



DEPARTMENT OF AGRICULTURE
CONSERVATION DISTRICTS

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

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2020

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The employees of the Department of
Agriculture and the Conservation Districts who
contributed their time to explain the purpose
and review the content of each record.

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STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
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DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 20, 2020

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 to transfer the records to the 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.

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:

- 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:

- Records listed in this manual may be retained in paper form or electronically.
- 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.
- 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 period 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.

TABLE OF CONTENTS

CD-001A. ABSTRACT OF TITLE:.....	1
CD-001. ACCIDENT AND INCIDENT REPORTS:	1
CD-002. ACCOUNTS PAYABLE:.....	2
CD-003. ACCOUNTS RECEIVABLE:	2
CD-004. ADMINISTRATIVE REFERENCE FILES: Deleted from Schedule, 07/16/2020.....	2
CD-004.1. APPLICATIONS FOR EMPLOYMENT, UNSUCCESSFUL:	3
CD-005. APPOINTMENT CALENDARS:	3
CD-006. ASSOCIATION AND ORGANIZATION FILES:.....	3
CD-006.1. AUDIO/VIDEO RECORDING OF BOARD MEETINGS:	4
CD-007. AUDIT REPORTS:	4
CD-008. AWARDS AND CONTESTS:	4
CD-009. BANK STATEMENTS:	5
CD-010. BILLS PAID LIST:.....	5
CD-011. BUDGET REQUEST FILES:.....	6
CD-012. CASH RECEIPTS TRANSMITTALS:	6
CD-012.1. CDL/ALCOHOL AND DRUG TESTING FILES:	7
CD-013. CERTIFICATES OF DEPOSIT:	7
CD-014. CHECK (WARRANT) REGISTER:	8
CD-015. CLAIMS, PAID AND DISALLOWED: Deleted from Schedule, 07/16/2020.....	8
CD-015.1. COMPLAINT FILES:.....	8
CD-015.2. COMPUTER HARDWARE AND LICENSE FILES:.....	9
CD-016. COUNTY ASSISTANCE:.....	9
CD-017. CORRESPONDENCE, FEDERAL:.....	10
CD-018. CORRESPONDENCE, GENERAL:	10
CD-019. DEPOSITS REGISTER:.....	11
CD-020. DEPRECIATION SCHEDULE:	11
CD-021. DISTRICT ORGANIZATION DOCUMENTATION:.....	12
CD-022. ELECTION NOTICES:	12
CD-022.1. ELECTION RECORDS:.....	13
CD-023. ELECTRONIC COMMUNICATION RECORDS:.....	13
CD-024. EQUIPMENT MASTER FILES:.....	14
CD-025. FEDERAL GRANT AWARD FILES:.....	14
CD-026. FINANCIAL REPORT, ANNUAL:	15
CD-027. FINANCIAL STATEMENTS:	15
CD-028. FIRST REPORT OF INJURY FILE:.....	16
CD-029. GENERAL LEDGER:.....	16
CD-030. GRANT FILES:	17
CD-031. GRIEVANCE FILES:	17
CD-032. INSURANCE FILE:	18
CD-033. INVENTORY, FIXED ASSETS:	18
CD-034. INVENTORY, SUPPLIES AND MATERIALS:.....	19
CD-034.1. INVESTMENT RECORDS:.....	19
CD-035. INVOICES:	20
CD-035.1. IRS 1099 FORMS:	20

TABLE OF CONTENTS

CD-036. JOB ANNOUNCEMENTS:	21
CD-036.1. JOURNALS:	21
CD-037. LEAVE BALANCE REPORTS:	22
CD-038. LEAVE REQUESTS:	22
CD-039. LEGAL OPINIONS:	23
CD-040. LONG RANGE PLAN:	23
CD-040.1. LONG TERM DEBT RECORDS AND AGREEMENTS:	23
CD-040.2. LOYALTY OATHS (OATHS OF OFFICE):	24
CD-041. MATERIAL SAFETY DATA SHEETS (MSDS):	24
CD-042. MEMORANDA OF UNDERSTANDING, CONTRACTS, LEASES, AND AGREEMENTS:	25
CD-043. MEMORANDA, GENERAL:	25
CD-044. MINING PERMITS:	26
CD-045. MINUTES, CONSERVATION DISTRICT BOARD:	26
CD-046. NEWSLETTERS/PUBLICATIONS:	27
CD-046.1. OPEN RECORDS REQUEST:	27
CD-047. PACKING SLIPS: Deleted from Schedule, 07/16/2020.	27
CD-048. PAYROLL AUTHORIZATIONS:	28
CD-049. PAYROLL TAX FILES: Deleted from Schedule, 07/16/2020.	28
CD-050. PERFORMANCE APPRAISALS:	28
CD-051. PERSONNEL FILES:	29
CD-052. POLICIES:	29
CD-053. PURCHASE ORDERS: Deleted from Schedule, 07/16/2020.	30
CD-054. REAL-ESTATE PLATS AND HISTORICAL PICTURES BOOKS: ...	30
CD-055. RECEIPTS:	30
CD-055.1. REQUEST FOR PROPOSALS (RFP):	31
CD-055.2. RETIREMENT CONTRIBUTION REPORTS:	31
CD-056. RISK MANAGEMENT PLANS:	32
CD-057. SALES TAX REPORTS (STATE):	32
CD-057.1. SMALL CLAIM FILES:	33
CD-058. SOIL SURVEY: Deleted from Schedule, 07/16/2020.	33
CD-059. STANDARD OPERATING PROCEDURES:	33
CD-059.1. SURPLUS PROPERTY FILES:	34
CD-059.2. TAX REPORTS, EMPLOYMENT:	34
CD-060. TIME CARDS/SHEETS:	35
CD-061. TRAVEL REQUESTS: Deleted from Schedule, 07/16/2020.	35
CD-062. UNEMPLOYMENT REPORTS, QUARTERLY:	36
CD-062.1. VEHICLE FILES:	36
CD-063. VEHICLE TITLES:	37
CD-064. VOUCHERS:	37
CD-065. VOUCHERS, PETTY CASH:	38
CD-065.1. W-9 VENDOR FILES:	38
CD-065.2. WAGE AND TAX STATEMENTS (W-2 FORMS):	39
CD-065.3. WAGE GARNISHMENTS:	39

TABLE OF CONTENTS

CD-065.4. WITHHOLDING ALLOWANCE CERT. EMPLOYEE'S (W-4 FORM):	40
CD-066. WORKERS COMPENSATION FILES:.....	40

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-001A. ABSTRACT OF TITLE:

20-008

This series contains copies of legal titles to property owned by the agency. The titles are used to provide a complete history of land ownership and chronicle passage of ownership. The original document is maintained by the County Register of Deeds. Information may include, but is not limited to: quit claim deeds, powers of attorney, maps of the area, and legal descriptions of property.

RETENTION: Retain current. Destroy superseded or obsolete.

CD-001. ACCIDENT AND INCIDENT REPORTS:

20-008

This series contains accident reports involving district-owned vehicles or district-owned property. Information may include, but is not limited to: police report, accord form, correspondence, estimates, and adjustment reports. Information is maintained for administrative purposes and to satisfy the statute of limitations.

RETENTION: Retain current in office. Destroy 6 years after closed.

STATE OF SOUTH DAKOTA
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RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
CD-002.	<u>ACCOUNTS PAYABLE:</u> This electronic series is used to compile monthly profit and loss statements. They provide a current status of accounts payable. Data elements include: amount of invoice, date, invoice number, firm, and account number credited. The information is obtained from the vendor invoices. RETENTION: Retain 4 years, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.	20-008
CD-003.	<u>ACCOUNTS RECEIVABLE:</u> This electronic series accounts for assets and liabilities and is used to establish a balance as of a given date, to debit billings as they are made, to credit collections as they are received, and to reconcile the unpaid balance in the control account with supporting data monthly. Information includes: date, description, debits, credits, and balance. RETENTION: Retain 4 years, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.	20-008
CD-004.	<u>ADMINISTRATIVE REFERENCE FILES:</u> Deleted from Schedule, <u>07/16/2020.</u>	

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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DIVISION: Resource Cons. & Forestry
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PROGRAM: _____
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RM CUSTOMER #: 0067

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
CD-004.1.	<u>APPLICATIONS FOR EMPLOYMENT, UNSUCCESSFUL:</u> This series contains applications completed by individuals seeking employment with the agency who were not hired. Successful applicants' applications become part of their "Personnel File". RETENTION: Retain 3 years, then destroy by shredding provided all litigation, or claims involving the records have been resolved and final action has been taken.	20-008
CD-005.	<u>APPOINTMENT CALENDARS:</u> This series contains appointment calendars, whether electronic or paper. Information includes: date and appointments by hour. The information is maintained to document the time and dates of meetings. RETENTION: Retain 2 years in office, then destroy.	20-008
CD-006.	<u>ASSOCIATION AND ORGANIZATION FILES:</u> This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the district belongs. Information may include: minutes of the association or organization meetings, conference agendas, expense reports, participants' names, and examples of other Districts' regulations. They are used for reference purposes concerning ideas and policies suggested and used by the association or organization. RETENTION: Retain 2 years in office, then destroy.	05-001

STATE OF SOUTH DAKOTA
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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
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RM CUSTOMER #: 0067

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CD-006.1.	<u>AUDIO/VIDEO RECORDING OF BOARD MEETINGS:</u> This series may contain audio and/or video recordings of board meetings, if applicable to the district. RETENTION: Retain 90 days in office after minutes have been approved, then destroy.	20-008
CD-007.	<u>AUDIT REPORTS:</u> This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of district funds. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report. Legislative Audit maintains audits permanently on microfilm. RETENTION: Retain 3 years in office, then destroy.	05-001
CD-008.	<u>AWARDS AND CONTESTS:</u> This series documents any awards or contests that the district may be involved in. RETENTION: Retain in office for 3 years, then destroy.	20-008

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 RECORDS RETENTION &
 DESTRUCTION SCHEDULE
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 (Std Form RM-1 Rev 1/03)

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 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-009. BANK STATEMENTS:

20-008

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes for standard checking and money market accounts. Information may include: date of statement, cancelled checks, deposit records, and bank balances. The information is used to reconcile checking accounts with bank balances and for reference and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-010. BILLS PAID LIST:

20-008

This electronic series is maintained for convenience of reference purposes. The list is arranged chronologically by payment period and includes: account number, amount, description, invoice description, receipt number, vendor number, totals, and number of transactions. This file is kept for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

STATE OF SOUTH DAKOTA
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RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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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CD-011. BUDGET REQUEST FILES:

05-001

This series may contain budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities and when preparing future budget requests.

RETENTION: FINANCE OFFICER: Retain until budget year has ended, then destroy.

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

CD-012. CASH RECEIPTS TRANSMITTALS:

20-008

Cash receipt transmittals document payments received and deposited with the district. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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RECORDS RETENTION &
DESTRUCTION SCHEDULE
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RM CUSTOMER #: 0067

<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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CD-012.1. CDL/ALCOHOL AND DRUG TESTING FILES:

20-008

This series may contain CDL drug and alcohol test records. Information may include: test results, documentation of refusals, substance abuse professional (SAP) reports, follow-up tests and schedules, information obtained from previous employers, and records related to the alcohol and controlled substances collection process. This record series is maintained pursuant to 49 CFR Part 40 Subpart P.

RETENTION: Retain records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests; SAP reports, and all follow-up tests and schedules for follow-up tests for 5 years, then destroy.

Retain information obtained from previous employers under §40.25 concerning drug and alcohol test results of employees for 3 years, then destroy.

Retain records related to the alcohol and controlled substance collection process for 2 years, then destroy.

Retain records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 for 1 year, then destroy.

CD-013. CERTIFICATES OF DEPOSIT:

05-001

This series contains original certificates of deposit used to document funds deposited in banking institutions. Information includes: number, depositor, date, amount, authorized signatures, interest rate, and length of deposit.

RETENTION: Retain current in office. Destroy redeemed.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
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DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
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RM CUSTOMER #: 0067

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

CD-014. CHECK (WARRANT) REGISTER:

20-008

This series is arranged numerically by check number and contains registers or stubs from checks issued by the agency. Information includes: check number, issue date, amount, payee, and purpose. The information is maintained for reference concerning the parties to whom checks were issued and for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-015. CLAIMS, PAID AND DISALLOWED: Deleted from Schedule, 07/16/2020.

CD-015.1. COMPLAINT FILES:

20-008

This series contains complaints filed against the agency. Information may include: letter of complaint, notes, investigation, findings, and corrective action. This record series is used for compliance purposes.

RETENTION: Retain current in office. Destroy after 6 years provided no pending litigation or claims.

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<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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CD-015.2. COMPUTER HARDWARE AND LICENSE FILES:

20-008

This series contains software and hardware licensing agreements and hardware files. Information may include: licensing information, certificate of authenticity, manuals; and hardware serial numbers, inventory control number, system configurations, parts' number, original disk, and warranty information. This record series is used for maintaining the computers, for copyright laws, and permissions to use the software.

RETENTION: HARDWARE FILES: Retain current in office. Transfer when hardware has been sold or has been declared surplus.

LICENSE FILES AND MANUALS: Retain current in office. Destroy or transfer superseded or obsolete.

CD-016. COUNTY ASSISTANCE:

20-008

This series documents the funds the district receives from the counties for operating expenses. The funds are used to hire employees, purchase supplies, and carry out district programs. Before receiving such funds, each district must file with the county commission a financial statement for the last 3 years itemizing the amount of funds received and how they were disbursed.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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		<u>NUMBER</u>

CD-017. CORRESPONDENCE, FEDERAL:

20-008

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

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-018. CORRESPONDENCE, GENERAL:

20-008

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

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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<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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CD-019. DEPOSITS REGISTER:

20-008

This series documents the receipt of deposits and the return of the same. Information on the register includes: customer name, account, deposit, amount, and date. The deposit is refunded when a service is terminated and the final bill is paid.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-020. DEPRECIATION SCHEDULE:

20-008

This series contains schedules of depreciation for each piece of depreciable property and a master list of property, including assets which may be held for resale.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-021. DISTRICT ORGANIZATION DOCUMENTATION:

05-001

This series contains information surrounding the creation of the conservation district, including the original and subsequent certificates of organization covering addition of territory, change in district names, etc.

RETENTION: Retain permanently.

(NOTE: Consider microfilming to provide dispersal protection of these vital records.)

CD-022. ELECTION NOTICES:

05-001

This series serves to notify the public of a conservation district election. Information on the notices includes: list of offices to be filled or ballot issues being considered, list of candidates, and signature.

RETENTION: Retain 60 days in office after election, then destroy.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-022.1. ELECTION RECORDS:

20-008

This series contains documentation pertaining to elections. Information may include, but is not limited to: calendars, maps, worker and candidate instruction booklets, absentee precinct forms and documents, ballot distribution receipts, ballots, election returns, nominating petitions, and poll books.

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

Retain contested ballots, nominating petitions, and recount petitions 1 year in office after recount, if any, then destroy provided all remedies provided by SDCL Chapters 12-21 and 12-22 have been exhausted.

Retain all other election information 60 days after election and/or recount, then destroy provided no litigation is pending.

CD-023. ELECTRONIC COMMUNICATION RECORDS:

20-008

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

RETENTION: Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

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

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-024. EQUIPMENT MASTER FILES:

05-001

This series contains all related information for equipment owned by the district. Information includes: vehicle identification, vehicle title, purchase information, dealer's invoice, registration information, maintenance records, etc. The information is used to provide a history of all repairs made to each vehicle, to document proof of ownership, and to determine cost efficiencies of reconditioning.

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

Retain all other records 1 year in office, then destroy.

CD-025. FEDERAL GRANT AWARD FILES:

20-008

This series is arranged alphabetically by grant name and contains information concerning the award of federal grants. Information includes: grant name, number, time period, amount, and legal reference. The information is used for reference when requesting federal cash, federal financial reports, and for audit purposes.

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

Districts that do not require audits must retain these records 5 years, then destroy provided no litigation or claim is pending.

ALL OTHER PROGRAMS: Retain current in office. Destroy superseded or obsolete, provided the finance office maintains the record copy.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-026. FINANCIAL REPORT, ANNUAL:

05-001

Conservation districts are required to complete an annual financial report. The report consists of a balance sheet and a profit/loss statement. An itemized annual financial report is submitted to the county commission if the conservation district receives county funds.

RETENTION: Retain permanently.

(NOTE: Consider microfilming when volume warrants to provide dispersal protection for these vital records.)

CD-027. FINANCIAL STATEMENTS:

20-008

Financial statements provide an overview of the agency's financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenue, expenditures, and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. The statements are maintained for reference and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-028. FIRST REPORT OF INJURY FILE:

20-008

This form series fulfills Worker's Compensation and Occupational Safety and Health Administration (OSHA) requirements for filing reports of occupational injuries and illnesses. Information in the report includes: background information on employer and employee, occupational injury or illness information, and medical care required. The information is duplicated in the Department of Labor and Regulation, Division of Labor and Management. Federal law mandates that this record be kept for five years.

RETENTION: Retain 5 years in office, then destroy.

CD-029. GENERAL LEDGER:

20-008

This series may contain computer generated or handwritten general ledgers which is a listing of all account balances for a given fund at the end of the year. The general ledger is referred to as the book of final entry that summarizes and controls all detailed records and transactions. Accounts may include: assets, liabilities, equity, revenues, and expenditure. Information in the ledger may include, but is not limited to: account number, account name, debit and credit balances, fund, sub-fund, receipt amounts, transfer amounts, refund amounts, and totals. This record series is used to facilitate the completion of year-end financial reports, for fund accountability, reconciliation with other accounting reports, and audit purposes.

RETENTION: Retain 20 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-030. GRANT FILES:

20-008

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information includes: grant application, working papers, grant documentation, and monitoring and accounting records. The information is used for administering current grants, for reference when requesting new grants, and for audit purposes.

RETENTION: Retain current in office. Destroy 5 years after terminated provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 5 years after terminated, then destroy provided no litigation or claim is pending.

CD-031. GRIEVANCE FILES:

20-008

This series is arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and findings (if applicable). The information is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

RETENTION: Retain current in office. Destroy 3 years after closed provided no litigation is pending.

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-032. INSURANCE FILE:

20-008

This series contains information used for both reference and documentation concerning various insurance policies of the district. Topics in the file may include but are not limited to: type of insurance, company, policies and numbers, declarations, policy conditions, forms and endorsements, and related material. Information may be used as documentation of insurance coverage and for reference to policy terms and conditions.

RETENTION: Retain current in office. Destroy 6 years after superseded or obsolete provided no litigation or claims are pending.

Retain “Declaration Page” of any “occurrence liability policies” in office 21 years after expiration. Destroy 21 years after expiration.

CD-033. INVENTORY, FIXED ASSETS:

20-008

This series may include: land inventory, equipment inventory, purchase date and price, type of depreciation, amount of depreciation, location number, fund number, department number, insurance code, current book values, and current replacement costs. The file is maintained for property management and accountability purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-034. INVENTORY, SUPPLIES AND MATERIALS:

20-008

This series contains inventories of supplies and materials used by the district. It is maintained as an accounting of supplies on hand and for information when ordering supplies. Information may include but is not limited to: date, beginning inventory, purchases, year-to-date use, amount used, and amount on hand. Inventories are kept for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-034.1. INVESTMENT RECORDS:

20-008

This series contains investment records. Information may include: type of interest bearing deposit or investment, identifying number, date purchased, maturity date, cost, face value if different than cost, amount of discount or premium, fund, interest rate, interest payment periods, amount of interest received or credited, receipt number, dates interest was received, amount received when sold, and date sold or redeemed. This subsidiary record serves as a control for interest bearing deposits and investment.

RETENTION: Retain in office until sold or redeemed. Destroy 4 years after sold or redeemed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-035. INVOICES:

20-008

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include but is not limited to: vendor number, company name, date the order was received, ship date, invoice date, invoice number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval, then to the District Commission for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-035.1. IRS 1099 FORMS:

20-008

This series contains a copy of each IRS Form 1099 submitted to persons to whom were paid more than \$600 per year for services. Information may include: name, social security or business identification number, and amount paid. The information is maintained to document which notices were sent. The recipients send their copy to the IRS long with their Federal Income Tax Returns to document yearly income. This record series is maintained for audit purposes.

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

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-036. JOB ANNOUNCEMENTS:

20-008

This series is arranged chronologically by date of announcement and contains standard job announcements. Information includes: job title, salary range, list of job duties, listing of experience, listing of education, and comments. The information is used to inform agency personnel of job openings throughout the district.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-036.1. JOURNALS:

20-008

This series documents daily transactions concerning the receipts and disbursement of funds. Journals may include, but are not limited to: revenue journals, expense journals, general journals, special funds journals, cash receipts journals, cash disbursement journals, payroll journals, fee books, day books, and cash books. Information may include: entry number, date, account, amount, activity, invoice number, transaction description, project, and debit and credit. This series is maintained for audit and 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.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-037. LEAVE BALANCE REPORTS:

20-008

This report contains employees' names, social security numbers, number of hours of leave earned, hours of leave used, and the balance of leave hours still available for use. The information is used for reference to determine if an employee can be granted leave permission for the number of hours he/she has requested.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-038. LEAVE REQUESTS:

20-008

This series is arranged alphabetically by name of employee and contains the standard forms used to request annual and sick leave. Information includes: name of employee, leave days requested, hours requested, purpose, type of leave, and employee's and supervisor's signatures. Leave requests are used for payroll and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
CD-039.	<u>LEGAL OPINIONS:</u> This series contains legal opinions issued at the request of the district to address various issues the district confronts. They are maintained for reference purposes. RETENTION: Retain current in office. Destroy superseded or obsolete.	05-001
CD-040.	<u>LONG RANGE PLAN:</u> This series identifies long-term goals and missions of the district. Information contained in the plan includes the mission statement, statements of intent, goals and priorities, budgets, and natural resources issues. These records are maintained for reference purpose. RETENTION: Retain current in office. Destroy superseded or obsolete.	05-001
CD-040.1.	<u>LONG TERM DEBT RECORDS AND AGREEMENTS:</u> This series contains long term debt records and agreements. Types of debt may include, but are not limited to: Capital Outlay Certificates, General Obligation Bonds, Capital Lease Agreements, and other debt entered into or incurred. Information may include: the original documents constituting the establishment of debt, debt repayment schedule showing principal amount, interest rates, interest amounts, dates of redemption, and other general terms of debt. This record series is maintained for audit purposes. RETENTION: Retain in office as long as debt is outstanding. Destroy 5 years after debt has been cancelled provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	20-008

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-040.2. LOYALTY OATHS (OATHS OF OFFICE):

20-008

This series contains the original signed oath of various elected and/or appointed officials. Information includes: state, county, name of person being sworn, text of oath, signature, date, signature of judge or notary, and seal. The oaths have little value after the respective officials have left office.

RETENTION: Retain current in office. Destroy when respective official has left office.

CD-041. MATERIAL SAFETY DATA SHEETS (MSDS):

05-001

This series contains the standard MSDS issued to alert of hazardous material in various products and how to handle it, including contact information for the manufacturer and what to do in case of exposure.

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

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-042. MEMORANDA OF UNDERSTANDING, CONTRACTS, LEASES, AND AGREEMENTS:

20-008

This series contains originals (copies of record) and reference copies of cooperative working agreements, mutual agreements with USDA-NRCS, contracts, leases, and agreements between the entity and other parties. Information includes: terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

RETENTION: Retain originals (copies of record) current in office. Destroy 6 years after terminated, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 6 years after terminated, provided all litigation and claims involving the records have been resolved and final action has been taken. Destroy after 6 years.

Retain reference copies current in office. Destroy terminated.

CD-043. MEMORANDA, GENERAL:

20-008

These records are generally filed chronologically. Information includes: events, dates, and general directions intended to inform staff and assure their assistance and cooperation when necessary.

RETENTION: Retain current plus 1 year in office. Destroy 3 years after superseded or obsolete.

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-044. MINING PERMITS:

05-001

This series contains the “Notice of Intent to Mine” and accompanying documentation submitted when an individual begins the process of establishing a gravel pit. The State Department of Environment and Natural Resources maintains Mining Permits on microfilm for 5 years past file closure.

RETENTION: Retain current in office. Destroy 1 year after reclamation is complete.

CD-045. MINUTES, CONSERVATION DISTRICT BOARD:

20-008

This series contains original minutes from the conservation district board meetings. They are used to document board actions and may include: roll call, approval of claims for payment, travel requests, gross payroll, policy statements, etc. The file constitutes a history of district actions and policies promulgated.

RETENTION: Retain permanently in office.

(NOTE: These minutes are submitted to the State Department of Agriculture, which in turn files them with the State Archives.)

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper.)

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
CD-046.	<u>NEWSLETTERS/PUBLICATIONS:</u> This series may contain newsletters, brochures, or other publications prepared by the agency for general public distribution. RETENTION: Retain current in office. Destroy superseded or obsolete.	20-008
CD-046.1.	<u>OPEN RECORDS REQUEST:</u> This series contains open record requests received by the agency. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4. RETENTION: DENIAL LETTERS: Retain permanently. ALL OTHER INFORMATION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	20-008
CD-047.	<u>PACKING SLIPS:</u> Deleted from Schedule, <u>07/16/2020.</u>	

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-048. PAYROLL AUTHORIZATIONS:

20-008

This series is completed by the respective departments for submission to the finance department for disbursement. Information in the series includes: name, vacation, hours worked, sick leave, overtime, department, and rate of pay. The information is compiled from time cards/sheets.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-049. PAYROLL TAX FILES: Deleted from Schedule, 07/16/2020.

CD-050. PERFORMANCE APPRAISALS:

05-001

This series contains performance appraisal forms showing a statement of standards and responsibilities for each employee and the immediate supervisor's evaluation of the employee's performance. Performance appraisals are used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of employees for unsatisfactory job performance.

RETENTION: Retain 3 years in office, then destroy by shredding provided no grievance is pending

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-051. PERSONNEL FILES:

20-008

This series is arranged alphabetically by name and contains a folder for each full time, part time, or seasonal employee in the district. Information may include but is not limited to: applications for employment, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. They are maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active in office. Destroy by shredding 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance.

CD-052. POLICIES:

20-008

This series documents official policy adopted by the district and may include the Conservation District Handbook and policy and/or procedural directives issued by various administrative office/personnel within the district. The information is used to determine the proper course of action to be taken in the management of the district's business.

RETENTION: ORIGINATOR: Retain current plus 3 years in office. Destroy 10 years after superseded or obsolete.

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-053. **PURCHASE ORDERS:** Deleted from Schedule, 07/16/2020.

CD-054. **REAL-ESTATE PLATS AND HISTORICAL PICTURES**
BOOKS:

20-008

This series contains original plats and historical photographs of the district and books or brochures covering areas of the district through its history. The plat file defines and documents district property ownership by section, township, range, and county.

RETENTION: Retain plats permanently in office.

Retain photographs, books, and brochures current in office. Destroy superseded or obsolete.

(NOTE: Photographs, book, and brochures are subject to screening by State Archives prior to disposal.)

CD-055. **RECEIPTS:**

20-008

This series contains forms issued to document the receipt of money. Receipts may be prenumbered and include: date money was received, amount received, funds and accounts credited, the amount to be credited, and signature of the person receiving money. The information is maintained for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

<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>
------------------------------------	---	--

CD-055.1. REQUEST FOR PROPOSALS (RFP):

20-008

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 litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

CD-055.2. RETIREMENT CONTRIBUTION REPORTS:

20-008

This report is used to document employee and employer contributions to retirement systems. Information may include, but is not limited to: employer name, employee name, billing date, current report totals, employer matching totals, outstanding balance, delinquency payments, total, and authorized signatures. This record series is used to document proper contributions.

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.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-056. RISK MANAGEMENT PLANS:

20-008

This series contains the risk management plans formulated to protect the public and environment.

RETENTION: Retain current in office. Destroy 5 years after superseded or obsolete.

CD-057. SALES TAX REPORTS (STATE):

20-008

This series contains a copy of the report filed bimonthly with the state Department of Revenue, Sales Tax Division. It is used to document payments made for state sales taxes collected by the district. The reports are arranged chronologically by date and include: net taxable revenues, rate, reporting period, license number, gross sales, totals, state taxes, city taxes, penalties and interest, and amount remitted. The Department of Revenue also maintains the original report.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-057.1. SMALL CLAIM FILES:

20-008

This series is arranged numerically and contains small claims files. Information may include: defendant's name and address, plaintiff's name, finding and judgment, and an envelope used to file small claims related records. This record series is maintained for reference and audit purposes.

RETENTION: SATISFIED: Retain 2 years after judgement has been disposed of (settled, dismissed, satisfied, or vacated, then destroy.

UNSATISFIED: Retain 7 years, then destroy provided no pending litigation.

CD-058. SOIL SURVEY: Deleted from Schedule, 07/16/2020.

CD-059. STANDARD OPERATING PROCEDURES:

20-008

This series contains the operating procedures established for the various district entities.

RETENTION: Retain current in office. Destroy 2 years after superseded or obsolete.

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-059.1. SURPLUS PROPERTY FILES:

20-008

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 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-059.2. TAX REPORTS, EMPLOYMENT:

20-008

This series contain the audit copies of reports payments of quarterly and annual federal and state employment taxes. Reports may include, but are not limited to: IRS form 941, Department of Labor unemployment, O.A.S.I. (social security), F.I.T. (federal withholding), E.I.C. (earned income credit), and various other state and federal employment reports. This series is maintained for reference and for audit purposes

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

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-060. TIME CARDS/SHEETS:

20-008

This series is arranged chronologically and contains completed time sheets or cards submitted by district employees. Information includes: name, social security number, pay period ending date, days worked, days off, hours worked, hours off, total hours for the period, and signatures of employees and the supervisor. They initiate the payroll process and document hours worked by program employees.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-061. TRAVEL REQUESTS: Deleted from Schedule, 07/16/2020.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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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CD-062. UNEMPLOYMENT REPORTS, QUARTERLY:

20-008

This form series (DOL-UID-21) contains a copy of the standard report submitted quarterly to the State Department of Labor, Unemployment Insurance Division. It is used to document employer contributions for unemployment insurance liability. They are arranged chronologically by reporting date and include: account number, name and address, rate, date quarter ended, employees, computation of payments due, signatures, titles, and date. Information on the report is generated from the payroll register.

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

Districts that do not require audits must retain these records 4 years provided no litigation or claim is pending.

CD-062.1. VEHICLE FILES:

20-008

This series contains information regarding each vehicle. Information may, but is not limited to: trip data including vehicle identification number, sign-out sheets for each vehicle, sign-out dates and times, driver, return dates and times, beginning and ending odometer readings, and purposes of travel, fuel/oil usage data, and summaries of maintenance performed on each vehicle. This record series is maintained to document usage of each vehicle, to justify the sale of old vehicles and purchase of new vehicles, and for audit purposes.

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.

Districts that do not require audits must retain these records 4 years provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-063. VEHICLE TITLES:

05-001

This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. It is used as documentation of vehicle ownership and includes: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.

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

CD-064. VOUCHERS:

20-008

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of expenditure, amount, account code credited, date, to whom or to what account the funds are transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

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

CD-065. VOUCHERS, PETTY CASH:

05-001

This series contains copies of completed vouchers used for the issuance of cash from the petty cash fund. Each voucher includes: the reason for which the money was expended, the amount, date, payee, and authorized signatures. They are used for reference and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-065.1. W-9 VENDOR FILES:

20-008

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

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

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

DEPARTMENT: Agriculture
DIVISION: Resource Cons. & Forestry
OFFICE: Conservation Districts
PROGRAM: _____
RECORDS OFFICER: Kyle Holt
RM CUSTOMER #: 0067

<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>
------------------------------------	---	--

CD-065.2. WAGE AND TAX STATEMENTS (W-2 FORMS):

20-008

This form is generated annually and contains: name, social security number, number of exemptions, federal tax withheld, FICA tax withheld, total wages earned, state tax withheld, employer identification number, and employer's name and address. The original is retained by the employer and duplicates are mailed to the employee.

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.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

CD-065.3. WAGE GARNISHMENTS:

20-008

This series contains the legal instruments from the courts used to support the wage garnishment of an employee of the district. Garnishment of debts and property is provided for under SDCL 21-18.

RETENTION: Retain in office through satisfaction of garnishment. Destroy 4 years after satisfied provided all litigation, claim, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Agriculture
 DIVISION: Resource Cons. & Forestry
 OFFICE: Conservation Districts
 PROGRAM: _____
 RECORDS OFFICER: Kyle Holt
 RM CUSTOMER #: 0067

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

CD-065.4. WITHHOLDING ALLOWANCE CERT. EMPLOYEE’S (W-4 FORM):

20-008

This series contains the W-4 forms submitted by every employee in the district. Information may include: employee’s name, social security number, marital status, address, allowances, exemptions, employee's signature, employer's name and address, and employer identification number. The W-4 remains in effect until employee changes it. The record series is used to inform the employer of how much money to withhold according to his tax liability.

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

CD-066. WORKERS COMPENSATION FILES:

20-008

This series is arranged chronologically by incident date and contains copies of the standard “Employer’s First Report of Injury Forms.” Information includes: employer information, employee information, information relating to the on-the-job injury, and doctors reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor and Regulation, Division of Labor and Management.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

(Note: The State Division of Labor and Management maintains hearing files and workers compensation files for 80 years.)