



STATE HISTORICAL SOCIETY

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

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

PROJECT STAFF

Tiffany Sanderson, Secretary
Department of Education

The employees of the State Historical Society who contributed their time to explain the purpose and review the content of each record.

Chelle Somsen, Records Officer
State Historical Society

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 13, 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, Richard Benda (name), acting in my position as Secretary of the Department of Tourism and State Development (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the State Historical Society (department) consists of 65 pages and contains record series number(s) SHS-1 (consecutively re-numbered) through SHS-121.

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 State Historical Society (department) record series numbers(s) DECA-358, DECA-359, DECA-361, DECA-364, DECA-367, DECA-369, DECA-375, DECA-382, DECA-390, DECA-391, DECA-395, DECA-404, DECA-400, DECA-430, DECA-441, DECA-443, DECA-452, DECA-461, DECA-464, DECA-468, DECA-469, DECA-471, DECA-475, and DECA-478.

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.

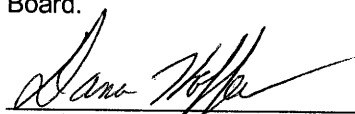


Richard Benda, Secretary of the Department of Tourism and State Development

11-5-07

Date

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



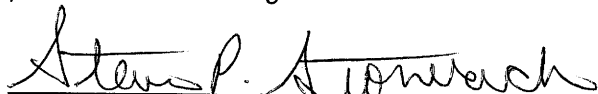
Dana Hoffer, State Records Manager

11-3-07

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the _14th_ day of _November_, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

11-14-07

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

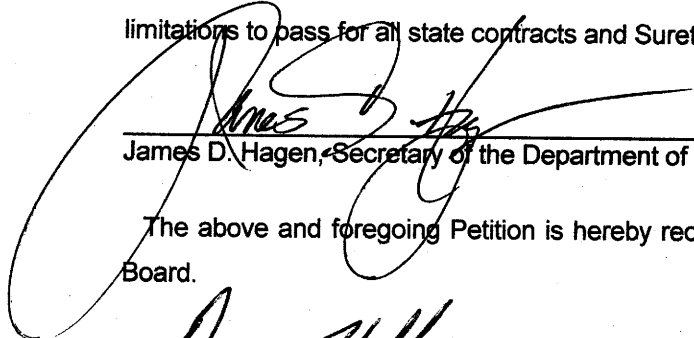
I, James D. Hagen (name), acting in my position as Secretary of the Department of Tourism (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the State Historical Society (department) consists of 2 pages and contains record series number(s) SHS-60 and SHS-63.

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 State Historical Society (department) record series numbers(s) N/A.

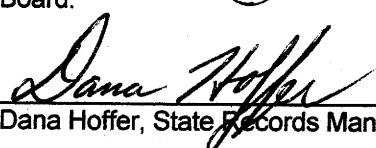
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow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



James D. Hagen, Secretary of the Department of Tourism

12.03.2012
Date

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

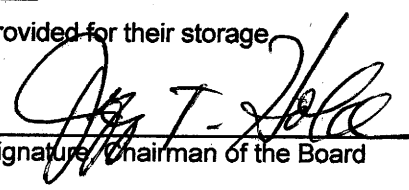


Dana Hoffer, State Records Manager

12/11/2012
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of December, 2012, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-13-12
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

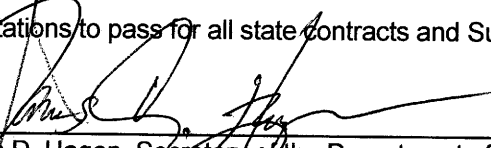
I, James D. Hagen (name), acting in my position as Secretary of the Department of Tourism (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the State Historical Society (department) consists of 1 page and contains record series number(s) SHS-71.

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 State Historical Society (department) record series numbers(s) N/A.

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



James D. Hagen, Secretary of the Department of Tourism

12.02.2013
Date

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

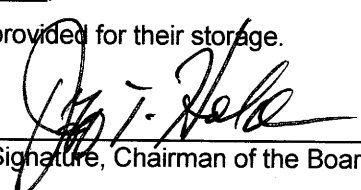


Dana Hoffer, State Records Manager

12/5/13
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 12th day of December, 2013, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-12-13
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

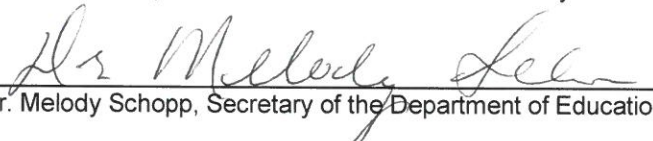
I, Dr. Melody Schopp (name), acting in my position as Secretary of the Department of Education (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the State Historical Society (department) consists of 17 pages and contains record series number(s) SHS-6, SHS-26, SHS-8, SHS-10, SHS-12, SHS-15, SHS-19, SHS-22, SHS-28, SHS-33, SHS-45.1, SHS-46.1, SHS-47, SHS-47.1, SHS-49.1, SHS-48, SHS-51.1, SHS-63, and SHS-113.

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 State Historical Society (department) record series numbers(s) SHS-16, SHS-20, SHS-21, SHS-27, and SHS-31.

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



Dr. Melody Schopp, Secretary of the Department of Education

11-3-16

Date

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



Dana Hoffer, State Records Manager

12-1-2016

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 20th day of December, 2016, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-20-16

Date

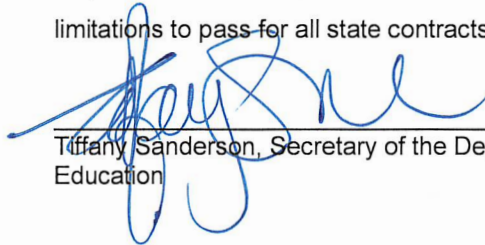
PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Tiffany Sanderson, acting in my position as the Secretary of the Department of Education, 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 State Historical Society consists of 1 page(s) and contains record series number(s) SHS-71.

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.



Tiffany Sanderson, Secretary of the Department of
Education

11.1.22

Date

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



Dana Hoffer, State Records Manager

11/9/22

Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 12th day of December, 2022 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 22-008.**



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 electronically within a centralized repository).
- Retain scanned paper for 3 business days after a system-level backup of the records is completed, 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.

TABLE OF CONTENTS

STATE HISTORICAL SOCIETY:

Administration:

SHS-1.	ADMINISTRATIVE REFERENCE FILE:	1
SHS-2.	ADVERTISING FILE:.....	1
SHS-3.	AWARDS FILE:	2
SHS-4.	ANNUAL MEETING FILE:	2
SHS-5.	BOARD OF TRUSTEES FILES:.....	3
SHS-6.	CASH RECEIPTS:	3
SHS-7.	CONTRACTS AND AGREEMENTS:	4
SHS-26.	DIRECTOR'S SUBJECT FILES:.....	4
SHS-8.	DEPOSIT SLIPS:.....	5
SHS-9.	DEVELOPMENT FILES:	5
SHS-10.	DEVELOPMENT PROSPECT FILES:	6
SHS-11.	EXPENDITURE RECORD FILE:	6
SHS-12.	HOOFPRINTS FILE:	7
SHS-13.	MEMBERSHIP INVOICE:.....	7
SHS-14.	MEMBERSHIP RECORDS:.....	8
SHS-17.	PERSONNEL FILES:	9
SHS-18.	PERSONNEL/PAYROLL REPORTS:	9
SHS-19.	PRESS RELEASES:.....	10
SHS-22.	PUBLIC RELATIONS REFERENCE FILE:	10
SHS-23.	RECORDS MANAGEMENT FILES	11
SHS-24.	SD FINANCIAL SYSTEM REPORTS	11
SHS-15.	SDFS WORKSHEETS:.....	12
SHS-25.	STORE FINANCIAL RECORDS:	12
SHS-26.1.	SURPLUS PROPERTY FILES:	13
SHS-28.	VISITOR REGISTRATION:	13
SHS-29.	VOLUNTEER FILE:.....	14
SHS-30.	VOUCHERS:.....	14
SHS-32.	WORK ORDER REQUESTS:	14

Archeology:

SHS-33.	ACCOUNTS RECEIVABLE:	15
SHS-34.	ADMINISTRATIVE REFERENCE FILE:	16
SHS-35.	ARCHAEOLOGICAL RESEARCH CENTER LOAN FORMS:.....	16
SHS-36.	ARCHAEOLOGICAL RESEARCH CENTER VEHICLE LOG:.....	17
SHS-59.	ARCHEOLOGICAL SURVEY MAPS:	17
SHS-37.	ARTIFACT CATALOG FORM (AKA: FIELD CATALOG SHEET): .	18
SHS-38.	KELLY SERVICES' TIMESHEETS & INVOICES:	18
SHS-39.	NAGPRA FILE SUMMARY:	19
SHS-40.	PHOTOGRAPHIC RECORD FORM:	20
SHS-41.	RECORD SEARCH:	20
SHS-42.	SITE FILE RECORDS:	21
SHS-43.	SURVEY REPORTS:.....	22
SHS-44.	UNITED STATES GEOLOGICAL SURVEY QUAD MAPS:	22

TABLE OF CONTENTS

Archives:

SHS-45. ADMINISTRATIVE REFERENCE FILES:.....	23
SHS-45.1. COLLECTION MANAGEMENT DATABASES:.....	23
SHS-46. COMPLETED ORDER FORMS:.....	24
SHS-46.1. DEACCESSION FORMS:.....	24
SHS-47. DEPOSIT SLIP FILE:	25
SHS-47.1. ELECTRONIC COMMUNICATION RECORDS:.....	25
SHS-49. GOVERNMENT ACCESSION RECORDS:.....	26
SHS-49.1. GRANT FILES:	26
SHS-50. MANUSCRIPT ACCESSION FORMS:	27
SHS-48. MANUSCRIPT DONOR CORRESPONDENCE:	27
SHS-51. NEWSPAPER PROJECT FILES:.....	28
SHS-51.1. OPEN RECORDS REQUESTS:	28
SHS-52. PHOTOGRAPH LETTERS OF AGREEMENT:	29
SHS-53. RESEARCHER CORRESPONDENCE FILE:.....	29
SHS-54. RESEARCHER FORMS:	29
SHS-55. STATE AND LOCAL AGENCY FILES:	30
SHS-56. USER STATISTICS FILE:.....	30

Historic Preservation:

SHS-57. ADMINISTRATIVE FILE:.....	31
SHS-58. ADMINISTRATIVE REFERENCE FILES:.....	31
SHS-60. CERTIFIED LOCAL GOVERNMENT FILE, (CLG):.....	32
SHS-61. CONSULTANT CONTRACTS:	32
SHS-62. GENERAL INQUIRIES FILE:.....	33
SHS-63. GRANT FILES:	33
SHS-64. HISTORIC MARKER FILES:	34
SHS-65. HISTORIC PRESERVATION FILE:	34
SHS-66. HISTORIC PRESERVATION REFERENCE FILES:	35
SHS-67. HISTORIC SITE SURVEY:.....	35
SHS-68. REFERENCE FILES:	36
SHS-69. REGISTER FILES:	36
SHS-70. RESEARCH FILES:	36
SHS-71. REVIEW AND COMPLIANCE FILES:.....	37
SHS-72. TAX PROJECT FILES:.....	38
SHS-73. TAX REFERENCE FILES:.....	38
SHS-74. VENDOR RECORDS:	39

Museums:

SHS-75. ADMINISTRATIVE REFERENCE FILES:.....	40
SHS-76. CATALOG CARDS:	40
SHS-77. CONSERVATION OBJECT FILE:	41
SHS-78. CURRENT TEMPORARY EXHIBIT FILES:.....	41
SHS-79. DEACCESSION FORMS:.....	42
SHS-80. DONOR FILES:.....	42
SHS-81. EQUIPMENT FILE:	43
SHS-82. EXHIBIT REFERENCE FILES:.....	43

TABLE OF CONTENTS

SHS-83.	GALLERY MAINTENANCE FILE:	44
SHS-84.	GRANT FILE:	44
SHS-85.	HISTORICAL REFERENCE FILE:.....	45
SHS-86.	LOAN FILE:	45
SHS-87.	MATERIAL REFERENCE FILE:	46
SHS-88.	MUSEUM ASSESSMENT PROGRAM:	46
SHS-89.	MUSEUM COLLECTION DATABASE:	47
SHS-90.	MUSEUM DIRECTORS REFERENCE FILES:	47
SHS-91.	NAGPRA CASE FILE:	48
SHS-92.	NAGPRA FILE:.....	48
SHS-93.	OBJECT REMOVED SLIPS, EXHIBITS:.....	49
SHS-94.	OBJECT REMOVED SLIPS, OTHER:.....	49
SHS-95.	PAST EXHIBITS FILE:	50
SHS-96.	PERMANENT EXHIBITS FILE:.....	51
SHS-97.	REFERENCE FILE, OBJECT:	52
SHS-98.	REFERENCE FILE, SUB-OBJECT:	52
SHS-99.	REPRODUCTION RIGHT FILE:.....	53
SHS-100.	TRAVELING EXHIBITS FILE:	53
SHS-101.	TRAVELING LOAN FILE:	54

Research & Publishing:

SHS-102.	ADMINISTRATIVE REFERENCE FILES:.....	55
SHS-103.	BOARD MEMBERSHIP FILE:.....	55
SHS-104.	CONFERENCE FILE:.....	56
SHS-105.	CONFERENCE PROGRAM FILES:.....	56
SHS-106.	DAKOTA HIGHLIGHT FILE:	57
SHS-107.	DAKOTA JUNIOR HISTORIAN FILES:.....	57
SHS-108.	HISTORY NOTES FILE:.....	57
SHS-109.	HOOFPRINTS FILE:	58
SHS-110.	INVENTORY & MARKETING FILES:	58
SHS-111.	MUSEUM FILE:.....	59
SHS-112.	PHOTO FILE:	59
SHS-113.	PLANNING FILES, ADMINISTRATIVE:	60
SHS-114.	PLANNING FILES, PUBLISHING:	61
SHS-115.	PUBLICATION COPIES FILE:.....	61
SHS-116.	RESEARCH FILES:	62
SHS-117.	SOUTH DAKOTA HISTORICAL COLLECTION FILE:.....	62
SHS-118.	SOUTH DAKOTA HISTORY FILE:.....	63
SHS-119.	SOUTH DAKOTA STATE HISTORICAL SOCIETY MEETING FILES:.....	63
SHS-120.	SOUTH DAKOTA STATE HISTORICAL SOCIETY PRESS FILE: ...	64
SHS-121.	WORKING FILES, PUBLICATION (LEGAL):	64

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-1. ADMINISTRATIVE REFERENCE FILE:

07-056

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: Subject to archival screening prior to disposal.)

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

SHS-2. ADVERTISING FILE:

07-056

This series is arranged by type of media and contains different types of medias used for advertising and promoting the Office of History. Types of medias include: South Dakota Magazine, Capital Journal, Reminder Plus, Pierre Chamber of Commerce, and other newspapers and magazines. Information may include: the actual advertisement, working drafts, and final drafts. This record series is used for advertising purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was DECA-352.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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SHS-3. AWARDS FILE:

07-056

This series is arranged chronologically by year, then by award type and contains five different categories of awards given annually by the State Historical Society. The award types include: Organization, Teacher, Shell, Robinson, and Individual. Information may include: the submitted nomination, list of winners, and copies of correspondence. This record series is used for reference purposes.

RETENTION: Retain 5 years, then transfer to State Archives for final disposition.

(Note: Previous record series number was DECA-353.)

SHS-4. ANNUAL MEETING FILE:

07-056

This series is arranged chronologically and contains information used to organize the South Dakota Historical Society annual meetings. Information may include: accommodations, working papers, reference material for meeting preparation, and hotel brochures. This record series is used for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was DECA-354.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-5. BOARD OF TRUSTEES FILES:

07-056

This series is arranged alphabetically by topic, then chronologically by date and contains the Board of Trustees files. Information may include: board members, resumes, elections, correspondence, reports, memos, agendas, minutes, rules governing the board, copies of award winners, and certificates. This record series is used for reference purposes.

RETENTION: Retain current board information in office, then transfer to State Archives for final disposition.

(Note: Previous record series number was DECA-355.)

SHS-6. CASH RECEIPTS:

16-008

This series is arranged chronologically and contains membership cash receipts. Information may include: amount received and weekly receipt totals. This record series is used for administrative purposes and is used to compile monthly reports. The Department of Education Office of Accounting and Financial Reporting maintain the original cash receipts for audit purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was DECA-356.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-7. CONTRACTS AND AGREEMENTS:

07-056

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

RETENTION: Retain 6 years in office, then destroy provided all litigation claims, and audit findings involving the record series have been resolved and final action has been taken.

SHS-26. DIRECTOR'S SUBJECT FILES:

16-008

This series is arranged alphabetically by subject. Subjects may include: organizations, groups, historical properties, and project files. Information may include: copies of correspondence and agreements. This record series is used for reference purposes.

RETENTION: Retain current in office, then transfer to State Archives for final disposition.

(Note: Previous record series number was DECA-373.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-8. DEPOSIT SLIPS:

16-008

This series contains copies of deposit slips. Information may include: date, agency name, agency codes, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is used to document and credit each account with the amounts deposited. The Department of Education Office of Accounting and Financial Reporting maintain the original deposit slip.

RETENTION: Retain 2 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was DECA-357.)

SHS-9. DEVELOPMENT FILES:

07-056

This series is arranged alphabetically and may contain information on potential fund raisers, exhibits, and fund raising conference information. This record series is used reference and resource purposes.

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

(Note: Previous record series number was DECA-410.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-10. DEVELOPMENT PROSPECT FILES:

16-008

This series is arranged alphabetically by potential donors and contains a listing of potential donor such as individuals, corporations, and foundations. Information may include: giving guidelines, past giving history, areas of interest, biographical information, and level of income. This record series is used as an index.

RETENTION: Retain until donor/non-donor has become deceased, then destroy.

(Note: Previous record series number was DECA-411.)

SHS-11. EXPENDITURE RECORD FILE:

07-056

This series is arranged by fund the expenditure has been paid from and contains expenditure records for nonprofit organizations. Information may include: payment request and travel vouchers. This record series is used for audit and grant 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.

(Note: Previous record series number was DECA-412.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-12. HOOFPRIENTS FILE:

16-008

This series is a bimonthly publication and contains the information gathered to go into the publication. Information may include: notes, exhibit preparation guidelines, advertisements, actual newsletters, and supporting documentation. Administration maintains the originals.

RETENTION: SUPPORTING DOCUMENTATION: Retain 1 year in office, then destroy.

ORIGINALS: Retain 2 years in office, then transfer to State Archives for final disposition.

(Note: Previous record series number was DECA-360.)

SHS-13. MEMBERSHIP INVOICE:

07-056

This series is arranged chronologically and has a corresponding database and contains State Historical Society membership information. Information may include: member's name, address, due date of membership, and amount due. The database contains the actual invoices based on the type of membership and ones sent out for renewal. This record is used to update Q&A and Access programs.

RETENTION: Retain 1 month, then destroy.

DATABASE: Retain as long as the person or group is a member, then delete.

(Note: Previous record series number was DECA-362.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-14. MEMBERSHIP RECORDS:

07-056

This is a computer and paper series and contains State Historical Society membership records. Information may include: visitor comment cards, claims, letters sent and received, canceled/archived members, membership correspondence, school purchase orders, new membership listing, renewal letters, membership payments, and membership prospect ideas. The computer is a renewal process database. Information includes: date the member joined, date the membership is due, date the membership is paid, member's name, address, type of membership, membership status, donor information, comments, and receipts. This record series is used for advertising and administrative purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Purge monthly to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was DECA-363.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-17. PERSONNEL FILES:

07-056

This series is arranged alphabetically by name and contains a folder for each employee in the agency. Information may include, but is not limited to: applications for employment, personnel action notices (PA 32's), position description questionnaires, authorization 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 and performance. These file serve as a history of the employees' service and training with the facility and provide payroll information. This record series is maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active in office. Transfer terminated to storage for 3 years. Destroy after terminated provided sufficient data on hours worked and compensation received have been maintained and audited.

SHS-18. PERSONNEL/PAYROLL REPORTS:

07-056

This series consists of bimonthly computer printout reports concerning payroll and personnel. Reports may include, but is not limited to: timekeeping reports, export reports, and payroll distribution register. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

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.

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-19. PRESS RELEASES:

16-008

This paper series is arranged chronologically, and has a corresponding database and contains press releases as appeared in daily and weekly newspapers, radio, television, and magazines. Information may include: special programming exhibits, memberships, board member listing, photo exhibits, events that happened, actual press release, newspaper clippings, and supporting documentation. The database contains media name, address, and type of media code.

RETENTION: PAPER: Retain 2 years in office, then transfer to State Archives for final disposition.

DATABASE: Retain current. Delete superseded or obsolete.

(Note: Previous record series number was DECA-368.)

SHS-22. PUBLIC RELATIONS REFERENCE FILE:

16-008

This series contains reference material used for public relations. Information may include: mailing lists, brochures, pamphlets, documentation from other societies, South Dakota Newspaper Association, public relation projects, membership development projects (Pierre Chamber of Commerce), publicity's, educational programs, expenditure reports, procedural guides, current exhibit files, publications, volunteer newsletter, mailing guidelines, event photographs, and copies of society publications. This record series is used for reference purposes.

RETENTION: PHOTOGRAPHS: Retain 1 year in office after creation, then transfer to State Archives for addition to the State Archives' collection.

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

(Note: Previous record series number was DECA-372.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-23. RECORDS MANAGEMENT FILES

07-056

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

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

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

SHS-24. SD FINANCIAL SYSTEM REPORTS

07-056

These monthly and year-end computer output microfiche (COM) reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher reports, purchase order report, available funds reports, advance travel-accounts receivable report, revenue report, general ledger trial balance, company general ledger trial balance, expenditure report, encumbrance detail report, accounts payable report, accounts payable report, cash center report, and object/sub-object report. This record series is maintained 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.

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-15. SDFS WORKSHEETS:

16-008

This series is arranged alphabetically by program, then chronologically and contain SDFS worksheets for supplies, capital assets, or other expenditures. Information may include: invoices, requests for payment, funding source code, bid proposals, requisitions, copies of sales tax reports, and purchase orders. This record series is used for reference purposes. The Department of Education Office of Accounting and Financial Reporting maintain the audit copies of the worksheets.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was DECA-365.)

SHS-25. STORE FINANCIAL RECORDS:

07-056

This series is arranged chronologically and contains the financial records for the gift shop store. Information may include: tally sheets, close out sheets, posting reports, inventory reports, annual reports, sales tax reports, and supporting documentation. This record series is used 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.

(Note: Previous record series number was DECA-423.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-26.1. SURPLUS PROPERTY FILES:

09-012

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

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

SHS-28. VISITOR REGISTRATION:

16-008

This series is arranged chronologically by month and contains admissions registrations filled out by each visitor. Information may include: name of visitor, date, address, if they are a member of Historical Society, how they found out about the Historical Society, and mission statement. This record series is used for recruitment and as a public relations tool.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was DECA-376.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-29. VOLUNTEER FILE:

07-056

This series is arranged chronologically and contains a listing of volunteers at the Cultural Heritage Center. Information may include: name, date/time in, date/time out, starting date, and ending date. This record series is used to verify hours worked by volunteers.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was DECA-377.)

SHS-30. VOUCHERS:

07-056

This series contains copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

RETENTION: Retain in office 1 year following the close of the fiscal year in which voucher was issued, then destroy.

SHS-32. WORK ORDER REQUESTS:

07-056

This series contains Building and Grounds work order request forms. Information may include: approval signatures, agency contact, request date, work location, requesting agency, work description, and telephone number. This record series is used for verification purposes.

RETENTION: Retain until work order is complete, then destroy.

(Note: Previous record series number was DECA-378.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-33. ACCOUNTS RECEIVABLE:

16-008

This series is arranged numerically, then chronologically by the year payment was received and contains account receivable information. Information may include: invoice number, amount due, memorandum, and a copy of the check received. This record series is used to keep track of the payments received by the Archaeological Research Center (ARC) for staff hours worked for the duration of artifacts, record searches, copies, work for Department of Transportation (DOT) and other federal agencies and private firms for Archeological surveys, evaluations, excavations, and also work done under various grants. The original invoice for accounts receivable is sent to the vendor and a copy is maintained by the Department of Education Office of Accounting and Financial Reporting.

RETENTION: Retain current in office. Destroy 6 years after payment has been received provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was DECA-379.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-34. ADMINISTRATIVE REFERENCE FILE:

07-056

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

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

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

SHS-35. ARCHAEOLOGICAL RESEARCH CENTER LOAN FORMS:

07-056

This series is arranged numerically and contains the Archaeological Research Center (ARC) loans for an exhibit, educational, or research of artifacts and other records from the centers collection. Information may include: borrower's name, borrower's address, purpose of the loan, specific period of loan agreement, renewed period, signatures, date, comments, date returned, and description. This record series is used for documentation purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-386.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-36. ARCHAEOLOGICAL RESEARCH CENTER VEHICLE LOG:

07-056

This monthly issued series is arranged chronologically and contains the ARC vehicle log. Information may include: model of the vehicle, license number, month/year, date, operator's initials, purpose, project name, departure time, return time, beginning odometer reading, ending odometer reading, total miles for the day, DOT gas, and total miles for the month. This record series is used to charge various miles to contracts and to verify charges from Fleet and Travel.

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.

(Note: Previous record series number was DECA-387.)

SHS-59. ARCHEOLOGICAL SURVEY MAPS:

07-056

This series is arranged alphabetically by quad name and contains Archeological Survey maps. Information may include: maps and survey notes. This record series is used to find sites that have not been surveyed or sites that have already been surveyed for historical significance.

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

(Note: Previous record series number was DECA-407.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-37. ARTIFACT CATALOG FORM (AKA: FIELD CATALOG SHEET):

07-056

This series is arranged numerically and contains the forms used to record information on archaeological artifacts in the center's collection. Information may include: catalog number, description of specimen, unit, location, depth, date, comments, county, site number, accession number, and signatures. This record series is used as an archival record of the item.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-380.)

SHS-38. KELLY SERVICES' TIMESHEETS & INVOICES:

07-056

This weekly generated series is arranged chronologically and contains Kelly Services' timesheets and invoices. Information may include: name of consultant employee, social security number, mailing address, date, director's signature, consultant's signature, hours worked per day, total hours worked, invoice date, invoice number, P.O. number, release number, department ordering, department using, branch location, branch telephone number, order number, customer number, service description, service code, and total amount of invoice. This record series is used to verify that the correct projects are charged for the individual's hours and that it corresponds to Kelly Services charge for their services.

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.

(Note: Previous record series number was DECA-381.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-39. NAGPRA FILE SUMMARY:

07-056

This series contains Native American Grave Protection and Repatriation Act (NAGPRA) file summary information, which contains information on human remains and funerary items in the centers collection which fall under the terms of the United States Native American Grave Protection and Repatriation Act. Information may include: accession number, inventory number, cultural affiliation, site number, site name, repatriation completed, contents, notices, repatriation summary, federal register summary, consultation notes, affiliation summary, geographic location (land owner, quad map, section, township, and range), collection history, and burial description. This record series documents the source item in the collection, associated information, and its disposition. These records are essentially archival and are kept as part of the official record of the archaeological collection and move with it wherever it resides.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-383.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-40. PHOTOGRAPHIC RECORD FORM:

07-056

This series is arranged numerically and contain photographic record forms, which are a summary of photos, negatives, and slides stored as part of the documentation of archaeological field projects, lab work, and artifact collections. Information includes: project name, camera serial number, color slides, black-and-white prints, photo accession/roll number, date, photographer's initials, exposure number, subject, direction looking towards, and negative catalog number. This record series documents scientific research projects and collections and are part of the archives of those projects for use by future historians and researchers.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-384.)

SHS-41. RECORD SEARCH:

07-056

This series contains requests from private and federal researches to conduct cultural resource searches. Information used to conduct the searches may include: United States Geological Survey (USGS) quad maps, site files, surveys posted on maps, and cultural resource reports. Information includes: request, findings, and any cost associated with the findings.

RETENTION: Retain 3 years, then destroy.

(Note: Previous record series number was DECA-385.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-42. SITE FILE RECORDS:

07-056

This daily issued series is arranged alphabetically by county, then numerically within and contains prehistoric and historic resource site information for recordation. Information may include: Site Form-General Data (site number, site name, county, other numbers, ID, condition, Cultural Resource Management (CRM) status, map reference, owner, Archaeological Region, Topo Position, vegetation, substrate, Universal Transverse Mercator (UTM) zone, land use, surface visibility, site elevation, site dimension, area, depth, nearest water type, name, distance, elevation, direction, and bank); Site Form-Locational Data (legal location(s), section(s), township, and range); Site Form-Cultural Data (site type(s), time period(s), and cultural affiliation(s)); Site Form-Accession Data (accession number and description of the site); and Site Form-Miscellaneous Data (additional data description, recorded by, date(s), project name, project number, site number, site name, county, attitude towards survey and excavation, description of access to the site, photo reference, bibliographic reference, artifacts/features present, collection/evaluation procedures, and any additional information). This record series also contain sites that have been determined as eligible for listing on the National Register of Historic Places.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-388.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archeology
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-43. SURVEY REPORTS:

07-056

This series is arranged alphabetically by county, then numerically and contains a record of archaeological surveys and evaluations conducted within the State of South Dakota. If the report encompasses multiple counties, then it is given a multi-county designation and arranged numerically. Information may include: record searches, results of archaeological surveys, evaluation proposals, and/or results/analyses of archaeological evaluations. This record series is submitted to the Archaeological Research Center by private contractors, universities, and federal and state agencies.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-388.1.)

SHS-44. UNITED STATES GEOLOGICAL SURVEY QUAD MAPS:

07-056

This series is arranged alphabetically and contains copies of United States Geological Survey (USGS) quad maps that cover the State of South Dakota. Information may include: copies of the quad maps and site and survey locations posted on these maps. This record series is used to assist staff and other researchers in conducting a cultural resource inventory search.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-389.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

<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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SHS-45. ADMINISTRATIVE REFERENCE FILES:

07-056

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.)

SHS-45.1. COLLECTION MANAGEMENT DATABASES:

16-008

These databases, located on the state server, document the various collections in the State Archives including manuscript, government and library materials. Information in the databases may include: accession number, title, location, provenance, condition, dates, and access and use restrictions. Some databases include indexes to specific collections. The databases are used to manage, preserve and make accessible the State Archives collections.

RETENTION: Retain permanently.

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

<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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SHS-46. COMPLETED ORDER FORMS:

07-056

This series contains completed order forms for interlibrary loans, microfilm orders, photocopies, and survey notes. Information may include, but is not limited to: material requested, fees collected, date received, where the material was sent, and the name of the person making the request. This record series is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was DECA-392.)

SHS-46.1. DEACCESSION FORMS:

16-008

This series is arranged chronologically by date and contains the deaccession forms. Information may include: accession number, reason for deaccession, disposition, authorized signatures, date, description of collection, condition of collection, and correspondence. This record series is maintained in the State Archives office files and is used for reference and documentation purposes.

RETENTION: Retain permanently.

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

<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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SHS-47. DEPOSIT SLIP FILE:

16-008

This series is arranged chronologically and contains copies of deposit slips. Information may include: amount deposited, office, program, description of the revenue usage, MSA codes, itemized listing of checks, and receipts. The Department of Education Office of Accounting and Financial Reporting maintain the audit copies of the deposit slips.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was DECA-393.)

SHS-47.1. ELECTRONIC COMMUNICATION RECORDS:

16-008

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. It is permissible to print record e-mails and file them with like paper records.

NON-RECORD MESSAGES: Retain in created format 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: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

<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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SHS-49. GOVERNMENT ACCESSION RECORDS:

07-056

This series is arranged chronologically by year received and contains the government accession records. Information may include: accession number, classification, record group or collection name, subgroup, transferred by (name, title, office, address, and phone number), scope and content note, and box inventory listing. A copy is sent to the transferring agency.

RETENTION: Retain permanently at State Archives.

(Note: Previous record series number was DECA-396.)

SHS-49.1. GRANT FILES:

16-008

This series is arranged alphabetically by grant name and contains reference copies of information concerning the administration of funded grants. Information may include: copies of grant applications, copies of working papers, copies of grant documentation, and copies of monitoring and accounting records. This record series is used for administering current grants, and for reference when requesting new grants. The Department of Education Office of Accounting and Financial Reporting maintain the audit records.

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

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

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

SHS-50. MANUSCRIPT ACCESSION FORMS:

07-056

This series is arranged chronologically by accession number and contains accession forms for privately donated items. Information may include: donor's name, address, telephone number, gift agreement, collection name, scope and content note, and subgroups. A copy of the accession form is sent to the donor. This record series is maintained for documentation purposes.

RETENTION: Retain permanently at State Archives.

(Note: Previous record series number was DECA-397.)

SHS-48. MANUSCRIPT DONOR CORRESPONDENCE:

16-008

This series is arranged alphabetically by donor's last name, then chronologically by accession number and contains donor contact information. Information may include: address, accession number, donor cards, and transaction date. This record series is maintained in the State Archives office files for documentation purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-394.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

<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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SHS-51. NEWSPAPER PROJECT FILES:

07-056

This series is arranged alphabetically by subject and contains a grant funded newspaper project file. Information may include: correspondence, reports, data gathered on existing newspaper titles, other state newspaper files, reports and publications sent out, project activities, and surveys of newspaper holdings. This record series is used to catalog and film all South Dakota Newspapers.

RETENTION: Retain 2 years after the project has been completed, then destroy.

(Note: Previous record series number was DECA-398.)

SHS-51.1. OPEN RECORDS REQUESTS:

16-008

This series contains open record requests received by agencies. 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 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: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

<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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SHS-52. PHOTOGRAPH LETTERS OF AGREEMENT:

07-056

This series is arranged alphabetically and contains the signed agreements requesting to reproduce materials, publications, and videos. Information may include: material requested, type of publication, name of publisher, and any fees collected. This record series is maintained because of copyright laws.

RETENTION: Retain permanently at State Archives.

(Note: Previous record series number was DECA-399.)

SHS-53. RESEARCHER CORRESPONDENCE FILE:

07-056

This series is arranged alphabetically by researcher's name and contains letters received from researchers and responses sent back to the researchers. This record series is used to reference previous requests, to document previous responses, and to track what is being researched.

RETENTION: Retain 6 months in office, then transfer to State Archives storage for 9 1/2 years. Destroy after 10 years.

(Note: Previous record series number was DECA-401.)

SHS-54. RESEARCHER FORMS:

07-056

This series contains the registration forms filled out by researchers to use State Archives for research. Information may include: researchers signature, name, date, address, telephone number, purposes of research, and sharing information. This record series is used for security of collections.

RETENTION: Retain permanently at State Archives.

(Note: Previous record series number was DECA-402.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Archives
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0138

<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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SHS-55. STATE AND LOCAL AGENCY FILES:

07-056

This series is arranged alphabetically by agency or municipalities name and include destruction notices, correspondence, acquisitions, and letters of accession. This record series is used for reference purposes.

RETENTION: Retain permanently at State Archives.

(Note: Previous record series number was DECA-403.)

SHS-56. USER STATISTICS FILE:

07-056

This series is arranged chronologically and contains statistical data from mail, telephone and in person requests. Information may include: researcher's name, date, type of request, and date answered. This record series is used to compile monthly and annual reports.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was DECA-405.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-57. ADMINISTRATIVE FILE:

07-056

This series is arranged alphabetically and contains administrative files. Information may include: Lewis and Clark Task Force, walking tour information, teacher credit for history, open house planning information, and mission statement. This record series used for reference purposes.

RETENTION: Retain current in office, then transfer to State Archives for final disposition.

(Note: Previous record series number was DECA-406.)

SHS-58. ADMINISTRATIVE REFERENCE FILES:

07-056

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

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

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

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-60. CERTIFIED LOCAL GOVERNMENT FILE, (CLG):

12-011

This series is arranged alphabetically by name of commission and contains the certified local government information. Information may include: minutes, agendas, products, correspondence, and annual reports. This record series is used for reference purposes.

RETENTION: Retain 6 years in office, then transfer to State Archives for final disposition.

(Note: Previous record series number was DECA-408.)

SHS-61. CONSULTANT CONTRACTS:

07-056

This series is arranged chronologically by year and contains consultant contracts. Information may include: copies of worksheets, contracts, proposals, and correspondence. This record series is maintained for reference and audit purposes.

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

(Note: Previous record series number was DECA-409.)

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

DEPARTMENT: Education
 DIVISION: State Historical Society
 OFFICE: Historic Preservation
 PROGRAM: _____
 RECORDS OFFICER: Chelle Somsen
 RM CUSTOMER #: 0066

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

SHS-62. GENERAL INQUIRIES FILE:

07-056

This series is arranged alphabetically, then chronologically within the file and contain general inquiries about Historic Preservation. Information may include: inquiries, correspondence, and site reports. This record series is used for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was DECA-413.)

SHS-63. GRANT FILES:

16-008

This series is arranged chronologically by year and contains information concerning the administration of funded grants. Information may include: correspondence, copies of products from the grant, copies of financials, grant application, working papers, grant documentation, and monitoring and accounting records. The Department of Education Office of Accounting and Financial Reporting maintain the original grant information.

RETENTION: Retain 8 years after the preservation covenant for the grant has expired, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333.)

(Note: Previous record series number was DECA-414.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-64. HISTORIC MARKER FILES:

07-056

This series is arranged by marker numbers and contains information used to identify state historic property. Information may include: correspondence, invoices, tax marker, and photos. This record series is maintained for identification purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-415.)

SHS-65. HISTORIC PRESERVATION FILE:

07-056

This series is arranged alphabetically and contains information on historic preservation. Information may include: pending projects, correspondence, preservation techniques, professional qualifications, and grant issues. This record series is used for reference purposes.

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

(Note: Previous record series number was DECA-416.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-66. HISTORIC PRESERVATION REFERENCE FILES:

07-056

This series is arranged alphabetically and contains information on different specific historic preservation programs and previous resource files. An example is Black Hills Mining. This record series is used for reference purposes.

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

(Note: Previous record series number was DECA-417.)

SHS-67. HISTORIC SITE SURVEY:

07-056

This series is arranged alphabetically by county and contain historical site maps. Information may include: United States Geographical Survey maps (Thematic maps, Historic Site City maps, Sanborn maps, and Historic Site County maps), surveys, photographs, negatives, and slides. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-418.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

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

SHS-68. REFERENCE FILES:

07-056

This series is arranged alphabetically by project or event and contains reference material. Information may include: projects, issues, rules and regulations, correspondence, list of legislators, program descriptions, and speeches. This record series is used for reference purposes.

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

(Note: Previous record series number was DECA-419.)

SHS-69. REGISTER FILES:

07-056

This series is arranged alphabetically by county and contains a list of both national and State register of historic places. Information may include: nomination, letters, correspondence, and photos. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-420.)

SHS-70. RESEARCH FILES:

07-056

This series contain research information for projects that become part of the register file. Information may include: architectural designs for churches, courthouses, and libraries, and planning files. This record series is used for reference purposes.

RETENTION: Retain current in office, then merge with the Register file and retain permanently.

(Note: Previous record series number was DECA-421.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-71. REVIEW AND COMPLIANCE FILES:

22-008

The paper records in this series are arranged alphabetically by county and then by project number. The electronic records in the Electronic Review & Compliance (ERC) system are arranged by project number. All records contain Historic Preservation Office reviews of federal, state, or local undertakings for impacts on historic properties. Information may include: correspondence, replies, archeological or architectural survey reports, architectural drawings, photographs, and maps. This record series is maintained for compliance and audit purposes.

RETENTION: Retain paper files 10 years in office, then digitize and retain electronic images permanently in an Electronic Document Management System (EDMS). Destroy paper after all images have been verified to be accurate and complete; and provided a system-level backup of the images has been completed.

Retain electronic files permanently in the Electronic Review & Compliance (ERC) system or the network, as ERC storage limits dictate.

(Note: Submission of paper files for review and compliance ended in May 2022. After October 1st of every year, digitize the oldest years' worth of files and send the archeological survey reports to the State Archeological Research Center.)

(Note: Previous record series number was DECA-422.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-72. TAX PROJECT FILES:

07-056

This series is arranged chronologically by federal fiscal year, then by project number and contain both approved and non-approved project files, which is a description of what owners are doing to their property. Information may include: state property tax moratorium information, correspondence, applications, photographs, and architectural drawings. This record series is used for reference purposes and for discussion of projects with property owners for tax relief.

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

(Note: Previous record series number was DECA-424.)

SHS-73. TAX REFERENCE FILES:

07-056

This series is arranged alphabetically by subject and contains reference materials. Information may include, but is not limited to: state moratorium, federal tax credit, repairs, restoration, technical, funding sources, low interest loans, a listing of contractors who do restoration work, newspaper articles on current projects, research note, policies and procedures, travel information, workshops and courses, copies of laws, administrative rule, Attorney General opinions, and index to tax projects. This record series is used for reference purposes.

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

NEWSPAPER ARTICLES: Retain 2 years in office, then destroy.

(Note: Previous record series number was DECA-425.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Historic Preservation
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-74. VENDOR RECORDS:

07-056

This series is arranged alphabetically by vendor name and contains all transactions with each vendor. Information may include: original invoice, copies of checks, order form, correspondence, credit memos, and supporting documentation. This record series is used to document all transactions with each vendor, to verify payments for goods or services, for descriptions in ordering similar goods and services, and for audit purposes.

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.

(Note: Previous record series number was DECA-426.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-75. ADMINISTRATIVE REFERENCE FILES:

07-056

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

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

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

SHS-76. CATALOG CARDS:

07-056

This series is arranged alpha numerically by accession number and contains cataloging of all donations received by the museum. Information may include: object name, object number, donor's name and address, condition, date, description, and measurements. This record series is maintained for documentation purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-428.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-77. CONSERVATION OBJECT FILE:

07-056

This series is arranged alpha numerically by accession number and contains information on the preservation of objects. Information may include: treatment proposal, treatment reports, photographs, and narrative description of treatment. This record series is used as documentation to show the preservation of objects.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-429.)

SHS-78. CURRENT TEMPORARY EXHIBIT FILES:

07-056

This series is arranged alphabetically by exhibit name and contains current temporary exhibits. Information may include: initial proposal for exhibit, planning and research, list of objects, label text, publicity material, names/contacts for material and fabrication, statement of expenses/bills for material purchased, and correspondence/e-mail. This record series is used for reference purpose.

RETENTION: Retain current in office, then cull and transfer exhibit material to Past Exhibit File. Transfer research material to State Archives for final disposition.

(Note: Previous record series number was DECA-431.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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SHS-79. DEACCESSION FORMS:

07-056

This series is arranged chronologically by date and contains the deaccession forms. Information may include: catalog number, reason for deaccession, disposition, authorized signatures, date, description of object, condition of object, and correspondence. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-432.)

SHS-80. DONOR FILES:

07-056

This series is arranged alphabetically by donor name and contains museum donor information. Information may include: signed gift agreement, which includes accession number, donor's name and address, date, and signatures; correspondence; newspaper clippings; biographical information of the donor; and object information. This record series is maintained for reference to the donor and to show ownership of the objects.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-433.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-81. EQUIPMENT FILE:

07-056

This series contains equipment information. Information may include: equipment file catalogs, vendor catalogs, purchases of equipment, sign-out sheets for all equipment, return dates and times, and summary of maintenance performed on the equipment. This record series is maintained to document usage, to justify the sale of old equipment and purchase of new equipment, and for audit purposes.

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

EQUIPMENT FILE: Retain for the life of equipment, then destroy.

(Note: Previous record series number was DECA-434.)

SHS-82. EXHIBIT REFERENCE FILES:

07-056

This series is arranged alphabetically and contains exhibit ideas, design ideas, and how to information used in the day to day operations. Information may include: sample brochures, publications, and how to workshops. This record series is used for reference purposes.

RETENTION: Retain current in office, then cull and destroy.

(Note: Previous record series number was DECA-435.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-83. GALLERY MAINTENANCE FILE:

07-056

This series contain information used for the maintenance of the gallery. Information may include: procedures/instructions relating to gallery maintenance (emptying and cleaning the sluice and replacing bulbs), and correspondence/e-mail pertaining to the gallery. This record series is used for reference purposes.

RETENTION: Retain current in office, then cull and destroy.

(Note: Previous record series number was DECA-436.)

SHS-84. GRANT FILE:

07-056

This series is arranged chronologically and contains both received/non-received operating and project grants. Information may include: sample grant application, final expenditure report, budgets (State, Non-State money), grant announcement, receivers comments, consultant resume, and supporting documentation. This record series is used for administering current grants and reference for future grants.

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

(Note: Previous record series number was DECA-437.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-85. HISTORICAL REFERENCE FILE:

07-056

This series is arranged alphabetically and contains miscellaneous historical reference material used for research and label writing. Information may include: collection catalogs, exhibit subject for reference to photographs in archives, exhibits and history of South Dakota, accession forms of what is in archives, videos, cassettes, winter counts, state bids, repatriation, and oversize layouts for buildings and exhibits (architectural plans, maps, exhibit design, layouts, posters, and large photographs).

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-438.)

SHS-86. LOAN FILE:

07-056

This series is arranged alphabetically and contains a listing of institutions who are currently borrowing objects from the museum or institutions who have borrowed objects in the past. Information may include: loan agreement, temporary receipt of object form, correspondence, insurance forms, clippings, photographs, and condition reports. This record series is used for tracking purposes and to show the objects history.

RETENTION: OUT GOING LOANS: Retain 2 years after completion of the loan period, then destroy provided the information has been entered in the collection database.

INCOMING LOANS: Retain the loan agreement 5 years, then destroy.

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

(Note: Previous record series number was DECA-439.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-87. MATERIAL REFERENCE FILE:

07-056

This series is arranged alphabetically and contains materials used in exhibit production. Information may include: adhesives, archival supplies, art supplies, decorator supplies, display panels, framing supplies, lighting supplies, plastic supplies, and wall/floor coverings. This record series is used as resources for ordering materials for exhibit production.

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

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

(Note: Previous record series number was DECA-440.)

SHS-88. MUSEUM ASSESSMENT PROGRAM:

07-056

This series contains assessments reports on the operation and conservation of the museum. Information may include: grant application, report of surveyor, and program information. This record series is sent to the board director and maintained for reference purposes.

RETENTION: REPORT: Retain permanently.

ALL OTHER INFORMATION: Cull and destroy.

(Note: Previous record series number was DECA-442.)

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

DEPARTMENT: Education
 DIVISION: State Historical Society
 OFFICE: Museums
 PROGRAM: _____
 RECORDS OFFICER: Chelle Somsen
 RM CUSTOMER #: 0066

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

SHS-89. MUSEUM COLLECTION DATABASE:

07-056

This database series contains a listing of all collections in the museum. Information may include: object name, title, accession number, sources, exhibit history, number of parts to the object, location, and conservation. This record series is used for documentation of collections.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-444.)

SHS-90. MUSEUM DIRECTORS REFERENCE FILES:

07-056

This series is arranged alphabetically by subject, then chronologically and contains reference materials used by the museum director. Information may include, but is not limited to: copies of budgets, correspondence, brochures, accessibility file, audio program file, accreditation file, Bureau of Administration memos, interdepartmental policies, attorney general opinion file, attendance records, bibliographies, architectural files, exhibits(audio, visual labels), Heritage Center building documentation, mechanics(working with state agencies for building exhibits), advisory committee, legislation file, museum associations, volunteers, Records Retention and Destruction Schedule, resumes for consultants, security issues, student interns, and travel plans. This record series is used for reference purposes and grant documentation.

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

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

(Note: Previous record series number was DECA-445.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-91. NAGPRA CASE FILE:

07-056

This series contains a listing of Native American Grave Protection and Repatriation Act (NAGPRA) objects that have been returned to Native American Tribes. Information may include: correspondence, justification, federal register notices, receipts, clippings, and deaccession forms. This record series is used for documentation purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-446.)

SHS-92. NAGPRA FILE:

07-056

This series contains a compiled listing summarizing objects that the museum has received from Native American Tribes. Information may include: accession number, item description, internet articles, letters sent to tribes summarizing objects in the museum (federally mandated), and repatriation files. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-447.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-93. OBJECT REMOVED SLIPS, EXHIBITS:

07-056

This three part NCR series is arranged by exhibit and contains removed slips for objects and exhibits that have been removed from the museum. Information may include: object name or title, accession number, permanent storage location, date removed, authorized signatures, explanation why object or exhibit was removed, and date returned. This record series is used as a tracking tool.

RETENTION: Retain for the life of the exhibit. Destroy once the exhibit has been placed back in storage.

(Note: Previous record series number was DECA-448.)

SHS-94. OBJECT REMOVED SLIPS, OTHER:

07-056

This series is arranged alpha numerically and contains removed slips for photographs, loans, conservation, and cataloging. Information may include: name or title, accession number, permanent storage location, date removed, authorized signatures, explanation for why removed, and date returned. This record series is used as a tracking tool.

RETENTION: Destroy once the object has been placed back in storage.

(Note: Previous record series number was DECA-449.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-95. PAST EXHIBITS FILE:

07-056

This series is arranged alphabetically by name and contains an index to exhibits, which is arranged alphabetically by title, then chronologically by date. Information may include: initial proposal for the exhibit, planning and research, lists of objects, label text, publicity material, names and contacts made for materials and fabrication, statement of expense/bills for materials purchased, and correspondence/e-mail. This record series is used for reference for contacts, answering inquires, and setting up new exhibits.

RETENTION: Retain as long as useful, then destroy.

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

(Note: Previous record series number was DECA-450.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-96. PERMANENT EXHIBITS FILE:

07-056

This series is arranged by color coded phases and contains permanent exhibits. Information may include: initial proposal for exhibit, planning and research, lists of objects, label text, publicity material, name and contacts made for materials and fabrication, statement of expenses/bills for material purchased, correspondence/e-mail, and advisory committee. This record series is used for reference purposes.

RETENTION: Retain as long as useful, then destroy.

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

(Note: Previous record series number was DECA-451.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-97. REFERENCE FILE, OBJECT:

07-056

This series is arranged alpha numerically by accession number and contains reference information on objects in the collections. Information may include: articles, newspaper clippings, and portraits. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-453.)

SHS-98. REFERENCE FILE, SUB-OBJECT:

07-056

This series contains current reference topics on objects in the collections. Information may include: newspaper articles and clippings. This record series is used for reference purposes.

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

(Note: Previous record series number was DECA-454.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-99. REPRODUCTION RIGHT FILE:

07-056

This series is arranged chronologically by date received and contains the request for reproduction of collection images. Information may include: signed requests, invoices, correspondence, and right forms. This record series is used for reference purposes.

RETENTION: RIGHT FORMS: Retain permanently.

ALL OTHERS: Cull files on a yearly basis to avoid build up of superseded or obsolete material.

(Note: Previous record series number was DECA-455.)

SHS-100. TRAVELING EXHIBITS FILE:

07-056

This series is arranged by title and contains exhibits loaned out to other institutions. Information may include: initial proposal for exhibit, planning and research, list of objects, label text, publicity material, names and contacts made for materials and fabrication, statement of expenses/bills for material purchased, and correspondence/e-mail. This record series is used for reference purposes for contacts, answering inquires, and setting up new exhibits.

RETENTION: Retain current in office, then cull and merge with Past Exhibits and maintain as long as useful.

(Note: Previous record series number was DECA-456.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Museums
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-101. TRAVELING LOAN FILE:

07-056

This series is arranged chronologically by date and contains exhibits and education kits loaned out to other institutions. Information may include: a record of request for information, letter of confirmation for dates and location of borrower, copies of paperwork sent to the borrower (application & agreement, press release, inventory, invoices, and cover letter), copy of check received, and correspondence/e-mail. This record series is used for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was DECA-457.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-102. ADMINISTRATIVE REFERENCE FILES:

07-056

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

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

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

SHS-103. BOARD MEMBERSHIP FILE:

07-056

This series is arranged chronologically and contains a listing of boards that Research & Publishing is a member. Boards may include, but are not limited to: Northern Great Plains History Conference, Governor's Council, Oz Council, Western History Association, Center for Great Plains Studies, Encyclopedia of the Great Plains Project, Dakota History Conference, Northern Tier Centennial Symposium, and Wounded Knee Symposium. Information includes: board meeting minutes, board correspondence, agendas, bylaws, list of conference members, meeting notes, reports, correspondence, and copies of grants. This record series is used for reference purposes.

RETENTION: Retain as long as a member, then destroy.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was DECA-458.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-104. CONFERENCE FILE:

07-056

This series is arranged by topic and contains materials from conference attended or participated. Information may include: speeches, critiques, correspondence, memos, and current topics in history. This record series is used for reference purposes.

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

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

(Note: Previous record series number was DECA-459.)

SHS-105. CONFERENCE PROGRAM FILES:

07-056

This series contains programs from ongoing conferences. Information may include: committee and officer memberships, Organizations of American Historians, presidential addresses, addresses, convention information, workshops, committee meetings and activities, and schedules of session and function. This record series is used to reference authors, papers, and current publications.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-460.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-106. DAKOTA HIGHLIGHT FILE:

07-056

This series contains an inactive publication of the State Historical Society. Information may include: copies of publications, research notes, bills, printing setup and cost, reprint information, and bids. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-462.)

SHS-107. DAKOTA JUNIOR HISTORIAN FILES:

07-056

This series contains a publication used in classrooms. Information may include: the working files, journals, research files, and curriculum files. This record series is used for reference purposes and also used as a start up tool for publications.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-463.)

SHS-108. HISTORY NOTES FILE:

07-056

This series contains the general newsletter of the South Dakota State Historical Society. Information may include: the working files, copies of publications, design and research notes, printing and setup costs, and bids. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-465.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-109. HOOFPRIENTS FILE:

07-056

This series contains a specialized newsletter of the South Dakota State Historical Society. Information may include: the working files, research and design files, copies of publications, and printing and setup costs. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-466.)

SHS-110. INVENTORY & MARKETING FILES:

07-056

This series is arranged by topic and contains inventory and marketing information. Information may include: collection receipts, invoices, notes, promotional material, book sale receipts, royalty receipts, refund information, purchase orders, correspondence, copies of deposit slips, balance sheets, sales tax paid receipts, sales tax collected receipts, resale certificates, sales tax worksheets, press releases, publication flyers, back publication listing, topics of publication, inventory reduction plan (book sales), brochures, and sale logs. This record series is maintained 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.

(Note: Previous record series number was DECA-467.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-111. MUSEUM FILE:

07-056

This series contains miscellaneous museum information. Information may include: Hollywood exhibits, a cabinet of curiosities, Cultural Heritage Center tour and comments, Hall of Fame, Oahe Chapel, schedulings, meeting notes, scope and venue, correspondence, editorial notes, and labels. This record series is used for reference purposes.

RETENTION: Retain current in office, then transfer to State Archives for final disposition.

(Note: Previous record series number was DECA-470.)

SHS-112. PHOTO FILE:

07-056

This series is arranged by publication number and contains photographs used in publications. Information may include: photographs, publication volume, description of pictures, use of pictures, photo request, permission to use photos, cost of photos, and location of photos. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-472.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-113. PLANNING FILES, ADMINISTRATIVE:

16-008

This series is arranged chronologically and contains Administrative Planning Files. Information may include: budgets, legislative issues, balance sheets, mission statement, reorganization, education outreach, museum outreach, fund raising, and correspondence. This record series is used for administrative and reference purposes.

RETENTION: Retain 10 years, then destroy.

(Note: Review files yearly to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was DECA-473.)

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

DEPARTMENT: Education
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OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-114. PLANNING FILES, PUBLISHING:

07-056

This series is arranged by topic and contains Publishing Planning Files. Information may include: publication planning, discount schedules, surveys of editors, surveys of readers, inventory, meeting and planning notes, publications 5 year plan, South Dakota History redesign, web page, and historical tourism. This record series is maintained for publication and reference purposes.

RETENTION: Retain 20 years, then destroy.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was DECA-474.)

SHS-115. PUBLICATION COPIES FILE:

07-056

This series contains 5 files copies of publications published by Research and Publishing. Publications may include, but are not limited to: "South Dakota History", "The Way They Saw Us", "Historical Sites of South Dakota", "The WI-IYOHI", and "Creating the Future of South Dakota". This record series is maintained for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-476.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-116. RESEARCH FILES:

07-056

This series contains research materials for books in the process of being published or books that have all ready been published. Information may include: copies of diaries, manuscripts, a copy of the authors supporting documentation, notes, photographs, copies of journals, newsletters, magazine articles, maps, and book reviews. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-477.)

SHS-117. SOUTH DAKOTA HISTORICAL COLLECTION FILE:

07-056

This series is arranged by volume and contains an index based on the final volume of inactive publications. Information may include: personnel records (contractors), grant records, in-kind records, production records, publicity, and marketing evaluation files. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-479.)

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

DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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SHS-118. SOUTH DAKOTA HISTORY FILE:

07-056

This series is arranged chronologically and contains information relating to South Dakota History. Information may include: correspondence to organize the journal, original manuscripts, correspondence regarding manuscripts, permissions correspondence, layouts, production notes, contact proofs, authors galley, authors approval, edited copies, and research files. This record series is maintained to comply with copyright laws.

RETENTION: MANUSCRIPT and CORRESPONDENCE:
Retain permanently.

ALL OTHER INFORMATION: Retain 10 years in office, then purge and destroy.

(Note: Five copies of each publication is retained permanently.)

(Note: Previous record series number was DECA-480.)

**SHS-119. SOUTH DAKOTA STATE HISTORICAL SOCIETY
MEETING FILES:**

07-056

This series is arranged chronologically and contains the South Dakota State Historical Meeting information. Information may include: agendas, notes, meeting minutes, program development, negotiation, resumes, and correspondence. This record series is used for reference purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-481.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Education
DIVISION: State Historical Society
OFFICE: Research & Publishing
PROGRAM: _____
RECORDS OFFICER: Chelle Somsen
RM CUSTOMER #: 0066

<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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**SHS-120. SOUTH DAKOTA STATE HISTORICAL SOCIETY PRESS
FILE:**

07-056

This series contains press information for three categories: business, publication completed, and publication pending. Information may include: 5 year plan, expenses for the books, editorial file, budget information, research files, individual contracts, royalties, state coding, correspondence, editorial and production notes, active and inactive files, Cataloging In-Production data, and copyright files. This record series is used to complete the publications.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-482.)

SHS-121. WORKING FILES, PUBLICATION (LEGAL):

07-056

This series contains Legal Publication Working files. Information may include: publication and permission contracts, award letters, printing contracts and bills, committees (board of editors), Schell Award, accepted manuscripts, Dakota Resources manuscripts, copyright file, ISBN number, ISSN number, South Dakota Historical postage regulations, University Microfilm International file, UnCover Company file, and advertisement. This record series is maintained for publication purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was DECA-483.)