



DEPARTMENT OF AGRICULTURE  
AND  
NATURAL RESOURCES

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
Records Management Program  
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# 2022

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Dana Hoffer  
State Records Manager

## STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner  
Bureau of Administration  
(Chairman)

Jenny Jorgenson  
Office of the Attorney General

Chelle Somsen, State Archivist  
Department of Education

Jenna Latham  
Office of the State Auditor

Russell Olson, State Auditor General  
Legislative Audit

Dana Hoffer  
State Records Manager



## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: 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, Hunter Roberts, acting in my position as the Secretary of the Department of Agriculture and Natural Resources, 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 Department of Agriculture and Natural Resources consists of 117 page(s) and contains record series number(s) DANR-1 (consecutively numbered) through DANR-208.

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 Department of Agriculture and Natural Resources consists of 42 page(s) and contains record series number(s) SDDA-1, SDDA-2, SDDA-3, SDDA-4, SDDA-7, SDDA-8, SDDA-11, SDDA-12, SDDA-15, SDDA-16, SDDA-17, SDDA-18, SDDA-19, SDDA-20, SDDA-21, SDDA-22, SDDA-24, SDDA-25, SDDA-27, SDDA-28, SDDA-33, SDDA-34, SDDA-35, DENR-21, DENR-22, DENR-23, DENR-25, DENR-26, DENR-45.1, DENR-45.2, DENR-56.1, DENR-28, DENR-62, DENR-65, DENR-59, DENR-113, DENR-118, DENR-133, DENR-134, DENR-135, DENR-143, DENR-146, DENR-147, DENR-150, DENR-40, DENR-4, DENR-18, DENR-24, DENR-29, DENR-30, DENR-31, DENR-32, DENR-70, DENR-71, DENR-88, DENR-101, DENR-103, DENR-154, and DENR-160.

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.

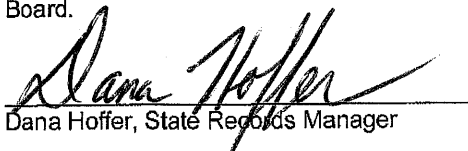


Hunter Roberts, Secretary of the Department of Agriculture and Natural Resources

6-4-2021

Date

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



Dana Hoffer, State Records Manager

6/14/2021

Date

**Addendum to the Department of Agriculture and Natural Resources' Petition for Authority to Destroy Records.**

**Records Destruction Board's Action(s):**

- **Amend the retention for DANR-91 and DANR-93 to read as follows:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 4 years. Destroy ~~after~~ 4 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

\*\*\*\*\*

**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 14th day of July, 2021 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 21-011.**

  
\_\_\_\_\_  
Scott W. Bollinger, Chairman of the Board

7-14-2021  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Hunter Roberts, acting in my position as the Secretary of the Department of Agriculture and Natural Resources, 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 Department of Agriculture and Natural Resources consists of 1 page(s) and contains record series number(s) DANR-49.

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.



\_\_\_\_\_  
Hunter Roberts, Secretary of the Department  
of Agriculture and Natural Resources

11-15-2021

\_\_\_\_\_  
Date

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



\_\_\_\_\_  
Dana Hoffer, State Records Manager

11/16/2021

\_\_\_\_\_  
Date

**Records Destruction Board's Action:**

- Approved as originally petitioned.

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**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 8th day of December, 2021 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 21-012.**

  
\_\_\_\_\_  
Scott W. Bollinger, Chairman of the Board

12-8/2021  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Hunter Roberts, acting in my position as the Secretary of the Department of Agriculture and Natural Resources, 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 Department of Agriculture and Natural Resources consists of 4 page(s) and contains record series number(s) DANR-81, DANR-82, DANR-121, and DANR-122.

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.



Hunter Roberts, Secretary of the Department  
of Agriculture and Natural Resources

6-3-2022

Date

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



Dana Hoffer, State Records Manager

6/3/2022

Date




**Records Destruction Board's Action:**

- Approved as originally petitioned.

\*\*\*\*\*

**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 19<sup>th</sup> day of July, 2022 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 22-002.**

  
\_\_\_\_\_  
Scott W. Bollinger, Chairman of the Board

7-19-2022  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Hunter Roberts, acting in my position as the Secretary of the Department of Agriculture and Natural Resources, 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 Department of Agriculture and Natural Resources consists of 2 page(s) and contains record series number(s) DANR-63 and DANR-95.

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.

  
\_\_\_\_\_  
Hunter Roberts, Secretary of the Department  
of Agriculture and Natural Resources

10-31-22  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

10/31/22  
\_\_\_\_\_  
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

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**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 12<sup>th</sup> 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 22-007.**

  
\_\_\_\_\_  
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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RECORDS RETENTION &  
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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

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

**21-011**

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

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

(Note: News Releases are subject to screening by State Archives prior to disposal.)

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

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OFFICE: \_\_\_\_\_  
PROGRAM: Administrative  
RECORDS OFFICER: Darcy Keiser  
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**DANR-2. CORRESPONDENCE:**

**21-011**

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

**RETENTION:** GENERAL CORRESPONDENCE: Retain electronically for 2 years, then destroy.

FEDERAL CORRESPONDENCE: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

OPEN RECORDS REQUESTS: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

OPEN RECORDS DENIALS: Retain electronically permanently.

(Note: The Department Secretary's Correspondence is subject to screening by State Archives prior to disposal.)

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**DANR-3. ELECTRONIC COMMUNICATION RECORDS:**

**21-011**

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

**RETENTION:** Effective September 4, 2020, retain email according to statewide email policy. Emails over 2 years old will be automatically deleted from an employee's inbox, stored in folders, and sent mail. If an email needs to be retained longer than 2 years, then it must be kept in approved locations.

If the email message is required to be retained longer than 2 years, transition to another storage system and store by position or topic rather than by person. Retain based on content and apply the retention period covered by an existing record series listed in this manual.

**NON-RECORD MESSAGES:** Retain until action has been taken, then destroy or delete.

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**DANR-4. LEGISLATION FILES:**

**21-011**

This series is arranged chronologically within the division's electronic filing system and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session, as well as for historical reference.

**RETENTION:** Retain 5 years, then destroy at your discretion superseded or obsolete.

**DANR-5. MINUTES, BOARDS AND COMMISSIONS:**

**21-011**

This series is most often arranged alphabetically by board/committee name, and contains copies of minutes from each. Information may include: board/committee name, dates of meetings, members present, topics discussed, actions taken and authorized signatures. Boards and Commissions may include, but are not limited to: State Fair Commission, SD American Dairy Association, SD Wheat Commission, SD Oilseeds Council, SD Soybean Research Council, SD Brand Board, SD Corn Utilization Council, State Conservation Commission, Weed and Pest Commission, and Seed Certification Board. This records series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** STATE CONSERVATION COMMISSION: Retain 20 years in EDMS, then destroy. Transfer scanned paper records to State Archives for final disposition.

ALL OTHERS: Retain 20 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)



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 PROGRAM: Administrative  
 RECORDS OFFICER: Darcy Keiser  
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**DANR-6. RECORDS MANAGEMENT FILES:**

**21-011**

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

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

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

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PROGRAM: Administrative  
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**DANR-7. REQUEST FOR PROPOSAL (RFP):**

**21-011**

This series may contain RFPs for professional and non-professional services. Information may include: title of solicitation; proposal due date; RFP #; buyer's name and email address; agency name and address; primary contact information; vendor information; purpose of RFP; schedule of activities; number of copies to be submitted; offeror inquires; length of contract; terms and conditions of contracts; scope of work; proposal requirements and company qualifications; cost proposal; criteria for award selection, and authorized signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 6 years, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 5-18D-20. Register of proposals for professional service contract--Confidential information. A register of proposals shall be prepared and maintained by any state agency issuing a request for proposals for a professional service contract. The register shall contain the names of any person whose qualifications were considered and the name of the person that was awarded the contract. Any professional service contract and the documentation that was the basis for the contract is public except for proprietary information which shall remain confidential. The qualifications and any other documentation of any person not issued a contract shall remain confidential.)

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Office of Secretary  
OFFICE: \_\_\_\_\_  
PROGRAM: Communications  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

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**DANR-8. AGRICULTURAL POLICY:**

**21-011**

This series is arranged within the division's electronic filing system by topic and contains background information on agriculture and natural resource policy topics. Information may include, but is not limited to: executive summaries, white papers, position papers, fact sheets, and court cases. This record series is used in developing State policy/position on agriculture and natural resource issues, to provide up-to-date briefings to the Governor and Department Secretary, for reference, and for historical purposes.

**RETENTION:** Retain electronically or in paper form for 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-9. AGRICULTURE STATISTICS:**

**21-011**

This series contains statistics received from the United States Department of Agriculture annually and is kept in paper and digitally within the division's filing system. Information may include, but is not limited to: agricultural production; prices and cash receipts; and weather and farmland statistics. This record series is maintained for reference for the South Dakota Ag Bulletin, and much of the data has historical or research value.

**RETENTION:** Retain 15 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-10. CONSERVATION RESERVE PROGRAM-HAY DISTRIBUTION:** **21-011**

This series is arranged by application and contains the producer application form and distribution records for the CRP Hay Distribution Program. Records are kept electronically within the division’s filing system. Information may include, but is not limited to: applicant’s name, address, and phone number; conditions of the program; county; signature; date; and the distribution spreadsheet. This record series is maintained for reference.

**RETENTION:** Retain 5 years, then destroy

**DANR-11. SPECIAL PROJECTS:** **21-011**

This series is arranged according to project and contains information regarding the planning and executing of department event such as Governor’s Ag Summit, Environmental and Water Quality Conference, and Dakotafest activities. Special projects are maintained electronically within the division’s electronic filing system. Information may include, but is not limited to: talking points, agendas, emails, sponsors, and contacts. This record series is maintained for reference.

**RETENTION:** Retain 4 years, then destroy

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PROGRAM: Fiscal  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0320

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**DANR-12. BANK STATEMENTS:**

**21-011**

This series is most often arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information is maintained by the Finance Officer and may include: date of statement, canceled checks, deposit records and bank balances. This record series is maintained for checking account reconciliation with bank balances and for reference and audit purposes.

**RETENTION:** Retain electronically on secured drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-13. CONTRACTS, LEASES, AND AGREEMENTS:**

**21-011**

This series contains contracts, leases, and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically on network drive for 7 years. Destroy 7 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

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**DANR-14. EXPENDITURES FILE:**

**21-011**

This series may contain: vouchers, requisitions, purchase orders, CRT's, and correction vouchers. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-15. FINANCIAL STATEMENTS:**

**21-011**

This series provides an overview of the agency's financial condition for a given period of time. Statements and working papers may include, but are not limited to: WEF Condition Statements, Fee Fund Financial Statements, and Accrual Documents. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically on network drive for 4 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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 RECORDS OFFICER: Darcy Keiser  
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**DANR-16. GRANT FILES:**

**21-011**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information may include: grant applications, grant agreements, working papers, grant documentation, sub-recipient audit reports, and monitoring and account records. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain electronically on network drive 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.

**DANR-17. STATE REVOLVING FUND (SRF) FINANCIAL STATEMENTS:**

**21-011**

The SRF Financial statements provide an overview of the SRF program's financial condition for a given year. Information may include, but is not limited to: Balance Sheets, Statements of Income and Retained Earnings, Cash Flow Statements, Trial Balances, working papers, and Drawdown and Payment Requests. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain electronically on network drive for 4 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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PROGRAM: Fiscal  
RECORDS OFFICER: Darcy Keiser  
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**DANR-18. SURPLUS PROPERTY FILES:**

**21-011**

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

**RETENTION:** Retain electronically on network drive for 4 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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PROGRAM: Outreach  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0226

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**DANR-19. MEDIATION RECORDS:**

**21-011**

This electronic confidential series contains individual mediation case files maintained in Mediation Services database. Information may include: requests for mediation, letters, and the mediator's case report. Information is maintained in accordance with South Dakota Agricultural Mediation Program and pursuant to SDCL 54-13.

**RETENTION:** Scan paper and retain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PROGRAM: Secretariat  
RECORDS OFFICER: Darcy Keiser  
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<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
<b>DANR-20.</b>	<b><u>BOARD AND COMMISSION FILES:</u></b>  This series contains the Board and Commission files. Information may include: letters of appointment for board and commission members and miscellaneous background information regarding each. This record series is maintained for historical and reference purposes.  <b>RETENTION:</b> Retain electronically for 4 years, then destroy.  (Note: Subject to screening by State Archives prior to disposal.)	<b>21-011</b>
<b>DANR-21.</b>	<b><u>CONTINUITY OF OPERATION PLANS/DISASTER RECOVERY PLANS:</u></b>  This series may contain Continuity of Operation Plans (COOP) and Disaster Recovery Plans.  <b>RETENTION:</b> Retain current. Destroy superseded or obsolete at the discretion of Department Secretary by shredding.	<b>21-011</b>
<b>DANR-22.</b>	<b><u>STATUS REPORTS, SECRETARY:</u></b>  This electronic series is most often arranged chronologically and contains monthly reports sent to the Governor summarizing reports of agency and agency programs. Information may include: highlight activities of agency programs, and personnel updates. This record series is maintained for administrative, reporting, and reference purposes.  <b>RETENTION:</b> Retain electronically for 1 year, then destroy.  (Note: Subject to screening by State Archives prior to disposal.)	<b>21-011</b>

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OFFICE: \_\_\_\_\_  
PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0317

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**DANR-23. AIR QUALITY COMPLIANCE AND EMISSION INVENTORY:**

**21-011**

This series contains a file for every air pollution source in the State, both permitted and non-permitted sources. Information in each file may include: permit reports, inspection reports, annual air emission reports, air fee calculations, air fee collections, enforcement actions, and correspondence. This record series is used for permitting purposes.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for 10 years after the source ceases operation, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0317

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**DANR-24. AIR QUALITY GRANTS:**

**21-011**

This series contains information concerning the administration of federal grants associated with the Air Quality Program (i.e., 103 grant, 105 grant, radon grant, and diesel emission grant reduction act), and also contains the reference copies of air quality contracts. Information may include: grant applications, grant amendments, grant documentation, reports, copies of contracts, copies of vouchers, and general correspondence. This record series is used for administering grants, for reference when requesting new grants, for EPA audit purposes; and is maintained to fulfill the terms of the contract, and conduct oversight of contractor's performance.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for 10 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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OFFICE: \_\_\_\_\_  
PROGRAM: Air Quality  
RECORDS OFFICER: Darcy Keiser  
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**DANR-25. AIR QUALITY PERMITTING:**

**21-011**

This series contains a file for every air pollution source in the State, both permitted and non-permitted sources. Information in each file may include: permit application, documentation related to issuing permits, and permits. This record series is used for permitting purposes.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES/FILES: Retain electronically on DANR's computer system for 10 years after the source ceases operation, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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**DANR-26. AIR QUALITY SAMPLING:**

**21-011**

This series contains air quality samples from the Air Quality Program's monitoring network and special studies. Information related to the sampling may include: sample filters, recorder charts, monitoring site files, general monitoring correspondence, quality assurance reports, monitoring reports, and special study reports. This record series is used for future reference and if necessary, for further analytical testing.

**RETENTION: PAPER:** Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for 10 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**SAMPLES AND SUPPORTING INFORMATION:** Retain according to the Quality Assurance Plan. Transfer to storage for 5 years, then destroy provided the EPA has authorized the final disposition of the samples.

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**DANR-27. AIR QUALITY STATE IMPLEMENTATION PLAN:**

**21-011**

This series contains information related to the development of new and updating of existing rules and regulations. In addition, this series also contains EPA submittals and correspondence related to the State Implementation Plans, delegation of EPA's regulations, and approval of permitting programs. Information may include: Air Quality Review Board meeting minutes, scientific data, meeting notes, LRC review, interim rule hearings, notices of public hearings, affidavits of publication of notices, written comments, and transcript of hearings, rules, and submittals to EPA. This record series serves to document the proper promulgation of rules and regulations pursuant to SDCL 34A-1 and SDCL 1-26 and to document EPA's approval of South Dakota's state implementation plan, delegation of federal regulations, and approval of permitting programs.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**ELECTRONIC IMAGES/FILES:** Retain electronically on DANR's computer system for as long as the rules are in effect, then destroy.

**MICROFILM:** Retain existing rolls of Air Quality Review Board Minutes for 50 years, then destroy.

(Note: Microfilm is subject to screening by State Archives prior to disposal.)

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**DANR-28. ANIMAL REMEDIES:**

**21-011**

This series is arranged digitally and contains animal remedy information that is submitted both electronically and in paper form. Information may include, but is not limited to: registrations, labels, renewals, collection reports, sample analysis, and stop sale letters and responses. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division’s electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-29. ATP-BID PACKAGE:**

**21-011**

This series is arranged numerically and contains the bid package for the removal of underground petroleum storage tanks as related to the Abandoned Tank Program (ATP). Information may include: bid forms, proof of insurance, contracts, invoices, consultant records, correspondence, change orders, site sketches and descriptions, copies of public notices, and bid tabulations. This record series is used as a reference to the awarding of contracts for the removal of underground petroleum storage tanks.

**RETENTION:** Retain in office until project closes (end of contract), then scan paper documents to digital images. Retain electronically for 7 years on DANR’s computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.



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**DANR-30. BULK OEI:**

**21-011**

This series is arranged digitally and contains bulk OEI information that is submitted both electronically and in paper form. Information may include, but is not limited to: site plans, bulk pesticide storage facilities inspections, maps of facilities, bulk commercial fertilizer storage facility inspections, and bulk permit history of the facilities. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically in the division's electronic filing system permanently.

**DANR-31. COLLECTION REPORTS:**

**21-011**

This series is arranged chronologically by collection number and contains collection report information that is submitted both electronically and in paper form. Information may include, but is not limited to: collection reports, sample analysis, stop sale letters and responses (if applicable), and bait station data. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 2 years in the division's electronic filing system, 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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**DANR-32. COMMERCIAL APPLICATORS LICENSE (CATS):**

**21-011**

This series is arranged alphabetically by last name of applicator and contains commercial applicator license information that is submitted both electronically and in paper form. Information may include, but is not limited to: commercial pesticide applicator and dealer license application forms, aerial applicator application form, pesticide applicator certification examination identification/affirmation form, pesticide applicator certification, examination policy statement, exam bubble sheets, photo ID's, score letters, commercial applicator and pesticide dealer licenses, receipts for payments by check, reciprocal certification/license verification forms, return to sender envelopes, e-mail correspondence, and other letter correspondence. This record series serves as a history for commercial applicators training and certification.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-33. CORRESPONDENCE, GENERAL:**

**21-011**

This series is arranged alphabetically by employees' name and then chronologically by date and contains letters and memorandums sent. This record series is used for occasional reference and documentation purposes.

**RETENTION:** Retain 3 years in office, then destroy.

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**DANR-34. ENVIRONMENTAL ASSESSMENTS:**

**21-011**

This series is arranged chronologically by date, to the extent possible and contains environmental assessments provided by DANR staff as requested. Information may include: correspondence, assessments, supporting data, and reference material. This record series is required by the DANR to document environmental conditions at proposed projects.

**RETENTION:** Scan paper documents within 1 month of completion of assessment. Retain electronically for 5 years DANR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**DANR-35. FEDERAL INSPECTIONS:**

**21-011**

This series is arranged digitally and contains federal inspection information that is submitted both electronically and in paper form. Information may include, but is not limited to: Federal Drug Administration (FDA) feed mill inspections, tissue sample reports, and bovine spongiform encephalopathy (BSE) reports. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, 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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**DANR-36. FEED AND FERTILIZER PROGRAMS:**

**21-011**

This series is arranged alphabetically by the company name and contains feed and fertilizer program information that is submitted both electronically and in paper form. Information may include, but is not limited to: feed/fertilizer tonnage, feed/fertilizer applications, and information regarding small package feeds and specialty pet foods. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-37. INDUSTRIAL HEMP**

**21-011**

This database and paper series is arranged chronologically by date issued, then numerically by license number 46\_0000 or SDP\_000 and contains information pertaining to industrial hemp grower and processor licensees. Information may include: applications, maps, licenses, laboratory analyses, letters, memos, inspection reports, photographs, and state and federal background information of licensees and key participants. This record series is maintained to comply with USDA requirements, SDCL 38-35 and ARSD 12:82.

**RETENTION:** PAPER: Encode application data into Industrial Hemp Database. Scan application data and all other paper documents. Retain electronically on DANR's computer system (Network Drive). Destroy superseded or obsolete data.

INDUSTRIAL HEMP DATABASE: Retain current.

BACKGROUND CHECK INFORMATION: Retain paper in office under lock for 3 years or until superseded background check information is submitted. Destroy superseded or obsolete background check information.

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**DANR-38. INSPECTION REPORTS:**

**21-011**

This series is arranged first by type of report, then by company name and contains inspection information that is submitted both electronically and in paper form. Information may include, but is not limited to: commercial applicator inspections, restricted use pesticides inspections, storage and disposal inspections, re-packaging container inspections, pesticide container inspections, use inspections, marketplace inspections, retail facilities final inspections, and facility engineered plans inspections. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-39. INVESTIGATIONS:**

**21-011**

This series is arranged by case number and contains investigation information that is submitted both electronically and in paper form. Information may include, but is not limited to: case files, complaints, inspection reports pertaining to cases or complaints, and collection data. This record series is maintained for historic reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 1 year after the case has been resolved, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain 15 years in the division's electronic filing system, 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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**DANR-40. LAB REPORTS:**

**21-011**

This series may contain SDSU lab analysis reports for any commercially produced feed, remedy, fertilizer, soil amendment, pesticide, seed, dairy, and egg products. Information may include: report date, report ID, product name, collection site, inspector’s name, inspector’s number, collection date, date received, laboratory number, agent/owner, guarantor, name of labeler, condition of seal, weight of sample, label information, results, comments, and name of reviewer. No fees are collected for lab reports.

**RETENTION:** Retain 3 years, then destroy.

**DANR-41. LUST TRUST PROJECTS:**

**21-011**

This series is arranged numerically, then chronologically by date and contains the LUST Trust Project files. Information may include, but is not limited to: workplans; billing vouchers; letters; memos; and corrective action, assessment, and monitoring reports. This record series is maintained to comply with LUST Trust Grant requirements and conditions.

**RETENTION:** Retain in office until project closes (end of contract), then scan paper documents to digital images. Retain electronically for 7 years on DANR’s computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

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**DANR-42. MEETING MINUTES & CORRESPONDENCE FOR SERC:**

**21-011**

This series is arranged chronologically and contains the State Emergency Response Commission (SERC) meeting minutes (SDCL-1-25-3) and correspondence. Information may include: meeting agendas, meeting minutes, topics discussed, actions taken, and authorized signatures. This record series is an official record of commission meetings and is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years in office, then destroy provided images have been inspected and verified to be accurate and complete.

ELECTRONIC IMAGES/FILES: Retain permanently on DANR's computer system (Network Drive).

MICROFILM: Retain permanently.

**DANR-43. PESTICIDE PRODUCTS REGISTRATION:**

**21-011**

This series is arranged digitally and contains pesticide product registration information that is submitted both electronically and in paper form. Information may include, but is not limited to: Section 24C's, Section 18's, EUP's, poison control center data, pesticide product renewals, and new pesticide product forms. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, 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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**DANR-44. PRIVATE APPLICATOR LICENSE (PATS):**

**21-011**

This series is arranged alphabetically by last name of applicator and contains private applicator license information that is submitted both electronically and in paper form. Information may include, but is not limited to: pesticide applicator certification, examination identification/affirmation form, pesticide applicator certification, examination policy statement, exam bubble sheets, photo ID's, score letters, certified private pesticide commercial pesticide applicator cards, return to sender envelopes, e-mail correspondence, and other letter correspondence. This record series serves as a history for private applicators training and certification.

**RETENTION:** Scan paper and retain electronically for 4 years in the division's electronic filing system, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-45. RODENT CONTROL:**

**21-011**

This paper and database series contains sales and applicator information regarding poison bait used to eradicate rodents. Information may include: invoice records, receipt records, applicator ID, and applicator card information. This record series is maintained for reference purpose.

**RETENTION:** Retain 3 years, then destroy.



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**DANR-46. SARA TITLE III- 302 TO 312:**

**21-011**

This database and paper series is arranged alphabetically, then numerically and contains the SARA Title III-302 to 312 files. Information may include, but is not limited to: Emergency Planning Notification, Tier II forms, chemical lists, material safety data sheets, fee payment records, and LEPC lists. The information is maintained for facility and State compliance with EPCRA.

**RETENTION: PAPER:** Encode Tier II data into Tier II database. Scan Tier II and all other paper documents within 1 year of receipt. Retain electronically for 5 years on DANR's computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

TIER II DATABASE: Retain current.

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**DANR-47. SARA TITLE III-TRI:**

**21-011**

This database and paper series is arranged alphabetically, then chronologically by date and contains the Superfund Amendments and Reauthorization Act (SARA) Title III-TRI files. Information may include, but is not limited to: Form R reports, fee payment records, and correspondence. This record series is maintained to keep facilities and the State in compliance with Emergency Planning and Community Right-To-Know Act (EPCRA).

**RETENTION:** Scan paper documents within 1 year of receipt. Retain electronically for 5 years DANR’s computer system (Network Drive), then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

TRI REPORT DATA: Retrieve from federal EPA via the node maintained by the Bureau of Information and Telecommunications (BIT) and download to the state TRI database.

TRI DATABASE: Retain current.

**DANR-48. SOIL AMENDMENTS:**

**21-011**

This series is arranged digitally and contains soil amendment information that is submitted both electronically and in paper form. Information may include, but is not limited to: forms regarding tonnage registrations, labels, renewals, collection reports, sample analysis, and stop sale letters and responses. This record series is maintained for reference and reporting purposes.

**RETENTION:** Scan paper and retain electronically for 4 years in the division’s electronic filing system, 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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**DANR-49. SPILL REPORTS/ENVIRONMENTAL EVENTS:**

**21-012**

This database, electronic, and paper series is arranged chronologically by date, then numerically and contains spill reports and information pertaining to other environmental events. Environmental events may include, but is not limited to: property assessments, laboratory analyses, and documents pertaining to federal investigations (CERCLA, EPA cases). The information may include, but is not limited to: letters, memos, maps, photographs, and environmental reports pertaining to on-going and closed investigations. This record series is used to track spills and other reported environmental events.

**RETENTION:** Retain open and monitoring status case file records current in office. Scan closed, no further action, withdrawn, and tracking status case file records. Retain electronically on DANR's computer system permanently.

**MICROFILM:** Destroy existing microfilm. All existing microfilm has been digitally converted to an electronic format. Retain electronically on DANR's computer system permanently.

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<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
<b>DANR-50.</b>	<b><u>STORAGE TANKS:</u></b>  This paper and database series is arranged numerically and contains facility registration forms. Information may include: facility identification number, owners name, facility location, number of tanks, size of tanks, other tank specifics, and status (open or closed). This record series is used to track fuel storage statewide in compliance with State and Federal regulations; used for updating and scheduling inspections; and is maintained as the official record of compliance with ARSD 74:56:01 and 74:56:03.  <b>RETENTION:</b> Scan paper documents to digital images within 1 year of system approval. Retain electronically DANR's computer system (Network Drive). Destroy superseded or obsolete.  STORAGE TANK DATABASE: Retain current.	<b>21-011</b>
<b>DANR-51.</b>	<b><u>STORAGE TANKS PLANS AND SPECIFICATIONS:</u></b>  This series is arranged numerically by plans and specifications number and contains plans and specifications for regulated underground and above ground storage tank systems. Information may include: drawings for new or upgraded storage tank systems and detailed engineering specifications for each facility. This record series is maintained for administrative purposes; and as the official record of compliance with ARSD 74:56:01 and 74:56:03.  <b>RETENTION:</b> Scan paper documents to digital images within 1 year of system approval. Retain electronically DANR's computer system (Network Drive). Destroy superseded or obsolete.  PLANS & SPECIFICATIONS DATABASE: Retain current.	<b>21-011</b>

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RECORDS RETENTION &  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Inspection Compliance & Remediation  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0307

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-52. SUPERFUND:**

**21-011**

This series is arranged chronologically by date and contains the superfund files. Information may include, but is not limited to: letters, memos, general site information, schedules, technical documents, and reports. This record series is maintained pursuant to Federal law 40 CRF, Chapter 1, Sections 35.6700 and 35.6705.

**RETENTION:** Retain in office until final "Financial Status Report" is submitted to the US EPA. Destroy after 10 years provided written approval has been obtained from the EPA authorizing the final disposition of the records.

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

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Livestock Services  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0142

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-53. ANIMAL FEEDING OPERATION ACTIVITIES:**

**21-011**

This series is arranged alphabetically by facility then chronologically and contains information on animal feeding operations falling under the department's regulatory activities. Information may include: permit applications, plans and specifications, nutrient management planning documents, inspection reports, correspondence, review information, testing results, approval/disapproval letters, notices of completion, and certificates of compliance. This record series is used in administering the department's animal feeding operation activities.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-54. DAIRY MATERIAL:**

**21-011**

This series is arranged digitally and contains dairy information that is submitted both electronically and in paper form. Information may include, but is not limited to: milk samples, bulk hauler inspections, lab technician reports, licenses, inspections, lab reports, manuals, pamphlets, and Appendix N violations. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 5 years in the division's electronic filing system, 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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RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Livestock Services  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0142

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
<b>DANR-55.</b>	<b><u>EGG FILE:</u></b>  This series is arranged numerically by permit number and contains the egg files which authorizes and individual to sell or handle eggs. Information may include: license, application, and tests taken. This record series is used for regulatory purposes.  <b>RETENTION:</b> Retain 4 years, then destroy.	<b>21-011</b>
<b>DANR-56.</b>	<b><u>INDIVIDUAL AND SMALL ON-SITE WASTEWATER SYSTEMS FILES:</u></b>  This series is arranged chronologically by date of approval and contains individual and small on-site wastewater system information. Information may include: on-site system plans, approvals, and correspondence.  <b>RETENTION:</b> Scan paper. Retain electronically until obsolete, then destroy.	<b>21-011</b>

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DEPARTMENT: Agriculture & Natural Resources  
 DIVISION: Agriculture & Environmental Services  
 OFFICE: Minerals and Mining  
 PROGRAM: Minerals and Mining  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: 0314

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
DANR-57.	<b><u>BOARD OF MINERALS AND ENVIRONMENT DIGITAL            AUDIO RECORDINGS:</u></b>  This series contains the verbatim voice recordings of meetings held by the Board of Minerals and Environment. This record series is maintained as records are transcribed into minutes.  <b>RETENTION:</b> Retain 25 years in office. Review every 25 years for final disposition.	21-011
DANR-58.	<b><u>BOARD OF MINERALS AND ENVIRONMENT MEETING            CORRESPONDENCE:</u></b>  This series is arranged chronologically and contains Board of Minerals and Environment correspondence. Information may include, but is not limited to: meeting agendas, contested case and rule amendment hearing notices, pleadings, legal briefs, Findings of Fact, Conclusions of Law and Orders, petitions to intervene, exhibits, letters sent to the board from interested parties regarding hearings, and transcripts. The record series is maintained for reference and documentation purposes.  <b>RETENTION: PAPER:</b> Scan and retain 2 years in office, then destroy provided images have been inspected and verified to be accurate and complete.  <b>ELECTRONIC IMAGES/FILES:</b> Retain permanently on DANR's computer system (Network Drive).	21-011



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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
<b>DANR-59.</b>	<b><u>EXPLORATION NOTICE OF INTENT FILE:</u></b>  This series is arranged alphabetically and contains both active and inactive exploration files. Information may include, but is not limited to: Notice of Intent, bond, annual reports, inspection reports, reclamation plan, maps plotting points of exploration, and correspondence. This record series is used to monitor exploration activities in South Dakota.  <b>RETENTION:</b> Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.	<b>21-011</b>
<b>DANR-60.</b>	<b><u>MINE LICENSE FILES:</u></b>  This series is arranged alphabetically and contains both active and inactive mine license files. Information may include, but is not limited to: license issued, inspection reports, correspondence, and license renewals. This record series is used to monitor construction aggregate mining in South Dakota.  <b>RETENTION:</b> Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.	<b>21-011</b>
<b>DANR-61.</b>	<b><u>MINE PERMIT FILES:</u></b>  This series is arranged alphabetically and contains both active and inactive mine permit files. Information may include, but is not limited to: permit issued, bond, inspection reports, correspondence, renewals, plans and specifications, and maps. This record series is used to monitor mining activities in South Dakota.  <b>RETENTION:</b> Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.	<b>21-011</b>

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-62. MINING RULES AND REGULATIONS:**

**21-011**

This series is arranged numerically by rule number and may contain notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearing. These are also filed with Legislative Research Counsel and the Secretary of State. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Scan paper and retain electronically on DANR's computer system (Network Drive) for as long as rules are in effect. Destroy after 25 years provided rules and regulations have been superseded or become obsolete.

(NOTE: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-63. MINUTES, BOARD OF MINERALS AND ENVIRONMENT:**

**22-007**

This series is arranged chronologically and contains the official minutes (SDCL 1-25-3) of the Board of Minerals and Environment. Information may include: agendas, summarization of the discussion, copies of transcripts, and official signatures. This record series is maintained to provide official record of board proceedings and to provide for documentation of board actions.

**RETENTION:** PAPER: Scan and retain 2 years in office, then transfer to State Archives for screening and final disposition provided images have been inspected and verified to be accurate and complete.

ELECTRONIC IMAGES/FILES: Retain permanently on DANR's computer system (Network Drive).

MICROFILM: Retain permanently.

**DANR-64. POLLUTION SOURCE FILES:**

**21-011**

This series is arranged alphabetically by operator name and contains the pollution source files. Information may include, but is not limited to: permit application, permit issued, correspondence, inspections, stack tests, and enforcement actions. This record series is maintained for reference and administrative purposes.

**RETENTION:** Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

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

**DANR-65. BOND FORM 3:**

**21-011**

This series is arranged alphabetically and contains Plugging and Performance bonds. Information may include, but is not limited to: organization reports, surety liability, list of wells covered, and correspondence. This records series is maintained for administrative purposes.

**RETENTION:** Scan paper and retain electronically for 5 years on DANR's computer system (Network Drive), then destroy.

**DANR-66. INJECTION REPORT FORM 5A:**

**21-011**

This series is arranged chronologically and contains the operator reports of the amount of fluid injected into a well and the number of days injection occurred. Information may include, but is not limited to: date, operator name and address, farm or lease name, county, field, well number, status, days injected, fluid injected, and signatures. The reports assist in ensuring the wells are operating within the conditions of the permit. This record series is used for geologically, engineering and hydrological analyses; future indicators; industry needs; and historical purposes.

**RETENTION:** Scan paper and retain electronically for 5 years on DANR's computer system (Network Drive), then destroy.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-67. OIL & GAS ORDERS OF THE BOARD OF MINERALS AND ENVIRONMENT:**

**21-011**

This series is listed in reverse chronological order and may contain, but is not limited to: petitions, public notices, petitions for intervention, exhibits, board minutes, affidavits, green cards, maps, final orders of the Board. This record series is maintained for reference, documentation, and regulatory administration.

**RETENTION:** Scan paper and retain electronically on DANR's computer system (Network Drive) permanently.

**DANR-68. OIL & GAS PERMIT FILES:**

**21-011**

This series is arranged alphabetically and contains both active and inactive oil and gas files. Information may include, but is not limited to: applications for permit to drill, organization reports, permissions to inspect, certificates of negotiation, inspection reports, technical data and reports, logs, sundry notices, completion reports, and correspondence. This record series is used to monitor and regulate oil and gas exploration and production in South Dakota.

**RETENTION:** Scan paper and retain electronically on DANR's computer system (Network Drive) permanently.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-69. PRODUCTION REPORT FORM 5:**

**21-011**

This series is arranged chronologically and contains operator reports of each month's oil, gas, and water production. Information may include: date; operator name and address; farm or lease name; field; county; well number; status; amounts of oil, gas, and water taken from the well; and number of days amounts extracted from the well. This record series is used for geological, engineering and hydrological analyses; future indicators; industry needs; and historical purposes.

**RETENTION:** Scan paper and retain electronically for 5 years on DANR's computer system (Network Drive), then destroy.

**DANR-70. RULES AND REGULATIONS:**

**21-011**

This series is arranged numerically by rule number and may contain: notices of public hearings, affidavits of publication of notices, written comments from the public and transcripts of hearing. These files are also filed with the Legislative Research Counsel and the Secretary of State. The files have little reference activity once the hearing has been held unless someone request a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Scan paper and retain electronically for on DANR's computer system (Network Drive) for as long as rules are in effect. Destroy after 25 years provided rules and regulations have been superseded or become obsolete.

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

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: Minerals and Mining  
PROGRAM: Oil and Gas  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0314

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-71. UNDERGROUND INJECTION CONTROL CLASS II FILES:**

**21-011**

This series is arranged alphabetically by operator and contains both active and inactive Underground Injection Control Class II files. Information may include, but is not limited to: UIC Class II applications, UIC Class II permits, file reviews, major modification requests, and minor modification requests. This record series is used to administer the federally delegated UIC Class II program.

**RETENTION:** Scan paper and retain electronically for 10 years on DANR's computer system (Network Drive), then destroy.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0070

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-72. ASBESTOS CERTIFICATION FORMS:**

**21-011**

This series is arranged chronologically and contains asbestos certification forms. Information may include: name of applicant, height, weight, date of birth, address, name of company, and area of asbestos work to be certified in (i.e. planner, worker, supervisor). This record series is maintained as Certification is required by State law and rule to be able to conduct asbestos activity.

**RETENTION:** Scan paper and retain electronically for 3 years, then destroy.

**DANR-73. ASBESTOS ENFORCEMENT CASES:**

**21-011**

This series is arranged chronologically and contains asbestos enforcement cases. Information may include: correspondence, legal action, settlement agreement, copies of checks, copies of receipts, violations, reports, and supporting documentation. This record series is maintained for legal purposes.

**RETENTION: PAPER:** Scan and transfer scanned documents to Record Management storage for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**MICROFILM:** Retain existing microfilm for 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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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0070

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-74. ASBESTOS RENOVATION/DEMOLITION NOTIFICATIONS AND INSPECTIONS:**

**21-011**

This series is arranged chronologically and contains asbestos inspections conducted throughout the state and the notification information regarding the renovation/demolition of asbestos containing property. Asbestos Inspections information may include: date of inspection, inspector's name, name of facility or building, inspection findings, and removal procedures. Asbestos Renovation/Demolition information may include: the source, date of activity, date of completion, name of company doing renovation/demolition work, and square footage of area affected. This record series is maintained pursuant to SDCL 34-44.

**RETENTION:** Scan paper and retain electronically for 2 years, then destroy.

**DANR-75. REGULATIONS, SOUTH DAKOTA:**

**21-011**

This series contains the rules and regulations for solid and hazardous waste and asbestos. Information may include: drafts of the rules, final rules, and the signed forms authorizing the establishment of these rules. This record series is used to maintain current rules and regulations and for management of the programs.

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

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0070

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-76. SOLID WASTE FILES:**

**21-011**

This series is arranged alphabetically by site and contains the documents used to administer solid waste disposal in the state. Information may include: inspection reports, complaints, permit information, photographs, and all necessary forms needed for the completion of the solid waste permit application. This record series is used to track the solid waste activities of each permitted facility and for completing the solid waste permit application.

**RETENTION:** PAPER: Scan and transfer scanned documents to Record Management storage for 10 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.

MICROFILM: Retain existing microfilm for 10 years, then destroy.

**DANR-77. SOLID WASTE PLANS AND SPECIFICATIONS:**

**21-011**

This series contains the plans and specifications for solid waste facilities permitted in South Dakota. This record series is maintained as the plans and specification are used by staff in determining if a proposed facility meets all the required design criteria for the construction and operation of a solid waste facility.

**RETENTION:** PAPER: Scan and transfer scanned documents to Record Management storage for 10 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Agriculture & Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0070

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**DANR-78. WASTE FACILITIES, REGULATED HAZARDOUS:**

**21-011**

This series contains the files of regulated facilities, which deal with hazardous waste. Information is broken down by facilities and may include: correspondence, telephone conversations, inspection reports, pictures, and field notes. The facilities are broken down by 1) Generators of hazardous materials, 2) Transporters of hazardous materials, and 3) Disposers of hazardous materials. This record series is used to monitor the operations in the state.

**RETENTION:** PAPER: Scan and transfer scanned documents to Record Management storage for 10 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain for 10 years, then destroy.

MICROFILM: Retain existing microfilm for 10 years, then destroy.

(Note: Microfilm is subject to screening by State Archives prior to disposal.)

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Financial and Technical Assistance  
OFFICE: Environmental Funding  
PROGRAM: Environmental Funding  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0065

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**DANR-79. AGREEMENTS, STATE/E.P.A.:**

**21-011**

This series contains the yearly final agreement between the State and the Environmental Protection Agency (E.P.A.) for the administration of the federally funded program. Information may include: a copy of the formal agreement and working papers used to draw up agreement. This record series is retained for reference to carry out the terms of the agreement. The originals are retained in the Division of Financial and Technical Assistance, Fiscal Office.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 2 years, then destroy.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Financial and Technical Assistance  
OFFICE: Environmental Funding  
PROGRAM: Petroleum Release Compensation Fund  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0230

<b>RECORD</b>		<b>R.D.B.</b>
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**DANR-80. ADMINISTRATIVE REFERENCE FILE:**

**21-011**

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

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

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

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Financial and Technical Assistance  
OFFICE: Environmental Funding  
PROGRAM: Petroleum Release Compensation Fund  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0230

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**DANR-81. CASE FILES, ACTIVE AND INACTIVE:**

**22-002**

This series is arranged by Petroleum Release Compensation Fund file number and contains both active and inactive case files. Information may include, but is not limited to: application forms, investigator's reports, invoices, subrogation assignment, contracts and approval letters, copies of checks, correspondence, worksheets, and environmental consultant reports. This record series is used for processing payments that are issued through the Petroleum Release Compensation Fund, for reviewing of project contracts, for reference when subsequent payments are requested, and for audit purposes.

**RETENTION: PAPER:** Scan upon receipt and retain scanned paper for 3 business days, then destroy provided a system-level backup has occurred and all images have been verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain electronically on network drive or in an EDMS while active. Destroy inactive files after 10 years provided all litigations, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Photographs and photograph descriptions will be maintained for future reference.)

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**DANR-82. CASE FILES, NO-PAYMENT & A.T.P.:**

**22-002**

This series is arranged by Petroleum Release Compensation Fund file number and contains no payment case files and the Abandoned Tank Program (A.T.P.) case files. Information may include, but is not limited to: application forms, subrogation assignment, investigator reports, invoices, contracts, approval letters, copies of checks, correspondence, worksheets, and environmental consultant reports. This record series is used for project review, contract review and audit purposes.

**RETENTION:** PAPER: Scan upon receipt and retain scanned paper for 3 business days, then destroy provided a system-level backup has occurred and all images have been verified to be accurate and complete.

ELECTRONIC IMAGES/FILES: Retain electronically on network drive or in an EDMS for 4 years. Destroy 4 years after the case is resolved provided all litigations, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Photographs and photograph descriptions will be maintained for future reference.)

**DANR-83. MINUTES, BOARD:**

**21-011**

This series contains copies of minutes of the Petroleum Release Compensation Board meetings. Information may include: date, members present, and topics discussed. This record series is used for reporting purposes. Copies are sent to the director to keep informed of board actions.

**RETENTION:** Retain 4 years in office, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-84. RULES AND REGULATIONS:**

**21-011**

This series is arranged alphabetically and contains copies of rules and regulations pertaining to the Petroleum Release Compensation Fund. Information may include, but is not limited to: federal grant management guidelines, procedural manuals, communication procedures, and other miscellaneous rules and regulations. This record series is used to document the most current rules and regulations and for reference concerning actions to be taken in certain situations.

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



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**DANR-85. BOARD OF WATER AND NATURAL RESOURCES DIGITAL AUDIO RECORDINGS:**

**21-011**

This series contains the verbatim voice recordings of meetings held by the Board of Water and Natural Resources. This record series is maintained as records are transcribed into minutes.

**RETENTION:** Retain 25 years in office. Review every 25 years for final disposition.

**DANR-86. CONSTRUCTION FACILITY PLANS:**

**21-011**

This series contains the construction facility plans submitted for review by communities who are requesting grants/loans for wastewater treatment facility construction. Information may include: an engineering study that outlines construction alternatives to handle specific problems, the public participation documentation, and review letters from State and Federal agencies requesting comments on environmental impacts of the project. This record series is maintained for reference purposes.

**RETENTION:** Retain current projects in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 25 years, then destroy.

**MICROFILM:** Retain existing microfilm for 25 years, then destroy.

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**DANR-87. DISTRICT FILES:**

**21-011**

This series is arranged alphabetically by district type and then alphabetically by district and contains district files. District type may include, but is not limited to: Water Development Districts, Planning Districts, Watershed Districts, Water Use Districts, Irrigation Districts, and Sanitary Districts. Information may include: formation criteria, correspondence, district law, and proper procedures. This record series is maintained as reference material on each organized district in South Dakota.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-88. DISTRICT FORMATION PETITIONS:**

**21-011**

This series is filed alphabetically by district type and then alphabetically by district name. District type may include, but is not limited to: Irrigation Districts, Water Use Districts, Water Project Districts, and Watershed Districts. Information may include: original petition with signatures requesting formation, maps, boundaries, and project description. The petitions must be approved by the Board of Water and Natural Resources for formation. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Destroy digital images after the District is dissolved or no longer exists.

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**DANR-89. ENVIRONMENTAL IMPACT STATEMENTS:**

**21-011**

This series is arranged alphabetically by site and contains the environmental impact statements. Information may include the descriptions of ecological effects of proposed projects. This record series is used for reference and documentation purposes.

**RETENTION:** Retain in office until 1 year after project completion. Scan into an Electronic Document Management System (EDMS). Maintain digital images permanently.

**DANR-90. FINANCING FILES:**

**21-011**

This series is arranged chronologically by source and may contain, but is not limited to information on: bonding agents, federal agencies, state agencies, and other possible sources of funding for water development projects. This record series is used as a reference for water development funding sources.

**RETENTION:** Retain 2 years in office, then cull and destroy superseded or obsolete material.

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**DANR-91. GRANT/LOAN PROJECT FILE/CLEAN WATER SRF:**

**21-011**

This series is arranged numerically by facility number and contains Clean Water SRF project files. Information may include: applications, agreements, contracts, correspondence, change orders, Operation and Maintenance (O & M)/ Plans and Specification (P & S)/user charges, inspections, and payments. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 4 years. Destroy 4 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-92. GRANT/LOAN PROJECT FILES-CONSOLIDATED WATER FACILITIES:**

**21-011**

This series is arranged alphabetically by project and contains the Consolidated Water Facilities Construction Fund Project Files. Information may include, but is not limited to: applications, signed agreements, contracts, change orders, operation and maintenance reports, user charge information, rate information, plans and specifications, general project correspondence, payments, and inspection reports. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years. Destroy 5 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-93. GRANT/LOAN PROJECT FILE/DRINKING WATER SRF:**

**21-011**

This series is arranged numerically by facility number and contains Drinking Water SRF project files. Information may include: applications, agreements, contracts, correspondence, change orders, O&M/ P&S/ user charges, inspections, and payments. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 4 years. Destroy 4 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DANR-94. GRANT/LOAN PROJECT FILES-SOLID WASTE MANAGEMENT PROGRAM:**

**21-011**

This series is arranged alphabetically by project and contains originals and copies of the Solid Waste Management Program Grant/Loan Project Files. Information may include, but is not limited to: applications, signed agreements, contracts, plans and specifications, general project correspondence, payments, inspection reports, UCC filing, and final project report. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years. Destroy 5 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DANR-95. MEETING BOARD PACKETS, BOARD OF WATER & NATURAL RESOURCES:**

22-007

This series is arranged chronologically by meeting date and contains the Board of Water and NR Meeting Board Packets. Information may include: meeting agendas and meeting material, which the Board has taken action on. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain 2 years in office, then destroy provided images have been inspected and verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain 5 years on DANR's computer system (Network Drive), then destroy.

(Note: The Meeting Minutes are permanently retained on microfilm and electronically on DANR's computer system (Network Drive).)

**DANR-96. MINUTES, BOARD OF WATER AND NATURAL RESOURCES:**

21-011

This series is arranged chronologically and contains the Board of Water and Natural Resources meeting minutes. Information may include: sound tapes, date of the meeting, members present, topics discussed, actions taken and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION: PAPER:** Scan and retain 2 years in office, then transfer to State Archives for screening and final disposition provided images have been inspected and verified to be accurate and complete.

**ELECTRONIC IMAGES/FILES:** Retain permanently on DANR's computer system (Network Drive).

**MICROFILM:** Retain permanently.

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**DANR-97. NEEDS SURVEY:**

**21-011**

This series is arranged alphabetically by community/site and contains the originals and copies of the Needs Survey used to determine the wastewater/infrastructure needs of communities in the state. Information may include, but is not limited to: community surveys, procedures followed, actual rankings, and computer printout of compiled survey information. This record series is maintained for administrative purposes and future development.

**RETENTION:** Retain 2 years in office after survey has been completed, then transfer to storage for 3 years. Destroy 5 years after survey has been completed.

**DANR-98. ORIGINAL FORMS:**

**21-011**

This series is arranged alphabetically by program and may contain the originals of forms used in the program. This record series is maintained for administrative purposes.

**RETENTION:** Retain in office until the projects/programs using the forms are obsolete. Destroy superseded or obsolete.

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**DANR-99. POWER FILES:**

**21-011**

This series is arranged alphabetically and contains information on the development of water resources for use in power generation. Information may include: Oahe dam, administration, studies conducted, actual findings, and any pertinent information related to the power generation. This records series is maintained for administrative purposes.

**RETENTION:** Retain current in office, scan when volume warrants. Maintain electronically for 7 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-100. PRIORITY LIST/INTENDED USE PLAN:**

**21-011**

This series is arranged chronologically and contains the information used to rank wastewater/infrastructure needs in a priority to assist funding decision. Information may include: ranking information, procedures to be followed, Board of Water and Natural Resources proceedings, public hearing information, and legal publication requirements. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically in office for 4 years, then destroy.



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**DANR-101. PROJECT FILES:**

**21-011**

This series is arranged alphabetically by project name and may contain information on all current major or special projects in South Dakota. This record series is maintained for reference on formulating, financing, and operation the project.

**RETENTION:** Retain current in office. Scan into an Electronic Document Management System (EDMS). Maintain digital images 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-102. RIVERS, WILD, SCENIC AND/OR SCENIC RECREATION**  
**DESIGNATION:**

**21-011**

This series contains progress reports on nominated rivers. Information may include: nomination, studies, and designation approval. This record series is used as reference for water development.

**RETENTION:** Retain 2 years in office or until implementation or designation is complete, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-103. RULES/REPORTS CONSTRUCTION INFORMATION:**

**21-011**

This series is arranged alphabetically and contains rules/reports pertaining to the construction of State and Federally funded facilities. Information may include, but is not limited to: Solid Waste Management grant rules, State Revolving Fund (SRF) loan information, Consolidated Water Facilities Construction grants/loans, Water and Environment Fund grants/loans, grant management handbook, and annual reports. This record series is used for office reference.

**RETENTION:** Retain electronically in office for 4 years, then destroy.

**DANR-104. STATE WATER PLAN:**

**21-011**

This series is arranged chronologically by year, then alphabetically by application and contains the annual State Water Plan. Information may include: State Water Plan applications, annual plan developed by the department, annual plan approved by the Board of Water and Natural Resources to set priorities for water use in South Dakota. This record series is maintained for historical and administrative purposes.

**RETENTION:** Retain for 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-105. STATE REVOLVING FUND LOAN FILES:**

**21-011**

This series is arranged alphabetically by name and contains a folder for each State revolving fund loan file. Information may include: loan application, board review work papers, loan transcript, and all correspondence related to the loan. The record series is maintained for tracking of loans and audit purposes.

**RETENTION:** Retain electronically in office, until loan has been paid in full. 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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**DANR-106. AERIAL PHOTOGRAPHS:**

**21-011**

This photographic series is arranged alphabetically by county, then by legal location and constitutes the central depository of aerial photographs for South Dakota. This record series is maintained for reference as the photographs are used for environmental impact surveying purposes.

**RETENTION:** Retain permanently.

**DANR-107. ARTESIAN WELL MAPS:**

**21-011**

This series is arranged alphabetically by county and may contains maps documenting the location of artesian wells. This record series is maintained for scientific research.

**RETENTION:** Retain permanently.

**DANR-108. GEOPHYSICAL WELL LOGS:**

**21-011**

This is a computer file and contains the graphs depicting the properties of geological formations at a particular site. Information on the graphs may include: name of the well, owner, location, drilling date, gamma measurements, spontaneous potential measurements, and single point resistivity measurements. This record series is maintained for scientific research purposes and for studying the earth's hydrological and geological formations.

**RETENTION:** Retain permanently.

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**DANR-109. LITHOLOGIC LOGS:**

**21-011**

This paper series is arranged alphabetically by county, then by legal location; has a corresponding database; and contains geological information gathered from tests holes and wells drilled in South Dakota. Information may include: legal location, county, land owner's name, project, date, well driller's name, geologist's name, well type, ground surface elevation, casing top elevation, drill hole depth, total casing and screen, casing type, casing diameter, screen type, screen length, well maintenance date, electric logs (spontaneous potential, single point resistivity, gamma), sample logs, and notes. This record series is maintained as a reference to the geological and hydrological formations in South Dakota; and for reference, research and scientific purposes.

**RETENTION:** Retain permanently.

(Note: Only current information is encoded and maintained in the database. As information becomes superseded or obsolete, the database is updated with the most current information.)

**DANR-110. PRIVATE DRILLERS LOGS:**

**21-011**

This series is arranged alphabetically by county, then by legal location; has a corresponding database; and contains logs received from private drilling companies. Information may include: well location, well depth, well owner, address, well test data, type of construction, method of drilling, ground formation, remarks, and well driller. This record series is maintained for reference purposes; for collecting and preserving data with the respect to the occurrence, quantity, quality and hydraulic characteristics of underground water; and for identifying subsurface geological formations.

**RETENTION:** Retain permanently.

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**DANR-111. SOIL SURVEY MAPS:**

**21-011**

This series is arranged alphabetically by county and contains soil survey maps. Information may include: soil survey reports, photographs, and maps. This record series is maintained as reference as the information is sent from the Natural Resource Conservation Services (NRCS) for use by Geological Survey when doing research.

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

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-112. SURVEY PROJECTS:**

**21-011**

This series is arranged chronologically by fiscal year, then by survey type (i.e. county, city) and contains financial information for survey projects completed by the program. Information may include: resource assessments, who paid, amount paid, amount contracted, effective dates, funding sources, and original contracts and agreements. This record series is maintained to ensure contracts and agreements have been satisfied and for auditing purposes.

**RETENTION:** Retain in office 6 years after project completion, 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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**DANR-113. WELL INVENTORY RECORDS:**

**21-011**

This series is arranged alphabetically by county and contains surveys completed by program personnel in regard to privately owned wells. Information may include: year private well was installed, well depth, location, and water quality. This record series is maintained for reference purposes; for collecting and preserving data with the respect to the occurrence, quantity, quality and hydraulic characteristics of underground water; and for identifying subsurface geological formations.

**RETENTION:** Retain permanently.

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RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0074

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<b>DANR-114.</b>	<b><u>BOTTLED WATER FACILITIES:</u></b>  This series is arranged alphabetically by facility and contains documentation for each bottled water facility. Information may include: chemical analysis, surveys, correspondence, and plans and specifications. This record series is used for administrative purposes.  <b>RETENTION:</b> Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.	<b>21-011</b>
<b>DANR-115.</b>	<b><u>CERTIFICATION, WATER AND WASTEWATER OPERATORS:</u></b>  This series is arranged alphabetically by operator name and contains the certification of water and wastewater operators in South Dakota. Information may include: certification test results, miscellaneous information on the operator, operator name, operator number, and examinations for certification. This record series is used to certify water and wastewater operators.  <b>RETENTION:</b> Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.	<b>21-011</b>
<b>DANR-116.</b>	<b><u>ENVIRONMENTAL REVIEW LETTERS:</u></b>  This series is arranged numerically by specification number and contains drinking water quality determination that this particular project will not have adverse environmental effects to drinking water in this area. Information may include: approval letters, requests, specification number, project title, date approved, and person receiving the letter. This record series is maintained for documentation of grants.  <b>RETENTION:</b> Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.	<b>21-011</b>



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**DANR-117. MINUTES, STATE BOARD OF CERTIFICATION:**

**21-011**

This series is arranged chronologically by date and may contain the minutes of the meeting of the State Board of Certification. This record series is used as a reference record of board action dealing with the certification of drinking water and wastewater operators.

**RETENTION:** Retain 1 year in office, then scan paper and transfer paper to State Archives for screening and final disposition. Retain electronically for 10 years or until obsolete, then destroy.

(Note: Paper is subject to screening by State Archives prior to disposal.)

**DANR-118. PLANS AND SPECIFICATION APPROVAL LETTERS:**

**21-011**

This series is arranged numerically by plan and specification number and contains the water and wastewater approval letters. Information may include: specification number, project title, date approved, and person receiving the approval letter. This record series is maintained for reference and documentation purposes.

**RETENTION:** Retain letters electronically until obsolete, then destroy.

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**DANR-119. PUBLIC NOTIFICATIONS:**

**21-011**

This series is arranged numerically and contains notices informing the public a drinking water violation has occurred. Information may include: affidavit of publication, newspaper clipping of actual drinking water violation, correspondence with the newspapers, requests to publish notices as a "display advertisement", and copies of the public notice sent to the newspapers. This record series is maintained to administer and enforce the provisions of the Federal Safe Drinking Water Act requiring all customers of a public water supply system to know of any problems being faced by the public water system and to ensure safe drinking water is available to all users of public water supply systems.

**RETENTION:** Retain 1 year in office, then scan paper. Retain electronically until obsolete, then destroy.

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**DANR-120. SOURCE WATER ASSESSMENTS:**

**21-011**

This series is arranged chronologically by date, to the extent possible and contains source water assessments available for public information. Information may include: correspondence, assessments, supporting data, and reference material. This record series is required by the Federal Safe Drinking Water Act, and the Department of Agriculture and Natural Resources is federally required to make the information available to the public.

**RETENTION:** Scan files within 1 year of completion of a source water assessment. Retain electronically on DANR's computer system (Network Drive) for 5 years post-closure, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**DANR-121. WATER AND WASTEWATER PLANS AND SPECIFICATIONS:**

**22-002**

This series is arranged numerically by plans and specification number and contains the oversized water and wastewater plans and specifications. Information may include: drawings for new or improved water and wastewater systems and detailed engineering specifications for each facility. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronic plans and specifications electronically until obsolete, then destroy.

Retain hard copy plans and specifications in office for 1 year, then transfer to storage for 4 years. Destroy after 5 years.

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**DANR-122. WATER PARAMETERS:**

**22-002**

This series is arranged alphabetically by site location, then chronologically and contains water parameters for facilities such as: drinking water facilities and wells. Information may include, but is not limited to: various pictures, sanitation surveys, correspondence, plans and specifications, approval letters, water test results, environmental fees, and schedules. Water test results may include, but are not limited to the readings of following: coliform, fluoride, common ions, lead/copper, VOCs, SOCs, THMs, IOCs, baces, and RADS. This record series is used for administrative purposes.

**RETENTION:** PAPER: Scan as received and retain scanned paper in office for 3 months, then destroy.

Retain electronically until obsolete, then destroy.

**DANR-123. WATER SUPPLY DATA ENTRIES OF PUBLIC WATER SYSTEMS:**

**21-011**

This database series is arranged chronologically by quarter and contains the water supply data entries for public water systems. Information may include: parameter readings from tests ran on drinking water systems, EPA identification number, and site. This record series is maintained for administrative purposes.

**RETENTION:** Retain database current.

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<b>DANR-124.</b>	<b><u>401 AND 404 REVIEWS:</u></b>  This series is arranged alphabetically by county and contains the 401 and 404 reviews. Information may include: applications and review letters. This record series is used to answer question on the 401 and 404 reviews.  <b>RETENTION:</b> Scan paper. Retain electronically until obsolete, then destroy.	<b>21-011</b>
<b>DANR-125.</b>	<b><u>BIOSOLIDS FILES:</u></b>  This series is arranged numerically and contains both active and inactive biosolids files for facilities and cities with biosolids permits. Information may include: permits, monitoring reports, correspondence, inspection reports, audit reports, annual reports, and local ordinances. This record series is maintained to meet federal requirements.  <b>RETENTION:</b> Scan paper. Retain electronically until obsolete, then destroy.	<b>21-011</b>
<b>DANR-126.</b>	<b><u>FISH FLESH ANALYSIS:</u></b>  This series is arranged alphabetically by site and contains fish flesh analysis. Information may include reference material and studies. This record series is used to determine specific levels of contaminants in South Dakota fish.  <b>RETENTION:</b> Scan paper. Retain electronically until obsolete, then destroy.	<b>21-011</b>

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**DANR-127. GROUND WATER DISCHARGE PLANS:**

**21-011**

This series is arranged chronologically by date to the extent possible and contains the ground water discharge plans. Information may include, but is not limited to: ground water discharge permits and/or ground water discharge variances, correspondence, memos, reports, and discharge applications. This record series is used as reference and to document ground water discharge permit activities under ARSD 74:54:02.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

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**DANR-128. PRETREATMENT FILES:**

**21-011**

This series is arranged alphabetically and contains both active and inactive pretreatment files for industrial pretreatment users and cities with pretreatment programs. Information may include: permits, discharge monitoring reports, correspondence, inspection reports, audit reports, annual reports and local ordinances. This record series is maintained for reference purposes and to meet federal requirements.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-129. STORMWATER PERMITS:**

**21-011**

This series is arranged numerically by permit number and contains information for the general stormwater permits which may include: Construction, Industrial, Temporary Discharge General Permits, and Municipal Separate Storm Sewer Systems permits. Information may include permit application forms and correspondence. This record series is maintained for administrative purposes.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

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**DANR-130. SWDS FILES:**

**21-011**

This series contains SWDS permit information and is arranged alphabetically by permittee and then chronologically; except for SWD Industrial permittees, which are filed numerically by permit number. Information may include: applications, statements of basis, permits, inspections, monitoring reports, enforcement documents, and correspondence. This record series is used in administering the EPA delegated NPDES program.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-131. WATER QUALITY MONITORING NETWORK DATA:**

**21-011**

This series is arranged numerically by site number and then chronologically by date and contains surface water quality data collected at water quality monitoring network sites. Information may include the laboratory analysis reports. This record series is maintained to reconcile problems with data encoded in the STORET database.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.

**DANR-132. WATER QUALITY REVIEWS:**

**21-011**

This series is arranged numerically and contains water quality reviews. Information may include: applications and review letters. This record series is used to answer questions on projects that have received environmental reviews.

**RETENTION:** Scan paper. Retain electronically until obsolete, then destroy.



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**DANR-133. ADMINISTRATIVE RULES:**

**21-011**

This series is arranged chronologically according to chapter number and contains administrative rules. Information may include: draft changes to rules, rules as adopted by the Water Management Board, and all related documentation required by the rules promulgation procedure. This record series provides a history of changes to administrative rules implemented by the program. Current rule versions are filed with the Secretary of State and Legislative Research Council.

**RETENTION:** Retain current rules in office. Destroy 50 years after superseded or obsolete.

**DANR-134. BENCH MARKS:**

**21-011**

This series lists the location of bench marks by geographic location. Information may include: legal description, construction details, and the mean sea level elevation of the bench marks. This record series is maintained as benchmarks are used for setting elevations of lake outlets, water levels, observation wells, and for resolution of water disputes.

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

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**DANR-135. DAM FILES:**

**21-011**

This series is arranged numerically by dam id number and contains dam file. Information may include, but is not limited to: phase I inspection reports; other inspection findings; maps; plans and specifications; hydrologic and geologic information; inspection photos; emergency preparedness plans; breach analyses, inundation maps, dam operation and maintenance manuals; and correspondence. This record series is maintained for reference purposes. Select official use only dam documents which are protected from digitization by signed nondisclosure agreements or are exempt from SD's sunshine laws may be retained in office as paper only documents.

**RETENTION:** Scan paper. Retain electronically on DANR's network until obsolete or superseded, then destroy. Any files that cannot be digitized should be retained in office until obsolete or superseded, then destroy.

(Note: Dam files may become obsolete only after a dam has been decommissioned or breached and will not be reconstructed or repaired using any portion of the original dam structure; the status of dam files as obsolete should be verified by the lead dam safety engineer for the program prior to destruction. Some superseded documents, such as emergency preparedness plans, may be destroyed if the superseded document does not need to be maintained as part of a dam's history under best practices for dam records retention for a dam safety program.)

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**DANR-136. DAM INVENTORY:**

**21-011**

This electronic database is arranged numerically and contains the master listing of dams needing to comply with the dam safety rules. Information may include: details of dams within the state regarding dam location, physical characteristics, ownership, and other fields as needed for the purpose of providing information to the National Inventory of Dams. This record series is maintained for reference purposes. The database should be in a form that allows for easy export of the inventory for the purpose of providing updates to the National Inventory of Dams or responding to public inquiries for dam inventory information.

**RETENTION:** Retain a current version of the Dam Inventory electronically on the DANR's network. Destroy superseded or obsolete.

**DANR-137. DAM SAFETY BACKGROUND:**

**21-011**

This series is arranged according to topic and contains general reference materials. Information may include: hydrologic/geologic information, dam safety standards, inspection guidelines, and other State programs. This record series is an important resource for maintaining an up-to-date program and incorporating new procedures as applicable. When possible an electronic version of the reference should be maintained on the DANR's network instead of a paper copy.

**RETENTION:** Retain paper current in office or electronically on DANR's network. Destroy superseded or obsolete.

(Note: The status of a general reference material as superseded or obsolete should be verified by the lead dam safety engineer for the program prior to destruction. Select superseded or obsolete dam reference materials that maybe commonly utilized/referenced by engineers submitting plans and specification to the program may be retained at the discretion of the lead dam safety engineer for the program.)

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**DANR-138. DRY DRAW LOCATION NOTICES:**

**21-011**

This series contains locations notices. Information may include: name of owner, date of filing, legal description of diversion point, amount of water claimed, size of structure, and signature. This record series is maintained as holders of location notices have a water right to impound water.

**RETENTION:** Scan and retain scanned paper 1 year in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

MICROFILM: Retain existing microfilm permanently.

**DANR-139. IRRIGATION QUESTIONNAIRES:**

**21-011**

This series is arranged according to water permit/right number and contains irrigation questionnaires. Information may include: pump rate, hours/days pumped, crop grown, water source, type of irrigation equipment, and power source. This record series is used to manage existing water permits/rights and determine if water is available for additional uses.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

MICROFILM: Retain existing microfilm permanently.

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**DANR-140. IRRIGATION QUESTIONNAIRE SUMMARIES:**

**21-011**

This series is arranged according to drainage basin, aquifer, and county; and summarizes the information in the irrigation questionnaires. Information may include: permit/right number, amount of water used, and amount of water appropriated from the water source. This record series is maintained for reference purposes.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

**DANR-141. MAPS:**

**21-011**

This series is arranged according to water permit/right number and contains the map(s) for each water permit/right. Information may include: the legal description of the water diversion point and acreage irrigated for irrigation permits. This record series is maintained as maps are part of the application for a water permit and assist with water permit investigations.

**RETENTION:** Scan paper as a PDF. Retain electronic PDF files permanently on DANR's network.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-142. MINUTES, WATER MANAGEMENT BOARD:**

**21-011**

This series is arranged chronologically and contains the official minutes (SDCL 1-25-3) of the State Water Management Board meetings. Information may include: contested case hearings conducted by the board, permitting issues, exhibits, adoption of rules, and any other issue under the board's jurisdiction. This record series is maintained to provide the official record of board proceedings and to provide documentation of board action.

**RETENTION:** Scan and retain scanned paper 2 years in office, then transfer to State Archives for screening and final disposition provided images have been inspected and verified to be accurate and complete.

ELECTRONIC IMAGES/FILES: Retain permanently on DANR's computer system (Network Drive).

MICROFILM: Retain permanently.

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**DANR-143. MISCELLANEOUS REFERENCE FILE, WATER RIGHTS:**

**21-011**

This series is arranged according to subject matter and source of the publication and contains general and technical information concerning water permits/rights administration. Information may include: aquifer information, geologic references, hydrology, flow records, irrigation, soils, pump specifications, water rights management, fees in other states, and water conservation. This record series is maintained as effective management of water resources requires use of current and comprehensive water rights-related reference materials. When possible an electronic version of the reference should be maintained on DANR's network instead of a paper copy. Unpublished information, documents, or reports the program determines need to be retained should be digitized and retained electronically if possible and should be marked as unpublished.

**RETENTION:** Retain paper current in office or electronically on the state network. Destroy superseded or obsolete.

(Note: Select superseded or obsolete reference materials that may be necessary for providing an understand of the history of a water source or area may be retained at the discretion of program.)

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**DANR-144. NON-IRRIGATION QUESTIONNAIRES:**

**21-011**

This series is arranged according to water permit/right number and contains non-irrigation questionnaires. Information may include: water source and narrative concerning the water use. This record series is used to manage existing water permits/rights and determine if water is available for additional uses.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

**DANR-145. NON-IRRIGATION SUMMARIES:**

**21-011**

This series summarizes the information in the non-irrigation questionnaires. Information may include: permit/right number, amount of water used, and amount of water appropriated. This record series is maintained for reference purposes.

**RETENTION:** Scan and retain scanned paper 2 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.



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**DANR-146. OBSERVATION WELL FILES:**

**21-011**

This series is arranged according to observation well number and county and contains observation well files. Information may include: water level readings, maintenance sheet, and water quality analyses for approximately 1,600 observation wells. This record series is used to quantify and manage the State's ground water resources.

**RETENTION:** Retain permanently on DANR's network.

**DANR-147. ORDINARY HIGH/LOW WATER MARK AND OUTLET ELEVATION REPORTS:**

**21-011**

This series is arranged alphabetically by county for each lake with an established ordinary high-water mark. Reports may include: elevation surveys, site observations, historical information, pictures, maps, and recommendations. This record series is maintained as reference for high water marks to establish public access; low water marks establish property boundaries; and outlet elevations affect lake water levels.

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

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DIVISION: Office of Water  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0077

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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**DANR-148. STREAM FILES:**

**21-011**

This series is arranged according to subject matter concerning several streams in South Dakota such as: the James River, Rapid Creek, and Spearfish Creek. Information may include, but is not limited to: stream flow information, hydrology studies, water permit/right information, water use disputes, and general reference material. This record series is maintained to assist with management of water resources.

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

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-149. TEMPORARY PERMITS:**

**21-011**

This series is arranged by date issued and by geographic region and contains temporary permits. Information may include: water source, amount of water needed, water use, diversion point legal description, and the permit holder. This record series is maintained for reference as temporary permits are issued to allow short term water use for construction projects such as: road construction or dewatering for building construction.

**RETENTION:** Scan and retain paper current in office for 1 year, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain 10 years, then destroy.

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**DANR-150. TOPOGRAPHIC MAPS:**

**21-011**

This series is arranged according to legal description and may contain topographic maps for all of South Dakota. Each map identifies surface topography with contour lines denoting mean sea level elevation and other surface features such as roads, parks, buildings, and landmarks. This record series is used as reference as maps are used for water permit investigations; water use and drainage disputes; safety of dams issues such as identifying dam locations and flood routing; and hydrologic analysis.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to State Archives for final disposition.

**DANR-151. VESTED DRAINAGE RIGHTS AND STATE ENGINEER COUNTY DRAINAGE FILINGS:**

**21-011**

This series is arranged according to legal description by county and contains vested drainage rights. Information may include: name and address of owner, legal description of acreage drained and acreage receiving water, physical description of drainage works, and direction of water flow. This records series is maintained as reference as the holder of vested drainage rights have legal authority to maintain drainage works as described on the filing. County drainage filings also provide a legal record of previous drainage activities.

**RETENTION:** Scan and retain electronically permanently.

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**DANR-152. WATER PERMIT/RIGHT FILES:**

**21-011**

This series is arranged numerically and contains the official record for each water permit/right. Information may include, but is not limited to: permit application, maps, plans and specifications, fee receipts, test hole logs, transfers of ownership, staff report, chief engineer's recommendation, newspaper notice, petitions, and other supplemental information/correspondence. The water permit/right is similar to a property right and allows use of a specific amount of water for a specific beneficial use. Unless forfeited or abandoned, a water permit/right remains effective indefinitely. This record series is maintained for reference.

**RETENTION:** Scan paper as a PDF following the final disposition of the application. Retain electronic PDF files permanently on DANR's network.

**MICROFILM:** Retain existing microfilm permanently.

**DANR-153. WATER RIGHTS RECORD BOOK:**

**21-011**

This bound book series is arranged numerically and contains old water rights. Information may include: water right holder, location of diversion, water source, amount of water claimed, and type of water use. This record series is maintained for reference as the books are being kept to assist with licensing old irrigation projects.

**RETENTION:** Transfer to State Archives for final disposition following completion of all investigations.

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**DANR-154. WELL DRILLER LICENSES:**

**21-011**

This series is arranged numerically and contains well driller licenses. Information may include: well driller license applications, well drillers license, and other related file documentation. This record series is used to document experience with well construction, well construction standards, and licensed to complete work in South Dakota.

**RETENTION:** Scan and retain paper 3 years in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain current. Destroy superseded or obsolete.

**DANR-155. WELL DRILLER'S REPORTS:**

**21-011**

This series is arranged according to legal description by county and contains well completion reports. Information may include: well location, depth of well, type of construction, water use, log of ground formations, pump rate, static water level, well owner, and well driller. This record series is used as reference as well completion reports document how a well is constructed and if the well meets construction standards; as well as providing hydrological, geological, and permitting information.

**RETENTION:** Scan and retain scanned paper 1 year in office, then destroy provided staff verification of the completeness of the PDF files.

ELECTRONIC PDFs: Retain permanently on DANR's network.

MICROFILM: Retain existing microfilm permanently.

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<b>DANR-156.</b>	<b><u>WELL DRILLER'S WELL CONSTRUCTION VARIANCE:</u></b>	
	This series no longer accumulates.	<b>21-011</b>
	<b>RETENTION:</b> Retain existing microfilm for 50 years, then destroy.	
<b>DANR-157.</b>	<b><u>WELL PUMP INSTALLERS LICENSES:</u></b>	
	This series is arranged numerically and contains well pump installer licenses. Information may include: well pump installer license applications, pump installers license, and other related file documentation. This record series is used to document experience with pump installation, well maintenance standards, well disinfection standards, and licensed to complete work in South Dakota.	<b>21-011</b>
	<b>RETENTION:</b> Scan and retain scanned paper 3 years in office, then destroy provided staff verification of the completeness of the PDF files.	
	<b>ELECTRONIC PDFs:</b> Retain current. Destroy superseded or obsolete.	

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**DANR-158. WITHDRAWAL NOTICES, US:**

**21-011**

This series is arranged numerically by US Withdrawal number. Information may include, but is not limited to: certificates, construction details, receipts, notices, and correspondence. A US Withdrawal is similar to a property right and allows use of a specific amount of water for a specific beneficial use. This record series is used for reference purposes and is maintained on the public website that is searchable.

**RETENTION:** Retain existing microfilm for 50 years after withdrawal(s) has been forfeited or abandoned, then destroy.

(Note: Unless forfeited or abandoned, the withdrawal remains effective indefinitely.)

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OFFICE: \_\_\_\_\_  
PROGRAM: Conservation and Forestry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0018

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**DANR-159. ACCOMPLISHMENT REPORTS:**

**21-011**

This series is arranged according to subject matter and contains information regarding accomplishment reports. Reports are maintained electronically within the division's electronic filing system and in an Electronic Document Management System (EDMS). Reports may include, but is not limited to: monthly reports, staff reports, team reports, and division reports. Information may include, but it not limited to: accomplishments, number of training sessions, number of assists, special accomplishments, acres treated, etc. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 80 years, then transfer to State Archives for final disposition.

**DANR-160. BIG TREE REGISTER:**

**21-011**

This series contains spreadsheets and information pertaining to the State Big Tree Register. Information is maintained electronically within the division's electronic filing system and in an Electronic Document Management System (EDMS). Information may include, but is not limited to: correspondence, guidelines, master list of all trees and champion trees, new releases, nomination forms, and programs used by other States. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 4 years. Destroy 4 years after obsolete.

(Note: Subject to screening by State Archives prior to disposal.)



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**DANR-161. CONSERVATION DISTRICT FILES:**

**21-011**

This series is arranged according to program and contains conservation district files. Files may be stored electronically within the division's electronic filing system or in paper form. Information may include, but is not limited to: annual reports, correspondence, meeting minutes, election results, and financial reports. This record series is maintained for reference purposes.

**RETENTION: MINUTES CONSERVATION DISTRICT:**  
Retain paper 1 year in office, then transfer to State Archives for permanent retention.

**ALL OTHER PAPER RECORDS:** 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.

**ELECTRONIC IMAGES/FILES:** Retain 10 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-162. CONTEST RESULTS:**

**21-011**

This series is arranged chronologically and contain contest results stored electronically in an Electronic Document Management System (EDMS) or in paper form. Contests may include, but is not limited to: Arbor Day Essay, Arbor Day Poster, Environmental Poster, and Resource Speech. Information may include, but is not limited to: contest rules, completed entry form, correspondence relating to various contests, and list of winners. This record series is maintained for historical and reference purposes.

**RETENTION:** Scan paper and retain electronically for 5 years, then destroy.

POSTERS: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-163. DIVISION HISTORY:**

**21-011**

This series contains information regarding the history of the division and may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: reports, correspondence, and articles. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 80 years, then transfer to State Archives for final disposition.

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**DANR-164. FAMILY FORESTS:**

**21-011**

This series is arranged according to subject matter and contains information regarding the Family Forest and Tree Farm programs. Information may be maintained electronically within either the division’s electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: annual reports, correspondence, copies of minutes, and history of the program. This record series maintained for administrative purpose.

**RETENTION:** Retain 3 years in office, then destroy.

**DANR-165. FOREST INVENTORY REPORTS:**

**21-011**

This series contains forest information documenting the number and type of trees found in South Dakota. Reports are compiled every 10 years and are used for base line inventory data. This record series may be maintained electronically within either the division’s electronic filing system or an Electronic Document Management System (EDMS), or in paper form. This record series is maintained for reference purposes.

**RETENTION:** Scan paper and retain electronically for 80 years, then transfer to State Archives for final disposition.

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**DANR-166. FOREST MANAGEMENT FILES:**

**21-011**

This series is arranged by subject matter and contains forest management files. Files may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: landowner files, state land, timber sale appraisals, and forest stewardship files. This record series is maintained for reference purposes.

**RETENTION:** Retain 3 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

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RM CUSTOMER #: 0018

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**DANR-167. PROGRAM FILES:**

**21-011**

This series is arranged according to program and contains the division's program files. Programs may include, but is not limited to: Project Learning Tree, Prairie Forestry, and Tree City USA. Files may be maintained both electronically within the division's electronic filing system and in paper form. Information may include, but is not limited to: project development plans, payment documentation, project reports, progress reports, field reports, assistance reports, meeting minutes, spreadsheets, and correspondence. This record series is maintained for reference and historical purposes.

**RETENTION:** PAPER: Retain 3 years in office, then transfer to storage for 3 years. Destroy 6 years after the close of the grant agreement provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES/FILE: Retain for the life of the program, then destroy.

(Note: Federal Program files should be retained electronically for the life of the program.)

(Note: Subject to screening by State Archives prior to disposal.)

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**DANR-168. REVOLVING LOAN FUND:**

**21-011**

This series is arranged chronologically and by fund and contains revolving loan fund information. Information may be maintained electronically within either the division's electronic filing system or an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: application, progress report, record of payments, agreement form, UCC form, and correspondence concerning the loan. This record series is maintained for historical and reference purposes.

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

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PROGRAM: Plant Industry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0115

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**DANR-169. APIARY MATERIAL:**

**21-011**

This series is arranged digitally contains apiary information that is submitted both electronically and in paper form. Information may include, but is not limited to: entrance permits, compliance agreements, location registration permits, bee location permissions, and temporary pollination permits. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain current in the division's electronic filing system. Destroy superseded or obsolete.

**DANR-170. BEE MAPS:**

**21-011**

This series contains bee maps that are maintained electronically within the registration system. Maps show the location of hives of every beekeeper within each county. SDCL 38-18-3.1 requires a three-mile limit between apiaries.

**RETENTION:** Retain current. Destroy superseded or obsolete.

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PROGRAM: Plant Industry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0115

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**DANR-171. COOPERATIVE AGRICULTURAL PEST SURVEY (CAPS) PROGRAM:**

**21-011**

This series is arranged digitally and contains Cooperative Agriculture Pest Survey (CAPS) program information that is submitted both electronically and in paper form. Information may include, but is not limited to: program documents, contracts, agreements, timesheets, and budget information. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 3 years or until an audit is complete, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain 3 years in the division's electronic filing system, then destroy.

**DANR-172. NURSERY MATERIAL:**

**21-011**

This series is arranged digitally and contains nursery information that is submitted both electronically and in paper form. Information may include, but is not limited to: applications, inspection reports, and correspondence. This record series is maintained for historic reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 2 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain current in the division's electronic filing system. Destroy superseded or obsolete.



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OFFICE: \_\_\_\_\_  
PROGRAM: Plant Industry  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 0115

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**DANR-173. SEED MATERIAL:**

**21-011**

This series is arranged digitally contains seed information that is submitted both electronically and in paper form. Information may include, but is not limited to: applications, inspections, and correspondence. This record series is maintained for historic reference.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain current in the division's electronic filing system. Destroy superseded or obsolete.

**DANR-174. WEED AND PEST GRANTS:**

**21-011**

This series is arranged digitally and contains weed and pest grant information that is submitted both electronically and in paper form. Information may include, but is not limited to: application and correspondence. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain scanned paper for 2 years, then destroy.

ELECTRONIC IMAGES/FILES: Retain 6 years in the division's electronic filing system, 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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 PROGRAM: Plant Industry  
 RECORDS OFFICER: Darcy Keiser  
 RM CUSTOMER #: 0115

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**DANR-175. WEED AND PEST MATERIAL:**

**21-011**

This series is arranged digitally and contains weed and pest information that is submitted both electronically and in paper form. Information may include, but is not limited to: in-transit certificates, County Weed Board minutes, Weed and Pest Commission Board minutes, phytosanitary certificates, quarantine forms, weed free forage applications, weed and pest enforcements, prairie dog complaints, and corn borer compliance information. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Scan and retain scanned paper for 5 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain 20 years in the division's electronic filing system, 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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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 1178

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**DANR-176. AGNPS MODEL INFORMATION:**

**21-011**

This database/paper series is arranged alphabetically by watershed and contains agricultural nonpoint source information. Information may include: preliminary assessments of watersheds specific land use; soil data, residue, lake, and stream information within the watershed. This record series is used for administrative purposes.

**RETENTION:** Retain electronically for 5 years, then destroy.

Retain database current.

**DANR-177. GRANT FILE-LAKE PROTECTION AND REHABILITATION:**

**21-011**

This series is arranged alphabetically by project and contains the lake protection and rehabilitation grant file. Information may include: grant agreements, contracts, payments, match documentation, workplans, and interim reports relating to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

**RETENTION:** Retain electronically on network drive for 4 years. Destroy 4 years after project completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Agriculture & Natural Resources  
DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 1178

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**DANR-178. GRANT FILE-WATERSHED PROTECTION:**

**21-011**

This series is arranged alphabetically by project and contains the watershed protection grant file. Information may include: grant agreements, contracts, payments, match documentation, workplans, and interim reports related to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

**RETENTION:** Retain electronically on network drive 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.

**DANR-179. LAKE FILE:**

**21-011**

This series is filed alphabetically by site and contains the lake file. Information may include water quality data from various sources. This record series is used for office reference.

**RETENTION:** Retain electronically on network drive for 10 years, then destroy.

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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 1178

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**DANR-180. NPS MINUTES:**

**21-011**

This series is arranged alphabetically by organization/committee name and contains copies of minutes from each. Information may include: organization/committee name, dates of meetings, members present, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** Retain electronically on network drive for 3 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)

**DANR-181. ORIGINAL FORMS:**

**21-011**

This series is arranged alphabetically by program and may contain the originals of forms used in the program. This record series is maintained for administrative purposes.

**RETENTION:** Retain current form(s) electronically on network drive. Destroy superseded or obsolete.

**DANR-182. QUALITY ASSURANCE FILES:**

**21-011**

This series is arranged alphabetically and contains information used to meet EPA quality assurance standards in measuring water quality. Information may include: EPA evaluations, training material, and sample water quality test results. This record series is used to maintain accuracy in testing performed by the program.

**RETENTION:** Retain electronically on network drive for 4 years, then destroy.

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DIVISION: Resource Conservation & Forestry  
OFFICE: \_\_\_\_\_  
PROGRAM: Watershed Protection  
RECORDS OFFICER: Darcy Keiser  
RM CUSTOMER #: 1178

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**DANR-183. STATEWIDE LAKES ASSESSMENT:**

**21-011**

This database/paper series is arranged alphabetically by site and contains lake assessments. Information may include raw data from 110 lake surveyed in South Dakota. This record series is used to determine the degree of eutrophication in lakes.

**RETENTION:** Retain electronically on network drive for 5 years, then destroy.

Retain database for the life of the lake.

**DANR-184. WATER QUALITY MONITORING REPORTS; LAKES AND STREAMS:**

**21-011**

This database/paper series contains active studies and reports used to monitor the water quality for lakes, streams and watersheds. Information may include: nonpoint source water quality problems; maps; water samples; testing results; and lake, stream, watershed name. This record series is maintained for administrative and historical purposes.

**RETENTION:** Retain electronically for 5 years, then destroy.

Retain database current.

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 PROGRAM: Watershed Protection  
 RECORDS OFFICER: Darcy Keiser  
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**DANR-185. WETLANDS FILE:**

**21-011**

This series is arranged chronologically and contains folders of wetland information. Information may include but is not limited to: notes and data information from meetings with the State Technical Committee on Wetlands, grant proposals for EPA 104(b)(3) Wetland Grant Program, meeting notes and material from the SD Interagency Wetland Group and The Wetland Working Subgroup, promotional, and investigation and enforcement materials dealing with wetlands. This record series document progress of committee and group meetings and are required to track EPA grant awards. Investigations and enforcement information is useful to promote Wetland Conservation.

**RETENTION:** Retain electronically on network drive for 4 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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**DANR-186. ACCOUNTS PAYABLE PAYMENTS:**

**21-011**

This paper series contains information pertaining to the accounts payable through the South Dakota State Fair Office. Information may include: invoice amount, invoice number, date, vendor, and account number credited. This series is used to compile monthly profit and loss statements and is maintained for reference purposes.

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

(Note: The South Dakota State Fair Office maintains copies of these records and the originals are sent to the Pierre office.)

**DANR-187. ACCOUNTS RECEIVABLE:**

**21-011**

This electronic and paper series is arranged by fiscal year contains information pertaining to the accounts receivable through the South Dakota State Fair Office. Information may include: accounting records, summaries, listings, reports, and ledgers related to the collection of revenue. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** 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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**DANR-188. BANK STATEMENTS:**

**21-011**

This paper series contains current and previous bank statements. Information may include: date of statement, canceled checks, deposit records, and bank balances. This record series is maintained for checking account reconciliation with bank balances and for reference purposes.

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

**DANR-189. CAMPING APPLICATIONS:**

**21-011**

This electronic and paper series contains information and applications pertaining to camp sites for the South Dakota State Fair, Wheel Jam, and Wisconsin 100. Information may include, but is not limited to: name, address, phone numbers, email address, type of camper, length of camper, width of camper, area, lot #, total amount due, applicant's signature and date, payment method, date received, receipt number, and assignment number. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

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**DANR-190. CAMPING MAPS:**

**21-011**

This electronic and paper series contains information about the current year camping maps. Information may include: campground name, site number, size of site, tent spots, restroom location, and electrical AMPs. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-191. CITY OF HURON PERMITS:**

**21-011**

This paper series contains information pertaining to permits acquired through the City of Huron. Permits may include, but is not limited to: raffle, parade, fireworks, liquor/malt beverage, road closure, and noise. Information may include: event, dates, hours, and explanation. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

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**DANR-192. CONTRACTS, LEASES, AND AGREEMENTS:**

**21-011**

This series may contain reference copies of contracts, leases, and agreements in which the agency may have an interest. It also contains the agency's copy of contracts, leases, and agreements between the agency and other parties. Contracts may include, but are not limited to: cold storage, entertainment, events, judges, service, sponsorship, stall rental, and vendor. Agreements may include, but are not limited to: backrest, building, and leases. Information may include, but is not limited to: names of parties, terms and conditions, effective dates, termination dates, costs, funding sources, and signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain current in office. Destroy 6 years after terminated 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 terminated.

**DANR-193. EMPLOYMENT RECORDS:**

**21-011**

This electronic and paper series is arranged by name and contains information pertaining to employment records of those hired through the South Dakota State Fair. Information may include: employee name, address, job descriptions, performance reviews, wage, and history. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for historic reference purposes.

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

(Note: The South Dakota State Fair Office maintains copies of these records and the originals are sent to the Pierre office.)

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**DANR-194. EVENT ENTRANT INFORMATION:**

**21-011**

This paper series contains event entrant information. Information may include, but is not limited to: South Dakota State Fair entrant waiver, Wheel Jam entrant waivers, and event entrant W9 waivers. This series is maintained for reference purposes.

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

**DANR-195. EVENT PAYMENTS:**

**21-011**

This electronic and paper series is arranged by event name and contains information pertaining to event payments. Information may include: name, address, invoice or voucher, amount, date, and explanation of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes and to ensure payment.

**RETENTION:** 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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**DANR-196. NSF'S, CERTIFIED LETTERS, & JUDGEMENTS:**

**21-011**

This electronic and paper series is arranged by event name and contains information pertaining to NSF's, certified letters, and judgements. Information may include: returned checks, collection action taken, and related correspondence. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

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

**DANR-197. PARKING PASS/GATE ADMISSION FORM:**

**21-011**

This paper series contains information pertaining to parking passes and gate admission forms for the South Dakota State Fair. Information may include: name, address, phone number, number of purchases, type of pass, and method of payment. This series is maintained for reference purposes.

**RETENTION:** 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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**DANR-198. PAYROLL RECORDS:**

**21-011**

This paper series contains information pertaining to employee payroll records. Information may include: confidential employee information. This series is maintained for reference purposes.

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

(Note: The Human Resource department maintains the paper records.)

**DANR-199. SOUTH DAKOTA STATE FAIR COMMISSION MINUTES:**

**21-011**

This electronic and paper series contains the South Dakota State Fair Commission minutes from meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 6 years in office, then transfer to State Archives to be retained permanently.

**DANR-200. SOUTH DAKOTA STATE FAIR FOUNDATION MINUTES:**

**21-011**

This electronic and paper series contains the South Dakota State Fair Foundation minutes from meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 6 years in office, then transfer to State Archives to be retained permanently.

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**DANR-201. SOUTH DAKOTA STATE FAIR LIVESTOCK ENTRIES:**

**21-011**

This electronic and paper series contains information pertaining to livestock exhibitor entries for the South Dakota State Fair. Livestock exhibits may include: 4-H, beef, dairy cattle, dairy goats, FFA, horse, poultry and pigeon, rabbit, sheep, and swine. Information may include: name, address, phone number, animal breed(s), number of entries, and payment method. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-202. SOUTH DAKOTA STATE FAIR PREMIUM CHECKS:**

**21-011**

This electronic and paper series contains information pertaining to premium checks for the South Dakota State Fair. Information may include: name, address, social security number, amount, and department. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

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PROGRAM: \_\_\_\_\_  
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RM CUSTOMER #: 0119

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**DANR-203. SOUTH DAKOTA STATE FAIR STATIC ENTRIES:**

**21-011**

This electronic and paper series contains information pertaining to static exhibit entries for the South Dakota State Fair. Exhibits may include: static, horticulture, education, and 4-H. Information may include: name, address, phone number, division of class, number of entries, and method of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-204. SPECIAL EVENT ENTRY FORMS:**

**21-011**

This electronic and paper series contains information pertaining to special events entries for the South Dakota State Fair. Special events may include: Arm Wrestling, Barrels Gone Wild, Classic Car Show, CMSA Sanctioned Cowboy Mounted Shooting, Pork Butt Battle, Greater Midwest Foodways Alliance Heirloom Recipe, Jack's Campers Chili Challenge, Lego Competition, Kid's Fish Catch, SD's Largest Classroom, SD Stock Dog Association Stock Dog Trials, Fallen Hero Banner Exhibit, Kid's Pedal Pull, Rodney Yost Horsemanship, SD Timed Event Championship, Jitterbugging Contest, Strongest Man Competition, Team Roping, and Tractor Show. Information may include: organization name, contact information, entry forms, applications, and method of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained as proof of entry as well as for reference purposes.

**RETENTION:** Retain 5 years, then destroy.



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**DANR-205. STATIC PREMIUM/LIVESTOCK PREMIUM BOOKS, SOUTH DAKOTA STATE FAIR:**

**21-011**

This electronic and paper series contains information pertaining to record books for static and livestock premiums for the South Dakota State Fair. Information may include: schedule, rules and regulations, division and classes, entry form, W-9, and waivers. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-206. VENDOR APPLICATIONS:**

**21-011**

This electronic and paper series is arranged by event, name, and year and contains information pertaining vendor applications. Information may include, but is not limited to: company name, contact person's name and contact information, type of vending, description of products or services, electrical and water needs, references, dollar amount due, and method of payment. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

**DANR-207. VENDOR MAPS:**

**21-011**

This electronic and paper series is arranged by concessions/maps and contains information pertaining to vendor maps. Information may include: location name and number. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference purposes.

**RETENTION:** Retain 5 years, then destroy.

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**DANR-208. WHEEL JAM MINUTES:**

**21-011**

This electronic and paper series contains Wheel Jam minutes form meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and authorized signatures. Information is maintained both electronically within the division's electronic filing system and in paper form. This series is maintained for reference and historical purposes.

**RETENTION:** Retain 5 years, then destroy.

(Note: Subject to screening by State Archives prior to disposal.)