legislative session that may have impact on the school. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

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REG-46. MUSEUM RECORDS:

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This series contains information related to the university museum and its collections, users, and requests. Information may include: loan agreements (lender's name, address, telephone number, name of piece of art to be loaned, artist's name, effective dates, name of owner, medium, dimensions, purpose of loan, shipping instructions, insurance specifications, comments, specimen condition, and expected return date), paleontological site name, names of participants, site location, field notes, dig description, hand drawn maps, removal notes, items recovered, exhibit construction, remodeling information, contracts with student artists. **This record series is an open record**

RETENTION: INVESTIGATION REPORTS: Retain for the life of the institution.

ALL OTHER INFORMATION: 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: Consider microfilming Investigation Reports when volume warrants.)

REG-47. NEWSLETTERS, BOARD OF REGENTS:

11-012

This series is chronologically and contains copies of the Board of Regents newsletters. Information may include: date, summary of meeting held, date of meetings, and general observations about the meeting. The information is sent to the institutions to provide information concerning board actions. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

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REG-54. PUBLIC RELATIONS FILES:

11-012

This series is arranged chronologically and contains working papers and background information for the public information program. This record series is used to compile public relations brochures of the school and to record all public relations materials disseminated. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-55. RECORDS MANAGEMENT FILES:

11-012

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, inventory listings, 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. **This record series is an open record.**

RETENTION: 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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REG-56. RULES AND REGULATIONS:

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This series contains the rules and regulations pertaining to each area. Rules and regulations may include: administrative rules promulgated by other colleges, departments and attached agencies that have a bearing on the daily, weekly, monthly and annual operations of this university. These laws, rules, and regulations may include, but is not limited to: State of South Dakota Codified Law, Board of Regents Policy, Bureau of Personnel rules, Bureau of Finance and Management Rules, and Bureau of Administration rules. This record series is used to ensure compliance with current and existing laws, rules, and regulations governing the administration and operation of the university, colleges, departments, offices, and the attached agencies. **This record series is an open record.**

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete.

REG-57. SCHEDULES/CALENDARS:

11-012

This series is contains schedules and/or calendars. Information may include: dates, workshops, holidays, sporting events, and various teacher duties. This record series is used to apprise staff of future events, to schedule extra personnel as necessary, and for reference when setting up special events and next year's school calendar. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

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REG-60. SUPERVISORY WORKING FILES:

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This series contains current information used in supervision of employees in the agency. Information may include: copies of applications for employment, letters of reprimand and commendation, Personnel Performance Appraisal Report's, meeting notes, training records, and other information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during the employee evaluation process. **This record series is a closed record.**

RETENTION: SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working in department.

(Note: Originals are maintained by Human Resources in the employee's "Human Resources File".)

REG-61. SURVEYS AND QUESTIONNAIRES:

11-012

This series contains copies of surveys and questionnaires completed by this university. The information is maintained for reference to information provided by or to inquiring agencies. Substantive surveys and questionnaires are required to be sent to the Governor's Clearinghouse for review and approval. **This record series is an open record.**

RETENTION: Retain current in office. Transfer to electronic storage for 3 years, then destroy.

(Note: Surveys and Questionnaires are also available on-line.)

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REG-62. SYLLABI, CLASS:

This series contains the course/class syllabus that is distributed to each student at the start of each class. Information may include: summary of the course/class content, what is expected of the student, how the course is to be graded, prerequisite requirements, course name, course number, course title, and credit hours. This record series provides an outline of what the student can expect and what the university expects of the students taking the course while attending the university. **This record series is an open record.**

Retain reference copies current in office. Destroy superseded or obsolete.

REG-63. WORKSHOP AND SEMINAR FILES:

This series contains material used to conduct workshops and seminars. Information may include: attendees' name, workshop or seminar titles, speakers' name, copies of notices or announcements, curriculums, handouts, dates, location, and costs. This record series is useful in determining what areas have been addressed and the names of employees attending. **This record series is a conditional record.**

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REG-64. ACCOUNTS RECEIVABLE FILES, DEPARTMENT AND NON-STUDENT:

11-012

This series contains the copy of record of accounts receivable billings sent to groups, departments or individuals for the purchase of supplies and materials, postage, UPS, fleet costs, consultation services, conferences, and workshops which are conducted by and for various departments of the university. Information may include: the type of supplies and materials, type of service, type of consulting service, conference or workshop title, invoice number, date, name, address, amount due, and date payment is received. This record series is maintained for reference as source documentation for funds collected by the program. **This record series is a closed record.**

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.

Retain reference copies 1 year in office, then destroy.

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REG-65. ACCOUNTS RECEIVABLE FILES, STUDENTS:

11-012

This series serves as a central depository for accounts receivable information regarding students with outstanding accounts and student deferrals, and copies of reports sent to various collection agencies requesting assistance in collecting delinquent loans. Information may include: name; identification number; address; loan number; amount due; type of account; account status; copies of statement issued; summary of payments copies of correspondence with the student, the collection agency, and the State Board of Finance; and other collection data. This record series is used to monitor those loans which are being paid, to list those which have been turned over to a collection agency, to document attempts to collect outstanding loans, or to document those which have been written off. **This record series is a closed record.**

RETENTION: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted by The State Board of Finance. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies 6 months, then destroy.

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REG-66. APPLICATIONS FOR FREE AND REDUCED MEALS:

11-012

This series documents the application for free and/or reduced meals. Information may include: name of child, home address, city, state, zip code, telephone number, school, grade of student, listing of family members, monthly income, signature of parent(s), statement of eligibility, and signature of the business manager. **This record series is a closed record.**

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.

REG-67. AUDIT REPORTS:

11-012

This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of university funds. Information may include: cover letter; statement of assets, revenues, and expenditures; change of fund cash balance; reply to the deficiencies cited; and observation and recommendations. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be taken. The auditing agency also maintains a copy of the report. **This record series is an open record.**

RETENTION: Retain 3 years in office, then destroy.

Retain reference copies 1 year in office, then destroy.

(Note: Legislative Audit maintains reports permanently on microfilm.)

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REG-68. BANK STATEMENTS:

11-012

This series contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statement, wire transfer records, cancelled checks, deposit records, statements, and bank balances. This record series is used to reconcile checking accounts with bank balances and for reference and audit purposes. **This record series is an open record.**

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.

REG-69. BOARD OF REGENTS "ACH" TRANSMITTAL DETAIL:

11-012

This series is arranged chronologically by month and contains details on direct deposit transmissions, revisions, and additions for all Universities in South Dakota. Information may include: name of employee, social security number, bank account number, bank router number, amount direct deposited, deposit date, and correction detail. This record series is maintained for compliance with IRS regulations. **This record series is a conditional record.**

RETENTION: Retain 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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REG-70. BOND FILES:

11-012

This series is arranged numerically by project number and contains the actual bonds and coupons for buildings and other projects. Information may include: terms, issues, amounts, rates, and amounts due. This record series is used to document the purchase of buildings by bond issues and subsequent repayment. **This record series is an open record.**

RETENTION: BUILDING AMERICA BONDS: Retain outstanding in office. Transfer to storage when the latest of the final payment date of the Bonds or the final payment date of any obligations or series of obligations issued to refund directly or indirectly any or all portions of the Bonds for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER BONDS: Retain outstanding in office. Transfer paid-in-full issues to storage for 4 years. Destroy 4 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: For Build America Bonds: Records shall include basic records related to the Bond transaction (i.e. the Resolution, Tax Agreement, and the Bond Council Opinion); documentation of evidencing the expenditure of Bond proceeds; documentation evidencing the use of Bond-financed property by public and public entities (i.e. copies of leases, management contracts, and research agreements); documentation evidencing all sources of payment or security for Bonds; and documentation pertaining to any investment of bond proceeds (i.e. information related to the purchase of and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investments income received from investment of proceeds, guaranteed investment contracts, documentation of any bidding procedure related thereto, any fees paid for the acquisition or management of investment, and any rebate calculations).)

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REG-71. BUDGETARY ACCOUNTING PRINTOUTS:

11-012

This series may contain daily, weekly, monthly, or year-end budgetary accounting printouts. Information may include: account code credited, Activity Budget Status, Advance Travel Report, Available Funds Report, budgetary accounting codes, Cash Center Balances, contract number Daily Revenue and Journal Voucher Detail Report, Daily Transaction Register, date, description, General Ledger Trial Balance Reports, Monthly Expenditure Report, Monthly Payment Register Combined and Returned, Monthly Revenue and Journal Voucher Detail Report, Monthly Trial Balance by Company, number of items ordered, Object/Sub-object Report, purchase order number, purpose of expenditure, Revenue Analysis Report, Revenue Summary by Budget Unit, Status Register, stock number, Sub-Fund General Ledger Trail Balance, to whom or to what account the funds were transferred, total costs, Transaction Progress Report, Transaction Register, unit cost, vendor code, and Weekly Sub-Fund Report. This record series is used to compare the internal accounting reports, and to reconcile expenditures and receipts. **This record series is an open record.**

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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REG-72. BUDGET BOOKS:

11-012

This series is most often arranged chronologically by year and contains copies of the Governor's recommended "Budget Book". Information may include: department's name, goals, missions, program performance indicators, current amounts budgeted, amounts received, Governor's recommendations, and total increases/decreases. This record series is maintained for reference purposes, for budget preparation, and for monitoring purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office, then destroy.

REG-73. BUDGET FILES, ANNUAL OPERATING:

11-012

This series is arranged numerically by account number and contains the yearly budget summaries for the various university departments and offices as well as the Board Office. Information may include: budget requests, budget drafts, operating budgets, vouchers, purchase orders, amount of yearly budget, monthly income and expenses, cash balance, description of orders, encumbrances, accounts receivable, accounts payable, cash register tape, pink slip, invoices, petty cash expenditures, travel requests, requisitions, expense reports, end-of-month and year-end budget summaries, and other related working papers. This record series is used throughout the year in monitoring the departmental account activity and is used for preparing future budget requests. **This record series is an open record.**

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.

Retain reference copies 1 year in office, then destroy.

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REG-74. BUDGET, OPERATING:

11-012

This series contains a copy of the annual authorized budget and Legislative Letter of Intent. This record series is used to report to institutions, for reference throughout the fiscal year, and for preparing the next fiscal year budget request. **This record series is an open record.**

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.

REG-75. BUDGET REPORTS, FLEET MANAGEMENT:

11-012

This series is arranged chronologically and contains fleet management monthly operating budget reports. Information may include: repairs performed, gas and oil consumption, tires installed, routine maintenance, and insurance costs. This record series is used for reference throughout the year in monitoring program activities and when preparing future budget requests. The audit information is maintained by the business office. **This record series is an open record.**

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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REG-76. BUDGET REPORTS, UTILITIES:

11-012

This ring-binder series is arranged chronologically and contains utility budget reports. Information may include: fuel log,; electric usage; gasoline consumption; water, sewer, and garbage costs; heating degree days information; usage reports; graphs; boiler efficiency reports; receipts for gasoline used; and payroll costs. This record series is used to monitor and reconcile fiscal years receipts and expenditures. **This record series is an open record.**

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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REG-77. BUDGET REQUESTS, ANNUAL OPERATING:

11-012

This series contains budget requests from the various programs and departments throughout the agency. Information may include: estimated amount needed for contractual services, supplies, travel, and capital assets; narrative of justification of fund request; report of last years' revenue; fund request totals broken down by activity; organizational charts; mission statements; goals and objectives; capital maintenance projects; performance indicators; revenue sources and amounts; past year requests; current year funding; requested funding for upcoming fiscal year; projected activities and needs; detailed justification; and revenue projections. This record series is used to formulate the newest budget request for the agency, for reference to determine budget amounts from previous years, and for reference when preparing future budgets. The requests are combined and submitted to the Board of Regents, Governor, and the State Legislature. **This record series is an open record.**

RETENTION: UNIVERSITY BUDGET OFFICE: 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.

CENTRAL BOR OFFICE: Retain 10 years, then destroy.

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

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**REG-78. CAS DOCUMENTS (SOUTH DAKOTA CENTRAL
ACCOUNTING SYSTEM (CAS)):**

11-012

This series contains CAS vouchers and supporting documentation which may include: payroll, non-cash, cash receipts, transfers, expenditure corrections, or revenue corrections. This record series is maintained for audit purposes. **This record series is an open record.**

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: For documents stored electronically, the original will be retained for 1 year after the close of the fiscal year at which time the originals may be destroyed. The electronic copy may be destroyed after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.)

Retain reference copies 1 year in office, then destroy.

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REG-79. CASH REPORTS:

11-012

This series contains the original forms used to record the ending cash drawer balance for each day. Information may include: date, cashier's name, amounts of cash, amounts of checks, amounts received via charge card, total daily receipts, petty-cash, cash on hand, cash collections, bank deposits, and ending balance. This record series is used to ensure strict accountability of all cash handled each day, and for audit and reconciliation purposes. **This record series is an open record.**

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.

REG-80. CHECK REGISTER PRINTOUTS:

11-012

This daily file is generated each time checks are issued, and documents all checks written. Information includes: payee name, date, A/P invoice number, check number, fund information, and amount. **This record series is an open record.**

RETENTION: Purge reports 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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REG-81. CONTRACT AND AGREEMENTS (NON EMPLOYMENT):

11-012

This series contains copies of contracts and agreements between the university and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, funding sources, buyer's name, contract number, contractor's name and address, correspondence, itemized list of goods for sale, names of involved parties, prices, supplier, and telephone numbers. This records series is maintained for reference, compliance, and audit purposes. **This record series is an open record.**

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

EMPLOYMENT CONTRACTS: See Human Resources Files.

Retain reference copies current in office. Destroy superseded or obsolete.

(Note: SDCL 1-24A-1 Requires that all consultant contracts be filed with the State Auditor.)

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REG-82. CONTRACTS, ATHLETIC COMPETITION:

11-012

This series contains the original contracts made between the university and other teams to conduct athletic competitions. Information may include: date, athletic authority, date(s) of event, time, names of managers, officials for the event, rules to be followed, guaranteed financial consideration, and authorized signatures. **This record series is an open record.**

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

REG-83. COPY MACHINE USAGE:

11-012

This monthly series contains copies of the copy machine usage reports indicating the number of copies made on departmental copiers. Information may include: department name, accounting code, reporting period, beginning and ending meter readings, name or card of person making copies, number of copies made by card or person, number of copies made on each machine, number of copies made by students, authorization codes, total copies generated, and the amount of funds collected from students. This record series is maintained to reconcile and/or bill copy machine usage. **This record series is an open record.**

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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REG-84. DATA TRANSCRIPTION FORMS:

11-012

This series is arranged alphabetically by grant name and contains the forms used to encode grant data. Information may include: state identification number, school records status, project type, account number, award or rejection date, dollars awarded, fringe benefits, and budget breakdown. This record series is used by Grants Administration for data encoding purposes.

RETENTION: Retain active in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

REG-85. DEPRECIATION FILES:

11-012

This annual cumulative report contains depreciation information on equipment owned by the university. Information may include: equipment name, purchase price, life expectancy, annual depreciation, and balance. This record series is maintained for audit purposes. **This record series is an open record.**

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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REG-86. EQUIPMENT FILES:

11-012

This series contains information concerning equipment that the university owns or operates. Information may include: equipment name, equipment inventory number, class type, model number, serial number, location, conditions, owner's manuals, a copy of the Purchasing and Printing agreement, company service updates, warranty, and notes on service and/or problems encountered. This record series is maintained as a reference to services rendered on each piece of equipment and to document the need for equipment replacement. **This record series is an open record.**

RETENTION: Retain in office for life of equipment, then destroy provided 1 year has passed since an independent post-audit report has been received.

CHECK OUT REPORTS: Retain 1 year in office, then destroy.

REG-87. FINANCIAL INFORMATION SYSTEMS DATA:

11-012

This series contains the financial information systems data. Information may include: fund, organization, account, program, activity, location codes, and vendor information stored in HRFIS. Detail includes: revenues, expenditures, general ledger transactions vendor information, and any associated supporting documents. Reports can be run on data as needed. The information is maintained for audit purposes. **This record series is an open record.**

RETENTION: Purge data after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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REG-88. FINANCIAL INFORMATION SYSTEMS REPORTS:

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These monthly and year-end reports are run by Shared Services and are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: budget status report (FGRBDSC), trial balance report (FGRTBAL), organizational detail (FGRODTA), general ledger detail (FGRGLTA), program detail (FGRPDTA), and grants reports (FRRGITD). **This record series is an open record.**

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

JUNE FINAL REPORTS: Retain 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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REG-89. FINANCIAL STATEMENTS:

11-012

These financial statements provide an overview of financial condition for a given year. Information may include: balance sheets; statement of revenues, expenditures and changes in fund balances—budgeted and actual; receipts; status of funds; money in equipment; value of supplies on hand; amount of money given out in loans and scholarships; statement of net assets; statement of fixed assets; statements of assets and fund cash balance; statement of cash flows; management discussion and analysis; summary of significant accounting procedures; footnotes; supplemental information; and working papers. This record series is maintained for reference and audit purposes. **This record series is an open record.**

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

Retain reference copies current in office. Destroy superseded or obsolete.

REG-90. FINANCIAL STATEMENT WORKING PAPERS:

11-012

This series contains working papers that are used to develop various statements and schedules required to produce financial reports. Reports may include: Balance Sheets, Changes in Fund Balances, and Statements of Fund Balances. This record series is used for reference and as supporting documentation for development of the final financial statements, schedules, and reports; and for audit purposes. **This record series is an open record.**

RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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REG-91. FUND-RAISING AND PLEDGE FILES:

11-012

This series contains information on fund-raising projects and pledges made. Information may include: master contribution lists (name and addresses), pledges, contributions, copies of invoices, sponsor forms, total funds deposited, donor's name, business name (if applicable), date, specified purpose (if applicable), amounts requested, form of payment, check number (if applicable), type scholarship (if applicable), pledge amount, pledge restrictions by donor, and payments received. This record series is used to document the collection and disbursement of scholarship pledges, for reference during future fund-raising campaigns, to insure thank-you letters are sent, for statistical reporting, for accounting purposes, to study giving trends, and to monitor pledge collections. **This record series is an open record.**

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.

REG-92. GIFTS AND DONATION FILES:

11-012

This series is arranged chronologically and contains correspondence concerning cash gifts and other donations made to the school by individuals, estates, and service organizations. Information may include: name, address, date of gift, amount or type of gift, and special use instructions if any were specified. This record series is used to document thank-you letters are sent to the individuals making the donations, and for occasional reference purposes. The business office issues the receipt for each gift. **This record series is an open record.**

RETENTION: Retain 4 years in office, then destroy.

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REG-93. GRANT FILES:

11-012

This series contains the copy of record of all grant applications. Information may include: grant applications, terms and conditions of the grants, funding sources, working papers, grant documentation, budgets, original and reference copies of contracts and agreements, monitoring or accounting records, external evaluation of project activities, assessment of project to date, performance evaluation measures, outcomes of work performed, contributions to activities success, travel, consultants, document of activity process, conclusions, recommendations, grant reports, report deadlines, narrative revision to grant application, line added budget narrative, all grantee and grantor correspondence relating to modifications, notifications by grant specialist that modification has been approved or disapproved, and other related grant information. This record series is maintained for administering current grants, for reference when requesting new grants, for audit purposes, and for Board of Regents reporting purposes. Each division is responsible for administering its own funded grants. **This record series is an open record. unless exception contained in award document.**

RETENTION: GRANTS ADMINISTRATION OFFICE: Retain all records pertinent to an award for a period of 3 years from the date of submission of the final expenditure report or as provided in U.S. OMB Circular A110.53(b), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

UNSUCCESSFUL GRANT PROPOSALS: May be destroyed after receipt of notice of non-award form the sponsoring agency.

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REG-94. GRANT REQUEST ROUTING & APPROVAL SIGNATURE
RECORDS:

11-012

This series contains the instruments used to document approval received from appropriate university officials to apply for grants and to provide notification of application for grants. Information may include: name, date, state identification number, project director, college, school, department, proposed time frames, summary of budget support, dollar amount, title, abstract, names of supporting agencies, comments, and authorized signatures. This record series is used to document the authority gained to apply for grants and to provide notification of application. **This record series is an open record unless exception contained in award document.**

RETENTION: Retain for a period of 3 years from the date of submission of the final expenditure report or as provided in U.S. OMB Circular A110.53(b), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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REG-95. INSURANCE FILES, UNIVERSITY:

11-012

This file serves as the official depository for all insurance policies for the university. Information may include: original insurance policies, endorsements, claim forms, claim filing procedures and guidelines, items insured, and correspondence. This record series is used for documentation of insurance coverage and for reference to policy terms and conditions. **This record series is an open record.**

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

Retain reference copies current in office. Destroy superseded or obsolete.

REG-96. INTER-DEPARTMENTAL INVOICES:

12-002

This monthly series contains copies of the invoices generated by the departments to bill other campus offices for services. Information may include: account number, account name, line charges, and total cost. This record series is used to verify the amount to be transferred from each program's account for services provided and to answer inquiries concerning billing amounts. **This record series is an open record.**

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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REG-97. JOURNAL VOUCHERS AND INVOICES ON HRFIS SYSTEM:

12-002

This series contains all journal vouchers (with the exception of expenditure corrections), direct and regular invoices, cash receipts and cash transfers and will have supporting documentation electronically attached to the HRFIS. This record series is maintained for audit purposes. **This record series is an open record.**

RETENTION: Institutions will retain original vendor invoices and supporting documentation for journal vouchers for one year after the close to the fiscal year at which time the originals may be destroyed.

Electronic Documents purge 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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REG-98. LEASE AND LEASE/PURCHASE AGREEMENTS:

11-012

This series contains leases and/or lease/purchase agreements between the university and other parties. Information may include: names of parties, terms of the agreement, effective dates, termination dates, and signatures. This record series is used to insure compliance, to negotiate new leases as necessary, and for audit purposes. **This record series is an open record.**

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

REG-99. LOCAL BANKING ACCOUNT AUTHORIZATION FILES:

11-012

This series is arranged chronologically and documents permission granted by State Auditor and the State Treasurer for the agency to maintain a local banking account. Information may include: date, account name, account number, type of account, a list of authorized depositors, yearly dollar volume, signatures of individuals authorized to write checks on the account, and approving signatures. This record series is maintained for audit purposes to document the authorization received to maintain a local banking account. **This record series is an open record.**

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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REG-100. MILEAGE REPORT FORMS, SCHOOL VEHICLES:

11-012

This series is arranged by vehicle license number and contains mileage information regarding vehicles owned by the school. Information may include: license number, date dispatched, to whom dispatched, beginning and ending mileage, total miles driven, the average miles per dispatch, gallons of gasoline used, and the miles per gallon figures. This record series is used to monitor fuel efficiency and miles each vehicle is used per year, and for audit purposes. **This record series is an open record.**

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.

REG-101. PROCUREMENT CARD:

11-012

This series is arranged chronologically by month and contains procurement card information. Information may include: account number report, buyer reports, procurement card master statement, and the upload to accounting report. This record series is maintained for audit purposes. **This record series is an open record.**

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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REG-102. RECEIPTS, ACCOUNTING (CASHIER'S):

12-002

This series is arranged numerically by receipt number and contains the receipts used to document the receipt of funds. Information may include: receipt number, payer, department name, date, amount received, list of cash or checks, description, coding for proper accountability, from whom received, and the signature and/or initials of the individual who received the money. This record series is used to document the receipt of funds and for data entry to the accounting system. **This record series is an open record.**

RETENTION: Institutions will retain original vendor invoices and supporting documentation for journal vouchers for one year after the close to the fiscal year at which time the originals may be destroyed.

Electronic Documents purge 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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REG-103. RECEIPTS, STUDENT (CASHIER'S):

12-002

This series contains the student receipt issued for payment of tuition and fees. Information may include: student ID number, student name, semester that is being paid, amount that is being paid, type of payment being made (check, cash, or credit card), session number, and student system receipt number. This record series is maintained as proof of payment amount, proof of cash returned, and for audit purposes. **This record series is a closed record.**

RETENTION: Retain in the student system until system data is purged.

(Note: Receipts are not printed. The data is maintained on the Student System. Cash receipts to a student that pays cash is pulled directly from the Student System.)

REG-104. REIMBURSEMENT CLAIM FILE (LUNCH):

11-012

This series is arranged chronologically by month and documents the application to the State for meals served to subsidized students. Information may include: warrant number, date, payee, control number, gross, discount, net amount, operating statement, and a listing of which meals were taken. They are prepared from invoices and applications for free and reduced meals. **This record series is a conditional record.**

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

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REG-105. REIMBURSEMENTS, TITLE I & TITLE IV:

11-012

This series is used to document the application for reimbursement of the Title I and Title IV funds from the Federal Government. Information may include: vendor, description, amount paid, amount approved, available balance, dates, total amounts claimed, project title identification number, name of person who prepared the form, and the signature of who received the document. This record series is maintained for audit purposes. **This record series is an open record.**

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

REG-106. RELEASE FORMS, STAFFORD LOANS:

11-012

This series is arranged alphabetically by student's name and contains a signed form documenting the receipt of a Stafford student loan check. Information may include: student name, social security number, lender's name, date issued, issued by, received by, and date. The Finance Office maintains this form to document the release of a guaranteed student loan check. **This record series is a closed record.**

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

(Note: Beginning the 2010 term, US Department of Education disburses Direct Loans (formerly Stafford) electronically to student accounts.)

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REG-106.1. REMOTE CHECK DEPOSIT:

12-002

This series contains the physical checks remotely deposited at the current banking institution under contract with the State of South Dakota. Information may include: check number, date of check, pay to the order of, amount, and signature. The physical checks are stored in a secure area. **This record series is a closed record.**

RETENTION: Retain not less than 3 days nor more than 60 days of the day of processing, then destroy by shredding or incineration.

REG-107. RESALE INVENTORY FILES:

11-012

This series is arranged chronologically and provides the annual summary of inventories maintained in the departments of items for resale. Information may include: dates, quantities, descriptions, cost, selling price, extensions, signatures, and annual inventory computer printout. This record series is maintained for inventory verification, budgetary accounting reconciliation, and accountability purposes. **This record series is an open record.**

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.

Retain reference copies 1 year in office, then destroy.

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REG-108. SALES TAX REPORTS:

11-012

This series is arranged chronologically and contains copies of sales tax reports submitted to the South Dakota Department of Revenue. Information may include: date, reporting period, sales tax license number, gross sales, net sales subject to tax, tax distribution amounts (state and city), total tax remitted, and working papers. This record is kept for reference and for audit purposes. The originals are maintained by the Department of Revenue. **This record series is an open record.**

RETENTION: Retain 1 year in office, the 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.

REG-109. SALES TAX SUMMARY SHEETS:

11-012

This series is arranged chronologically by month and contains the working papers used to figure sales tax collections. Information may include: date, amounts collected, and amounts paid. The Finance Office used this information to figure sales tax collections and amount to be paid to the Department of Revenue for meals and dormitory use. **This record series is an open record.**

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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REG-110. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS (CAS):

11-012

This series contains daily, weekly, monthly, and year-end reports received from the Bureau of Finance and Management used to reconcile receipts and expenditures. Information is maintained by the Finance Officer and may include: revenue and journal voucher reports, open purchase order reports, available funds reports, revenue analysis reports, state general ledger trial balance, company general ledger trail balance, expenditure reports, encumbrance detail reports, cash center reports, object/sub-object reports, budget adjustments reports, and special Bureau of Administration revenue reports. This record series is maintained for reconciliation and audit purposes. **This record series is an open record.**

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.

Retain reference copies current in office. Destroy superseded or obsolete.

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REG-111. STATE TELEPHONE NETWORK USAGE REPORTS:

11-012

This computer printout series is generated monthly and contains the summary of telephone usage within the university. Information may include: telephone line number and an itemized list of calls by date, time, telephone called, length of call, cost, city called, and total cost by number. This record series is used for telephone billing verification and to monitor for possible abuse of services. **This record series is a closed record.**

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.

REG-112. TAX REPORTS, OTHER:

11-012

This series contains copies of tax reports submitted to IRS forms 1099, 4782, and Return of withheld Federal Income Tax/Quarterly reports. Information may include: date, reporting period, sales tax license number, gross sales, net sales subject to tax, tax distribution amounts (state and city), total tax remitted, and working papers. This record series is kept for reference and audit purposes. **This record series is a conditional record.**

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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REG-113. TITLE I EXPENDITURE APPROVALS:

11-012

This series contains documentation of Title I appropriations and guidelines for appropriate disposal of these funds. Information may include: school, name of staff members, number of full-time equivalent employees (FTEs), rate of pay, salaries, benefits, services, capital outlays, and indirect costs. The approval is granted annually. **This record series is a conditional record.**

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.

REG-114. TITLE I REIMBURSEMENT FORMS:

11-012

This series documents the school's application for reimbursement of Title I funds from the Federal Government. Information may include: vendor, description, amount paid, amount approved, available balance, dates, total amounts claimed, project title, identification number, and prepared and received by signatures. This record series is maintained for audit purposes. **This record series is a conditional record.**

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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REG-115. TUITION RATE RECORDS:

11-012

This series is arranged chronologically by semester and contains information used to document tuition rates charged. Information may include: tuition schedules based on residence, tuition classification, undergraduate/graduate status, and copies of course catalogs. This record series is maintained for reference and audit purposes. **This record series is an open record.**

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.

REG-116. VEHICLE REPORTS:

11-012

This series contains the monthly vehicle report received from State Fleet and Travel Management. Information may include: date of travel, vehicle identification number, driver, account number charged, number of miles driven, rate per mile, and total charge. This record series is maintained for charging departments use of each vehicle and for audit purposes. **This record series is an open record.**

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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REG-117. VEHICLE TITLES:

11-012

This series is arranged numerically and contains titles to each vehicle owned by the school. Information may include: date of issue, title number, serial or identification number, make, model, body type, year, weight, odometer/miles, county, owner names and address, seller's signature, and notary signature. The titles are maintained in the business office safe for security purposes. **This record series is an open record.**

RETENTION: Retain for life of vehicle in office. Transfer of title will occur when the vehicle is sold or declared surplus.

REG-119. W-9 VENDOR FILES:

11-012

This series is arranged alphabetically by vendor name and contains W-9 Vendor Registration Forms. Information may include: vendors legal name, address, telephone number, FAX number, legal business designation, taxpayer identification number, registered vendor with Small Business Administration, authorized signatures, date signed, and telephone number of the authorized individual signing the form. This record series is required by the federal government to be maintained for income tax reporting purposes. **This record series is a closed record.**

RETENTION: Retain current. Destroy superseded or obsolete.

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REG-120. WRITE-OFF AUTHORITY, STATE BOARD OF FINANCE:

11-012

This series is arranged chronologically and contains information which documents write-off authority received from the State Board of Finance. Information may include: student's name, identification number, company name, amount due, reason, permission granted, and authorized signatures. This record series is maintained to document write-off authority granted for bad debts owed to the university and for audit purposes. **This record series is a conditional record.**

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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REG-123. APPLICATIONS FOR WORK-STUDY:

This series is arranged alphabetically by name of applicant and contains applications submitted by work-study students desiring employment with the university. Information may include: name, address, gender, telephone number, position applied for, type of work desired, date of application, education, previous employment experience, work history, honors, special skills, health, classification, availability dates, signatures, and comments. This record series is used by the program to review applicants' qualifications and to aid in the hiring process. **This record series is a conditional record.**

RETENTION: **SUCCESSFUL APPLICATIONS:** Retain active in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

UNSUCCESSFUL APPLICATIONS: Retain 1 year in office, then destroy.

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REG-129. I-9 EMPLOYEE ELIGIBILITY FORM:

This document series provides information on the employment eligibility status of new employees. Information may include: name of employee, address, date of birth, social security number, citizenship status, date of hire, ID information and numbers, various signatures, employer review and verification, and citizenship or employment eligibility document identification and expiration date (if any). This information is required by the Department of Homeland Security and U.S. Citizenship & Immigration Services to verify the legal right to work in the U.S. **This record series is a closed record.**

Retain original paper document for 4 months after it is scanned and verified, then destroy by shredding.

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REG-133. PAYROLL DEDUCTION AUTHORIZATIONS:

If the original paper documents have been scanned, then retain for 4 months after it is scanned and verified, then destroy by shredding.

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REG-134. PAYROLL REPORTS/LEAVE REPORTS:

11-012

This series consists of a variety of payroll reports and leave reports used by the Shared Payroll center and the Payroll Offices at the Universities and Special Schools to process monthly payroll and weekly adjustment runs. Information is stored within the HRFIS. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money, to ensure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes. This series is not part of the state payroll system. **This record series is a closed record.**

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

REG-135. PERFORMANCE PLANNING & REVIEW DOCUMENTS:

11-012

This series is arranged alphabetically and contains the original forms completed by immediate supervisors and administrators. Information may include: period of review, background information, previous employment history, description of position, assignment distribution, statement of responsibilities, major performance objectives for the future, major contributions, future, and employee's assessment of statements. This record series is maintained to set objectives, evaluate performance, and for reference during employment actions. **This record series is a closed record.**

RETENTION: Retain in Human Resources Office 3 years after termination, then destroy by shredding.

If scanned, Retain original scanned paper documents 4 months after scanned and verified, then destroy by shredding.

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REG-138. PROFESSIONAL DAYS PROGRAM FILES:

11-012

This series is arranged chronologically and contains general information on the five-day staff development planning session held at the school. Information may include: announcements, recommendations, and information relating to the training courses conducted during the session. This record series is used to document planning and in-service training courses held at the school and to setup future training. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then destroy.

REG-139. PROFESSIONAL OUTSIDE ACTIVITY REPORT:

11-012

This series is arranged alphabetically by name of employee and contains professional outside activity reports. Information may include: the name of the staff member, date the form was prepared, title of staff member, department name, College/Division, description of activity, estimated number of hours involved, approximate dates of the activity, facilities, and materials. This record series is maintained for monitoring any outside consulting contracts that staff members and to insure that the consulting contracts complies with the university policy. **This record series is a closed record.**

RETENTION: HUMAN RESOURCES OFFICE: Retain 3 years in office, then destroy by shredding.

(Note: This series may be scanned to HRFIS.)

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REG-141. TIMESHEETS:

This series contains the data for electronic timesheets maintained in the Human Resource Finance Information System (HRFIS) and any paper timesheets that have been encoded and used to support the submission of electronic timesheets. Information may include: employee's name, title, employee number, position, dates worked, hours worked, dates of leave, type of leave, hours of leave taken, total hours for period, un-official leave balances for pay period, and signatures of employee, supervisor, and administrator. This record series is maintained pursuant to the Fair Labor and Standards Act requirements to document hours worked and to initiate the payroll process. **This record series is a closed record.**

PAPER TIMESHEETS: Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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REG-142. UNEMPLOYMENT INSURANCE & WORKERS
COMPENSATION:

11-012

This computer printout series is arranged alphabetically by employee name and provides documentation for determination of proper remittance of monies for unemployment insurance and worker's compensation. Information may include: employee name, date, gross, account charged, worker's compensation, and unemployment insurance. The Department of Labor maintains the originals. **This record series is a closed record.**

RETENTION: Retain report in local Human Resources Office for 1 year, then destroy.

(Note: As of June 2009, quarterly reports will be stored in Central E-Print repository.)

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REG-145. VOLUNTEER WORK AGREEMENT:

This series is arranged alphabetically and contains volunteer/unpaid work agreements. Information may include: name of person (volunteer/unpaid), their address, phone number, date of birth, social security number, affirmative action information (gender, marital status, ethnicity, and citizenship), department, work location, position, dates of service, approximate number of hours per week, and supervisor's name, title, and phone number. This form has a brief statement of the terms and conditions of the voluntary/unpaid work agreement. The form is signed and dated by the volunteer/unpaid, and it is also signed and dated by the Dean/Director/Department Head. **This record series is a closed record.**

If scanned, Retain original scanned paper documents 4 months after scanned and verified, then destroy by shredding.

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**REG-149. WORK STUDY PAYROLL FILES AND HOURLY STUDENT
LABOR FILES:**

11-012

This series contains the work study and hourly student authorizations used to establish a job record within the HRFIS. Information may include: student's name, SSAN, hourly rates, and other demographic data. This record series is maintained to monitor total hours worked per pay period and to ensure total hours assigned do not exceed allotment. **This record series is a closed record.**

RETENTION: Retain electronically 3 years after termination of employment, then destroy.

Retain original paper document for 4 months after it is scanned and verified, then destroy by shredding.

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REG-152. CIRCULATION STATISTICS:

11-012

This series contains summaries of library circulation statistics. Information may include: date, number stored, number removed, monthly record of books, software, audio-visual equipment checked out/checked in, computer hours logged, on-line resource usage, accessions, gate count, demographics of library users, etc. This record series is used for reporting and comparison purposes. **This record series is an open record.**

RETENTION: Records are maintained on the statewide integrated library system called South Dakota Library Network (SDLN) and/or at libraries with no end date given barring a system failure or change of system. At the time of a change of system, a complete backup should be made before implementing a new system.

REG-153. COLLECTIONS INVENTORY CONTROL:

11-012

This series contains documentation of both leased and purchased items accessible through libraries. Information may include: author, title, publisher, and remarks. **This record series is an open record.**

RETENTION: Records are maintained on the statewide integrated library system called South Dakota Library Network (SDLN) and/or at libraries with no end date given barring a system failure or change of system. At the time of a change of system, a complete backup should be made before implementing a new system.

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REG-156. LIBRARY ACQUISITIONS-PAYMENTS:

11-012

This series documents requests by the library to the business office for payment of materials received. Information may include: date, company name, materials acquired, material and shipping costs, and fund source. This record series is maintained to determine material acquisition cost, update values in library collections inventory and on university financial statements, and for audit purposes. **This record series is an open record.**

RETENTION: LIBRARY: Retain 1 year in office, then destroy provided the library collection inventory system has been verified; and all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

FINANCE OFFICE: Scan and maintain images in financial accounting system. Retain images for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-157. LIBRARY OPERATIONS:

11-012

This series contains information documenting operations of the university libraries and may include records of or pertaining to: budget, gifts, planning, publications, reports, and digital resources. This record series is maintained for reference and historical purposes. **This record series is an open record.**

RETENTION: Retain 7 years in office, then review for destruction or permanent retention upon consultation with a designated individual such as a dean, director, or university archivist.

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REG-161. PUBLICATIONS, NEWSLETTERS, & BULLETINS:

11-012

This non-record series pursuant to SDCL 1-27-9(2) is arranged and stored using the Dewey Classification System and contains various publications, newsletters, and bulletins for public access concerning the history and activities of the departments, state offices, and personnel. Information may include: name of publications, date of issue, volume number, and nature of publication. The record series is used for reference and research purposes. **This record series is an open record.**

RETENTION: ISSUING OFFICE: Retain current in office. Transfer superseded or obsolete to University Archives for final disposition.

UNIVERSITY ARCHIVES: Disposal is at the discretion of the University Archivist.

(Note: Various publications never expire. Publications may become superseded or obsolete, but they remain a valuable resource of information.)

REG-162. REQUEST FORM, PRINTED MATERIAL/AUDIO VISUAL:

11-012

This series constitutes a request to the South Dakota State Library for printed material and/or audio-visual material. Information may include: date requested, author, title, publisher, date of publication, where you obtained this information, age or reading level, purpose, title of magazine, volume number, date of issue, page, article title, author, library name, and copyright compliance. **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

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REG-163. STATUS REPORTS, ANNUAL (STATE LIBRARY):

11-012

This series is arranged chronologically and contains the status reports generated by the State Library in Pierre. Information may include: school name, address, person responsible for the library, telephone number, cost of salaries, number of employees on staff, total hours worked, services offered, total number of books, inventory of media and equipment, periodicals, number of interlibrary loans, number of audio-visual loans, number of talking book loans, budget expenditures, signatures, and supplemental narratives. This record series is used to summarize library services provided to visually handicapped and to document the size of the library collection. Copies are furnished to the superintendent and principal. The original is maintained by the State Library in Pierre. **This record series is an open record.**

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years.

REG-164. TALKING BOOK REGISTRATION:

11-012

This series is arranged chronologically and contains copies of talking books registration forms. The file includes both school and State Library registrations. Information may include: application dated and signed by the applicant, applicant's telephone number and address, shipping information, and due date. This record series is maintained to monitor the use of talking books checked out from the school library and the State Library in Pierre. **This record series is an open record.**

RETENTION: Retain 1 year in office after material is returned, then destroy.

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REG-165. ASBESTOS RECORDS:

11-012

This series contains the State Engineer's and the State Energy Asbestos Evaluation research project forms. Information may include: reference and research data, research notes, testing services information, test results, literature on resolution ideas, and corrective maintenance plans. This record series is maintained to document results of the asbestos evaluation and for formulating corrective plans as new technology or materials are introduced. Reports are filed with the Department of Environment and Natural Resources in Pierre to receive authorization to proceed when corrective measures are planned. **This record series is an open record.**

RETENTION: Retain in office or in storage for the life of structure or until the problem no longer exists. Retain 30 years after asbestos removal. Destroy when respective building or problem ceases to exist.

REG-166. BUILDING EVACUATION PLANS:

11-012

This series is arranged alphabetically by building name and contains the evacuation plans for each building. Information may include: building name, floor plans, and sketches showing the preferred emergency exit routes for each building. This record series is used for reference purposes. Information is also relayed to staff in each building area for fire and emergency evacuation drills. **This record series is an open record.**

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

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REG-168. BUILDING PLANS AND SPECIFICATIONS FILES:

This series is arranged numerically by project number and contains the scale drawing of all proposed construction projects. Information may include: preliminary, first review, second review, first final and as-built. Preliminary plans are for projects under consideration but not under contract. The first final plan is the plan from which the building was designed with no changes. The as-built plans show the exact layout of the construction as completed with all changes and modifications. This record series is maintained for reference for future construction and for floor layout and design. **This record series is a closed record.**

RETENTION: Retain in office for the life of the building. Transfer to storage after building is destroyed and/or removed to be retained permanently.

REG-169. CALENDARS, DAILY ACTIVITY:

This series is arranged chronologically and contains the plant director's notes concerning the activities occurring each day. Information may include: name of employees and timed work on each project; special drills; and maintenance and construction notes. This record series is used for convenience of reference and administrative purposes. **This record series is an open record.**

RETENTION: Retain 5 years in office, then destroy.

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REG-170. CLIMATOLOGICAL, DATA RECORDS:

11-012

This series contains all climate, weather, and meteorological records as provided by the National Weather Service for the state of South Dakota. Weather information may be indexed by date, time, city, county, region or location, etc. This record series is used for historical references, determining trends and norms, and forecasting weather and climate patterns. **This record series is an open record.**

RETENTION: Retain permanent.

(Note: Hardcopy reports are archived at SDSU.)

(Note: Electronic data is archived by outside resources.)

REG-171. DAMAGED REPORTS, PUBLIC PROPERTY:

11-012

This series is arranged chronologically and contains reports of damage or theft at the university. Information may include: written or photographic description of damage or theft, location, date, time, and (if known) person(s) responsible. This record series is maintained to document resident hall damages or property thefts, for reporting purposes, and for reference during follow-up investigation. One copy is sent to the President's Office for reference and one copy is sent to Safety and Security Office. **This record series is an open record.**

RETENTION: Retain originals current in office, then transfer to storage for 6 years. Destroy after 6 years provided no litigation or claim is pending.

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REG-172. DEPRECIATION FILES:

This annual cumulative report contains depreciation information on equipment owned by the university. Information may include: equipment name, purchase price, life expectancy, annual depreciation, and balance. This record series is maintained for audit purposes. **This record series is an open record.**

REG-173. EMERGENCY CALL LISTS:

This series is used by personnel on duty during the night and weekend hours as a contact list of maintenance personnel who are on call. Information may include: name of contact person for each area, address, and telephone number. This record series is used for reference concerning the names of the persons to contact in case of an emergency. **This record series is an open record.**

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

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REG-177. FACILITIES USE AGREEMENTS, OUTSIDE PARTIES:

11-012

This series contains contracts and agreements between the university and those who would use the facilities. Information may include: facilities and equipment utilized, purpose of facility use, fees involved for same, indemnification clause, name of organization, contact name, address, telephone numbers, dates reserved, receipt number issued, special needs, type of function, type of meals needed (if applicable), and signatures. This record series is used for reference purposes. **This record series is an open record.**

RETENTION: Retain 3 years after end of contract, then destroy.

REG-178. FACILITY USAGE FILES:

11-012

This series is arranged chronologically and contains scheduling information pertaining to the use of the gymnasium and other meeting rooms throughout the school. Information may include: date, name of individual making the request, time period, and purpose. This record series maintained for monitoring and scheduling facility usage. **This record series is an open record.**

RETENTION: Retain 3 years after end of contract, then destroy.

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REG-192. PROPERTY MANAGEMENT FILES:

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This series is arranged chronologically and documents all property maintained by university and its attached agencies. Information may include: a copy of the inventory printout, copies of vouchers, deletion forms, maintenance forms that reflect changes in the inventory information, inventory procedure manual, and surplus property received and transferred forms. This record series is maintained for property management controls, accountability purposes, and audit purposes. **This record series is an open record.**

RETENTION: PROPERTY MANAGEMENT OFFICE: 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.

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

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REG-193. REAL PROPERTY:

This series contains legal records that document ownership of university owned real property. Information may include: name of seller, name of buyer, amount of consideration, rendered, legal description, and notary signature a seal. This record series is maintained fro ownership documentation purposes and is duplicated at the County Register of Deeds Office. **This record series is an open record.**

ALL OTHER INFORMATION: 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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REG-195. SURPLUS INVENTORY RECORDS:

This series is arranged chronologically and contains information relating to all property which has been declared surplus or removed from the inventory. Information may include: date, property management number, budgetary accounting codes, agency name, address, description of the item being declared surplus, condition, transfer date, and disposition. This record series is used to document the final disposition of all property declared surplus. **This record series is an open record.**

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: All sale information must be on file with the Property Management Office.)

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REG-196. SURPLUS PROPERTY FILES:

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. **This record series is an open record.**

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REG-199. VEHICLE FILES:

This series contains information regarding each vehicle assigned to the agency. Information may include: trip data including vehicle identification number, sign-out sheets for each vehicle, sign-out dates and times, driver, return dates and times, beginning and ending odometer readings, and purposes of travel, fuel/oil usage data, and summaries of maintenance performed on each vehicle. This record series is maintained to document usage of each vehicle, to justify the sale of old vehicles and purchase of new vehicles, and for audit purposes. **This record series is an open record.**

Retain fuel/oil usage data and maintenance records 4 years in office, then destroy.

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REG-201. WORK REQUESTS, MAINTENANCE:

11-012

This series contains the originals of all work requests submitted by the various university programs. Information may include: date, location, requestor's signature, work requested, names of maintenance crew, work request number, repair parts used, and completion date. This record series is used to set priorities for completion of job requests, to ensure all work is satisfactorily completed, and to document the reason each department was or was not billed for repairs. **This record series is an open record.**

RETENTION: PHYSICAL PLANT: 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.

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

REG-202. WORK SCHEDULES:

11-012

This series is separated by department and contains chronological work schedules. Information may include: work assignments, relief days, vacation days, and supervisor's signature. Schedules are used to make work assignments and schedule arrangements for house parents, teachers' aide, food service personnel, and maintenance workers. **This record series is a conditional record.**

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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REG-202.2. RESEARCH MATERIAL:

16-020

This series includes recorded tangible or intangible research information, regardless of form or the media on which it may be recorded, that is created or collected in the process of performing research, whether supported by system resources or by external funding. This series may include, but is not limited to, laboratory notebooks, technical data, samples, specimens, questionnaires, notes, case histories, statistics, audio/video recordings, slides, and photographs. **This is a conditional series record.**

RETENTION: Retain for the longer of the following, then destroy:

1. Three (3) years after the end of the research project or activity. For this purpose, a research project or activity should be regarded as having ended after (a) final reporting to the research sponsor, (b) final financial close-out of a sponsored research award, (c) final publication of research results, or (d) cessation of academic or scientific activity on a specific research project, regardless of whether its results are published, whichever is later; or
2. As long as necessary to preserve or protect intellectual property resulting from the research, or if needed in connection with pending or reasonably anticipated litigation and other proceedings related to the research; or
3. As required by an external governmental or other funding source or sponsor; or
4. If a student is involved, research data must be retained at least until the degree is awarded or it is clear that the student has abandoned the work; or
5. As otherwise required to comply with applicable law or regulation.

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REG-205. ACTIVITY LOGS, DAILY/MASTER:

11-012

This series is arranged alphabetically by student, then chronologically by date and contains house parents' comments concerning daily activities in the dormitory. Information may include: date students leaving the dormitory, purpose incident and contact reports, students who did laundry, and medical treatment activities. This record series is maintained by the house parents to monitor activities within each dormitory and for reporting to the dormitory coordinator incidents which require further action. **This record series is a conditional record.**

RETENTION: DAILY LOGS: Retain 3 months in office, then transfer to storage for 9 months. Destroy after 1 year.

MASTER LOGS: Retain 1 year in office, then destroy.

REG-206. ADVISORY COUNCIL FILE:

11-012

This series is arranged alphabetically and contains the Advisory Council file. Information may include: list of names, addresses, and telephone numbers of individual board members; correspondence; and minutes of meetings. This record series is maintained for reference purposes. **This record series is an open record.**

RETENTION: Retain 5 years in office, then destroy.

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REG-209. ATTENDANCE CALENDARS:

11-012

This series is used to record conferences with parents, times tardy, and comments concerning attendance. Information in the file includes: name, date, student identification number, and whether absence was excused or unexcused. **This record series is a closed record.**

RETENTION: Retain 6 months after end of school year, then destroy.

REG-210. ATTENDANCE LOGS:

11-012

This Excel spreadsheet series is arranged alphabetically by student's last name and contains the attendance reports for only the SDSBVI. Information may include: student's name and days in attendance. This record series is maintained to document attendance record for reporting purposes. Annual totals are entered into the Student Information System (SIMS). **This record series is an open record.**

RETENTION: Retain 1 year in office, then destroy.

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REG-217. EVALUATIONS, TEACHER:

This series is compiled by principals for school board review. Information on the form may include, but is not limited to: name, date, grade, subject, extra duty, personal characteristics, instructional effectiveness, professional characteristics, comments, classroom visits, signature of evaluator and teacher, and teacher reactions to evaluation. These evaluations are used to make recommendations to the school board regarding the prospect of reemployment and any stipulations that may be contingent upon reemployment. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided no litigation concerning employment terms is pending.

11-012

This series contains food service records for only the SDSBVI. Information may include: menus, meal counts, and mandatory serve safe food records. **This record series is an open record.**

RETENTION: Retain 1 month in office, then destroy.

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REG-221. INDIVIDUAL EDUCATION PROGRAM (IEP) FILES:

This series documents the drafting of an Individual Educational Program for a student determined to be educationally deprived. Information may include: student name, date of birth, date of program entry, present levels of performance, prioritized long-term goals, short term objectives, placement recommendation, beginning/ending date, minutes per day, time in regular classroom, review date, committee members present, date of meeting, and parent's signature and date. **This record series is a closed record.**

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REG-227. PHYSICAL EXAMINATIONS (SDHSAA):

11-012

This series documents parent permission for participation in organized high school athletics, any history of injury, illness, or disease, the taking of medication, and certification of physical fitness by a physician. Information may include: pupil name, year in school, city, date of birth, high school, medical history, date, signature of parent or legal guardian, and signature of physician. **This record series is a closed record.**

RETENTION: Retain 1 year in office, then destroy.

REG-228. PROFESSIONAL DAYS PROGRAM FILES:

11-012

This series is arranged chronologically and contains general information on the five-day staff development planning session held at the school. Information may include: announcements, recommendations, and information relating to the training courses conducted during the session. This record series is used to document planning and in-service training courses held at the school and to setup future training. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then destroy.

REG-229. PSYCHOLOGICAL FILE:

11-012

This confidential file series is used to provide a basis for academic placement. Information may include: name, date of birth, referred by, examined by, assessment procedures, summary of findings, and signature of psychologist. **This record series is a closed record.**

RETENTION: Retain 5 years in office, then destroy.

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REG-238. STANDARD TEST SCORES:

11-012

This series documents achievement levels in relation to grade level in school. Standard tests are administered throughout the elementary and secondary grades. **This record series is a closed record.**

RETENTION: Retain in office through the student's last year in school, then destroy.

REG-239. STATEMENT OF PARENTAL RIGHTS:

11-012

This series documents the notification of parents with children receiving special services of their rights and the procedures concerning placement. The statement is signed by the parent or guardian and dated. **This record series is a closed record.**

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

REG-240. STUDENT COUNCIL FILES:

11-012

This series is arranged chronologically and contains the student council information. The principal is the student council advisor. Information may include: student council constitution, names of members, and copies of meeting minutes. This record series is maintained to document actions taken by the student council. **This record series is a conditional record.**

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

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REG-244. ACADEMIC FOLDERS, STUDENT:

11-012

This series is arranged alphabetically by student's name and contains the student's academic history file within his/her department major. Information may include: name, social security number, ID number, address, date of birth, place of birth, course name, course number, course title, credit hours attempted, credit hours completed, grades assigned, semester grade point average, accepted transfer credits (if applicable), current academic status, honors, and other degrees and programs completed. This record series provides a history of the courses completed and grades earned in the pursuit of a major within the college and/or department. **This record series is a closed record.**

RETENTION: Retain current in office. Scan when volume warrants and maintain electronic file in student academic folder for 10 years, then destroy.

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REG-251. AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION:

11-012

This series is arranged alphabetically by student's name and contains formal student authorization for release of academic information. Information may include: name, social security number, student's signature and date, and name of party requesting the release of the information. This record series is used to document authorization for release of academic information to the requesting party. **This record series is a conditional record.**

RETENTION: Retain 1 year in office, then destroy.

(Note: Information is maintained pursuant to the Family Educational Right and Privacy Act (FERPA) of 1974.)

REG-252. CHANGE OF GRADE FORMS:

11-012

This series contains the forms that document changes in student grades as authorized by originating instructor. Information may include: student's name; identification number; course name and number; section; credit hours; semester; instructor; date work was completed; grade assigned; and instructor, department head, and dean of instructor's department signatures. Graduate courses also require the signature of the college dean. This record series is used to document class completion, grade assigned or grade changes needed due to previous error, and to update the student's transcripts. **This record series is a closed record.**

RETENTION: Retain 10 years after last date of attendance, then destroy.

(Note: The Semester Final Grades are entered in the Student Information System.)

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REG-257. ELLSWORTH BRANCH FILES:

11-012

This series contains information on courses being taught at the Ellsworth Branch. Information may include: receipts, computer printout of class lists showing classes taken, and credit hours. This record series is used to list revenues generated by classes taught at Ellsworth. **This record series is an open record.**

RETENTION: REGISTRATION FORMS: Retain 2 years in office, then microfilm and/or document image and maintain permanently.

ALL OTHER INFORMATION: 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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REG-258. GRADE REPORTS, FINAL:

11-012

This series contains a list used by instructors to record final grades of students enrolled in each class, and provides a listing of students in each class that instructors use to record grades each student has earned. Information may include: department, instructor, course number, course title, term discipline, section number, enrollment data, total number of students enrolled, credit hours, student name, social security number, student ID number, mid-term grades, final grade, total number of grades given, grade distribution, corresponding grade percentages, distribution of grades by division, average credit hours, average mid-term grade, average final grade, cumulative grade point average (GPA), pass/fail, degree audit and summary report, gender, marital status, date of last enrollment, notations indicating work to be completed if an incomplete mark was received, instructor's signature, and other handwritten remarks, degree, and major. This record series is used to document semester grades received by students enrolled in each class, to document instructor's signature, to update grades on each student's transcript, for assessment, for cross reference documentation, for reporting, to monitor grades of students on probation, for historical research, statistical reference, comparison, and audit purposes. **This record series is a closed record.**

RETENTION: If paper grades exist, retain 20 years, then destroy.

Electronic grades are entered in Student Information System and retained for 20 years, then purge and destroy.

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REG-259. GRADUATION CHECKLISTS (UNDERGRADUATE):

11-012

This series is arranged alphabetically by the student's name within each college and degree and contains a checklist of undergraduate requirements the student needs for graduation and any information that affects the student's eligibility to graduate. The Registrar uses this information as a worksheet to check graduation qualifications. Information may include: name, honors, exit exam information, number of credits earned toward graduation, graduation ratio check, GPA information, and a core requirement check list. This record series is used for reference to verify that the student has completed all requirements prior to allowing him/her to graduate. **This record series is an open record.**

RETENTION: Retain 10 years after last date of attendance, then destroy.

REG-260. GRADUATION, LISTS:

11-012

This series is arranged chronologically by semester and then placed alphabetically by name under degree and contains the graduation list. Information may include: name, degree, major, minors, and college of candidates. This record series is used for reference regarding individuals who have qualified to graduate, to order diplomas, to prepare commencement programs, and to prepare Board of Regent's report of graduates and Integrated Post-Secondary Education Data System (IPEDS) reports. **This record series is an open record.**

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

Retain one copy of commencement for 75 years, then destroy.

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REG-261. INTERNATIONAL STUDENT FILE:

11-012

This series contains both current and former international student files attending the university. Information may include: student name, birth date, student ID number, Social Security number, home address, local address, copies of Passports, I-20 INS student application for visa forms, DS2019 U.S. State Department application for visa forms, (formerly IAP66), admissions letters, transcripts, financial data, and similar type information to meet Board of Regents, Immigration & Naturalization Service and the U.S. State Department policies and regulations.

RETENTION: CURRENT STUDENTS: Retain active in office.

FORMER STUDENTS: Transfer to storage to be retained permanently.

(Note: The U.S. Immigration & Naturalization Service requires that the files be kept indefinitely.)

REG-262. REQUESTS TO CHANGE ACADEMIC PROGRAM:

11-012

This series is arranged alphabetically by student's name and contains requests from students to change their academic program. Information may include: name, social security, student ID number, catalog year, current program, added program and advisor, deleted program, and authorization signatures of the department head, advisor, student, and dean. This record series is used to document academic program changes and for reference purposes. These requests are maintained in the respective student file for five years after date of last enrollment or graduation. **This record series is a conditional record.**

RETENTION: Retain 1 year after last attendance date, then destroy.

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REG-266. TEACHER CANDIDATE FILES:

22-006

This series is arranged alphabetically by name of student and contains student teacher candidate files. Information may include, but is not limited to: application; correspondence; verification of admission standards of the program; candidate's status in program of study; transcript of completed course titles, credits, and grades; verification of admission to student teaching; assessment results; all required test scores including any subtest scores provided by the testing company on the state certification exams for each subject or area of authorization and for the pedagogy exam for which the applicant has completed an approved education program; and recommendation for certification. This record series is maintained pursuant to ARSD 24:53:04:04. **This record series is a closed record.**

RETENTION: Retain permanently.

REG-268. TEST SCORES, GED/ACT/SAT/CLEP/STANFORD ACHIEVEMENT:

11-012

This series is arranged alphabetically by name of student and contains test scores for GED, ACT, SAT, CLEP, or Stanford Achievement test concerning each. Information may include: name, type of test, score received, age, grade, subject, and percentile ranking. This record series is used for reference when providing student services. **This record series is a closed record.**

RETENTION: Retain 5 years in office, then destroy.

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REG-274. ACCOUNTS RECEIVABLE FILES, STUDENTS:

11-012

This series serves as a central depository for accounts receivable information regarding students with outstanding accounts and student deferrals, and copies of reports sent to various collection agencies requesting assistance in collecting delinquent loans. Information may include: name; identification number; address; loan number; amount due; type of account; account status; copies of statement issued; summary of payments copies of correspondence with the student, the collection agency, and the State Board of Finance; and other collection data. This record series is used to monitor those loans which are being paid, to list those which have been turned over to a collection agency, to document attempts to collect outstanding loans, or to document those which have been written off. **This record series is a closed record.**

RETENTION: FINANCE OFFICER: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted by The State Board of Finance. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

ALL OTHER OFFICES: Retain 6 months, then destroy.

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REG-275. APPLICATIONS FOR WORK-STUDY:

11-012

This series is arranged alphabetically by name of applicant and contains applications submitted by work-study students desiring employment with the university. Information may include: name, address, gender, telephone number, position applied for, type of work desired, date of application, education, previous employment experience, work history, honors, special skills, health, classification, availability dates, signatures, and comments. This record series is used by the program to review applicants' qualifications and to aid in the hiring process. **This record series is a conditional record.**

RETENTION: SUCCESSFUL APPLICATIONS: Retain active in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

UNSUCCESSFUL APPLICATIONS: Retain 1 year in office, then destroy.

REG-276. CANCELLATION REPORTS:

11-012

This series is generated monthly and provides the names of individuals on whom collection agencies have ceased collection efforts. Information may include: name, last known address, date collection initiated, amount due, and reason for cessation of collection efforts. This record series is used to initiate write-off authority. **This record series is a conditional record.**

RETENTION: Retain 2 years in office, then destroy.

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REG-279. EMERGENCY LOAN FILES:

11-012

This series documents all emergency loans issued to, repaid, or unpaid by students. Information may include: student's name, applications, disclosure statement of loan, promissory notes, loan period, due date, date issued, date paid, principal date, interest due, interest paid, payment problem codes, collection letters, account appraisal on cancellation form, total annual amount loaned, total annual amount repaid, information surrounding the stock portfolio, including uncollected balances, copy of stock certificates, tax information, statement of receipts of dividends, and other related information. This record series is used to document the issuance and collection of emergency loans issued to students, to monitor the fund, to determine future loan eligibility, and for audit purposes. **This record series is a closed record.**

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

UNCOLLECTIBLE: Retain 3 years in office, then transfer to storage for 4 years. Destroy 7 years after determined to be uncollectible provided the Board of Finance write-off authority has been granted and 1 year has passed since an independent post-audit reports has been received.

ELIGIBILITY INFORMATION: Retain 10 years, then destroy.

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REG-281. FISCAL OPERATION REPORT (FISAP):

11-012

These annual fiscal operation application to participate (FISAP) reports contains information regarding federal funding of campus based programs, which provide students with financial aid including work-study, Perkins Loans, and supplemental educational opportunity grants (SEOG). Information may include: date, name of institution, Perkins Loan program portion of fiscal operation reports, type of aid requested and amount of requests. This record series is used to request federal funding for each program, for reporting financial aid activities to the federal Department of Education, and for audit purposes. **This record series is an open record.**

RETENTION: FINANCIAL AID OFFICE: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

LOAN COLLECTION OFFICE: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

REG-282. GENERAL ENTRY BINDERS:

11-012

This ring-binder series is arranged chronologically by date and contains general entries for reconciling all student loan accounts. Information may include: cash on hand, amounts collected, expenses, and ending balance. This record series is used to reconcile all NDSL/Perkins, SEOG, PELL, and CWSP loan files. **This record series is a conditional record.**

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

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REG-286. PERKINS STUDENT LOAN FILES:

11-012

This series is arranged alphabetically by student name and contains records used to collect repayment of student loans. Information may include: names of individuals who have outstanding loans, copies of loan advances, exit interviews, billings, collection letters, deferments, personal history, disclosure statements, repayment ledger/plans noting principal and interest payments, payment receipts, cancellations, outlays, net cash flow, daily/weekly/monthly reports, and all other data relating to this student loan. This record series is maintained to document loans which are being paid, to list loans which have been turned over to a collection agency, and to document loans which have been written off. Loans are categorized into the following categories: 1) outstanding, currently enrolled, 2) deferred and/or postponed, 3) cancelled based upon the current criteria established by the US Congress and subject to their changes and modifications, 4) delinquent, 5) collection agency referred, 6) paid in full, and 7) written off. Files are maintained, in part, to complete the annual FISAP report, and to recap all activity in the Perkins loan fund. **This record series is a closed record.**

RETENTION: LOAN COLLECTION OFFICE: Retain outstanding in office. Transfer to storage for 3 years when paid in full, cancellation, or write-off authority has been granted by The State Board of Finance. Destroy after 3 years provided one year has passed since an independent post-audit report has been received.

ALL OTHER OFFICES: Retain working papers 1 year in office, then destroy.

(Note: After 3 collection attempts, the collection information is transferred to the Board of Regents collection process for further action.)

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REG-287. PROMISSORY NOTES/ED LOANS/TUITION LOANS:

11-012

This series is arranged alphabetically by student's name and contains the original promissory note for short-term student loans. Information may include: lending party, name, social security number, loan number, date due, loan amount, terms, service charge amounts, date repaid, receipt number, total amount received, and authorized signatures. This record series is maintained to document terms and conditions of loans. **This record series is a conditional record.**

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

REG-288. SCHOLARSHIP FILES:

11-012

This series is arranged alphabetically by scholarship title and contains information regarding each scholarship administered through the university. Information may include: scholarship title, name of granting agency or donor, name of recipient, copies of award letters, copies of letters of acceptance, donor correspondence, scholarship eligibility requirements, qualifications, specific terms and conditions of each scholarship, and list of previous recipients. This record series is maintained for scholarship accountability, for reference to proved assistance to students applying for scholarships, and for historic documentation purposes. **This record series is a closed record.**

RETENTION: CORRESPONDENCE: Retain 2 years in office, then destroy.

ALL OTHER INFORMATION: Retain for the life of scholarship, then destroy.

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REG-289. SHORT-TERM CAMPUS LOANS-EXCLUDING PERKINS AND EMERGENCY LOANS:

11-012

This series contains summaries of account status for national direct student loans, nursing loans, and health professional loans. Information may include: name, identification number, loan amounts, balance, principle paid, amount forgiven, current principle, past principle, next payment date, amount, interest due, status code, correspondence, deferment requests, application for financial aid, parental statements, and family financial information. This record series is used for reference to monitor account balances. **This record series is a conditional record.**

RETENTION: Retain current in office, then transfer to storage for 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.

REG-290. STATEMENT OF FINANCES:

11-012

This series is arranged alphabetically by name of foreign graduate student and contains financial information concerning each foreign graduate student. Information may include: name, address, years of study proposed, date of enrollment, financial status of student and family, and total income. This record series is used to determine financial responsibility. **This record series is a closed record.**

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete.

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REG-294. ADDRESS AND PERSONAL DATA:

11-012

This series is arranged by semester and contains student's address and personal information. Information may include: directory information, address, telephone number, and parent/spouse telephone number. **This record series is a conditional record series.**

RETENTION: Retain information current.

(Note: Information is maintained in the Student Information System.)

REG-295. EXEMPTIONS, FOOD SERVICE:

11-012

This series contains information used to administer changes to student food service contracts. Information may include: student's name, social security number, mailing address, date of exemption, reason for exemption, the report issued from Student Services listing all students who are exempt from purchasing meal plans, Flex purchases, corrections, transfers, meal plan changes, housing changes, new identification number, library number, and authorized signatures. The Finance Office uses this information to credit the student's account for the amount of the meal plan. **This record series is a conditional record.**

RETENTION: Retain 1 year in office, then destroy.

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REG-302. REFERENCE FILES, EMPLOYMENT:

This series is arranged alphabetically by student's name and contains reference files to aid in the student's search for employment. Information may include: student's name, student ID number, social security number, mailing address, telephone number, major and minor, self-reported transcript, and letters of reference. This record series is maintained to assist students in finding employment in their field of study. **This record series is an open record.**

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REG-305. RESIDENTIAL LIFE HOUSING CHECK OUT INVENTORY & DAMAGES OF CAMPUS HOUSING:

This series is arranged alphabetically by student's name and contains the housing inventory and damage records of room inspections. Information may include: student's name, home address, home telephone number, student ID number, social security number, assigned on campus room or apartment, beginning inventory, ending inventory, room or apartment condition of room or apartment upon check in/check out, and residential hall damages of all common areas. The information is used to assess known damages to the residents of the resident halls and apartments. This record series is kept to document disputed billings for damages. **This record series is a conditional record.**

RETENTION: RESIDENTIAL LIFE OFFICE: Retain current check out, inventory, and damage statements in office for 2 years. Transfer to storage for 3 years when student is no longer living in the university housing units. Destroy after 5 years provided no disputes or litigation is pending.

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REG-306. RESIDENTIAL LIFE HOUSING
INFORMATION/APPLICATIONS:

11-012

This series contains information on each student's housing intentions. Information may include: student's name, date completed, telephone number, forwarding address, birth date, plans for next semester, identification number, permanent address, gender, class, major, roommate preference, residence hall preference, whether the residence hall is coeducational, handicaps, procedures, requirements, terms, conditions, academic eligibility and classification, whether the student is moving off campus, joining a fraternity, sorority, or graduating; revenues generated by dormitory charges, design capacity, assigned capacity, percentage, deposit amounts, check-out conditions, verification of key returns, change requests, quiet lifestyle agreements, and signatures. If the student is requesting family housing, then information may also include: permanent address, rent payment amounts and date, account number credited, deposit amounts received, apartment numbers, dates of occupancy, and comments. If the student is exempt from housing, then information may also include: off-campus address, landlord's name, and parent's name, address, and telephone numbers. This record series is used to process room requests, to assign rooms, to match preferences, for reference to terms and condition of the housing contract, and to document off-campus housing. **This record series is a conditional record.**

RETENTION: RESIDENTIAL LIFE OFFICE: (CONTRACTS): Retain active housing applications in office for 2 years. Transfer to storage for 3 years when student is no longer living in the university housing units. Destroy after 5 years provided no disputes or litigation is pending.

ALL OTHER OFFICES: Retain 1 year in office, then destroy.

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REG-307. RESIDENT LIFE OCCUPANCY SUMMARIES, RESIDENCE HALLS:

11-012

This weekly computer database and printout series contains summaries of residence hall occupancy rates. Information may include: date, reporting period, single rooms, returning students, total cancelled, net totals, and grand totals. This record series is used to summarize occupancy rates, to compare year-to-date statistics, and to predict future trends. **This record series is an open record.**

RETENTION: RESIDENTIAL LIFE: Retain 2 years in office, then transfer to storage for 8 years. Destroy after 10 years.

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

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REG-310. STUDENT MEDICAL FILE(S):

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This series is arranged alphabetically by the student's name and contains information about the student's medical appointments at the university. Information may include: pre-entrance physical and history; immunization record; nurse's notes; doctor's notes; notes of treatment; notes of medication; x-ray reports; laboratory reports; correspondence regarding student's physical condition; paid insurance receipts; and emergency room receipts. Separate records may be kept including the following: personal training files, physical education exemption; informatory patient; drug record; record of communicable disease; ledger cards on student account receivable balances; laboratory records; record of state supplied vaccines; tuberculin test administered; positive reactors to TB tests; immunizations records (required); students with supplemental insurance; records of loans of medically equipment; and records of physical exams done at health service. This information is required in all medical records as legal documentation of the care provided to clients, and is necessary for appropriate diagnosis and treatment. This record series is essential for decision making regarding assessment of progress or referral of client for other services. **This record series is a closed record.**

RETENTION: STUDENT HEALTH OFFICE: Retain current in office. Transfer inactive to storage for 10 years. Destroy by shredding 10 years after last date of attendance.

REG-311. SURVEYS, FOOD PREFERENCE AND ALLERGIES:

11-012

This series is arranged alphabetically and contains the most current food surveys for each student living at the school. Information may include: student's name, date of survey, known likes, known dislikes, allergies, medical comments, and special dietary requirement. This record series is used to plan menus suited to each individual student's need. **This record series is a conditional record.**

RETENTION: Retain 1 year in office, then destroy.