



DEPARTMENT OF SOCIAL SERVICES

South Dakota Human Services Center

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Administration
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2020

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The employees of the South Dakota Human Services Center who contributed their time to explain the purpose and review the content of each record.

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Bureau of Administration
(Chairman)

Chelle Somsen, State Archivist
Department of Education

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DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

RECORDS MANAGEMENT PROGRAM

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Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 16, 2020

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; duplicate copies of state publications; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Ric Compton (name), acting in my position as the Administrator of the Human Services Center (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 Human Services Center (department) consists of 197 pages and contains record series number(s) HSC-1 (consecutively re-numbered) through HSC-400.

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 Human Services Center (department) record series numbers(s) HSC-139, HSC-145, HSC-147, HSC-148, HSC-150, HSC-151, HSC-152, HSC-155, HSC-156, HSC-166, HSC-194, HSC-205, HSC-206, HSC-208, HSC-210, HSC-211, HSC-215, HSC-216, HSC-228, HSC-229, HSC-231, HSC-234, HSC-236, HSC-238, HSC-239, HSC-288, HSC-303, HSC-329, HSC-331, HSC-333, HSC-335, HSC-337, HSC-338, HSC-339, HSC-340, HSC-342, HSC-344, HSC-345, HSC-346, HSC-347, HSC-348, HSC-366, HSC-367, HSC-368, HSC-369, HSC-371, HSC-372, HSC-373, HSC-376, HSC-377, HSC-379, HSC-380, HSC-383, HSC-388, HSC-389, HSC-390, HSC-391, HSC-406, HSC-407, HSC-408, HSC-411, HSC-412, HSC-413, HSC-414, HSC-415, HSC-416, HSC-418, HSC-419, and HSC-420.

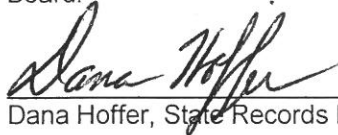
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow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



Ric Compton, Administrator of the Human Services Center

11/28/12
Date

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

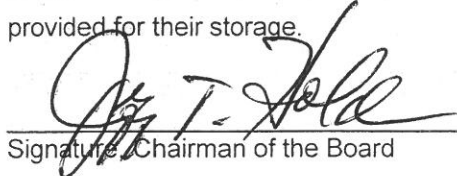


Dana Hoffer, State Records Manager

12/11/2012
Date

DESTRUCTION AUTHORITY

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



Signature, Chairman of the Board

12-13-12
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Ken Cole, acting in my position as the Administrator of the Human Services Center (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 Human Services Center consists of 23 pages and contains record series number(s) HSC-6, HSC-43.1, HSC-14, HSC-18, HSC-25, HSC-26, HSC-27, HSC-30, HSC-65, HSC-33, HSC-2, HSC-5, HSC-7, HSC-38, HSC-69, HSC-78, HSC-94, HSC-95, HSC-147, HSC-155, HSC-157, HSC-157.1, HSC-161, HSC-162, HSC-206, HSC-213, HSC-221, HSC-251, HSC-268, HSC-300, and HSC-318.

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.

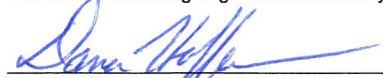
Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Human Services Center record series number(s) HSC-1, HSC-12, HSC-13, HSC-15, HSC-20, HSC-28, HSC-31, HSC-32, HSC-40, HSC-53, HSC-59, HSC-64, HSC-67, HSC-70, HSC-72, HSC-73, HSC-74, HSC-75, HSC-76, HSC-77, HSC-79, HSC-80, HSC-81, HSC-82, HSC-84, HSC-92, HSC-98, HSC-101, HSC-104, HSC-105, HSC-106, HSC-107, HSC-108, HSC-109, HSC-110, HSC-111, HSC-112, HSC-113, HSC-114, HSC-115, HSC-116, HSC-117, HSC-118, HSC-119, HSC-120, HSC-121, HSC-122, HSC-123, HSC-128, HSC-129, HSC-131, HSC-136, HSC-138, HSC-139, HSC-140, HSC-141, HSC-142, HSC-143, HSC-145, HSC-150, HSC-153, HSC-154, HSC-156, HSC-158, HSC-159, HSC-160, HSC-169, HSC-173, HSC-174, HSC-176, HSC-177, HSC-178, HSC-183, HSC-184, HSC-186, HSC-187, HSC-188, HSC-189, HSC-193, HSC-194, HSC-195, HSC-196, HSC-197, HSC-201, HSC-202, HSC-207, HSC-208, HSC-209, HSC-210, HSC-211, HSC-215, HSC-216, HSC-217, HSC-225, HSC-226, HSC-227, HSC-228, HSC-229, HSC-230, HSC-231, HSC-232, HSC-233, HSC-234, HSC-235, HSC-236, HSC-237, HSC-238, HSC-239, HSC-240, HSC-241, HSC-242, HSC-243, HSC-244, HSC-245, HSC-246, HSC-247, HSC-248, HSC-249, HSC-250, HSC-252, HSC-254, HSC-257, HSC-259, HSC-261, HSC-263, HSC-264, HSC-265, HSC-266, HSC-267, HSC-270, HSC-273, HSC-275, HSC-282, HSC-288, HSC-289, HSC-294, HSC-295, HSC-296, HSC-298, HSC-299, HSC-303, HSC-305, HSC-306, HSC-307, HSC-308, HSC-309, HSC-310, HSC-312, HSC-315, HSC-320, HSC-321, HSC-323, HSC-324, HSC-326, HSC-327, HSC-328, HSC-329, HSC-336, HSC-338, HSC-340, HSC-341, HSC-342, HSC-343, HSC-344, HSC-347, HSC-348, HSC-349, HSC-350, HSC-351, HSC-353, HSC-354, HSC-355, HSC-356, HSC-357, HSC-358, HSC-359, HSC-360, HSC-361, HSC-362, HSC-363, HSC-366, HSC-367, HSC-369, HSC-370, HSC-371, HSC-372, HSC-373, HSC-374, HSC-375, HSC-376, HSC-377, HSC-378, HSC-379, HSC-380, HSC-381, HSC-382, HSC-383, HSC-384, HSC-385, HSC-386, HSC-387, HSC-388, HSC-391, HSC-392, HSC-394, HSC-395, HSC-397, HSC-398, HSC-399, and HSC-400.

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.


Ken Cole, Administrator of the
Human Services Center

11/5/18
Date

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


Dana Hoffer, State Records Manager

11-16-18
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 6th day of December ,
2018, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Scott Bollinger, Chairman of the Board

See Attached Addendum

Date

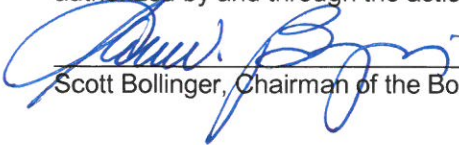
Addendum to the Human Service Center's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- Removed HSC-43.1 from the petition for consideration.
- Amended retention for HSC-27 to read: **Retention:** Retain electronically ~~indefinitely~~ permanently.
- Amended retention for HSC-155 to read: **Retention:** Retain electronically ~~indefinitely~~ permanently.
- Amended retention for HSC-157.1 to read: **Retention:** Retain ~~indefinitely in EMR (MyAvatar by Netsmart)~~ permanently in electronic health records system.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the __6th__ day of __December__, 2018, 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.



Scott Bollinger, Chairman of the Board

1-3-19

Date


PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jeremy Johnson, acting in my position as the Administrator of the Human Services Center, 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 Human Services Center consists of 1 page(s) and contains record series number(s) HSC-18.

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.


Jeremy Johnson, Administrator of the Human Services Center

10/20/2020
Date

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


Dana Hoffer, State Records Manager

10/20/2020
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 10th day of December, 2020, 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 20-017.**



Scott Bollinger, Chairman of the Board

12-10-2020
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:

- 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).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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RECORDS OFFICER:	<u>Barbara Kennedy</u>
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HSC-6. BUDGET FILES:

18-022

This electronic series contains yearly budget summaries for the Human Services Center. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budgets requests. The Business Office maintains the originals.

RETENTION: Retain electronically for 2 years, then destroy.

HSC-43. BUDGETS OPERATING:

12-005

This series contains Human Services Center budgets which have been approved by the State Legislature for implementation. It provides the total funds available by department, division, office, program and activity. A breakdown of object and sub-object is provided with authorized expenditures and authorities for each. Funding areas include: personal services, personnel benefits, travel, contractual services, supplies, and assets.

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

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HSC-14. CORRESPONDENCE, GENERAL (ALL HSC OFFICES AND PROGRAMS):

18-022

This series is arranged chronologically and contains both copies of letters and memorandums sent, and the originals of letters and memorandums received concerning the general administration of the facility or any specific department within the facility. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-18. ELECTRONIC MAIL:

20-017

This non-record series contains e-mail messages sent or received by employees of the agency.

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

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

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HSC-25. MINUTES, HUMAN SERVICES CENTER:

18-022

This series is arranged alphabetically by committee name and contains copies of minutes for committee meetings on campus. Information may include: date, committee name, members present, topics discussed, and reports presented. This record series is used by committee members, staff, and administration to keep informed of committee actions and is used for reporting purposes.

RETENTION: Retain 4 years in office, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-26. NEWSPAPER ARTICLES:

18-022

This newspaper clipping series is arranged chronologically and contains the actual newspaper articles concerning the Human Services Center. Information may include: newspaper name, date of publication, and topic of the article. This record series is maintained for reference concerning all articles written about the facility and to answer inquiries concerning each.

RETENTION: Retain 2 years in office, then destroy

(Note: Consider transferring to the HSC Library for future reference and research purposes.)

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HSC-27. OCCURRENCE/INCIDENT REPORTING:

18-022

This series contains all incidents employees have recorded in the Electronic Health Record System which may occur at the Human Services Center concerning employees and patients. Information documented may include: fact findings, interview notes, and specifics regarding the incident. This record series is used by the Director of Quality Management and administration to keep up to date on occurrences, and to monitor reoccurring patterns.

RETENTION: Retain electronically permanently.

HSC-30. POLICIES AND PROCEDURES:

18-022

This series is arranged alphabetically by procedural name and contains the current procedure for each. All policies are located on HSC work drive (N) for all staff to access. Information may include: all Human Services Center policies, procedures, rules, and regulations. This record series is used to determine the proper course of action to take in certain situations.

RETENTION: Retain current in Administration Office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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HSC-65. TELEPHONE NUMBER LISTINGS:

18-022

This electronic series is arranged alphabetically by program and location in hospital and contains the telephone listing for all employees at HSC. The listing is continuously updated and is maintained on the HSC work drive (N) for all staff to access and use.

RETENTION: Retain current. Destroy superseded or obsolete.

HSC-33. WORK SCHEDULES/SCHEDULING:

18-022

This electronic series contains all patient care staff schedules which are maintained in the centralized scheduling office. Work schedules may be maintained in each non-patient care area regarding vacation days and work days. The time keeping system maintains the official record of hours worked, leave accrued, and leave used.

RETENTION: Retain current paper schedules. Destroy superseded or obsolete.

Electronic Scheduling and Time Keeping System: Retain electronically indefinitely.

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HSC-2. ASSIGNMENT FILES, MEDICAL STAFF:

18-022

This electronic series is arranged chronologically and contains a list of medical staff personnel assigned to each unit. Information may include: unit name, doctor assigned, social worker assigned, and psychologist assigned. This record series is maintained for reference to determine staffing information and for Medicaid/Medicare reporting purposes.

RETENTION: Retain current. Destroy superseded or obsolete.

HSC-3. ASSOCIATION FILES:

12-005

This series is arranged alphabetically by association name and contains current correspondence, newsletters, minutes, and other information from various organizations to which the Human Services Center belongs. Associations may include: American Hospital Association, American Psychiatric Association, Advocacy Association, and other related associations. This record series is referred to for ideas and policies suggested by the associations.

RETENTION: Retain 3 years in office, then destroy.

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HSC-4. ATTORNEY GENERAL OPINIONS:

12-005

This series contains official opinions handed down by the State Attorney General's office concerning questions pertaining to the Human Services Center. This record series is used for occasional reference and as support for the administrative decisions made and actions taken.

RETENTION: Retain 5 years in office, then destroy.

(Note: All Attorney General's Opinions are printed in the Biennial Report of the Attorney General.)

HSC-5. AUDIT REPORTS:

18-022

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information may include: cover letters, Statements of Assets, Revenues and Expenditures, Change of Fund-Cash Balances, and observations and recommendations. The reports are reviewed to identify problem areas and discrepancies so that corrective measures may be implemented. The Business Office maintains the audit copies.

RETENTION: Retain 2 years in office, then destroy.

(Note: Legislative Audit maintains reports permanently.)

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HSC-7. BUDGETARY ACCOUNTING/MSA FILES:

18-022

These daily, weekly, monthly, and year-end computer reports are used to monitor and reconcile fiscal year receipts and expenditures. They may include: Daily Revenue and Journal Voucher Detail Report, Daily Transaction Register, Status Register, Activity Budget Status, Weekly Sub-Fund Report, Advance Travel-Accounts Receivable, Transaction Progress Report, Monthly Revenue and Journal Voucher Detail Report, Revenue Analysis Report, General Ledger Trial Balance, Sub-Fund General Ledger Trail Balance, and Monthly Expenditure Report. This information is used to monitor program expenditures. This record series is maintained by the Business Office.

RETENTION: Retain 1 year in office, then destroy

HSC-8. BUILDING FILES:

12-005

This series contains information on any remodeling or refurbishing of buildings on the Human Services Center campus. Information may include: building name, type of construction, costs, bids, specifications, performance bond information, correspondence, and status of construction. This record series is maintained to inform the administrator of the status of all construction on campus.

RETENTION: Retain 4 years after completion in office, then destroy.

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HSC-9. BUILDING SURVEYS:

12-005

This series is arranged chronologically and contains a summary of building usage at the Human Services Center. Information may include: building name, date built, construction costs, number of rooms, design, and usage. This record series is provided to the Department of Human Services to report building utilization on the Human Services Center campus.

RETENTION: Retain 4 years in office, then destroy.

HSC-10. CEMETERY FILES:

12-005

This series is arranged numerically by row and plot number and contains information relating to individuals buried at the Human Services Center cemetery. Information may include: plat of graves, individual buried in each, requests from families to place markers on graves, court orders to move graves, and permission granted by families to move graves. This record series is used to determine the location of each individual's grave and to determine plots still available for use.

RETENTION: Retain permanently in office.

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HSC-11. CONTRACTS AND AGREEMENTS FILES:

12-005

This series is arranged chronologically and contains copies of contracts and agreements between the Human Services Center and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is kept by the administrator for reference concerning contracts and agreements currently in effect at the Human Services Center. The audit copies are maintained by the Business Office.

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

HSC-16. COURT ORDERS:

12-005

This series is arranged chronologically and contains copies of all court orders issued pertaining to the Human Services Center. Information may include: plaintiff's name, defendant's name, motion, orders for actions, authorized signatures, and other related information. This record series is maintained to insure compliance with all court orders which pertain to the facility. The respective clerks of courts maintain the originals.

RETENTION: Retain 1 year in office after order is complied with, then transfer to storage for 2 years. Destroy 3 years after compliance.

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HSC-17. DEPARTMENT INFORMATIONAL REPORTS:

12-005

This series is arranged alphabetically by department name and contains various information and reports submitted to the administrator. Departments include: laboratory, laundry, activities, nursing, personnel, security, admissions, social services, psychology, and registrar. This record series is used by the administrator for budget preparation, budget justification, and statistical reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-19. FIRE SAFETY FILES:

12-005

This series is arranged chronologically and contains all information relating to fire safety at the Human Services Center. Information may include: copies of fire incident reports, fire department meeting minutes, copies of fire safety drills, State Fire Marshal inspection reports, fire extinguisher reports, and evacuation plans. This record series is maintained to inform the administrator of all fire safety precautions taken on the campus and for review purposes.

RETENTION: Retain 3 years in office, then destroy.

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HSC-21. LEASE FILES:

12-005

This series is arranged chronologically and contains documentation concerning the lease of lands owned by the Human Services Center. Information may include: terms and conditions of the lease, effective dates, costs, description of land, and comments. This record series is maintained for reference purposes, for fee collections, and for renewal purposes.

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

HSC-22. LEGISLATION FILES:

12-005

This series is arranged chronologically and constitutes the Human Services Center's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, correspondence, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session.

RETENTION: Retain 2 years in office, then destroy.

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HSC-23. MEDICAL SCHOOL FILES:

12-005

This series is arranged chronologically and contains information regarding the medical school at the Human Services Center. Information may include: correspondence, staff meeting minutes, newspaper articles, monthly statistics, list of student interns, and related data. This record series is maintained by the administrator to answer inquiries concerning the school and for reporting purposes.

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

HSC-24. MEDICARE/MEDICAID CERTIFICATION AND AUDIT FILES:

12-005

This series is arranged chronologically and includes all related information on Medicare/Medicaid audits and certifications received by the Human Services Center. Information may include: correspondence, certification information, exit interviews, survey information, summary of deficiencies, plans for correction, and certification dates. This record series is maintained to insure all deficiencies noted in the yearly survey are corrected and to document certification data.

RETENTION: Retain 3 years in office, then transfer to storage for 3 years. Destroy after 6 years provided 1 year has passed since the last Medicare/Medicaid report has been received.

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HSC-29. PENITENTIARY FILES:

12-005

This series is arranged chronologically and contains information relating to the operation of the trusty work release program at this facility. Information may include: correspondence, copies of the agreements, reports meeting minutes, facility evaluations, guidelines, and rules concerning the use of penitentiary labor. This record series is maintained by the administrator to document all actions taken concerning the use of penitentiary labor, to list all services the Human Services Center will provide to these individuals, and for administration of the program.

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

HSC-38. PROGRAM OVERVIEW:

18-022

This series is an overview of all hospital programs and contains general administrative information concerning each. Information may include: correspondence, monthly reports, summary of activities, populations, incidents, and other related information. This record series is maintained for administrative reference concerning the operation of the acute psychiatric unit, the extended psychiatric unit, the adolescent psychiatric units, the chemical dependency unit, and geriatric units.

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

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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HSC-34. SUBJECT FILES:

12-005

This series is arranged alphabetically by subject and contains various current projects of interest to the administrator. Subjects may include: water storage, X-ray equipment, telecommunications, admissions, dental, energy conservation, and other topics of current interest. This record series is maintained for administrative purposes.

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

HSC-35. SUBPOENAS:

12-005

This series is arranged chronologically and contains the original subpoenas issued to all Human Services staff requesting their presence in court. Information may include: plaintiff's name, defendant's name, person to appear, date, time, location, and signature of the judge. This record series is maintained to document the need for staff to testify in court, to document the release of patient information, and for budget and statistical information.

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

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HSC-36. SURPLUS PROPERTY FILES:

12-005

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.

HSC-37. SURVEYS, COMPLETED:

12-005

This series is arranged chronologically and contains copies of all general surveys answered by the administrator. Information may include: date of request, information requested, and answers provided. Topics may include: number of patients treated, types of treatment provided, number of males and females, average age, and race. This record series is maintained for reference concerning answers given to previous surveys and for reference in completing future surveys.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to archival screening by the State Archivist prior to disposal.)

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HSC-39. VOUCHERS, TRAVEL (ADMINISTRATOR):

12-005

This series is arranged chronologically and contains copies of all travel vouchers for the administrator. Information may include: employee name, employee ID number, amounts, an itemized list of travel expenses, and authorized signatures. This record series is maintained by the Business Office.

RETENTION: Retain 2 years in office, then destroy

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HSC-41. BILLING SUMMARIES:

12-005

This series is arranged alphabetically by county name and patient name and contains a summary of the billing sent to each county for patient services rendered. Information may include: county name, patient name, month, amount billed, and amount of payment received. As payments are received, a checkmark is made by each name to document receipt of funds. The itemized billing is found in the "County Statements" files.

RETENTION: Retain 1 year in office, then destroy.

HSC-42. BUDGET WORKING PAPERS:

12-005

This series contains the working papers used for computation and construction of the budget requests. The worksheets provide documentation and backup of totals requested. This record series is used to answer questions by the Department of Human Services and Corrections, the Governor, or the Legislature. It is also useful in formulating the next year's budget.

RETENTION: Retain 2 years in office, then destroy.

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HSC-44. CASH RECEIPTS TRANSMITTALS:

12-005

This series is arranged chronologically and contains the standard forms used to deposit funds in the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's office maintains the originals.

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.

HSC-45. CHECKS/RECEIPT REGISTER PRINTOUTS:

12-005

This series is generated monthly and contains a numeric listing of all checks and receipts issued for that period. Information may include: date of issue, check or receipt number, paid to/from, fund number, and amount. This record series is used for reference to determine the payee/payer when only the check/receipt number is known.

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

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HSC-46. CONTRACT AND AGREEMENT FILES:

12-005

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

RETENTION: Retain current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

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

HSC-47. COUNTY STATEMENTS:

12-005

This letter size computer printout series is generated monthly and contains an itemized billing sent to each county by the Human Services Center for care provided to residents from each county. Information may include: county name, billing date, patient name, patient identification number, date admitted, charges, payments received, and ending balance. This record series is maintained to answer questions concerning the billings, to insure receipt of the original by each county, and for audit purposes.

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

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HSC-48. LAUNDRY REPORTS:

12-005

This series is arranged chronologically and contains the original report issued by the Laundry Program concerning monthly activity. Information may include: date and number of pounds washed daily. This record series is used to request reimbursement from Medicaid for all laundry supplies used in providing services to qualified recipients.

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.

HSC-49. LEASE FILES:

12-005

This series is arranged chronologically and contains originals and copies of leases between the Human Services Center and other parties. Information may include: terms and conditions of the lease, effective dates, costs, and funding sources. This record series is used by the Business Office to verify the amounts of the leases prior to issuing payment for random facilities leased by the Human Services Center, to verify amounts charged to other parties who use the facilities, and for renewal purposes.

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

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HSC-50. LOCAL BANKING ACCOUNT AUTHORIZATION FILES:

12-005

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

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.

HSC-51. MEDICARE BENEFITS SUMMARIES:

12-005

This yellow copy series is arranged chronologically and contains the standard forms sent to the Human Services Center by Medicare to list the disposition of all claims submitted for reimbursement. Information may include: date, patient name, address, amount of reimbursement requested, amount eligible, amount deducted, and amount paid. Medicare sends this record series to the Business Office to inform them of the status of each claim submitted and the amounts of reimbursement they will receive. Medicare maintains the originals.

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

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HSC-52. MEDICARE CLAIM LOGS:

12-005

This ledger series is arranged chronologically and summarizes services provided to all eligible Medicare patients. Information may include: patient name, admission date, discharge date, total days of care received, total eligible and ineligible days and amount submitted to Medicare for reimbursement. This record series is maintained by the Business Office to log all expenses incurred by the facility to care for eligible Medicare patients and to document reimbursement costs.

RETENTION: Retain full ledger 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.

HSC-54. NURSING HOME REMITTANCE ADVICE REPORTS:

12-005

This computer printout series is generated monthly and summarizes all reimbursements sent to and payments made by Medicaid for qualified patients at the facility. Information may include: date, provider number, referral number, recipient number, recipient name, daily rates, days of care administered, care levels, monthly charges, monthly credits, and current balance. This report is sent by the Department of Social Services to the facility to inform them of all Medicaid reimbursement requests which were paid. The Department of Social Services also maintains a copy.

RETENTION: Retain 2 years in office, then destroy.

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HSC-55. PATIENT BENEFIT FUND RECORDS:

12-005

This series is arranged chronologically by transaction date and provides a quick reference of the patient benefit fund balance. Information may include: date, receipt of funds, expenditures, and current balance. This unbudgeted fund account is maintained strictly by private donations and is used to take patients to off-site extracurricular activities. The Business Office maintains this account.

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.

HSC-56. PATIENT CARE PROOF LISTING REPORTS:

12-005

This letter-sized computer printout series is generated monthly by patient number and contains a summary of billing data for each patient. Information may include: patient number, patient name, payer identification number, previous statement balances, date of last payment, payer, transaction number, charges, receipts, adjustments, and description of goods and services. This record series provides a monthly summary of all services provided to each patient and of the payment for each.

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

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HSC-57. PATIENT CARE WITHDRAWAL REPORTS:

12-005

This computer printout series is generated monthly and provides a detailed listing of all funds which have been withdrawn from each respective patient's local account. Information may include: patient name, date admitted, amounts to be paid to the Human Services Center for patient care, amount withdrawn for patient care, and ending balances. This record series is used to summarize all withdrawals for patient care services.

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.

HSC-58. PATIENT LEDGERS, MEDICAID:

12-005

This series is arranged alphabetically by patient name and contains all the ledgers for all patients whose care is reimbursed by Medicaid. Information may include: patient name, date billed, date received, and balance. This record series is maintained to summarize all costs incurred in the care of these individuals, to insure receipt of reimbursement, and to list dates of reimbursement.

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

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HSC-60. PER DIEM COSTS, PATIENTS:

12-005

This series is arranged chronologically and contains the working papers used to determine the per diem costs per patient at the facility. Information may include: total agency costs, cost deductions, total applicable costs, average yearly population, average number of care days, and average costs per year and day. This record series is used to document the figures used in Medicaid/Medicare cost reimbursement statements.

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.

HSC-61. PUBLIC HEALTH SERVICE BILLINGS:

12-005

This series is arranged chronologically and contains a copy of the monthly billing sent to the Indian Health Services Center in Aberdeen to request reimbursement for providing services to their members. Information may include: date, patient name, number of care days, cost per day and total cost. This record series is used to document the bills sent and to answer any questions regarding each bill.

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

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HSC-62. RECEIPTS BALANCE REPORT BINDERS:

12-005

This ring-binder series is generated daily and contains the forms used to balance the receipt of all funds on a daily basis. Information may include: sheet number, date, starting balance, total receipts, total deposits, and ending balance. This record series is used to balance receipts at the end of the day, to reconcile with deposit slips, and for audit purposes.

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

HSC-63. RECEIPTS RECAP REPORTS:

12-005

This computer printout series is generated daily and contains a summary of daily receipt transactions. Information may include: date, fund number, amount deposited, total amount deposited, and balance. This record series is used to recap receipts of funds each day and to list each fund number to which they were deposited.

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

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HSC-66. TRAVEL AUTHORIZATIONS, HUMAN SERVICES CENTER:

12-005

This series is arranged chronologically and contains the standard Human Services Center travel authorization forms. Information may include: date, employee name, address, date of travel, purpose, official station, duty station, method of travel, destination, and authorized signatures. The Business Office maintains these forms to verify that all requests for travel cost reimbursements are valid.

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

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HSC-68. DAILY LOGS:

12-005

This spiral notebook series is arranged chronologically and is used to note any incidents involving this program. Information may include: date, shift, employees on duty, and comments regarding the shift. This record series is maintained as a means to inform the employee who has just come on shift of occurrences for that day.

RETENTION: Retain full book 1 year in office, then destroy.

HSC-69. DRILL/CODE LOGS:

18-022

This electronic document is arranged by code, then chronologically and contains an itemized list of any drill or codes which occur at the facility. Information may include: date, time, type of occurrence, location, action taken, and name of person reporting the occurrence. This record series is maintained to document any drills or actual occurrences which occur at the facility and to list the name of the party who reported each.

RETENTION: Retain 1 year in office, then destroy.

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HSC-71. KEY REGISTER:

12-005

This ring-binder series is arranged chronologically and contains a log of dates and times all keys were issued and returned. Information may include: key description, date checked out, date returned, and who checked out the keys. This record series is used to track the issuance and receipt of all keys for vehicles and various rooms on campus and for security.

RETENTION: Retain full book 1 year in office, then destroy.

HSC-78. RESTRICTED TELEPHONE LISTING:

18-022

This electronic record is arranged numerically by telephone number and contains a listing of telephones which have restricted usage. Information may include: telephone number, location, and type of restriction placed on the telephone. This record series is maintained by the switchboard to document which telephones do not have dial capabilities, which telephones have dial capabilities with switchboard assistance, and to document call usage.

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

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HSC-83. VISITOR SIGN-IN SHEET:

12-005

This series is arranged chronologically and lists visitors who have been authorized privileges. Information may include: date of visit, name of visitor, destination within the hospital, visitor tag number, time checked in and time checked out. This record series is maintained to document authorized visitors, to account for passes issued, and for security purposes.

RETENTION: Retain 3 years in office, then destroy.

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HSC-85. ACCOUNT AGING REPORTS:

12-005

This computer printout series is generated numerically by patient number and contains a summary of all patient account billing status. Information may include: patient number, name, previous and current balances, number of days payment is overdue, and comments. This record series is used by financial research to determine which patients are overdue on accounts and to begin collection procedures.

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

HSC-86. CONTRACTS, DOCTORS/CONSULTANTS:

12-005

This series is arranged by doctor/consultant name and contains a copy of the contract signed by each doctor or consultant who agrees to provide services for the Human Services Center. Information may include: doctor/consultant name, effective dates, services to be provided, costs, and authorized signatures. This record series is maintained for Medicare audits to document the costs of services provided to Medicare-qualified patients. The Business Office maintains the original.

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

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HSC-87. MEDICARE CLAIM FORMS:

12-005

This series is arranged alphabetically by client name and contains a copy of the standard form sent to the United States Department of Health and Human Services. Information may include: patient name, address, date of birth, dates of admission and discharge, days covered, description of services provided, costs, total cost, total reimbursable cost, and authorized signatures. This record series is maintained to document the requests sent to Medicare for reimbursement of client service by the Human Services Center, for reference in completing similar types of claims, and for audit purposes.

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

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RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-88. MEDICARE/MEDICAID CLAIM LOG REPORTS:

12-005

This computer printout series is generated monthly and yearly to list all individuals who are eligible for Medicare/Medicaid benefits and subsequent claims sent to each. Information may include: admission date, discharge date, patient name, remarks, total eligible days, total ineligible days, amount due from Medicare/Medicaid, and coinsurance amounts. This record series is used for quick reference to determine total eligible days remaining, to determine claim amounts by Medicare and patient coinsurance, and for audit purposes

RETENTION: Retain monthly reports 1 month in office, then destroy when superseded.

Retain yearly reports 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.

HSC-89. PATIENT FINANCIAL RECORDS:

12-005

This series is arranged numerically by patient case number and contains financial records for each patient. Information may include: bank statements, correspondence, cost care forms, insurance forms and claims, patient fact sheets, and authorizations for billings. This record series is used to determine the rate each patient is billed and the receipt of funds for services rendered.

RETENTION: Retain active in office. Microfilm inactive and maintain 20 years in office. Destroy 20 years after inactive.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Financial Reimbursement</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-90. PROOF LISTING REPORTS:

12-005

This letter-size computer printout series is generated monthly and contains a summary of all "Patient Ledger Cards." Information may include: name, patient number, date last payment received, payer number, charge number, list of charges, list of receipts, and adjustments. This record series provides a quick reference of the "Patient Ledger Cards" and is used to verify amounts due for patient care.

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

HSC-91. REVIEWS, SOCIAL SECURITY ADMINISTRATION ON-SITE:

12-005

This series is arranged by inspection date and documents the results of all on-site Social Security Administration (S.S.A.) reviews conducted at the Human Services Center. Information may include: index, review of personal spending, review of personal accounts, ward staff knowledge, reporting practices, notes of deviations, and corrective action recommended. This record series is maintained to document the on-site review conducted by the Social Security Administration (S.S.A.) and to take corrective actions where necessary to insure S.S.A. recertification. The original is submitted to the Department of Human Services.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Human Rights</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-93. COMPLAINT FILES:

12-005

This series is arranged alphabetically by names of involved parties and contains complaint investigations concerning patient abuse or dereliction of duties by employees. Information may include: nature of the complaint, interview notes, investigation results, determination, and related documentation. This record series is maintained to document the results of all investigations and is used to take corrective actions as necessary.

RETENTION: Retain 10 years in office after respective involved employee terminates, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Patient Bank</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-94. CASH BALANCE REPORT CARDS:

18-022

This electronic file is used to reconcile the cash maintained on hand. Information may include: date, currency on hand, coins, total beginning balance, amounts advanced, and remaining balance. This figure is used to balance the cash-on-hand.

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

HSC-95. DAILY TRANSACTION REPORTS:

18-022

This series is arranged chronologically and contains the daily itemized account of all patient bank transactions. Information may include: daily receipts, Human Services Center vouchers, summary of receipts, and withdrawal account sheets. This record series is used to document the receipt of all money by patients, the issuance of money to patients, and any funds which are deposited into the local checking account.

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

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Patient Bank</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-96. PATIENT BALANCE REPORTS:

12-005

This computer printout series is generated daily and contains the current balance on hand for each patient. Information may include: date, account number, patient name, balance of account, and ward in which each patient resides. This record series is used to insure patients who withdraw funds have sufficient funds on hand to cover withdrawals.

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.

HSC-97. WITHDRAWAL RESTRICTION KARDEX:

12-005

This kardex series is arranged alphabetically by patient name and is used for quick reference to determine if any restrictions are placed on a patient's bank account. Information may include: patient name, ward, date of birth, and a listing of any restrictions placed on the account. This record series is used to insure patients who are allowed to withdraw funds do not exceed certain set amounts.

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

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Purchasing/Inventory</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-99. BID FILES:

12-005

This series is arranged numerically by bid number and contains related information used to request bids for dairy, bakery, produce, and meat products. Information may include: bid specifications, actual bid quotes from bidders, tally sheets, copies of letters of awards, and original signed contracts. This record series is used to determine the low bid on items specified, to determine the terms of the contract, and for re-bidding purposes.

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

HSC-100. BID PROPOSAL LOGS:

12-005

This binder series is arranged alphabetically by program name and numerically by bid proposal number and contains a quick reference of all bid proposals issued by the facility. Information may include: program name, bid proposal number, and a list of items requested. This record series is used as a cross-reference if only the bid number or program name is unknown.

RETENTION: Retain full binder 4 years in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Purchasing/Inventory</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-102. CONTRACTS, STATE (NOTICE OF AWARDS):

12-005

This series is arranged alphabetically by item description and contains a copy of the contract awarded by Procurement Management in Pierre. Information may include: supply name, date ordered, buyer name, telephone number, contractor's name and address, contract number, an itemized listing of good for sale, and prices. This record series is used for reference when ordering supplies on State contract.

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

HSC-103. CONTROL NUMBER ASSIGNMENT LOG:

12-005

This series is arranged numerically by control number and lists all control numbers assigned to purchase orders. Information may include: agency control number, date assigned, type of goods ordered, and name of program which placed the order. This record series is used to determine the next available control number for assignment purposes, to determine which agency has been assigned each control number, and as a cross-reference.

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.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Security Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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HSC-124. DAILY SECURITY REPORTS:

12-005

This ring binder series is arranged chronologically and provides a daily listing of security activities. Information may include: date, officer name, shift, and an itemized listing of all activities. This record series is used to document any incidents that may have occurred on the grounds and for legal purposes.

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

HSC-125. FIRE DRILL REPORTS:

12-005

This series is arranged chronologically by date of drill and contains the results of all fire drills conducted at each ward. Information may include: ward, fire location, description, how reported, assessment of staff action, and a list of participants. This record series is used in review purposes to determine how well the staff did in drills and to determine ways to improve current procedures.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Administration</u>
PROGRAM:	<u>Security Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
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		<u>NUMBER</u>

HSC-126. MILEAGE LOGS:

12-005

This series is arranged chronologically and contains an itemized listing of mileage placed on security vehicles at the facility. Information may include: date, driver's name, starting and ending odometer readings, gallons of fuel used. This record series is used to summarize the number of miles driven and operating expenses and for budget purposes.

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

HSC-127. PARKING TICKETS:

12-005

This 3" x 5" NCR series is arranged alphabetically by license plate letter and number and is used to document all tickets issued by security guards for parking violations. Information may include: license number, make, model, employee name, address, type of violation, parking permit number, and remarks. Tickets are used to document the type of violations and to notify an employee's supervisor if more than one violation occurs in a given fiscal year.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Admissions</u>
PROGRAM:	<u>Admissions Office</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
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HSC-137. CHEMICAL DEPENDENCY REFERRALS:

12-005

This series is arranged chronologically and may contain information on patients referred to the Chemical Dependency units. This record series is used as a reference in the event a patient does not present for admission and is also used to verify the date the referral was received from the Division of Alcohol and Drug.

RETENTION: Retain 1 year, then destroy.

HSC-393. CLIENT FILES, INTERSTATE COMPACT:

12-005

This series is arranged alphabetically by patient name and documents the transfer of all patients under the Interstate Compact Agreement. Information may include: correspondence, requests for interstate transfers, notice of patient waivers, social backgrounds, evaluations, treatment plan, and history assessments. This record series documents South Dakota's attempt to transfer mentally ill patients to and from the State.

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

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Admissions</u>
PROGRAM:	<u>Admissions Office</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
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HSC-130. COMMITMENT FILES, INVOLUNTARY:

12-005

This series is located on the AS400 computer software program and may contain records of all patients who are involuntary admitted to the facility for evaluation and treatment. This record series is maintained to document when patients are involuntarily committed and to ensure that each patient receives review and recommitment hearings. The information is also located in the respective "Patient Records."

RETENTION: Retain 1 year in office, then destroy.

HSC-132. FORCED MEDICATION REPORT:

12-005

This computer printout is generated monthly to list all patients at the South Dakota Human Services Center who have a hearing pending for a forced medication order or have already been placed on a forced medication order. The report may contain information pertaining to individuals discharged into the community on a forced medication order.

RETENTION: Retain 3 years, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Admissions</u>
PROGRAM:	<u>Admissions Office</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
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HSC-396. INTERSTATE COMPACT RECORDS:

12-005

This series is arranged chronologically and contains copies of agreements made between South Dakota and other participating States concerning mental health patient care. Information may include: date, participating parties, terms and conditions of the compacts, and effective dates. This record series is used for reference to determine the terms and conditions of the compacts, to determine proper procedures to return out-of-state patients to their home states, and to determine procedures to request the return of AWOL patients.

RETENTION: Retain current in office. Transfer superseded or terminated to storage for 2 years. Destroy 2 years after superseded or terminated.

HSC-133. PSYCHIATRIC REVIEW LISTINGS:

12-005

This series is created monthly and lists the names of all ninety (90) day, six (6) month, twelve (12) month, and forty-five (45) day commitments whose reviews and recommitments must be completed within a certain time. Information may include: name, patient number, county of residence, date of hearing and the date the review is due. This record series is sent to the respective doctors to ensure that their reviews will be completed on schedule and to notify all involved parties of the date and time the hearing is scheduled.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Admissions</u>
PROGRAM:	<u>Admissions Office</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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HSC-134. REFERRALS AND CLIENT FILES, INTERSTATE COMPACT:

12-005

This record of yearly statistical data contains a listing of all patients involved in the Interstate Compact process. Information may include: date, name of patient, and to where transferred or from where returned. This record series provides a summary of all patient transfers which occur under the Interstate Compact.

RETENTION: Retain full book 1 year in office, then destroy.

HSC-135. SPECIAL ADMISSION REPORTS:

12-005

This series is compiled monthly and contains a summary of admission data. Information may include: number of County, MI Hearings, DD Hearings/Reviews, Tribal Court Hearings, ECT and Health Care Consent Hearings, MI Holds initiated.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>General Medicine</u>
PROGRAM:	<u>Dental Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
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HSC-144. DENTAL REFERRAL RECORDS:

12-005

This series is arranged alphabetically by patient name and contains referrals issued by each ward from the physicians to identify dental problems. Information may include: patient name, patient identification, date of birth, social security number, date of referral, reason, brief dental summary, patient health history, and doctor's signature. This record series is placed in each "Patient Dental Records" to summarize needed dental work completed.

RETENTION: Retain in office until treatment is completed, then transfer to respective "Patient Records" and maintain for 50 years after discharged/expired. Destroy 50 years after discharged/expired.

HSC-146. PATIENT DENTAL RECORDS:

12-005

This letter-size series is arranged alphabetically by patient name and contains a summary of all dental activity performed for each patient. Information may include: patient name, patient identification number, ward, age, dates of treatment, and a description of services rendered each time. This record series provides a history of all dental work performed to date and charts work on the examination/health history sheet which needs to be completed.

RETENTION: Retain 7 years in office after patient is discharged/expired, then transfer to the respective "Patient Records" and maintain for 50 years after discharged/expired. Destroy 50 years after discharged/expired.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>General Medicine</u>
PROGRAM:	<u>Dental Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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HSC-147. PATIENT LOGS, DAILY:

18-022

This electronic record is arranged chronologically and provides a list of all services provided to patients daily. Information may include: date, patient name, patient number, and a brief description of work performed. This record series is used to document those patients served on a daily basis and for reporting and budgetary purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-148. PATIENT RECALL CARDS:

12-005

This 3" x 5" card series is arranged chronologically by date of next appointment and is used to schedule patients for dental care. Information may include: patient name, unit, date of last service, and date of next service. This record series is used for patient recall purposes.

RETENTION: Retain active in office. Transfer inactive to storage for 5 years. Destroy 5 years after inactive.

HSC-149. X-RAYS:

12-005

This series is arranged alphabetically by patient name and contains X-ray film holders which hold actual dental X-rays. Information may include: patient name, patient number, and date of X-ray. Information is used for dental procedures.

RETENTION: Retain in office 7 years after patient is discharged/expired, then destroy.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>General Medicine</u>
PROGRAM:	<u>Medical/Surgical</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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HSC-151. STERILIZATION VERIFICATION LOGS:

12-005

This spiral notebook series is arranged chronologically and lists all items sent to outside sources for sterilization. Information may include: date sent, quantity, item description, and amount returned. This record series is maintained to insure all items sent are returned.

RETENTION: Retain full book 1 year in office, then destroy.

HSC-152. TRUSTY SUPPLY USE REPORTS:

12-005

This series is generated monthly and contains a list of all costs incurred for goods provided to the Trusty and Correctional Treatment Units. Information may include: date, items used, quantities, unit prices, and total price. This record series is summarized from the "Expense Reports" and provided to the Business Office for reference and reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Health Information</u>
PROGRAM:	<u>Medical Records</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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HSC-155. COURT ORDERS SEALED RECORDS:

18-022

This series is arranged chronologically and contains original court orders which specify patient records must be sealed. Information may include: date, court information, name of patient, direction, and authorized signatures. This record series is maintained to document the reason a file was sealed. The information is then noted on the "Patient Card Files." The respective Clerks of Court maintain the court copies.

RETENTION: Retain electronically permanently.

HSC-157. DISCHARGE LISTING BOOKS:

18-022

This 8 volume series is arranged chronologically and provides a list of all patients who were admitted and discharged from the Human Services Center up to the mid-1950s. Information may include: name, patient number, date admitted, and date discharged. This record series is maintained for historical purposes.

RETENTION: Retain books permanently in office.

(Note: Consider microfilming and transferring books to State Archives.)

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(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Health Information</u>
PROGRAM:	<u>Medical Records</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B.
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HSC-157.1. ELECTRONIC HEALTH RECORDS (EHR) SYSTEM:

18-022

This electronic medical records system contains patient's medical record information as well as statistical information. Patient information may include, but is not limited to: authorizations, consent to treat, care and treatment plans, incident reports, medical charts, medication cards, laboratory results, social histories, narcotic control sheets, vital sign readings, results of TB chest x-rays, and treatment logs. Statistical information may include, but is not limited to census, admissions, discharges, length of stay, arrears, and ADT reports, replacing the daily happenings reports. This record series is maintained for reference when treating the patients and to document their medical history.

RETENTION: Retain permanently in electronic health records system.

HSC-161. PATIENT CARD FILES:

18-022

This series is arranged alphabetically by male/female name, then numerically by patient identification number. The number cards provides an index to microfilmed "Patient Records." Information may include: patient number, patient name, and microfilm roll number where the chart is located. This record series is maintained as a cross-reference to the patient card file and is useful in locating the patient charts.

RETENTION: Retain in card form permanently in office.

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

DEPARTMENT:	Social Services
DIVISION:	Human Services Center
OFFICE:	Health Information
PROGRAM:	Medical Records
RECORDS OFFICER:	Barbara Kennedy
RM CUSTOMER #:	0545

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

HSC-162. PATIENT RECORDS:

18-022

This series is arranged numerically by patient identification number and contains a case history for each. Information may include: face sheets, admissions forms, legal records, medical evaluations, nursing assignment sheets, social work history, health history, psychological assessments, treatment summaries, nursing notes, medication history, progress notes, authorization of disclosures, correspondence, court orders, and other information relating to the care of patients. This record series is maintained to provide a complete history of all services which have been rendered to the patient, to formulate a care plan, to monitor progress, and to document results.

RETENTION: Retain active in office. Scan paper documents of discharged/expired patients and maintain all electronic files permanently.

Retain existing microfilm permanently.

HSC-389. SUBPOENAS:

12-005

This series is arranged chronologically and contains the original subpoenas sent to the Human Services Center by various courts to provide records or testify in court proceedings. Information may include: names of parties involved, order to appear, information to be produced, and signature of the judge. This record series is used to justify the release of confidential information, to document the reason for travel, and for statistical purposes. The respective courts also maintain copies.

RETENTION: Retain 5 years in office after legal action has transpired, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Health Information</u>
PROGRAM:	<u>Medical Records</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-390. UTILIZATION REVIEWS:

12-005

This series is arranged alphabetically by patient name and contains a review of all Medicare patients to insure there is just case for admission. Information may include: patient's name, patient number, ward, date admitted, date of birth, sex, race, doctor identification number, patient disposition, diagnosis admission review, type of admission, and utilization review summary. This record series is used to verify that all Medicare qualified patients have the need for services, to monitor for fraud occurrence, and to evaluate services provided.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided a Medicare Review has occurred.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Library Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-163. CIRCULATION STATISTICS:

12-005

This series is arranged chronologically and contains daily library use statistics. Information may include: date, number of items checked out, category, number re-shelved, and totals. This record series is used for monthly reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-164. FINE LOGS:

12-005

This series contains the library fine logs which are maintained on the General Library Automation System (GLAS). Information may include: patients' names, unit, and materials checked out. This record series is used to track library materials and as notification to the unit of checked out materials when a patient discharges.

RETENTION: Retain until paid, then delete.

HSC-165. GRANT FILES:

12-005

This series is arranged alphabetically by grant name and contains related information regarding all grants applied for and funded. Information may include: grant applications, working papers, documentation, and monitoring records. This record series is used to monitor current grants, for reference when requesting new grants, and for renewal of grant applications. The Business Office maintains the originals of all funded grants.

RETENTION: Retain current in office. Destroy terminated.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Library Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD		R.D.B. AUTHORITY
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>NUMBER</u>
HSC-166.	<u>INTERLIBRARY LOAN REQUESTS, STATE LIBRARY:</u> Interlibrary Loan Requests are done on the computer through the internet with the SD Library Network. This record series is made as an attempt to locate certain publications through the interlibrary loan program and for reporting purposes. RETENTION: Retain 1 year in office, destroy.	12-005
HSC-167.	<u>NEWSPAPER CLIPPINGS:</u> This ring-binder series is arranged by subject and contains actual newspaper clippings concerning the Human Services Center. Information may include: date, publication name, and nature of article. This record series is maintained for reference to document articles concerning the Human Services Center. RETENTION: Retain permanently in office.	12-005
HSC-168.	<u>OVERDUE SLIPS:</u> This series contains overdue notices which are generated on the Library GLAS computer program. Information may include: name, title, author, and date due. This record series is used to inform individuals of overdue items and to insure the return of each. RETENTION: Retain until receipt of publication, then delete.	12-005

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Library Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-170. SERVICE REPORTS, LIBRARY:

12-005

This series is arranged chronologically and contains the monthly and yearly reports of services provided by the Library Program. Information may include: period ending, date, number of items circulated, types of materials circulated, man-hours, interlibrary loans, films, and comments. This record series is maintained for reporting and budget purposes.

RETENTION: Retain monthly reports 1 year in office, then destroy.
Retain yearly reports 4 years in office, then destroy.

HSC-171. SHELF LIST CARD FILES:

12-005

This 3" x 5" card series is arranged alphabetically by author name and contains a reference to all books each author has published which are available in the library. Information may include: author name, title, publisher, date of publication, and number of copies available. This record series is used for a quick reference to determine which books by each author are available in the library.

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

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Occupational Therapy</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-172. ATTENDANCE RECORDS:

12-005

This series is arranged chronologically and contains the monthly attendance records of patients who require occupational therapy. Information may include: date, patient name, ward, and an itemized list of days in attendance. This record series is used to document the number of patients served each month and for reporting purposes.

RETENTION: Retain 3 years in office, then destroy.

HSC-175. OCCUPATIONAL THERAPY FILES:

12-005

This series is arranged alphabetically by patient name and contains the occupational therapy file for each. Information may include: patient name, patient number, treatment plans, copies of evaluations and reports of progress, examples, and comments. This record series is used to chart the progress of each patient and to revise each plan as necessary. The information is also summarized in the respective "Patient Records."

RETENTION: Retain active in office. Transfer inactive to storage for 5 years. Destroy 5 years after inactive.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Pharmacy</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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HSC-179. CONTROLLED SUBSTANCE INVENTORIES:

12-005

This series is arranged alphabetically by substance name and contains the current inventory on-hand. Information may include: drug name, quantity on hand, strength, amounts issued, and ending balance. This record series is used to document the control procedures enforced to account for all drugs issued and used by the facility.

RETENTION: Retain 5 years in office, then destroy.

HSC-180. COUNT SHEETS:

12-005

This series is arranged alphabetically by drug name and contains one page documenting the use of drug type by each ward. Information may include: drug name, dosage, ward, date received, quantity received, date given to patient, time, patient name, doctor authorizing prescription, by whom administered, number given, and remaining balance. These forms are completed by each respective ward for the drugs in its possession and is completed and returned to the Pharmacy Program for inventory verification purposes. They are also used for Medicare review purposes.

RETENTION: Retain full sheet 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided Medicare review has occurred.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Pharmacy</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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HSC-181. INVOICES:

12-005

This series is arranged chronologically by payment date and contains copies of invoices received when purchasing goods and services. Information may include: vendor name, date shipped, date billed, quantity, description, unit cost, line cost, and total cost. This record series is used for vendor information and reordering purposes. The Business Office maintains the audit copies.

RETENTION: Retain 1 year in office, then destroy.

HSC-182. PATIENT PROFILES:

12-005

This information is contained in the computer system and documents medication given. This record series is summarized in the patient records also.

RETENTION: Retain 7 years, then destroy.

HSC-185. PRESCRIPTIONS:

12-005

This series is kept in a monthly report format. This record series is used to document the issuance of all drugs based on these orders.

RETENTION: Prescriptions are kept 5-7 years. Schedule II prescriptions are actual signed prescriptions and are kept 7 years, then destroyed.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Physical Therapy</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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HSC-190. PHYSICAL THERAPY FILES:

12-005

This series is arranged alphabetically by patient name and contains the documentation of all physical therapy provided to each. Information may include: patient name, patient number, diagnosis, findings, recommendations, programs pursued, progress, and comments. This record series is maintained to document the treatment each patient receives, to log each patient's progress, and to review/revise each care plan.

RETENTION: Copies are kept on file in Physical Therapy Department for 3 years, then destroy.

Medical Records maintains patient's permanent records, including Physical Therapy documentation.

HSC-191. QUALITY ASSURANCE FILES:

12-005

This series is arranged chronologically and documents all attempts to correct deficient area identified during Medicare Review Team visits. Information may include: list of deficiencies and steps taken to correct each. This record series is used for reevaluation purposes to document that deficient areas are corrected and the program is in compliance with recommendations.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Physical Therapy</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-192. TREATMENT SCHEDULES:

12-005

This series is arranged chronologically by date and time and is used for patient scheduling purposes. Information may include: date, time, patient name, number of minutes available, and treatment required. This record series is used for scheduling and reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Speech Therapy</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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HSC-198. QUALITY ASSURANCE FILES:

12-005

This series contains quality assurance files which are retained in the Speech Therapy Office on paper. Information may include: number of patient referrals received, number of days until report was completed, number of patients seen, etc. Results of the QA are sent to the Quality Assurance Nurse.

RETENTION: Retain 3 years, then destroy.

HSC-199. SPEECH FILES:

12-005

This series is arranged alphabetically by patient name and contains the documentation of all speech therapy provided. Information may include: patient name, patient number, diagnosis, recommendations, therapy, progress, and comments. This record series is maintained to document the treatment each patient receives, to log each patient's progress, and to review/revised the care plan.

RETENTION: Copies are kept on file in Speech Therapy for 6 years, then destroy.

(Note: Medical Records Department maintains patient's permanent records including speech therapy documentation.)

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Speech Therapy</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-200. TREATMENT SCHEDULES:

12-005

This series is arranged chronologically by date and is used for patient scheduling purposes. Information may include: date, time, patient name, treatment time, and treatment unit. This record series is used for scheduling and reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>Therapeutic Recreation</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-203. SANITATION REPORTS, SWIMMING POOL:

12-005

This series is arranged chronologically and contains the test results of the swimming pool water quality. Information may include: facility name, address, water sample description, date, and results. The Department of Environment and Natural Resources, Division of Drinking Water maintains the originals.

RETENTION: Retain 1 year in office, then destroy.

HSC-204. SOUTH DAKOTA ARTS COUNCIL GRANT FILES:

12-005

This series is arranged in chronological order and contains any related information regarding all grants applied for and funded. Information may include: grant applications, working papers, documentation, and monitoring records. This record series is used to monitor current grants, for reference when requesting new grants, and for renewal of grant applications. The Business Office maintains the originals of all funded grants.

RETENTION: Retain current in office. Destroy terminated.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>X-Ray</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-205. CONSULTANT FORMS, X-RAY:

12-005

Films that are loaned to other physicians have a Loaned Film Log sheet filled out which lists all x-rays sent to other doctors for consultant purposes. Information may include: date sent, patient name, number and size of films loaned, the type of films (chest, spine, extremities, etc.), the name/address of person to whom the films were loaned, how the films were sent (Escort, US Post Office, Staff, etc.). This form is filed, in the patient's x-ray jacket, when the films are returned.

RETENTION: Retain in X-ray jacket until folder/jacket is determined to be inactive, then destroy.

(Note: The form is filed in the patient's X-ray jacket.)

HSC-206. ELECTROCARDIOGRAM (EKG) LOG:

18-022

This electronic record is arranged chronologically and contains a listing of all electrocardiograms (EKG) performed for patients. Information may include: date, patient name, patient number, doctor name, treatment unit, age, and form of payment. This record series is maintained for reporting purposes and performance indicators.

RETENTION: Retain active in office. Transfer inactive to storage for 10 years. Destroy 10 years after inactive.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Medical Support</u>
PROGRAM:	<u>X-Ray</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-212. X-RAY LOG:

12-005

This 3-ring binder is arranged chronologically and is used to document all x-rays given daily. Information may include: date, patient name, patient number, doctor name, treatment unit, age, type of x-ray, and background history. This record series is used to log all x-rays given and is used to insure all are properly developed and reported.

RETENTION: Retain full book 2 years in office, then destroy.

HSC-213. X-RAYS:

18-022

This digital x-ray series is arranged numerically by patient number and contains actual x-rays concerning each. Information may include: patient name, patient number, the actual x-rays with the dates they were taken and areas x-rayed. The x-rays are used by the doctors for medical purposes..

RETENTION: MINOR PATIENTS: Retain until patient turns 26 years old or 5 years after their 21st birthday, then destroy.

ALL OTHERS: Retain 5 years after last activity, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Non-Medical Support</u>
PROGRAM:	<u>Alternative School</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-214. SDHSC ALTERNATIVE SCHOOL STUDENT FILES:

12-005

This record consists of the SDHSC Alternative School Student files. Information may include: a school intake sheet, faxes, home school/transcripts, grade reports, phone log, IEP paperwork, any other pertinent school information. Records are maintained per Department of Education guidelines (7 years).

RETENTION: Retain 7 years, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Non-Medical Support</u>
PROGRAM:	<u>Building Maintenance</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-218. BUILDING MAINTENANCE FILES:

12-005

This series is arranged alphabetically by building name and floor and provides a complete history of all major construction and renovation on each building. Information may include: plans, specifications, equipment listings, and maintenance schedules. This record series provides a history of all work performed at each building at the facility. This information is maintained in MicroMaint on the computer. Some information is also duplicated at the State Engineer's Office in Pierre.

RETENTION: Retain in office for life of building. Destroy when building is demolished.

(Note: Consider microfilming when volume warrants.)

(Note: Subject to archival screening by the State Archivist prior to disposal.)

HSC-219. EQUIPMENT FILES:

12-005

This series is arranged alphabetically by equipment name and contains information concerning each. Information may include: owner's manuals, maintenance repair lists, and other information. This record series is maintained to list all services rendered to each piece of equipment and to document the need for equipment replacement.

RETENTION: Retain in office for life of equipment. Destroy when equipment declared surplus or sold.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Non-Medical Support</u>
PROGRAM:	<u>Building Maintenance</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-220. FIRE ALARM INSPECTION REPORTS:

12-005

This series is arranged chronologically and contains the yearly fire alarm inspection report. Information may include: date, items inspected, points noted, deficiencies observed, and general comments. This record series is used to verify that all items are checked yearly, to take corrective actions when necessary, and to insure the system is in working order. This is also maintained for Medicare certification purposes.

RETENTION: Retain 4 years in office, then destroy.

HSC-221. KEY REGISTRATION LOG, EMPLOYEES:

18-022

This electronic record is arranged alphabetically by employee name and provides a list of all key numbers assigned. Information may include: employee name and key registration number. This record series documents each key assigned to an employee, and to determine if a particular key had been given to that employee.

RETENTION: Retain current in office. Destroy terminated.

HSC-222. KEY REQUISITION AUTHORIZATIONS:

12-005

This series is arranged alpha/numeric by key registration number and contains requests to have keys made for employees. Information may include: key number ordered, employee assigned to supervisor's name, and authorized signatures. This record series is maintained to document the reason a copy of a particular key was made and to insure it was properly authorized.

RETENTION: Retain active in office. Destroy terminated.

STATE OF SOUTH DAKOTA
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DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Non-Medical Support</u>
PROGRAM:	<u>Building Maintenance</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-223. PREVENTIVE MAINTENANCE LISTS:

12-005

This series is arranged by equipment number and provides a list of all preventive maintenance to be performed on each equipment. Information may include: ward, date, items to be checked, dates checked, and initials of person performing the maintenance. This record series is used to insure timely maintenance of equipment on each ward.

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

HSC-224. WATER TEST RESULTS:

12-005

This series is arranged chronologically and contains a copy of the report concerning the quality of drinking water at the facility and the quality of waste water released. Information may include: name, address, location, permit number, monitoring period, and results of the test. The Department of Environment and Natural Resources, Drinking Water Office, in Pierre maintains the originals of these reports. This record series is used to document water quality and to take corrective actions for any deficiencies.

RETENTION: Retain 4 years in office, then destroy.

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PROGRAM:	<u>House Keeping</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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HSC-251. BUILDING ASSIGNMENTS/PROCEDURES:

18-022

This electronic record is arranged alphabetically by ward and contains an itemized list of cleaning duties and schedules. Information may include: cleaning assignments, maintenance items, and duties for each cleaning station. This record series is used to inform each new employee of assignment coverage area, to insure proper and timely completion of the work, and for Medicare verification purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-253. CONTRACTS, STATE (NOTICE OF AWARDS):

12-005

This series is arranged alphabetically by item type and contains a copy of the contract awarded by the Office of Procurement Management in Pierre. Information may include: supply name, date ordered, buyer name, telephone number, vendor name and address, contract number, itemized list of goods for sale, and prices. This record series is used for reference when ordering supplies on state contract.

RETENTION: Retain 1 year in office, then destroy.

HSC-255. FLOOR MAINTENANCE LOGS:

12-005

This ring-binder series is arranged alphabetically by ward name and contains maintenance records for each floor. Information may include: ward, area, and date last cleaned or waxed. This record series is maintained to insure the timely maintenance of each area.

RETENTION: Retain full binder 1 year in office, then destroy.

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HSC-256. INSPECTION REPORTS, INTERNAL:

12-005

This series is arranged alphabetically by ward and contains the internal inspection report concerning the quality of housekeeping duties. Information may include: date, ward, items inspected, results of inspection, and comments. This record series is used to inform employees of deficient areas in the areas of responsibility and Medicare evaluations purposes.

RETENTION: Retain 2 years in office, then destroy provided Medicare review has occurred.

HSC-258. MEDICARE/MEDICAID REVIEWS:

12-005

This series contains copies of the completed Medicaid or Medicare reviews. Information may include: facility name, date of review, observations made, and comments on deficiencies. This record series is provided by the Medical Records Program to inform housekeeping of any deficiencies and to insure those deficiencies are corrected.

RETENTION: Retain 1 year in office, then destroy.

HSC-260. PEST CONTROL REPORTS:

12-005

This series contains the monthly pest control report as completed by the exterminator. Information may include: date of service, areas sprayed, poison used, and observations. This record series is used to inform housekeeping of all areas checked and to note any areas of observed rodent or pest activity so actions can then be taken to eliminate these problems.

RETENTION: Retain 1 year in office, then destroy.

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HSC-262. PRODUCT SIGN-OUT LOGS (SPECIALTY PRODUCTS):

12-005

This series is arranged chronologically and contains a listing of cleaning products used by the housekeeping staff. Information may include: date product removed, amount, and name of person using product. This record series is maintained to monitor amounts housekeepers used for daily cleaning, to determine reorder amounts, and for accountability purposes.

RETENTION: Retain 2 years in office, then destroy.

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RECORDS OFFICER:	<u>Barbara Kennedy</u>
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HSC-268. LAUNDRY INVENTORY CONTROL:

18-022

This electronic series is arranged alphabetically by item description and is used for accountability purposes concerning the quantity of supplies on hand. Information may include: item description, beginning inventory, number received, number used, and ending balance. This record series is used for accountability purposes, to determine current quantities on hand, and for reordering purposes.

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

HSC-269. LAUNDRY ISSUES:

12-005

This series is arranged chronologically by issue date and documents the number of pieces of linen sent to each ward. Information may include: date, ward name, type of linen, and number issued. This record series is maintained to monitor against possible abuse by each ward and for reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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HSC-271. PRODUCTION RECORDS, LAUNDRY:

12-005

This ring-binder series is arranged chronologically and is used to document the number of items processed each day at the Laundry Program. Information may include: date, description of item, number processed, and total processed. This record series is maintained for reporting purposes, budget preparation, and justification in requesting additional assistance.

RETENTION: Retain 2 years in office, then destroy.

HSC-272. PRODUCTION REPORT SUMMARIES:

12-005

This series is compiled monthly and provides a monthly account of all activity at the Laundry Program. Information may include: date, units washed, units dried, units pressed, units requiring mending, units condemned, units acquired new and total pounds processed by ward. This record series provides an itemized account of the units processed each month, provides a statistical comparison from month to month, is useful in justifying additional Full Time Equivalent Employees (FTE), and is used to determine unit cost. The original is sent to the Business Office.

RETENTION: Retain 2 years in office, then destroy.

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HSC-274. TIMESHEETS, TRUSTYS:

12-005

This series is arranged alphabetically by trusty name and contains the biweekly summary of hours worked by each. Information may include: date, trusty name, days on duty, days off duty, hours on duty, hours off duty, and total hours worked. This record series is maintained for reporting purposes to list the total number of trusty hours provided for service. The Business Office maintains the audit copies.

RETENTION: Retain 2 years in office, then destroy.

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RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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HSC-277. AIR QUALITY REPORTS:

12-005

This series is arranged chronologically by test date and contains the standard State Department of Environment and Natural Resources report on air quality. Information may include: facility name, test date, address, type of facility, allowable emissions, operations schedules, and parts per million of population emitted. This record series is maintained to verify that the amount of pollution the boiler produces meets the minimum set standards. It also documents the need to initiate corrective actions if emission standards are not met. The Department of Environment and Natural Resources, Division of Environmental Services, maintains the originals.

RETENTION: Retain 4 years in office, then destroy.

HSC-278. BOILER CHARTS:

12-005

This circular disc series is arranged chronologically and is used to document operating performance of the heating plant boilers. Graphs may include information concerning: smoke stack temperature, stem output poundage, and percentage of draft. This record series is used to verify that the boiler has operated at certain minimum temperatures and to monitor fuel consumption, efficiency, and operation perimeters.

RETENTION: Retain 2 years in office, then destroy.

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HSC-279. BOILER INSPECTION REPORTS:

12-005

This series is arranged chronologically and contains the results of the yearly inspection of the boilers conducted by the State Department of Public Safety. Information may include: date, address, type of boiler, items inspected, areas of deficiency, and comments. This record series is maintained for insurance purposes to document the safety of the boilers and to document the need to correct any deficiencies noted in their operation.

RETENTION: Retain 4 years in office, then destroy.

HSC-280. BOILER WATER TEST REPORTS:

12-005

This series is arranged numerically by boiler number and chronologically by test date and contains a list of chemicals found in the boiler water. Information may include: date, boiler number, water hardness, caustics, blow down, electronics, conductivity, sulfides, ph levels, and suspensions. This record series is used to monitor the quality of the water in each boiler, to determine necessary chemicals required to correct chemical imbalances, to monitor for breaks in supply lines, and to monitor boiler efficiency.

RETENTION: Retain 3 years in office, then destroy.

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HSC-281. CHEMICAL CONSUMPTION LOGS:

12-005

This series is arranged chronologically and contains the daily logs of all chemicals added to boiler water. Information may include: date, type of chemical, pounds of chemical used, and initials of operator. This record series is used to list the different types and pounds of chemicals used, to verify the amounts placed in the boiler water supply daily, and for reordering purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-276. EQUIPMENT FILES:

12-005

This series is arranged alphabetically by equipment name and contains the information relating to the maintenance and operation of each piece of equipment found in the Food Services Program. Information may include: equipment name, purchase date, list of maintenance items, owner's manuals, parts lists, and other related maintenance. Maintenance history is kept under MicroMaint computer files. This record series is used to ensure the proper operation and maintenance of each piece of equipment.

RETENTION: Retain current in office. Destroy when equipment is declared surplus or sold.

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RECORDS OFFICER:	<u>Barbara Kennedy</u>
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HSC-283. NATURAL GAS CONSUMPTION LOGS:

12-005

This series is arranged chronologically and contains the daily listing of natural gas consumption at the Human Services Center. Information may include: date, start meter readings, end meter readings, total cubic footages used daily, and total monthly usage. This record series is kept to determine the efficiency of the boilers, to monitor daily usage with outside temperatures, and to verify the monthly gas bills.

RETENTION: Retain 4 years in office, then destroy.

HSC-284. PLANT MAINTENANCE LOGS:

12-005

This series is arranged chronologically and is used to list all maintenance performed on the heating plant. Information may include: date, description of the work performed, and initials of person performing the work. This record series provides a daily diary of all work and maintenance performed on each boiler.

RETENTION: Retain 4 years in office, then destroy.

HSC-285. SOFTENER LOGS:

12-005

This series is arranged chronologically and provides a daily account of water softener operations. Information may include: date, number of blow downs, pounds of salt used, and gallons of water softened. This record series is used to monitor the efficiency of the softener, to calculate costs of softening each gallon of water, and for reporting purposes.

RETENTION: Retain 4 years in office, then destroy.

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HSC-286. TEMPERATURE LOGS:

12-005

This series is arranged chronologically and contains a daily account of the high and low temperature each day. Information may include: low outside temperature, high outside temperature, cubic feet of gas used, pounds of steam generated, amount of chemical used to cleanse water, and gallons of water treated. These monthly totals are tallied and are used to monitor boiler efficiency compared to temperature, to draw correlations between temperature and consumption, and for reporting purposes.

RETENTION: Retain 4 years in office, then destroy.

HSC-287. WATER METER READINGS:

12-005

This series is arranged chronologically and contains the log used to list the amounts of water used at the Human Services Center. Information may include: date, start readings, end readings, daily usage, and monthly usage. This record series is maintained for reporting purposes, to verify water and sewer bills, and to monitor efficiency.

RETENTION: Retain 4 years in office, then destroy.

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HSC-290. DIETARY INTAKE, DAILY:

12-005

This series contains a daily listing of foods and beverages refused by each patient. Information may include: date, unit, patient's name and items reused. This record series is used for review purposes to insure patients receive adequate nutrient intake.

RETENTION: Retain 3 months in office, then destroy.

HSC-291. FIRE REPORTS:

12-005

This series is arranged chronologically by date of drill or actual fire and contains the outcome of each by unit. Information may include: unit, fire location, description, how reported, assessment of staff action, and a list of participants. This record series is used in review purposes to determine how well the staff did in drills and to determine ways to improve current procedures.

RETENTION: Retain 2 years in office, then destroy.

HSC-292. HEALTH SURVEYS:

12-005

This series is arranged chronologically by survey date and contains copies of the standard forms issued by the Department of Health concerning the Nursing Unit. Information may include: items inspected, results, statements of deficiencies and letters documenting corrective actions taken. This record series is used to document the health survey, to note areas of deficiencies, and to document their subsequent correction. The Department of Health, Division of Licensure and Certification, maintain the originals.

RETENTION: Retain 5 years in office, then destroy.

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HSC-293. IN-SERVICE FILES:

12-005

This series is arranged chronologically and documents all in-service training conducted by the Nursing Home Unit. Information may include: date of training, topics discussed, length of program, and objectives. This record series is used to document the yearly in-service training offered in the Nursing Home Unit.

RETENTION: Retain 2 years in office, then destroy

HSC-297. PATIENT VALUE COUNT SHEETS:

12-005

This series is arranged alphabetically, then chronologically and contains lists of all patient valuables. Information may include: patient name, date, description of items, number of possessions, and number accounted for once a day. This record series is used to document the number of items each patient has and to insure that patient's items are not lost.

RETENTION: Retain 1 year in office, then destroy.

HSC-300. POLICY SIGNATURE LOGS:

18-022

This series is arranged chronologically by shift and alphabetically by ward and contains the signature of each employee who has read updated policies and procedures. Information may include: policy/procedure name and signature of employee verifying he has read the most current policy. This record series is used to verify all employees have been informed of changes.

RETENTION: Retain current. Destroy obsolete or superseded.

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HSC-301. STANDING ORDERS:

12-005

This series is arranged chronologically and contains standing orders issued by doctors for treatment of standard ailments. Information may include: date authorized, ailment, steps the staff can take to correct the ailment, and doctor's signature. This record series is maintained for reference to determine procedures to take for certain ailments which patients may incur and to document authorization received to proceed with these treatments. Copies are maintained by the Nursing Administration Program.

RETENTION: Retain current in office. Transfer superseded to storage for 5 years. Destroy 5 years after superseded.

HSC-302. UNIT REPORTS:

12-005

This ring-binder series is arranged chronologically and contains the daily report of all unit activities. Information may include: date, unit, shift, patient name, disorders, and items noted. This record series is used to log any unit activity for a given period, to document unusual patient conditions, and for reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

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HSC-304. BOARD OF NURSING FILES:

12-005

This series is arranged chronologically and contains correspondence and dealings with the Board of Nursing. Information may include: letters, memorandums, inquiries, license verification data, and any other related information sent to or received from the Board of Nursing. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

HSC-311. SCHOOL OF NURSING FILES:

12-005

This series is arranged chronologically and contains correspondence sent to or received from the various schools of nursing within South Dakota and one in Iowa, copies of agreements to allow nursing students to practice on-site, school curriculum, and other information relating to each school. This record series is maintained for reference and is used to draft new agreements to allow students to practice at the facility.

RETENTION: Retain current in office. Transfer obsolete or superseded to storage for 2 years. Destroy 2 years after obsolete or superseded.

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HSC-313. AMBULANCE/VAN CHECK LISTS:

12-005

This series is arranged chronologically and contains lists of all items to be checked concerning the facility ambulance and van. Information may include: date, name of operator, the items verified, and driver signatures. This record series is maintained to document the fact that all items were checked and reported in good working order and to list items which require repair.

RETENTION: Retain 1 year in office, then destroy.

HSC-314. CLOTHING CARDS:

12-005

This 8 1/2" x 11" card series is arranged alphabetically by patient name and contains an itemized list of all clothing that individual has at the facility. Information may include: name, date admitted, list of clothing brought to the facility, list of clothing acquired, and items removed when discharged. This record series is used to insure that all patients who are discharged receive all of their clothing articles.

RETENTION: Retain 6 months in office after discharged, then file in Medical Records.

HSC-316. ESCORT SERVICE REPORTS:

12-005

This series is arranged chronologically and lists out of town trips that escort services staff provide for the patients. Information may include: patients name, time, unit, destination, mode of transportation, name of employee providing the service, and the date.

RETENTION: Retain 1 year in office, then destroy.

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HSC-317. PACKAGE PATIENTS SENT/RECEIVED LOGS:

12-005

This spiral notebook series is arranged chronologically and contains a list of packages sent through the mail. Information may include: date, patient name, description of goods mailed, and to whom sent. This record series is maintained for accounting purposes to verify the packages were mailed.

RETENTION: Retain full notebook 1 year in office, then destroy.

HSC-318. PATIENT VALUABLES CARD FILES:

18-022

This card series is arranged alphabetically by patient name and contains a listing of all valuables this program has stored for each patient. Information may include: patient name, date of birth, home address, county of residence, personal data, a list of valuable stored in this program, a list of valuables which the patient has kept, and a list of valuables which have been returned to each patient. This record series is maintained for accountability purposes. Upon discharge the original is sent to Medical Records to be filed in respective "Patient Record" file.

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

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(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Nursing Services</u>
PROGRAM:	<u>Patient Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-319. PATIENT VALUABLES ENVELOPES:

12-005

This 8" x 10" manila envelope series is arranged alphabetically by patient name and contains personal effects left in the care of the Patient Services Program. Information may include: patient name, ward, date, and an itemized list of contents in the envelope. This record series is used to store any valuables left in the program's custody and are returned to the patient upon his discharge.

RETENTION: Retain current in office. Destroy discharged.

HSC-322. RELEASE OF PERSONAL EFFECTS AUTHORIZATION:

12-005

This series is arranged alphabetically by patient name and contains the authorization received from family members to release the personal effects of expired patients. Information may include: patient name, ward, date of birth, listing of personal effects, received by, relationships, funeral home, address, and telephone number. This record series is maintained to document the authorization received to release expired patients' personal effects to family members.

RETENTION: Retain in office until authorization is secured, then transfer to respective "Patient Records" for 50 years. Destroy 50 years after authorized.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Nursing Services</u>
PROGRAM:	<u>Patient Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-325. TRAVEL AUTHORIZATION:

12-005

This ring-binder series is arranged chronologically by date of travel and contains copies of the signed travel authorizations. Information may include: date, employee name, date of travel, station, purposes of travel, method, license number, destinations, and approving signatures. This record series is maintained by this program to insure employees have received travel authorization prior to allowing a patient to be taken from campus. The original authorizations are maintained by the Business Office.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Nursing Services</u>
PROGRAM:	<u>Specialty Clinics</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-330. PATHOLOGIC TEST LOG BOOKS:

12-005

This series is arranged chronologically and is used to list all pathologic samples sent for testing. Information may include: date of test, patient name, ward, patient number, where sample was sent, type of clinic, date received, and results of the test. This record series is maintained to insure all test results are received and to attempt to contain any contagious diseases which are noted.

RETENTION: Retain full notebook 1 year in office, then destroy.

HSC-331. PATHOLOGY REPORTS:

12-005

This series is arranged chronologically and contains a copy of all pathology reports received. Information may include: date of test, patient name, patient number, pathology number, doctor's name, specimen, history, and diagnosis. This record series documents the results of all specimens sent for analysis and is used to initiate treatment to correct the noted problems. The Original is maintained in the respective "Patient Records" in the Medical Section.

RETENTION: Retain 1 year in office, then destroy provided the information is summarized in the Medical Records Section "Patient Records."

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Nursing Services</u>
PROGRAM:	<u>Specialty Clinics</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-332. RUBELLA TITER PERMITS:

12-005

This series is arranged alphabetically by name and contains the release signed by employees authorizing the Human Service Center to immunize persons with negative rubella titers and is done by the Infection Control Nurse. Information may include: employee name, date of immunization, agreement to avoid pregnancy for three months, and signed authorization. This record series is maintained for liability purposes.

RETENTION: Retain 3 years in the Infection Control Office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Nursing Services</u>
PROGRAM:	<u>Staff Development</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-333. CPR CERTIFICATION LISTS:

12-005

This continuing education binder series is arranged chronologically by date of training and contains a list of all employees who have received training in cardiopulmonary resuscitation (CPR). Information may include: date, name, and occupation. This record series is used to document those people who have attended the class. It is logged into the "Lawson Training Module."

RETENTION: Retain full book 2 years in office, then destroy.

HSC-334. CONTINUING EDUCATION RECORD:

12-005

This series is arranged chronologically by date of training and contains a list of all individuals who took each class. Information may include: course name, instructor's name, name of employee attending, and department. This record series is used to document all people who took each class and to log training received by each employee in the "Lawson Training Module."

RETENTION: Retain a minimum of 2 years in office, then destroy.

HSC-335. EMPLOYEE TRAINING FILES:

12-005

This contains a listing of all training each employee has received. It is completed on the Lawson Training Module. This is a software program mandated by the State to record employee training.

RETENTION: Retain active in office. Destroy 5 years after terminated.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Nursing Services</u>
PROGRAM:	<u>Staff Development</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-337. ORIENTATION LECTURES:

12-005

This series contains lecture materials presented during orientation classes. Information may include: name of topic, list of outlines to be used, and the actual lecture, video, etc. This record series is kept and updated by the trainer responsible for their perspective classes.

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

HSC-339. TRAINING SESSIONS, VIDEO:

12-005

This video tape series is arranged alphabetically by course title, series or volumes, depending on the class, and contains actual video tape of training sessions conducted. Information may include: course title and instructor's name. This record series is useful to provide training sessions to individuals who missed normally scheduled sessions and for review of presentations.

RETENTION: Retain current in office. Erase and reuse obsolete or superseded tapes.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Psychiatric Services</u>
PROGRAM:	<u>Acute Program</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-345. PATIENT KARDEX SUMMARIES:

12-005

This 8 ½" x 11" karded series is arranged alphabetically by patient name and contains a quick reference of the information found in the respective "Patient Records." Information may include: patient name, relatives' names, social worker, allergies, activities, summary of medical history, medication, and general comments. This record series provides a quick reference of information found in patient files and is useful in emergencies when timely retrieval of pertinent information is necessary.

RETENTION: Retain active in office. Destroy when discharged or expired.

HSC-346. PATIENT SCHEDULE KARDEX:

12-005

This series is arranged alphabetically by patient name and contains a day-by-day list of activities and times each patient is away from the ward. Information may include: patient name, date, time and activity in which each patient is involved. This record series is maintained to determine the location of each patient away from the ward and to insure all patients get to their respective appointments.

RETENTION: Retain current in office. Destroy discharged or expired.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Psychiatric Services</u>
PROGRAM:	<u>Adolescent Psychiatric Trmt</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-352. UNIT REPORTS:

12-005

This 3-ring binder series is arranged chronologically and contains a daily account of patient observations. Information may include: date, patient name, shift, and observations on mood, affect, communications, and progress in treatment. This record series is used by the staff for reference concerning patient treatment progress.

RETENTION: Retain full book 1 year in office, then destroy.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Psychiatric Services</u>
PROGRAM:	<u>Psychology</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-364. PSYCHOLOGICAL EVALUATIONS:

12-005

This series is arranged alphabetically by patient name and contains the results of the in-depth psychological evaluation performed on patients. Information may include: patient name, date of birth, age, sex, ward, referral questions, examiner, examination techniques employed, test and examination results, interpretation, and raw data. This record series is used to assist in diagnosis, treatment planning, treatment evaluation, and research. The formal report is maintained in the respective "Patient Records."

RETENTION: Retain all evaluations for 10 years following discharge. Destroy 10 years after discharge provided that the information is summarized in the medical record. Evaluations of patients with high recidivism will be retained indefinitely.

HSC-365. PSYCHOLOGICAL REPORTS, MONTHLY:

12-005

A list of all psychological referrals will be maintained on the HSC's common N: Drive. The list may include: the patient name and number, the date the referral was received, the date the referral was completed, type of service provided, the name of the referring psychiatrist, and the name of the psychologist who responded to the referral.

RETENTION: The list will be retained on the N: Drive indefinitely.

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

DEPARTMENT:	<u>Social Services</u>
DIVISION:	<u>Human Services Center</u>
OFFICE:	<u>Psychiatric Services</u>
PROGRAM:	<u>Social Services</u>
RECORDS OFFICER:	<u>Barbara Kennedy</u>
RM CUSTOMER #:	<u>0545</u>

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

HSC-368. CHILD ABUSE REPORTS:

12-005

This series is arranged chronologically and contains copies of the standard report to the Department of Social Services for suspected child abuse incidents. Information may include: correspondence, narrative, and actions taken. This record series is used to document and suspected child abuse cases discovered during counseling and to verify compliance with the state law that requires the reporting of all such incidents.

RETENTION: Retain 2 years in office, then transfer to storage for 5 years. Destroy after 7 years.