



DEPARTMENT OF EDUCATION

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Human Resources and Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Human Resources and Administration
Records Management Program
104 S Garfield Avenue; Building E
c/o 500 East Capitol Avenue
Pierre, South Dakota 57501-5070

2023

PROJECT STAFF

Dr. Joseph Graves, Secretary
Department of Education

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

Olivia Waggoner, Records Officer
Department of Education

Dana Hoffer
State Records Manager

STATE RECORD DESTRUCTION BOARD

Darin Seeley, Commissioner
Bureau of Human Resources
and Administration
(Chairman)

Jenny Jorgenson
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 14, 2023

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

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

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

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

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

PETITION FOR AUTHORITY TO DESTROY RECORDS

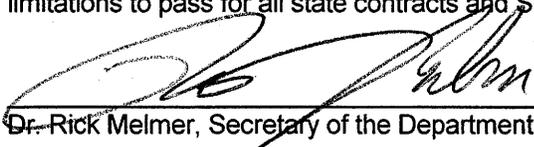
I, Dr. Rick Melmer (name), acting in my position as Secretary of the Department of Education (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of 130 pages and contains record series number(s) DOE-1 (consecutively re-numbered) through DOE-227.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education (department) record series numbers(s) DECA-2, DECA-3, DECA-7, DECA-8, DECA-11, DECA-12, DECA-14, DECA-15, DECA-21, DECA-29, DECA-30, DECA-39, DECA-43, DECA-44, DECA-45, DECA-48 thru DECA-53, DECA-56, DECA-57, DECA-62, DECA-64, DECA-69, DECA-71, DECA-72, DECA-74 thru DECA-80, DECA-84, DECA-85, DECA-89 thru DECA-91, DECA-93, DECA-95, DECA-98, DECA-100, DECA-105, DECA-108, DECA-110, DECA-111, DECA-113 thru DECA-118, DECA-120 thru DECA-124, DECA-127 thru DECA-131, DECA-133, DECA-135, DECA-136, DECA-139, DECA-142 thru DECA-144, DECA-148 thru DECA-150, DECA-152 thru DECA-154, DECA-157, DECA-159 thru DECA-168, DECA-170 thru DECA-173, DECA-169, DECA-174 thru DECA-176, DECA-178 thru DECA-209, DECA-212, DECA-218, DECA-219, DECA-224, DECA-225, DECA-246, DECA-253, DECA-254, DECA-258, DECA-259, DECA-263, DECA-265, DECA-269, DECA-271, DECA-272, DECA-277, DECA-281, DECA-282, DECA-284 thru DECA-287, DECA-297, DECA-299, DECA-309, DECA-310, DECA-312, DECA-322, DECA-329 thru DECA-331, DECA-336, DECA-338, DECA-486 thru DECA-493, DECA-495 thru DECA-500, DECA-502, DECA-505 thru DECA-515, DECA-517, DECA-520, DECA-521, DECA-525, DECA-527 thru DECA-532, DECA-534 thru DECA-536, DECA-538, DECA-543, DECA-545 thru DECA-547, and DECA-554 thru DECA-556.

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



Dr. Rick Melmer, Secretary of the Department of Education

6/18/07

Date

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



Signature, State Records Manager

6-27-07

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 28th day of June, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

6-28-07

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

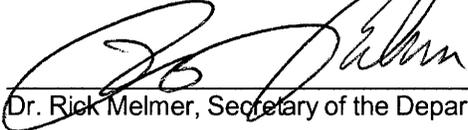
I, Dr. Rick Melmer (name), acting in my position as the Secretary of the Department of Education (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of 3 pages and contains record series number(s) DOE-99, DOE-102.1, and DOE-105.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education (department) record series numbers(s) DOE-100.

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



Dr. Rick Melmer, Secretary of the Department of Education

12/16/07

Date

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



Dana Hoffer, State Records Manager

12/17/07

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 18th day of December, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-18-07

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

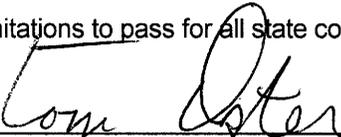
I, Thomas J. Oster (name), acting in my position as the Secretary of the Department of Education (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of 2 pages and contains record series number(s) DOE-87.1 and DOE-127.1

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education (department) record series numbers(s) N/A.

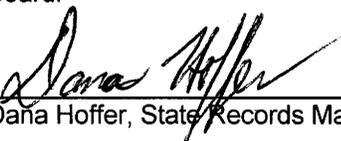
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow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



Thomas J. Oster, Secretary of the Department of Education

12-4-09
Date

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



Dana Hoffer, State Records Manager

12-10-2009
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 17th day of December, 2009, 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

12-17-2009
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

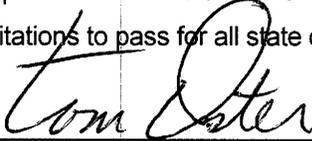
I, Thomas J. Oster (name), acting in my position as the Secretary of the Department of Education (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of 1 page and contains record series number(s) DOE-8.1.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education (department) record series numbers(s) N/A.

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

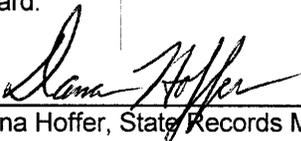


Thomas J. Oster, Secretary of the Department of Education

11-4-10

Date

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



Dana Hoffer, State Records Manager

12-14-2010

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2010, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12/15/10

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

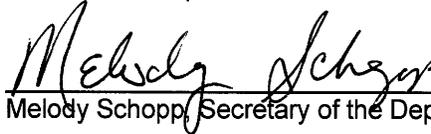
I, Melody Schopp (name), acting in my position as the Secretary of the Department of Education (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of 1 page and contains record series number(s) DOE-21.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record:

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of N/A page and contains record series number(s) N/A.

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



Melody Schopp, Secretary of the Department of Education

11-13-14

Date

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



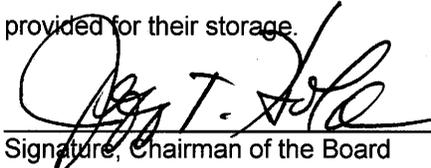
Dana Hoffer, State Records Manager

12/11/2014

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 10th day of December, 2014, 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

12-10-2014

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

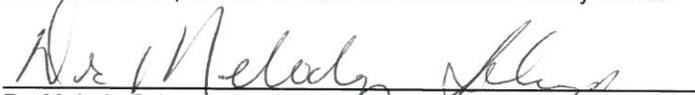
I, Dr. Melody Schopp (name), acting in my position as the Secretary of the Department of Education (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of 30 pages and contains record series number(s) DOE-228, DOE-14, DOE-15, DOE-19, DOE-229, DOE-230, DOE-231, DOE-30, DOE-31, DOE-33, DOE-36, DOE-37, DOE-34, DOE-35, DOE-38, DOE-39, DOE-40, DOE-232, DOE-233, DOE-81, DOE-234, DOE-105, DOE-235, DOE-236, DOE-237, DOE-238, DOE-96, DOE-98, DOE-95, DOE-87.1, DOE-239, DOE-240, DOE-241, DOE-242, DOE-243, DOE-244, DOE-245, DOE-246, DOE-247, DOE-248, DOE-102.1, DOE-103, and DOE-249.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education (department) record series numbers(s) DOE-104, DOE-84, and DOE-97.

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



Dr. Melody Schopp, Secretary of the Department of Education

11-3-16

Date

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



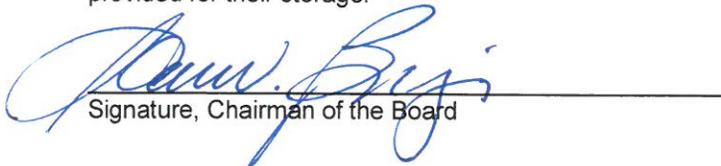
Dana Hoffer, State Records Manager

12-1-2016

Date

DESTRUCTION AUTHORITY

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



Signature, Chairman of the Board

12-20-16

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

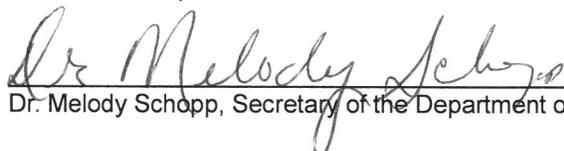
I, Dr. Melody Schopp, acting in my position as the Secretary of the Department of Education, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education (department) consists of 5 pages and contains record series number(s) DOE-185, DOE-192, DOE-184, DOE-188, DOE-190, DOE-191, DOE-186, and DOE-201.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education (department) record series numbers(s) DOE-187, DOE-189, DOE-193, DOE-196, DOE-197, DOE-198, DOE-199, and DOE-200.

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



Dr. Melody Schopp, Secretary of the Department of Education

11-8-17
Date

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

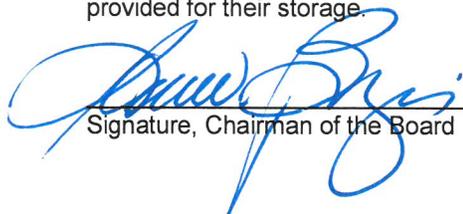


Dana Hoffer, State Records Manager

11-16-2017
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 11th day of December, 2017, 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

12-11-17
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

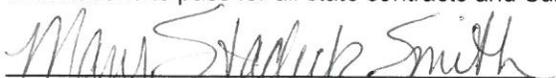
I, Mary Stadick Smith, acting in my position as the Interim Secretary of the Department of Education, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 51 pages and contains record series number(s) DOE-1, DOE-6, DOE-64, DOE-68, DOE-68.1, DOE-68.2, DOE-68.3, DOE-70.1, DOE-70.2, DOE-76, DOE-79.1, DOE-79.2, DOE-82, DOE-80, DOE-94, DOE-157, DOE-157.1, DOE-157.2, DOE-157.3, DOE-157.4, DOE-157.5, DOE-165, DOE-169, DOE-169.1, DOE-171, DOE-195.1, DOE-174, DOE-173, DOE-173.1, DOE-173.2, DOE-111, DOE-117, DOE-107, DOE-107.1, DOE-113, DOE-128, DOE-119, DOE-119.1, DOE-110, DOE-110.1, DOE-110.2, DOE-110.3, DOE-110.4, DOE-110.5, DOE-115, DOE-122, DOE-127, DOE-118, DOE-114, DOE-133, DOE-143, DOE-156, DOE-158, DOE-159, DOE-160, DOE-163, DOE-170, DOE-177, DOE-178, DOE-178.1, DOE-179, DOE-180, DOE-181, DOE-182, DOE-184, DOE-204, DOE-208.1, DOE-210, DOE-211, DOE-213, DOE-221, and DOE-227.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education record series number(s) DOE-69, DOE-71, DOE-78, DOE-108, DOE-109, DOE-112, DOE-116, DOE-120, DOE-121, DOE-123, DOE-124, DOE-125, DOE-126, DOE-127.1, DOE-129, DOE-130, DOE-131, DOE-132, DOE-134, DOE-135, DOE-136, DOE-137, DOE-138, DOE-139, DOE-140, DOE-141, DOE-142, DOE-144, DOE-145, DOE-146, DOE-147, DOE-148, DOE-149, DOE-150, DOE-151, DOE-152, DOE-153, DOE-154, DOE-161, DOE-172, DOE-175, DOE-176, DOE-212, DOE-214, DOE-215, DOE-217, and DOE-223.

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.


Mary Stadick Smith, Interim Secretary of the
Department of Education

11/5/18
Date

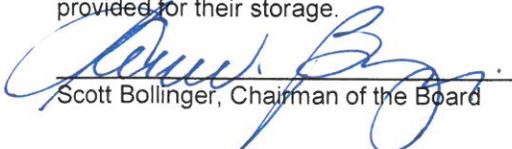
The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.


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

1-3-19
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 19 page(s) and contains record series number(s) DOE-1A, DOE-1B, DOE-1C, DOE-1D, DOE-1E, DOE-1F, DOE-1G, DOE-1H, DOE-1I, DOE-1J, DOE-1K, DOE-1L, DOE-1M, DOE-1N, DOE-1O, DOE-90, DOE-11, DOE-80, DOE-72, DOE-73, DOE-94, DOE-238, DOE-96, DOE-232, DOE-184, DOE-236, DOE-235, and DOE-79.2A.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education consists of 34 page(s) and contains record series number(s) DOE-2, DOE-3, DOE-4, DOE-5, DOE-7, DOE-8, DOE-13, DOE-15, DOE-41, DOE-43, DOE-49, DOE-30, DOE-83, DOE-101, DOE-62, DOE-63, DOE-65, DOE-66, DOE-75, DOE-106, DOE-157.5, DOE-122, DOE-127, DOE-155, DOE-162, DOE-163, DOE-164, DOE-166, DOE-185, DOE-192, DOE-183, DOE-105, DOE-248, DOE-249, DOE-202, DOE-204, DOE-221, DOE-224, and DOE-228.

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

DocuSigned by:
Benjamin F. Jones
Dr. Ben Jones, Secretary of the Department of Education

05/18/2020
Date

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

DocuSigned by:
Dana Hoffer
Dana Hoffer, State Records Manager

05/18/2020
Date

Addendum to the Department of Education's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- Amended DOE-1J and removed the Note: Microfilm is subject to Archival screening prior to disposal.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of July, 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 20-005.**



Scott Bollinger, Chairman of the Board

7-16-2020
Date

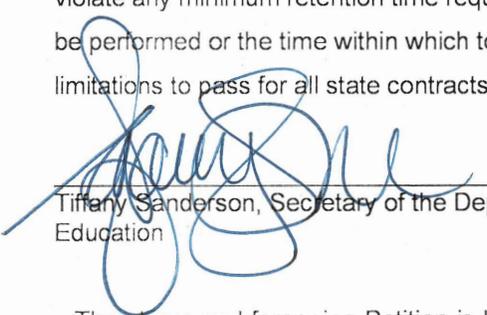
PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 13 page(s) and contains record series number(s) DOE-44, DOE-111A, DOE-107, DOE-119, DOE-119.1, DOE-110, DOE-110.1, DOE-110.2, DOE-110.3, DOE-110.4, DOE-110.5, DOE-114, and DOE-133.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

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



Tiffany Sanderson, Secretary of the Department of
Education

6-21-21
Date

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



Dana Hoffer, State Records Manager

6/22/2021
Date

Addendum to the Department of Education's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- **Amended the retention for "All Other Information" under DOE-119 to read as follows:** Retain 3 years in office then scan into an EDMS and maintain electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- **Amended the retention for "All Other Information" under DOE-119.1 to read as follows:** Retain records for 3 years on office network drive from the end of the fiscal year, then destroy provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- **Amended the retention for "All Other Information" under DOE-110 to read as follows:** Retain electronically for 1 year, then transfer to EDMS and maintain electronically for 3 years from the end of the fiscal year. Destroy after 4 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- **Amended the retention for "All Other Information" under DOE-110.2 to read as follows:** Retain in office 2 years after the Local Education Agency Community Eligibility Provision expires or ends, then scan into an EDMS and maintain electronically for 4 years. Destroy 6 years after expiration of provision provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- **Amended the retention for "All Other Information" under DOE-110.3 to read as follows:** Retain in office 2 years after the Local Education Agency's base year provision and all extension expire or are no longer in use, then scan into an EDMS and maintain electronically for 2 years. Destroy 4 years after expiration of provision provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- **Amended the retention for "All Other Information" under DOE-110.5 to read as follows:** Retain 3 years in office then scan into an EDMS and retained electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- **Amended the retention for "All Other Information" under DOE-114 to read as follows:** Retain 4 years in office on network drive. Destroy after 4 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 14th day of July, 2021 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 21-004.**



Scott W. Bollinger, Chairman of the Board

7-14-2021
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

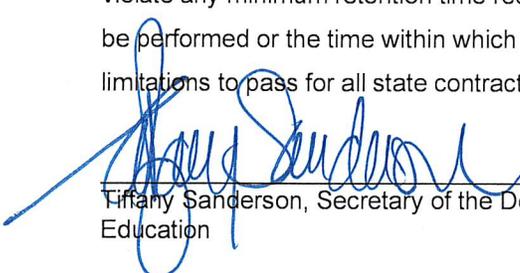
I, Tiffany Sanderson, acting in my position as the Secretary of the Department of Education, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 9 page(s) and contains record series number(s) DOE-1J, DOE-89, DOE-90, DOE-91, DOE-93, DOE-82, DOE-85, DOE-86, DOE-87, DOE-32, and DOE-38.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education consists of 7 page(s) and contains record series number(s) DOE-88, DOE-239, DOE-102, DOE-54, DOE-159, DOE-216, and DOE-222.

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



Tiffany Sanderson, Secretary of the Department of
Education

6.6.22

Date

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



Dana Hoffer, State Records Manager

6/7/2022

Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 19th day of July, 2022 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 22-003.**



Scott W. Bollinger, Chairman of the Board

7-19-2022
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

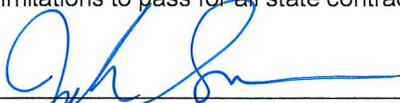
I, Dr. Joseph Graves, acting in my position as the Secretary of the Department of Education, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Education consists of 7 page(s) and contains record series number(s) DOE-24, DOE-233, DOE-184, DOE-234, DOE-188, DOE-191, DOE-203, and DOE-206.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Education consists of 1 page(s) and contains record series number(s) DOE-237.

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



Dr. Joseph Graves, Secretary of the Department of
Education

5.26.2023

Date

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



Dana Hoffer, State Records Manager

6/1/23

Date

Addendum to the Department of Education's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- **Amend the Note listed for DOE-233 to read as follows:** Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § ~~200.333~~ 200.334.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of July, 2023 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 23-002.**

Darin R. Seeley

[Darin R. Seeley \(Jul 13, 2023 13:24 CDT\)](#)

Darin R. Seeley, Chairman of the Board

Jul 13, 2023

Date

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Notes, Record Handling, & Definitions:

Notes:

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

Record Handling:

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents electronically within a centralized repository).
- Retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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

DEPARTMENT: Education
DIVISION: Administrative Records
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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20-005

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

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

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

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

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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

DEPARTMENT: Education
DIVISION: Administrative Records
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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DOE-61. ADMINISTRATIVE RULES AND PROMULGATION FILES:

07-018

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain in office as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that “each agency shall keep the original records, documents, and instruments required by this chapter.” There is no time frame included for these records. Since SDCL 1-26-6.8 provides that “No rule is enforceable in the Courts unless properly adopted,” the records must be maintained at least until curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper and destroying the paper after microfilm has been inspected and verified to meet quality standards.)

(Note: The previous record series number was DECA-109.)

DOE-1B. APPOINTMENT CALENDARS:

20-005

This paper and electronic series is arranged chronologically and contains appointment calendars. Information may include: date, place and time of appointments. This record series is maintained for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

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DOE-1C. ASSOCIATIONS AND ORGANIZATION FILES:

20-005

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

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

DOE-1D. BOARDS AND COMMISSIONS:

20-005

This paper series is arranged alphabetically by board or commission name, and contains information pertaining to boards/committees which fall under the Department of Education. Information may include: agendas, documents for approval, travel vouchers/invoices, and training material; copies of official meeting minutes, copies of appointment letters, summary letters, notes, and action taken. Boards and Commissions may include, but are not limited to: South Dakota Board of Education Standards, Board of Extraordinary Cost Oversight, Hagen-Harvey Memorial Scholarship Board, State Library Board, School Finance Accountability Board, and Teacher Compensation Review Board. This record series is maintained for reference purposes as well as to document the results of the hearing.

RETENTION: Retain 5 years in office, then destroy.

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

(Note: Records are subject to screening by the State Archivist prior to disposal.)

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PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
DOE-1E.	<u>CORRESPONDENCE, BOARDS AND COMMISSIONS:</u> This paper and electronic series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation. RETENTION: Retain 2 years in office, then destroy. (Note: Records are subject to screening by the State Archivist prior to disposal.)	20-005
DOE-1F.	<u>CORRESPONDENCE, FEDERAL:</u> This paper and electronic series is arranged chronically and contains both copies and originals of letters and memorandums sent to and received from any Federal agency. This record series is maintained for reference and for possible use when federal litigation, claims, or audits are pending. RETENTION: Retain 1 year in office, 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.	20-005
DOE-1G.	<u>CORRESPONDENCE, GENERAL:</u> This paper and electronic series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for occasional reference and documentation. RETENTION: Retain 2 years in office, then destroy.	20-005

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DOE-1H. GRIEVANCE FILES:

20-005

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

RETENTION: MANAGERS: At your discretion retain copies 6 months, then destroy by shredding.

(Note: Bureau of Human Resources maintains the originals.)

DOE-II. JOB ANNOUNCEMENTS:

20-005

This paper and electronic series is arranged chronologically by date of announcement and contains standard Bureau of Human Resources job announcements. Information may include: job title, salary range, list of job duties, listing of experience, listing of education, and comments. This record series is used to inform agency personnel of job openings throughout the state.

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

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DOE-1J. MINUTES, BOARDS AND COMMISSIONS:

22-003

This paper and electronic series is arranged alphabetically by board/committee name and contains official minutes from each. Information may include: board/committee name, date of meetings, members present, topics discussed, actions taken and authorized signatures. This records series is maintained for reference concerning actions taken and for reporting purposes.

RETENTION: Scan and retain electronically in EDMS permanently.

(Note: Transfer scanned paper to State Archives after the electronic images have been inspected and verified.)

DOE-1K. POLICIES AND PROCEDURES:

20-005

This paper and electronic series is separated into two categories: Policies and Procedures. Policies are arranged by Division, then by Program, then numerically. Procedures are arranged in Desk Guides associated with each FTE throughout the Department. This record series is used to determine the proper course of action to take in current situations.

RETENTION: Retain current and previous draft for 2 years, then destroy.

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DIVISION: Administrative Records
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DOE-1L. TRAVEL REQUESTS:

20-005

This paper and electronic series is arranged chronologically and contains copies of both in-state and out-of-state travel requests. Information may include: origin, destination, leave and return dates, leave and return times, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. Out-of-state travel requests also include: estimated transportation costs, estimated meal costs, estimated lodging costs, any fee schedules, and miscellaneous fees. All employees who travel on State business prepare and submit these forms for approval prior to their departure. This record series is used for travel expenses upon return.

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

(Note: The State Auditor's Office maintains the originals.)

DOE-1M. VEHICLE REPORTS:

20-005

This monthly paper and electronic series is arranged chronologically and contains copies of the State Fleet and Travel Management vehicle report regarding each vehicle assigned to the agency. Information is maintained by the Finance Office and may include: date, vehicle identification number, driver, beginning and ending odometer readings, fuel/oil usage data, and summaries of maintenance performed on each vehicle. This record series is maintained for documenting use of each vehicle 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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PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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DOE-1N. VEHICLE TITLES:

20-005

This paper and electronic series is arranged numerically and contains the State's copy of the vehicle titles issued by the State Division of Motor Vehicles. Information may include: owner name and address, description of the vehicle, and lien holder information. This record series is maintained for documentation of vehicle ownership.

RETENTION: Retain throughout ownership of vehicle.

DOE-10. WORKERS COMPENSATION FILES:

20-005

This paper and electronic series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information may include: employer information, employee information, information relating to the on-the-job injury, and doctor reports. This record series is maintained for reference to reports filed by employees.

RETENTION: Retain 1 year in office after claim has been settled, then transfer to storage for 3 years. Destroy 4 years after the claim has been settled provided that no litigation is pending.

(Note: The State Department of Labor and Regulation, Division of Labor and Management maintains the original Worker's Compensation claims.)

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DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Administration
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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DOE-1. ELECTRONIC NEWSLETTERS:

22-009

This electronic newsletter series is arranged chronologically and contains the monthly generated newsletters for school officials and past issues published by the Department of Education. These newsletters provide current and pertinent information to school administrators and/or teachers. Information may include, but is not limited to: content standards and assessments, accreditation and certification, state and federal program deadlines, statewide education initiatives, grant opportunities, education related legislation, and events and professional development workshops. This record series is used for reference purposes.

RETENTION: Retain on department's website for 3 years, then delete.

(Note: The previous record series number was DECA-1.)

DOE-8.1. GEAR UP GRANT PROGRAM ADMINISTRATIVE FILE:

10-005

This series is arranged chronologically by fiscal year and contains federal and state grant documentation for the GEAR UP program. Information may include: monthly grant report, meeting information, training information, federal policies and procedures, general correspondence, research materials, legislation, budget, school information, and any other related information. This record series is maintained for audit purposes.

RETENTION: Destroy 5 years after the last year the project has been completed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: When these records are sent to Records Management for storage, use the project completion date as the inclusive dates for the records transmittal.)

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DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Administration
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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DOE-6. LEGISLATION FILES:

18-010

This series is arranged chronologically and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, bill tracking printouts, 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 4 years in office on shared drive, then destroy.

(Note: The previous record series number was DECA-9.)

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DEPARTMENT: Education
DIVISION: Secretariat
OFFICE: Office of Secretary
PROGRAM: Professional Practices
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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DOE-89. PROFESSIONAL ADMINISTRATORS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:

22-003

This series is arranged chronologically by meeting date and contains meeting minutes of the Professional Administrators Practices and Standards Commission. Information may include: meeting minutes, action taken, discussion, and agendas. This record series is used for reference purposes.

RETENTION: Scan and retain electronically in EDMS permanently.

DOE-90. PROFESSIONAL PRACTICES AND STANDARDS COMMISSION:

22-003

This series is arranged alphabetically by topic and contains ethics and policies of the Professional Teachers Practices and Standards Commission as well as the Professional Administrators Practices and Standards Commission. Information may include: general files, appointments to the commission, Attorney General Opinions, complaints, correspondence, meeting minutes, administrative rules, hearings, hearing decisions, finding of facts, and conclusion of laws. This record series is used daily in handling commission business.

RETENTION: Scan and retain electronically current. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid buildup of superseded or obsolete material.)

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 PROGRAM: Professional Practices
 RECORDS OFFICER: Olivia Waggoner
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DOE-91. PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION MEETING MINUTES:

22-003

This series is arranged chronologically by meeting date and contains meeting minutes of the Professional Teachers Practices and Standards Commission. Information may include: meeting minutes, action taken, discussion, and agendas. This record series is used for reference purposes.

RETENTION: Scan and retain electronically in EDMS permanently.

DOE-93. REVOCATION AND SUSPENSION OF TEACHER'S CERTIFICATE FILE:

22-003

This series is arranged alphabetically by name and contains revocation and suspension of a teacher's certificate. Information may include: teacher certificate record, copy of the hearing procedures, reporting to clearing house, continuing correspondence, Hearing Officer's decision, and court record decision. This record series is maintained for documentation and reference purposes.

RETENTION: PAPER: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed.

ELECTRONIC IMAGES/FILES: Retain 75 years, then destroy.

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DIVISION: Accreditation and Certification
OFFICE: Accreditation
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
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DOE-80. ACCREDITATION FILES:

20-005

This electronic series is arranged by sector (public or private), then alphabetically and contains accreditation information. The public sectors include all public schools in South Dakota and the private sectors include: Bureau of Indian Affairs Schools, Special Education Schools, and Multi-Districts and Cooperatives. Information may include, but is not limited to: application for accreditation; signatures; school calendar; courses available; correspondence; schedules for high school, middle school, and grade school; curriculum guides; certified personnel listing; and waiver information from the State Board. This record series is maintained for compliance purposes.

RETENTION: Scan paper and retain electronically on network drive for 15 years, then destroy.

(Note: The previous record series number was DECA-16.)

DOE-81. ADMINISTRATIVE RULE, EXEMPTION:

16-007

This series is arranged alphabetically by school, then chronologically by year and contains exemptions to the Administrative Rules. Information may include: application for exemption and letters for approval or denial. This record series is maintained for administrative and reference purposes.

RETENTION: PLAN OF INTENT WAIVERS: Retain 5 years in office, then destroy.

ALL OTHER WAIVERS: Retain 10 years, then destroy.

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

(Note: The previous record series number was DECA-17.)

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DOE-82. ALTERNATIVE INSTRUCTION NOTIFICATION:

22-003

This series contains the notifications of alternative instruction from public school attendance. Information may include: student's name, school district's name, parent(s) or guardian name, birth date of child to appear on the notification, and signatures of parent(s)/guardian(s). This record series is maintained pursuant to SDCL 13-27-3 and 13-27-7.

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

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**DOE-85. HEARING FILES, PROFESSIONAL ADMINISTRATORS
PRACTICES AND STANDARDS COMMISSION:**

22-003

This series is arranged chronologically by calendar year, then numerically by assigned complaint number and contains files for complaints against administrators. Information may include: complaint, correspondence, memos, investigation reports; written response to the complaint; hearing files; notes; attorney notes; written transcript; hearing tapes; final disposition (findings of fact and conclusion of law/order); appeals; and exhibits. This record series is maintained to document the results of the hearings.

RETENTION: PAPER: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed.

ELECTRONIC IMAGES/FILES: Retain 75 years, then destroy.

TAPES: Destroy 10 years after final decision.

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DOE-86.	<u>HEARING FILES, PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION:</u>	
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22-003

This series is arranged chronologically by calendar year, then numerically by assigned complaint number and contains files for complaints against teachers. Information may include: complaint; correspondence; memos; investigation reports; written response to the complaint; hearing files; notes; attorney notes; written transcript; hearing tapes; final disposition (findings of fact and conclusion of law/order); appeals; and exhibits. This record series is maintained to document the results of the hearings.

RETENTION: PAPER: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed.

ELECTRONIC IMAGES/FILES: Retain 75 years, then destroy.

TAPES: Destroy 10 years after final decision.

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OFFICE: Accreditation
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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DOE-72. OCR LETTERS OF FINDINGS:

20-005

This paper and electronic series is arranged alphabetically by school district name, then chronologically by year and contains the Office for Civil Rights Letters of Findings. Information may include: school district name, violations, follow up letters, and letters of findings. This record series is maintained to verify compliance with OCR findings.

RETENTION: PAPER: Retain 5 years, then destroy.

ELECTRONIC FILES: Retain 5 years on network drive, then destroy.

(Note: The previous record series number was DECA-156.)

DOE-73. OCR PROGRAM FILE:

20-005

This paper and electronic series is arranged alphabetically by school district and contains the Office for Civil Rights (OCR) program information. Information may include: a copy of self-review instruments, desk audit of enrollment, percentage of males and females in vocational programs, ethnic information, special populations, letters of findings, and technical assistance files. This record series is used for administrative and reference purposes.

RETENTION: Retain 5 years on SD-STARS, then destroy.

(Note: The previous record series number was DECA-155.)

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OFFICE:	<u>Accreditation</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
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DOE-74. OCR TECHNICAL ASSISTANCE FILES:

07-018

This series contains the Office for Civil Rights technical assistance information. Information may include: sample guides to bias free communication, Sec-504 self-evaluations, accessibility check lists, sexual harassment information, Title IX information, and personnel and program data. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-158.)

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RECORDS OFFICER: Olivia Waggoner
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DOE-87. OFFICE OF SECRETARY, HEARING FILES:

22-003

This series is arranged chronologically by fiscal year, then numerically by assigned complaint number and contains the Office of the Secretary Hearing Files, which may include: Student Assignment (SA), Minor Boundary (MB), Teacher Revocation (TR), Tuition Waiver (TW), and Appeals, general (AP). Information may include, but is not limited to: appeal forms, hearing date, disposition, notes, tapes, the complete legal process, requests for revocation, formal findings, investigative material, certified legal court documents, and final decisions. This record series is maintained to document the results of the hearings.

RETENTION: MINOR BOUNDARY: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed. Retain electronically in EDMS permanently.

TEACHER REVOCATION: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed. Retain electronically in EDMS for 75 years, then destroy.

ALL OTHER HEARING FILES: Retain active files in office. Scan and destroy paper 2 years after the file(s) is closed. Retain electronically in EDMS for 10 years, then destroy provided no pending litigation.

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

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DIVISION: Accreditation and Certification
OFFICE: Accreditation
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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DOE-92. PROGRAM GRANT FILES:

07-018

This series is arranged chronologically by year and contains copies of grant information by the office. Information may include: correspondence, grant application, grant information, goals, objectives, budget information, and other information related to the administering the grant. This record series is used for reference purposes.

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

DOE-94. SCHOOL BUS DRIVER TRAINING:

20-005

This paper and electronic series is arranged chronologically by year, then by school/district name and contains school bus driver training. Information includes: the school bus driver's name, and the date (MM/YYYY) the training was completed by the driver. This record series is maintained for reference purposes.

RETENTION: Retain data current in Personnel Record Form (PRF) system.

(Note: The previous record series number was DECA-32.)

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

DEPARTMENT: Education
DIVISION: Accreditation and Certification
OFFICE: Accreditation
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-99. TEACHER EDUCATION PROGRAM REVIEW REPORTS:

07-070

This series is arranged alphabetically by institution name, then chronologically and contains teacher education program review reports for 11 institutions. Information may include: report of review, follow up, on site visits, Board of Education actions, State Board approval, and working papers which include correspondence, documentation submitted from the institutions, and course catalogs. This record series is used for reporting and reference purposes.

RETENTION: Retain 14 years, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-37.)

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

DEPARTMENT: Education
DIVISION: Accreditation and Certification
OFFICE: Certification
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0025

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

DOE-238. DISTRICT STAFFING INFORMATION:

20-005

This database Personnel Record Form (PRF) series is arranged by district and contains school district's staffing information. Information may include: listing of schools, base salary, listing of all staff, FTEs, assignments, listing of bus drivers, paraprofessionals, classified staff, and assurance statements. This information is required by statute and rule and is used for federal and state reporting purposes.

RETENTION: Retain data in electronic database system(s) for 15 years, then purge and destroy.

(Note: Retention also applies to data exported and stored in other databases.)

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

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

DOE-96. EDUCATOR CERTIFICATION FILES:

20-005

This series is maintained electronically on the state certification database and contains educator certification files. Information may include: certificates, applications, transcripts, correspondence, comments and documentation, and demographics. This record series is maintained for verification and reference purposes for individuals required to have an educator certificate.

RETENTION: PAPER: Scan and verify all images to be accurate and complete. Transfer scanned paper to Records Management storage for 1 year, then destroy.

ELECTRONIC IMAGES/FILES: Retain for 75 years, then destroy.

MICROFILM: Retain existing microfilm for 75 years, then destroy.

(Note: Consider converting electronic images/files to microfilm when volume warrants.)

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

DOE-98. EDUCATOR PAYMENTS TRANSMITTAL SHEET:

16-007

This series is arranged chronologically by date and contains credit card payments from the educator certification system. Information may include: transaction ID, name, card number, time, method, response, and total amount. This record series is used for audit purposes.

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

(Note: The previous record series number was DECA-36.)

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

DEPARTMENT: Education
DIVISION: Accreditation and Certification
OFFICE: Certification
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0025

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DOE-95. PLANS OF INTENT:

16-007

This series contains information collected electronically on the staffing database by district and staff person. Information may include: name of staff, assignment not authorized to teach, plan of intent to become authorized, and comments. This record series is maintained for reference purposes.

RETENTION: Retain data in electronic database system(s) for 15 years, then purge and destroy.

(Note: Retention also applies to data exported and stored in other databases.)

(Note: The previous record series number was DECA-33.)

DOE-87.1. PRAXIS TEST ADMINISTRATION:

16-007

This series contains Praxis test information. Information is received electronically and includes: test taker's full name, social security number, date test was taken, praxis test number and score. This record series is maintained for verification and reference purposes.

RETENTION: CERTIFIED EDUCATORS: Transfer to respective "Educator Certification File". Retain 75 years, then destroy.

NON-CERTIFIED EDUCATORS: Retain electronic files for 10 years, then destroy.

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

DEPARTMENT: Education
DIVISION: Board of Technical Education
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-67. TECHNICAL INSTITUTE FILES:

07-018

This series is arranged alphabetically and contains Technical Institutes topics, which include Business and Industry training, GOED work force development, GOED contracts, Tech prep school to work, and Post-Secondary and Technical Institutes. Information includes: four technical institutes (Lake Area Tech, Mitchell Vo-Tech, Southeast Tech, and Western Tech), administrative rules, meeting minutes, correspondence, budgets, funding/formulas, marketing information, program information, legislative reports, fund raising information, technical institute background information, program issues, action plans (goals and objectives), activities, calendars integration, workshops, collaborative information, career planning, and program background history information. This record series used for reference and background purposes.

RETENTION: Retain 3 years in office. Destroy after 3 years provided the information is superseded or obsolete.

(Note: The previous record series number was DECA-134.)

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

DEPARTMENT: Education
DIVISION: College, Career & Student Success
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-64. PROJECT COMPLETION REPORTS:

18-010

This series is arranged alphabetically by school and contains the activities accomplished through the use of Perkins funds and other funds used to support Career and Technical Education (CTE) projects. Information may include: name of school or consortium, demographics of the students served, impact of programs, and explanation of how CTE was integrated with academics. This record series is maintained in part to comply with federal mandate.

RETENTION: Retain 3 years from the date of the submission of final expenditure report, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-119.)

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

DEPARTMENT: Education
DIVISION: College, Career & Student Success
OFFICE: Jobs for America's Graduates-SD
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-64.1. JOBS FOR AMERICA'S GRADUATES, SOUTH DAKOTA
ADVISORY BOARD:

22-009

This series is arranged chronologically by date and contains records related to external advisory committees pertaining to the Jobs for America's Graduates (JAG) - SD program. Information may include, but is not limited to: member lists, meeting notes, and recommendations. This record series is used for reference purposes.

RETENTION: Retain 5 years, then destroy.

DOE-64.2. PROGRAM IMPROVEMENT FILE:

22-009

This series is arranged alphabetically by school name and contains program improvement process information. Information may include: correspondence, accomplishments, and performance of Jobs for America's Graduates (JAG) model services.

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

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

DEPARTMENT: Education
 DIVISION: College, Career & Student Success
 OFFICE: Program
 PROGRAM: _____
 RECORDS OFFICER: Olivia Waggoner
 RM CUSTOMER #: 0012

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

DOE-68. ACTIVITIES, CAREER AND TECHNICAL STUDENT ORGANIZATION FILE:

18-010

This series is arranged numerically by code number, then by activity and contains Career and Technical Student Organization (CTSO) activities. Information may include, but is not limited to: the constitution, by-laws, proclamations, handbooks, and any other administrative manuals for each CTSO. This record series is used for reference purposes and has historical significance to each program.

RETENTION: Retain current in office. Transfer superseded to storage 10 years, then destroy.

(Note: The previous record series number was DECA-138.)

DOE-68.1. CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEES:

18-010

This series is arranged alphabetically by career cluster and contains records related to external advisory committees pertaining to career and technical education. Information may include, but is not limited to: member lists, meeting notes, and policy recommendations. This record series is used for reference purposes.

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

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-68.2. CAREER AND TECHNICAL EDUCATION CONTENT STANDARDS:

22-009

This series is arranged chronologically and contains the information for developing content standards. Information may include: current contents standards, course requirements, standards workgroup members, and public comment related to adoption of the standards. This record series is used for reference and historical purposes.

RETENTION: CONTENT STANDARDS & PUBLIC COMMENT: Retain current cycle plus the previous cycle in office. Destroy superseded or obsolete.

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

DOE-68.3. DUAL CREDIT PROGRAM:

18-010

This series is arranged alphabetically by topic and contains information related to the administration of the state-sponsored dual credit program. Information, may include, but is not limited to: copies of Memorandum of Understanding with institutions of higher education, copies of Memorandum of Understanding with parents of home school students, policy manuals, performance data, and billing detail. This record series is maintained for audit and reference purposes.

RETENTION: Retain in office 2 years past the school year to which the information pertains. Transfer to storage for 5 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Student performance data is housed in the state's Longitudinal Data System (SD-STARS) and is subject to that program's retention policy.)

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

DEPARTMENT: Education
DIVISION: College, Career & Student Success
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-70. FEDERAL GRANT ANNUAL PERFORMANCE REPORTS:

07-018

This series contains the federal grant annual performance reports. Information may include: cover letter, forms, and instructions. This record series is used for the federal grant process.

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

(Note: The previous record series number was DECA-177.)

DOE-70.1. FFA STATE FAIR:

18-010

This series is arranged numerically by code number, then by activity and contains information pertaining to the Joint Powers Agreement between the Department of Education on behalf of FFA and the South Dakota State Fair. Information may include, but is not limited to: the annual Joint Powers Agreement and documentation related to any damages or improvements on the fairgrounds or fair buildings. This record series is used for reference purposes.

RETENTION: Retain current in office. Transfer to storage for 5 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: Education
DIVISION: College, Career & Student Success
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-70.2. MARKETING MATERIALS:

22-009

This series is arranged alphabetically by topic and contains marketing and promotional material related to programs administered or supported by the Division of College, Career and Student Success. Information may include, but it not limited to: posters, flyers, brochures, and videos. This record series is used for reference purposes.

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

DOE-76. PROGRAM DATA INFORMATION FILES:

18-010

This series is arranged alphabetically by school and consortia name and contain secondary and postsecondary program data information files. Information may include: application forms, core measures and standards forms, personnel data forms, value added forms, and inventory forms. This record series is used to compile a program summary, which includes the school's and consortia's name, program name, and number of applicants.

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

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

(Note: The previous record series number was DECA-146.)

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

DEPARTMENT: Education
DIVISION: College, Career & Student Success
OFFICE: Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-77. PROGRAM IMPROVEMENT FILE:

07-018

This series is arranged alphabetically by school name and contains program improvement process information. Information may include: quality indicators, accomplishments, and attainment of indication. Program improvement process is required to be done through the Federal Perkins Act.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-147.)

DOE-79. WORKSHOP FILE:

22-009

This series contains workshop material used by the program to put on workshops. Information may include: handouts, PowerPoints, curriculum material, and national standards publications and handouts.

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

(Note: The previous record series number was DECA-151.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-111A. APPEALS, HEARINGS, AND SERIOUSLY DEFICIENT:

21-004

This series is arranged chronologically by year and then by Local Agency and contains requests for an appeal or hearing information for the USDA Child Nutrition Programs (National School Lunch Program, School Breakfast Program, Special Milk Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Child and Adult Care Food Program), Commodity Supplemental Food Program, and the Emergency Food Assistance Program. This series includes the seriously deficient process. Information may include: request for an appeal or hearing, appointment of appeal or hearing officers, notices of appeal or hearings, outcome, mediation, appointment letters, appeal or hearing date and alternative date, notice of seriously deficient and other documents to support seriously deficient process, correspondence, memos, and exhibits. This record series is maintained to document an appeal, hearing, or the declaration of a sponsor agency as seriously deficient.

RETENTION: Retain 6 years in office, then scan into EDMS and maintain electronically for 4 years. Destroy after 10 years provided, litigation, claims, seriously deficient process, 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: Education
DIVISION: Child and Adult Nutrition
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-111. APPLICATIONS, CLAIMS, & COMPUTER REPORTS:

18-010

This series is arranged numerically by report number and contains mainframe reports; and the online application and claim system for the Child and Adult Nutrition Program. Information may include: program applications, claims, participation reports, statistical reports, program information, and food prices in schools. This record series is used for reference purposes.

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

ONLINE APPLICATION AND CLAIMS SYSTEM: Retain data for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken. **At 10 years, print any Provision 2 and 3 base year claims and archive as noted in the Provision section of 7 CFR 245.**

(Note: On July 1, 2013 through June 30, 2015 applications and claims for School Nutrition Program, Child and Adult Care Food Program, and Summer Food Service Program moved to an online application and claims system.)

(Note: The previous record series number was DECA-230.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-117. BULLETINS:

18-010

This electronic series is arranged chronologically and contains bulletins prepared by Child and Adult Nutrition program. Information may include: program management and operation information. This record series is used for reference purposes.

RETENTION: Retain electronically on the Department's "N" drive for 4 years, then destroy.

(Note: The previous record series number was DECA-236.)

DOE-107. CENTRAL CORRESPONDENCE FILE:

21-004

This electronic series is arranged chronologically by calendar year, then alphabetically by program and contains both official communications sent and received for all programs. Information may include: official program communication to and from the USDA FNS, official communication to and from Local Agencies. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-226.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-113. FEDERAL REPORTS:

18-010

This series is arranged chronologically by year/month and contains federal reports for The Emergency Food Assistance Program, Food Distribution Program, Commodity Supplemental Food Program, School Nutrition Program, Summer Food Service Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Program. This record series is maintained for audit and reference 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.

(Note: The previous record series number was DECA-232.)

DOE-115. MANAGEMENT EVALUATION, USDA:

18-010

This series is arranged chronologically by fiscal year and contains USDA findings and corrective action plans. This record series is used for reference and compliance purposes.

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

(Note: The previous record series number was DECA-234.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Administration
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-118. SPECIAL GRANTS:

18-010

This series arranged alphabetically by grant, then by fiscal year and contains grant information including Team Nutrition, Equipment, Farm to School, and other grants awarded to Child and Adult Nutrition Services. Information may include: applications, award letters and federal grant award documents, contracts to carry out activities, sub-grant awards, evaluations, invoices, and federal grant reporting. This record series is maintained for audit and report purposes.

RETENTION: Retain current grants in office. Scan closed grant and maintain electronically in an EDMS for 6 years. Destroy 6 years after closed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-237.)

DOE-133. TRAINING, WORKSHOPS, & REGISTRATIONS:

21-004

This paper and electronic series is arranged alphabetically by program, then by year, and then by workshop or training topic and contains training/workshop information. Information may include: training materials, registrations, sign-in sheets, contracts for speakers or presenters, and any receipts for purchases made for trainings. This record series is maintained for administrative and reference purposes.

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

(Note: The previous record series number was DECA-252.1.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Child Nutrition Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-143. GRANTS FILE:

18-010

This series is arranged chronologically by year and contains copies of grants and grant information for the School Health Program. Information may include, but is not limited to: initial grant application, continuation applications, final performance report, contracts, monthly reports, health education standards review/revision, physical education standards review/revision, the South Dakota Department of Health state plan for nutrition and physical activity, professional development and/or training, and surveys. The South Dakota Department of Health retains the comprehensive continuation application and the final copy of the comprehensive performance report.

RETENTION: Retain 3 years from the closing date of the grant, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: The previous record series number was DECA-267.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Child Nutrition Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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DOE-119. LOCAL AGENCY FILES-CHILD AND ADULT CARE FOOD PROGRAM (CACFP):

21-004

This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains program information for Child and Adult Care Food Program. Information may include: signed copies of permanent agreements, amendments, copies of contracts, free and reduced policy statements, and agency reviews. This record series is maintained for reference purposes.

RETENTION: CONTRACTS, PERMANENT AGREEMENTS, & FREE AND REDUCED POLICY STATEMENT: Retain until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 3 years in office then scan into an EDMS and maintain electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-247.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Child Nutrition Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-110.1. LOCAL AGENCY FILES-SCHOOL NUTRITION PROGRAM:

21-004

This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains program information for School Nutrition Program (including National School Lunch Program, School Breakfast Program, Special Milk Program, After-school Snack, and Seamless Summer Option), Fresh Fruit and Vegetable Program, and NSLP Food Distribution. Information may include: signed copies of permanent agreements, free and reduce price policy statements, health inspections, management company contracts and renewals, and administrative reviews. This record series is maintained for reference purposes.

RETENTION: CONTRACTS, PERMANENT AGREEMENTS, & FREE AND REDUCED POLICY STATEMENT: Retain until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ADMINISTRATIVE REVIEWS: Must be retained 5 years in a secure agency file and on network drive after the date the review is closed. Retain electronically in an EDMS for an additional 2 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HEALTH INSPECTIONS: Retain 1 year in office, then scan into an EDMS and maintain electronically for 3 years. Destroy after 4 years.

ALL OTHER INFORMATION: Retain 3 years in office then scan into an EDMS and maintain electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Child Nutrition Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-110.2. LOCAL AGENCY FILES-SNP COMMUNITY ELIGIBILITY PROVISION:

21-004

This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains School Nutrition Program information for Local Agencies that participate in the Community Eligibility Provision (CEP). Information may include: CEP applications and SNP applications, and supporting application documentation, approval. This record series is maintained for reference purposes.

RETENTION: PERSONALLY IDENTIFIABLE INFORMATION (PII): Retain securely for 7 years, then destroy.

ALL OTHER INFORMATION: Retain in office 2 years after the Local Education Agency Community Eligibility Provision expires or ends, then scan into an EDMS and maintain electronically for 4 years. Destroy 6 years after expiration of provision provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Child Nutrition Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-110.3. LOCAL AGENCY FILES-SPECIAL PROVISION 2, AND 3:

21-004

This paper and electronic series is arranged alphabetically by Local Agency and then by program year and contains information for Local Agencies that operate under a special provision. Information may include: provision supporting documentation, claims, claiming percentages, and renewal requests with supporting documentation and approvals. This record series is maintained for reference purposes.

RETENTION: PERSONALLY IDENTIFIABLE INFORMATION (PII): Retain securely for 3 years past the expiration of the provision base year approval, then destroy.

ALL OTHER INFORMATION: Retain in office 2 years after the Local Education Agency's base year provision and all extension expire or are no longer in use, then scan into an EDMS and maintain electronically for 2 years. Destroy 4 years after expiration of provision provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Child Nutrition Program
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-110.4. LOCAL AGENCY FILES-SUMMER FOOD SERVICE PROGRAM:

21-004

This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains information for the Summer Food Service Program. Information may include: signed copies of permanent agreements (including SFSP food distribution), amendments, health inspections (when applicable), and agency reviews. This record series is maintained for reference purposes.

RETENTION: CONTRACTS, PERMANENT AGREEMENTS, & FREE AND REDUCED POLICY STATEMENT: Retain until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

HEALTH INSPECTIONS: Retain in 1 year in office, then scan into an EDMS and maintain electronically for 3 years. Destroy after 4 years.

ALL OTHER INFORMATION: Retain 3 years in office then scan into an EDMS and maintain electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Food Distribution Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-107.1. COMMODITY INBOUND DOCUMENTS:

18-010

This paper and electronic series is arranged alphabetically by program, then numerically by product material code number, and then chronologically by load receipt date and contains commodity inbound information. Information may include: requisition and order report, manufacture bill of lading, warehouse inbound documents, and inventory receipt. This record series is maintained for audit and reference purposes.

RETENTION: Retain 1 year in office, then scan into an EDMS and maintain electronically for 6 years. Destroy after 7 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOE-128. FOOD DISTRIBUTION STORAGE & SHIPPING DOCUMENTS:

18-010

This series is arranged alphabetically by program, by shipping or storage, and then chronologically by month and contains food distribution storage and shipping documents. Information may include: storage and shipping documents for food items stored in state contracted warehouse and shipped by the state contracted company. This record series is used for reconciliation purposes. Consolidated Accounting maintains the original contracts.

RETENTION: Scan as received and maintain electronically in an EDMS for contract term and all amendments. Destroy 5 years after contract and amendments expire provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-248.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Food Distribution Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-119.1. LOCAL AGENCY FILES-COMMODITY SUPPLEMENTAL FOOD PROGRAM:

21-004

This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains program information for the Commodity Supplemental Food Program. Information may include: copies of agreements, copies of contracts, grant award notices, inventory records, use of, loss of, or damage commodity reports, results obtained from pursuit of claims arising in favor of the state or local agency, official USDA communication emails, and official program communication email to sponsor agencies. This record series is maintained for reference purposes.

RETENTION: CONTRACTS, PERMANENT AGREEMENTS, AND GRANT AGREEMENTS: Retain copies until Local Agency documents are amended, then scan into an EDMS and maintain electronically for 6 years from the end of the fiscal year. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

LOCAL AGENCY REVIEWS: Retain paper document in office 1 year then scan into EDMS for 2 years. Destroy after 3 years from the end of the fiscal year provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain records for 3 years on office network drive from the end of the fiscal year, then destroy provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Food Distribution Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-110. LOCAL AGENCY FILES-FOOD DISTRIBUTION IN SCHOOLS AND SUMMER:

21-004

This electronic series is arranged by program (School or Summer), then alphabetically by Local Agency and contains commodity information for the Food Distribution Program for National School Lunch Program and Summer Food Service Program. Information may include: surveys (including bulk processing, Department of Defense Fresh FFAVORS, annual surveys, monthly processed item surveys), food orders, invoices for processed items, and checks received. This record series is used for reference purposes.

RETENTION: Retain electronically for 1 year, then transfer to EDMS and maintain electronically for 3 years from the end of the fiscal year. Destroy after 4 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-229.)

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Food Distribution Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-110.5. LOCAL AGENCY FILES-THE EMERGENCY FOOD ASSISTANCE PROGRAM:

21-004

This paper and electronic series is arranged by program year and then alphabetically by Local Agency and contains information for The Emergency Food Assistance Program. Information may include: agreements, contracts, grant award notices, food orders, inventory, program reviews, and invoices for Local Agency shipping and storage costs. This record series is maintained for reference purposes.

RETENTION: CONTRACTS & PERMANENT AGREEMENTS: Retain Local Agency documents until amended, then scan into an EDMS and maintain electronically for 6 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 3 years in office then scan into an EDMS and retained electronically for 3 years. Destroy after 6 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education
DIVISION: Child and Adult Nutrition
OFFICE: Food Distribution Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-114. STATE AGENCY-FOOD DISTRIBUTION FILES:

21-004

This paper and electronic series is arranged by program, then fiscal year, and then alphabetically by topic and contains food distribution information for The Emergency Food Assistance Program, The Commodity Supplemental Food Service Program and Food Distribution Program in Schools and the Summer Food Service Program. Information may include: reviews and inventories of contracted storage facilities, federal allocations, federal allocations, entitlement distribution, processor invoices, surveys, copies of contracts, processor monthly performance reports, and monthly food order documentation. This record series is maintained for management purposes.

RETENTION: CONTRACT & AMENDMENTS. Retain copies in office on network drive until contract and amendments expire, then scan into an EDMS maintain electronically for 6 years. Destroy 6 years after contract and amendments expire provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 4 years in office on network drive. Destroy after 4 years provided all serious deficiencies, litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-233.)

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

DEPARTMENT: Education
DIVISION: Data and Research
OFFICE: Data Management
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-240. ACT FILES:

16-007

This series is arranged by school year and then by school district and contains ACT scores for all students in South Dakota who took the ACT test. Information may include: district number, district name, composite average, and number tested. Test scores are used to determine each district's average composite score which is posted to the DOE website. ACT scores are also used for the College/Career indicator in the Accountability process. This record series is maintained for reference and reporting purposes.

RETENTION: Retain on-line on DOE's website and in hard copy on disc for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DOE-241. BLUE RIBBON SCHOOL NOMINATIONS:

16-007

This series is arranged by school year and contains correspondence from the US Department of Education regarding the nominating criteria used each year to nominate South Dakota schools for the National Blue Ribbon Schools award. Information may include: spreadsheets/printouts of aggregate assessment scores, aggregate graduation rates, and aggregate free/reduced lunch percentages by school. This record series is maintained for reference purposes only.

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

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

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

DEPARTMENT: Education
DIVISION: Data and Research
OFFICE: Data Management
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-242. DATA REQUESTS:

16-007

This series is arranged chronologically, then by staff person assigned to completing the data request and contains requests for information. Information includes: who initiated the request, what data was requested, who the request was assigned to, etc. This record series is maintained for reference purposes.

RETENTION: DENIAL LETTERS: Retain permanently.

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

DOE-243. EDFACTS FILES:

16-007

This series is arranged chronologically by school year, then by EdFacts file number and contains all information required by the US Department of Education to be submitted via EDEN system. This includes 100+ files per year with information such as: district/school enrollment information, aggregate student demographic and program participation data, school/district financial data, district/school staffing data, etc. This record series is maintained for reference and reporting purposes.

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

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

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

DEPARTMENT: Education
DIVISION: Data and Research
OFFICE: Data Management
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-244. EDUCATIONAL DIRECTORY:

16-007

This series is arranged alphabetically by school district type and contains contact information for key district personnel such as: Superintendent, Business Official, Special Education Director, Personnel Record Form Contact, Technology Coordinator, Main Infinite Campus/Student Data Contact, etc. Information may include: school district's name and address, name of contact, phone and fax numbers, and the contact's email address. This record series is maintained for reference purposes.

RETENTION: Retain current school year information on-line of DOE's website. Destroy superseded or obsolete.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

DOE-245. EDUCATIONAL STRUCTURE:

16-007

This series is arranged alphabetically by school district and contains changes to the current school structure by those school districts requesting an educational structure change for the upcoming school year. Changes to the school structure may include items such as: opening a new school, closing an existing school, changes in grade span for existing schools, etc. This record series is used for administrative and reporting purposes.

RETENTION: Retain current school year plus the preceding 5 years on-line on DOE's website. Destroy superseded or obsolete.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

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

DEPARTMENT: Education
DIVISION: Data and Research
OFFICE: Data Management
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-246. SAFE, DRUG, AND GUN FREE DATA COLLECTION (SDGF):

16-007

This series is arranged alphabetical by public school district and contains SDGF data. Each year every public school district must report in the online web-based collection system whether or not they have had any incidents throughout the school year that involve: alcohol, arson, battery, disorderly conduct, drugs, sexual harassment, firearms, etc. This record series is maintained for reference and reporting purposes.

RETENTION: Retain on-line in web-based SDGF collection system for 5 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

DOE-247. STUDENT RECORDS, INFINITE CAMPUS:

16-007

This series is arranged alphabetically by school district name and contains electronic enrollment records for every student in every school district in the state. Information included in these electronic records include: Student Demographic data including name, date of birth, race, etc.; Enrollment data including start date, end date, resident school district, serving (attending) school district, etc.; Program Participation data including Title I, Homeless, Limited English Proficient; Special Education, Free/Reduced Lunch, etc.; Student Assessment data; Graduation data; etc. This record series is used for administrative and reporting purposes.

RETENTION: STATE'S DATA: Retain in secure electronic longitudinal database for 75 years. Destroy after 75 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 &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Education
DIVISION: Data and Research
OFFICE: SD-STARS
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-79.2A. NATIONAL STUDENT CLEARINGHOUSE:

20-005

This series contains postsecondary data on South Dakota high school completers and is provided by National Student Clearinghouse. The data file is arranged by unique identifier and contains information like student demographics, known high school information, postsecondary enrollment, degree program, and graduation date. The series is used for state and federal reporting.

RETENTION: Retained and destroyed based on contract stipulations. If no contract stipulations, data files are retain on network drive for 10 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

DOE-79.2. STUDENT TEACHER ACCOUNTABILITY AND REPORTING SYSTEM (SD-STARS):

18-010

This database series is arranged chronologically by school year and contains the electronic records loaded into the South Dakota-Student Teacher Accountability and Reporting System, a longitudinal data system. Information may include: student data, test data, staffing data, district information, etc. This system pulls data already available from different sources (ex: Infinite Campus and assessments), and dumps data into a centralized system, and links data together. The data is used for state and federal reporting.

RETENTION: NATIONAL STUDENT CLEARINGHOUSE: Retain data based on contract stipulations, then destroy. If no contract stipulations, retain 75 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 75 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: Accounting & Financial Reporting
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-228. ACCOUNTING RECORDS AND RECONCILIATIONS:

16-007

This series contains accounting records and reconciliations needed to support financial reporting account balances. Information may include: 1099's; accounts receivable listings and reconciliations; inventory reconciliations; physical inventory audits; MSA reconciliations and supporting documentation; and accounting edit printouts and corrections. This record series is maintained for audit purposes.

RETENTION: Retain 2 years in office, then transfer to Records Management 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.

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

(Note: The previous record series number was DECA-54.)

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

DEPARTMENT: Education
 DIVISION: Finance and Management
 OFFICE: Accounting & Financial Reporting
 PROGRAM: _____
 RECORDS OFFICER: Olivia Waggoner
 RM CUSTOMER #: 0012

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

DOE-14. ACCRUAL WORKING PAPERS (COMPREHENSIVE ANNUAL FINANCIAL REPORT):

16-007

This series is arranged chronologically by state fiscal year, then by transaction type and contains the working papers for comprehensive annual financial reports. Information may include worksheets for: accounts payable, accounts receivable, copies of journal vouchers, accrual commodities, cash center balances, due to and due from, contracts payable, prepaid, accrued central inventory, accrued leave liability report, and legislative audit testing. This record series is maintained for reporting and audit purposes.

RETENTION: Retain 2 years in office, then transfer to Records Management 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.

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

(Note: The previous record series number was DECA-54.)

DOE-16. AUTOMATIC DEPOSIT AUTHORIZATION FORMS:

07-018

This series contains the automatic deposit authorization forms. Information includes: school district name and address, bank ABA (American Bankers Association) number, school district account number, and signatures. This record series is maintained for administrative purposes

RETENTION: Retain 4 years, then destroy.

(Note: The previous record series number was DECA-58.)

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: Accounting & Financial Reporting
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DOE-17. CANCELED WARRANT RECORDS:

07-018

This series is arranged chronologically by month and contains funding information for canceled warrant records. Information may include: company name, payee, warrant date, control number, dollar amount, reason canceled, stop payment date, and reissued date. This record series is maintained for audit purposes.

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.

(Note: The previous record series number was DECA-59.)

DOE-18. CASH MANAGEMENT INFORMATION ACT (CMIA):

07-018

This series is arranged chronologically by state fiscal year and contains documentation for federal funds that must follow the Cash Management Information Act (CMIA). The source documents tell the dollar amount spent for each major grant and are used as the basis for drawing funds. Information may include: warrant register by grant code and copies of journal voucher transactions. This record series is used for reconciliation and reference purposes.

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

(Note: The previous record series number was DECA-60.)

**STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: Accounting & Financial Reporting
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-19. CASH RECEIPT JOURNAL VOUCHER:

16-007

This series is arranged by C document number and contains copies of cash receipt transmittals. Copies include: the journal voucher entry, revenue deposit form, listing of checks, receipts from programs, invoices, date of the deposit, and non-cash voucher receipts. This record series is used for reference and audit purposes. The original is retained by the Office of the State Treasurer.

RETENTION: PAPER: Retain 2 years in office, then scan and transfer scanned paper to Records Management storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES/FILES: Retain 4 years in Electronic Document Management System (EDMS), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: The previous record series number was DECA-61.)

DOE-20. CODE STRUCTURE BOOK:

07-018

This series contains a code structure book for expenditures and revenues. Information may include: office name, program name, list of code funding source activities, and worksheets. This record series is used as a working reference and for audit purposes.

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

(Note: The previous record series number was DECA-63.)

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RM CUSTOMER #: 0012

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DOE-22. FEDERAL FINANCIAL STATUS REPORT:

07-018

This series is arranged numerically by source number and contains the completed federal financial status reports (SF 269), federal report 270, and cash report 272. Information may include: grant number, employer identification number, recipient account number, recipient organization (name and complete address), funding period basis, date, approval number, period covered, funds authorized, and fund outlays. This record series is maintained for reporting, reference, and audit purposes.

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

(Note: The previous record series number was DECA-65.)

DOE-23. FEDWIRE PAYMENT REQUEST RECORD:

07-018

This series is arranged chronologically by state fiscal year and contains the FEDWIRE payment request records. Information may include: cover letter, copy of transmittal, breakdown of account (where the money was deposited), and draw down print screen, which may include United States Department of Education, United States Department of Agriculture, National Science Foundation, Health and Human Services, National Endowment for Arts, National Park Service, and National Endowment for Humanities. This record series is used for reference of funds drawn for each federal grant and for audit purposes.

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

(Note: The previous record series number was DECA-66.)

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DOE-229. FIXED ASSET INVENTORY DATA SHEETS:

16-007

This series is arranged numerically by asset number and contains the encoded source documents to the Fixed Asset Report. Information may include: Central Annual Inventory number, location number, object code, description, make, model, serial number, date acquired, cost, asset description, vendor name, Federal grant information, if applicable, per 2 CFR 200.313 (D), such as the source of federal funding CFDA number including the FAIN, percent of federal participation, invoice copies, and subsequent disposition information. This record series provides more detail than the Fixed Assets Report to support financial reporting accounts, audits, and to determine the gain or loss on disposition of the asset.

RETENTION: Retain for life of property. Destroy 3 year after the property is sold, exchanged or declared surplus provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333; and comply with the disposition instructions of 2 CFR § 200.313(e)).

DOE-24. GRANT AWARD DOCUMENTS:

23-002

This electronic series is arranged chronologically by fiscal year and contains various grants awarded to the Department of Education. Information may include: grant award notification, cover letter, and reporting information. This record series is used for reference purposes and establishing a grant ledger.

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

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DOE-25. INDIRECT COST AGREEMENTS:

07-018

This series is arranged chronologically by fiscal year and contains indirect cost agreement with the United States Department of Education and South Dakota Department of Transportation. Information may include, but is not limited to: proposals, department flowcharts, narratives, statewide cost allocations, memos, and copies of object/sub-objects by program. This record series is maintained for audit and reference purposes.

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

(Note: The previous record series number was DECA-68.)

DOE-26. MONTHLY STATUS REPORTS:

07-018

This series is arranged chronologically by month and contains federal and state monthly program financial reports. Information may include: funding amount by expense code, dollar amount of expenditures, encumbrances, balance, CFDA (Catalog of Federal Domestic Assistance) number, funding date, coding, and report date. This record series is maintained for reference purposes.

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

(Note: The previous record series number was DECA-73.)

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DOE-230. STALE DATED WARRANT RECORDS:

16-007

This series is arranged numerically and contains the stale dated warrant records for the Department. Information may include: warrant date, payee, fund, warrant number, warrant amount, center number, and replacement warrant number. This record series is used for reference and audit purposes.

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

(Note: Records must comply with State Unclaimed Property retention if reported as unclaimed property; and financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333.)

DOE-28.1. SURPLUS PROPERTY FILES:

09-012

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

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

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DOE-29. VOUCHERS:

07-018

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

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

(Note: The previous record series number was DECA-70.)

DOE-231. W-9:

16-007

This series contains the W-9 forms for Taxpayer Identification Number (TIN) Verification. These forms are needed to support vendor payment information and detail. Information may include: emails, letters, and other written communication to support changes and/or additions to current vendor files. The official copy of the W-9 and supporting information is maintained by BF&M. DOE maintains a reference copy only

RETENTION: Retain paper or electronic images/files 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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DOE-9. BOND AGREEMENTS:

07-018

This series is arranged chronologically by year and contains bond agreements, which are for 25 years, between the Department of Education and the South Dakota Health and Education Facilities Authority. These bonds are issued for the purpose to otherwise improve the infrastructure of participating educational institutions. Information may include, but is not limited to: bond application, correspondence, parties' names, terms, limits or conditions, bond agreement, payment schedules, and supporting documentation. This record series is maintained for reference and compliance purposes.

RETENTION: Destroy 6 years after agreement has been terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider microfilming when volume warrants.)

(Note: Because film may include agreements not yet terminated, Records Management will encode the original microfilm into our vault for 25 years. The film will be reviewed every 10 years, after the initial 25 years, for final disposition.)

(Note: The previous record series number was DECA-557.)

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DOE-10. CONNECTING THE SCHOOLS-LICENSE AGREEMENTS:

07-018

This series contains the software license agreements purchased by the State for the Governor's Connecting the Schools Project. Each Microsoft Client License Pak contains 20 licenses for Windows NT(R) server version 4.0 (academic edition). This record series is maintained to authorize the use of and make copies of the software installed on the computers at each location.

RETENTION: Retain original license agreement for 5 years, then destroy.

(Note: At the end of 5 years, the Department of Education will reevaluate the appropriateness of the retention.)

(Note: The previous record series number was DECA-559.)

DOE-11. CONTRACT REGISTER LOG:

20-005

This electronic series is arranged numerically by office number and contains the contract register log. Information may include: contract number, auditor's code and date received, performance date(s), contractor, contractee, description, fund, source, total approved, approved by source, expenditure by source, balance by source, total balance, and payment date. This record series is maintained for reference when tracking contracts.

RETENTION: Retain electronically on Department's shared drive for 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-41.)

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DOE-12. CONTRACTS AND AGREEMENTS:

07-018

This series is arranged numerically by contract number and may contain contracts between the Department of Education and other institutions, other agencies, or individuals for services performed by Department of Education. Information may include, but is not limited to: contract worksheets (terms of contract, dates effective, costs of contract, and funding sources), copy of signed contracts, W-9, and correspondence. This record series is maintained for auditing purposes, administrative purpose, and legal action.

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

(Note: The previous record series number was DECA-40.)

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DOE-21. E-RATE FEDERAL FUNDING FILES:

14-006

This series is arranged alphabetically by school and contains the documentations for the E-Rate federal funding files. Information may include: applications, invoices, financial reports, and correspondence. This record series is maintained for audit purposes.

RETENTION: Retain 10 years from the last date of service, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Federal Regulations have changed the document retention period from five to 10 years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request.)

(Note: The previous record series number was DECA-64.1.)

DOE-28. RECORDS MANAGEMENT FILES:

07-018

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

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

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

(Note: The previous record series number was DECA-47.)

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DOE-42. ALLOCATION/REALLOCATION/RELEASE FILES:

07-018

This series is arranged chronologically by fiscal year and contains information used to calculate Title I allocation, reallocation, and releases. Information may include: census data, poverty by county, poverty by school district, list of allocations, amount of reallocations, reallocation applications, and worksheets. This record series is used for audit and calculation purposes.

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

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-82.)

DOE-45. COLLEGE FINANCIAL AID PROGRAMS:

07-018

This series is arranged by program name and then chronologically and contains information on all the different financial aid programs administered by this office available to higher education students. Information may include: award letters, vouchers, applications, supporting documentation, and federal grant reports. This record series is maintained for audit purposes.

RETENTION: AWARDED: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

NON-AWARDED: Retain 1 year after the financial aid has been awarded, then destroy.

(Note: The previous record series number was DECA-5.)

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DOE-46. COMPARABILITY FILE:

07-018

This series is arranged chronologically by fiscal year and contains comparability information about Title I funds. Information may include: comparability reports from previous years, school enrollment, staff, and staff full-time employees. This record series is used to compare the largest school districts using Title I funds to serve local dollars to that of Title I schools and Non-Title I schools and for audit purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-83.)

DOE-47. CURRENT GRANT FILES:

07-018

This series is arranged alphabetically by school district and contains grant files for Title I, II, IV, and VI. Information may include: grant applications, requests for payments, amendments, transfers, project completion reports, correspondence, and equipment inventory lists. This record series is used for reference and audit purposes.

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

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-86.)

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DOE-48. DESK AND SUB-RECIPIENT AUDIT:

07-018

This series is arranged by fiscal year and contains the desk and independent audits of Federal Programs. Information may include: Federal Status Reports, documentation received for expenditures (i.e. timesheets, teacher contracts, and other expenses) made on each of the Federal Status Reports, reconciliation forms, and correspondence related to the audit. This record series is used for reference and audit purposes.

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

(Note: The previous record series number was DECA-86.1.)

DOE-50. FEDERAL MEAL REPORTS:

07-018

This series is arranged chronologically by federal fiscal year, then by month and contains federal meal reports. Information may include: FMS 10's, 44's, and 418's, multiple payee claims, any non-cash vouchers for meal reimbursements, monthly meal counts for each federal program, and the number of homes. This record series is maintained for federal regulations and for reconciliation purposes of federal dollars.

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

(Note: The previous record series number was DECA-87.)

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DOE-51. FEDERAL REVIEW RECORDS:

07-018

This series contains federal review information. Information may include: findings and responses from the reviews. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-301.)

DOE-52. GENERAL ASSURANCE FILE:

07-018

This series contains yearly submitted documentation to verify general assurance before the Local Education Authority (LEA) receives federal funds. Information may include: verification of drug free schools, verification of gun free facilities, lobby departments, and pro-children acts. This record series is used for verification 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.

(Note: The previous record series number was DECA-88.)

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DOE-53. OCTOBER COUNTS FILE:

07-018

This series contains submitted enrollment for local and state agencies. Information may include: number of enrollment, federal government report, and a summary of enrollment for each agency. This record series is used for funding purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-92.)

DOE-55. PERKINS FINANCIAL FILES:

07-018

This series is arranged alphabetically by LEA, then chronologically by fiscal year and contains Perkins financial information for vocational, secondary, and post-secondary education. Information may include: applications, amendments, requests for payments, transfers, and correspondence. This record series is used for reference and audit purposes.

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

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-94.)

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DOE-56. REFERENCE FILE:

07-018

This series contains reference material. Information may include: allocations, copies of gun free schools, Pro-Children Act reports, surveys, workshop material, program specific information, and workshop informational material pertaining to program publications. This record series is used for reference purposes.

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

(Note: The previous record series number was DECA-302.)

**DOE-57. REPORT 15 MONTHLY MEAL REIMBURSEMENT
REPORTS:**

07-018

This series is arranged chronologically and contains monthly meal reimbursement reports. Information may include: dollar amount paid to the schools, summary information to local agencies, multiple payee listings, names of local agencies, and funding sources. This record series is maintained for reference purposes, reconciliation purposes, and preparation of payments.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-96.)

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DOE-58. SCHOOL DRUG FREE POLICIES:

07-018

This series is arranged alphabetically by school and contains copies of the schools' drug free policies for students and teachers. The original policies are maintained at the school.

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

(Note: The previous record series number was DECA-303.)

DOE-59. SPECIAL EDUCATION GRANT FILE:

07-018

This series contains the Special Education grant file. Information may include: copies of grant award letters, copies of payments, copies of vouchers, and administrative grant files. This record series is maintained for audit purposes.

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

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-97.)

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: Grants Management
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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DOE-60. STATE PLAN:

07-018

This series contains the State Plan approved by the Federal Government for Perkins funding. Information may include: how funds were administered, budget page, working papers, public hearings, ads for public hearings, and the working documentation for compiling the final draft for state plan. This record series is used for administrative and reference purposes.

RETENTION: WORKING PAPERS: Retain until New Act is complete, then transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded or obsolete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain for the life of the Perkins Act, then microfilm and maintain film permanently.

(Note: The previous record series number was DECA-132.)

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

DEPARTMENT: Education
 DIVISION: Finance and Management
 OFFICE: State Aid & School Finance
 PROGRAM: _____
 RECORDS OFFICER: Olivia Waggoner
 RM CUSTOMER #: 0012

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

DOE-31. ANNUAL FINANCIAL REPORTS:

16-007

This database series is arranged by fiscal year and school district and contains the annual financial data submitted by school districts. Information may include: sign off form, revenues and expenditures, balance sheets, long term debt, capital assets and any other legislatively required data. This series is maintained for audit and reporting purposes.

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

(Note: The previous record series number was DECA-101.)

DOE-32. BOUNDARY CHANGES:

22-003

This series is arranged alphabetically by county and contains copies of boundary changes, which are property transfers from one school district to the other. Information may include: a copy of the boundary changes and board meeting minutes. This record series is used for reference purposes.

RETENTION: Scan and retain electronically current in EDMS. Destroy superseded or obsolete.

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: State Aid & School Finance
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-33. CONTRACTING SCHOOL DISTRICT FILE:

16-007

This series contains copies of signed contracts and agreements between two school districts pursuant to SDCL 13-15-11. Information may include: terms and conditions, negotiated tuition rate, and effective dates. This record series is used for administrative purposes.

RETENTION: Retain current in office. Destroy when contracts and agreements have been terminated.

(Note: The previous record series number was DECA-103.)

DOE-36. FEDERAL FINANCIAL REPORTS:

16-007

This series is arranged chronologically by year and contains federal submission reports. Information may include: average daily membership of students, and the financial working papers. This record series is used for reference purposes and compiling federal reports.

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

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

(Note: The previous record series number was DECA-104.)

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: State Aid & School Finance
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-37. IMPACT AID:

16-007

This series is arranged chronologically by school fiscal year and contains information regarding school districts receiving impact aid. Information may include: excel files and documents submitted to US Department of Education for payment calculation purposes such as district financial data, tax levy, and valuation data.

RETENTION: Retain 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: The previous record series number was DECA-560.)

DOE-27. POST-SECONDARY PAYMENT FILES:

07-018

This series is arranged chronologically, then by payment and contains state aid payments to post-secondary institutions. Information may include: payments made to the institutions, invoices, amount, formulas to calculate payments, and supporting documentation. This record series is maintained for audit purposes.

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

(Note: The previous record series number was DECA-46.)

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: State Aid & School Finance
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-34. PROGRAM DATA COLLECTION FILES:

16-007

This series is arranged by program and fiscal year and contains data collected for December Child Count and state aid fall enrollment. Information may include: count of students receiving special education services by primary disability served by each school district and district fall enrollment counts for funding purposes. This record series is used for state aid calculations and reporting purposes.

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

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

DOE-35. PROGRAM DATA COLLECTION REPORTS:

16-007

This series is arranged by fiscal year by school district and contains the aggregation of data collected for Child Count and State Aid Fall Enrollment. This series is used for state aid calculations, federal and statistical reporting.

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

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

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: State Aid & School Finance
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-38. SCHOOL DISTRICT REORGANIZATION PLANS:

22-003

This series is arranged by school district name and contains plans or proposals submitted to the department for review from districts considering school consolidation or reorganization. Information may include: reorganization plans, correspondence, results of elections, and official notifications by the department to affected school boards, county commissions, and county auditors. This record series is maintained for reference purposes.

RETENTION: Scan and retain electronically in EDMS permanently.

DOE-39. STATE AID PAYMENT FILES:

16-007

This electronic series is arranged by fiscal year and contains the monthly, annual, or quarterly payments of state aid to all school districts or post-secondary institutes. Information may include: state funding calculations, supporting data such as valuation, levies, student counts, tuition revenues and monthly payments made to school districts for formula allocations and quarterly payments to post-secondary technical institutes. This series is used for reference purposes.

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

(Note: The previous record series number was DECA-106.)

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

DEPARTMENT: Education
DIVISION: Finance and Management
OFFICE: State Aid & School Finance
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-40. STATE AID WORKING PAPERS:

16-007

This series is arranged by fiscal year and contains the working papers and documentation needed for state aid calculations. Documentation may include: documentation for mineral leasing payments, Taylor Grazing payments and state aid calculations and payments. This records series is maintained for reference purposes.

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

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

(Note: The previous record series number was DECA-107.)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Assessment and Accountability
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-232. ACCOUNTABILITY DATA:

20-005

This electronic series is arranged alphabetically by school district and contains materials associated with the annual accountability report card process as required by federal education law. Information may include: the results of the School Performance Index with the scores for every public school in the aggregate and on each indicator; the designations for every public school; the performance metrics for all public districts and the state, any files relating to the calculation of the data or the rules governing the data, and any files generated to display the data. This record series is maintained for historical purposes.

RETENTION: Retain electronically for 20 years, then delete obsolete years.

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

(Note: The retention aligns with the South Dakota Department of Education's Long Term Goals period as indicated in the ESEA State Plan, as well as FERPA laws.)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Assessment and Accountability
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-233. ACCOUNTABILITY SPI BUSINESS DOCUMENTS:

23-002

This series is arranged alphabetically by school district and contains materials associated with how to calculate and the process of compiling the annual accountability report card process as required by federal education law. Information may include: the technical manual for how to produce the report card, the accountability workbook, formal appeals filed by schools about the DOE's report card calculations, business rules guiding production of the report card, and the deliberative results of the small school audits. This record series is maintained for reference purposes.

RETENTION: TECHNICAL MANUALS, FORMAL APPEALS, & BUSINESS RULES: Retain in office 2 years past the end of useful life, then destroy.

ACCOUNTABILITY WORKBOOK: Retain 5 years in office, then destroy.

SMALL SCHOOL AUDIT RESULTS: Retain 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Assessment and Accountability
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-236. STATE ASSESSMENT FILES (PART 3), ITEM RESPONSES:

20-005

This electronic series is contained within several Excel or similar digital documents. They contain the state assessment item response records for state required assessment if provided by the vendor as outlined in the contract. Information may include: name of student, school, grade level, accommodations, student responses by item, and other information about test items. This record series is maintained for verification and reporting purposes.

RETENTION: Retain in a secure electronic system for 3 years. Destroy after 3 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Assessment and Accountability
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-235. STATE ASSESSMENT FILES-STUDENT DATA FILES:

20-005

This electronic series is contained within several Excel or similar digital documents. They contain the state assessment records for all required state assessments (English language arts, math, science, English learner). Information may include: name of student, school, grade level, accommodations, scale scores, and proficiency levels. This record series is maintained for statistical purposes, state accountability reporting, and longitudinal studies for ESEA and ESSA.

RETENTION: ELECTRONIC FILES: Retain on N Drive for 10 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

(Note: This information is also retained in a secure electronic statewide longitudinal data system (SD STARS).)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Content Standards
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-79.1. CONTENT STANDARDS:

22-009

This series is arranged chronologically and contains the information for developing academic content standards. Information may include: current content standards, course requirements, standards workgroup members, and public comment related to the adoption of the standards. This record series is used for reference and historical purposes.

RETENTION: CONTENT STANDARDS AND PUBLIC COMMENT: Retain current cycle plus the previous cycle in office. Destroy superseded or obsolete.

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

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

DEPARTMENT: Education
 DIVISION: Learning & Instruction
 OFFICE: Teacher Quality
 PROGRAM: _____
 RECORDS OFFICER: Olivia Waggoner
 RM CUSTOMER #: 0012

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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DOE-102.1 GRANT ADMINISTRATIVE FILES:

16-007

This series is arranged chronologically by fiscal year and contains federal and state grant documentation. Information may include: monthly grant reports, meetings, training information, federal policies and procedures, general correspondence, research materials, legislation, budget, and any other related information. This record series is maintained for audit purposes.

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

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

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Teacher Quality
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-103. GRANT FILES:

16-007

This series is arranged numerically by grant number, then alphabetically and contains the federal grant documentation for Title II part B (Math and Science Partnership); Title II part D (Technology Plans); Star Schools; and Improvement of Education. Information may include: grant applications, federal reports, requests for payment, amendments, transfers, project completion reports, and correspondence. This record series is maintained for reference and for federal audit purposes.

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

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

(Note: When these records are sent to Records Management for storage, please use the date the final expenditure was submitted as the inclusive dates for the records transmittal.)

(Note: The previous record series number was DECA-303.2.)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Title Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-184. CONSOLIDATED GRANT FILES:

23-002

This electronic series is arranged chronologically by year, then alphabetically by school district and contains the Title programs grant information. Information may include: grant application, correspondence, amendments, monitoring plans, risk assessments, monitoring forms, and corresponding documentation. Grants Management maintains the financial sections of these grants. This record series is maintained for audit and monitoring purposes.

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

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

(Note: All previous years beyond the six most recent will be archived on the GMS server as practicable by the vendor. Previous years' applications cannot be destroyed as this could impact the successive years' applications. Archived applications will not be viewable to the general population, but will remain in the system background to ensure continuity of the other applications.)

(Note: Electronic files are stored in the Grants Management System (GMS), Title I Crate, or on the Department's shared drive.)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Title Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-234. FEDERAL COMPLIANCE:

23-002

This series is arranged chronologically and contains materials related to compliance with federal education laws. Information may include: official correspondence with the U.S. Department of Education requesting waivers from certain provisions, formulation of the state plan required by law, and records of significant deliberative processes. This record series is maintained for reference purposes.

RETENTION: Retain in office 5 years past the end of useful life, then destroy.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

DOE-188. FEDERAL REVIEW REPORTS:

23-002

This series is arranged chronologically by fiscal year and contains federal review team reports. Information may include: correspondence, reviews, and compliance. This record series is maintained for compliance purposes.

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

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Title Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-190. HOMELESS RECORD FILE:

17-003

This contains information on homeless students in South Dakota. Information may include, but is not limited to: a list of surveys of homeless in South Dakota, grant application, the amount of money paid to shelters, quarterly records, correspondence, and the total number of homeless students in South Dakota. The number of homeless students is updated yearly and is maintained for reference and federal reporting.

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

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

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Title Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-191. MIGRANT RECORD FILES:

23-002

This series contains information on migrant students and migrant workers in South Dakota. Information may include, but is not limited to: Certificates of Eligibility (COEs), records transfers, grant applications, consortium information, basic program, evaluations, information shared through the Federal MSIX (Migrant Student Information Exchange) system, and industry surveys. Grants Management maintains the financial sections of this program. This record series is used to track students that move from school to school or across state lines with families because of agricultural related jobs, and to generate federal funding for migrant students for school districts.

RETENTION: Retain physical COE in office while student is an active Migrant student under a qualifying move (may be up to 3 years for each move). Retain an additional 3 years after student becomes inactive, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.334.)

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

DEPARTMENT: Education
DIVISION: Learning and Instruction
OFFICE: Title Programs
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-201. TITLE I EVALUATION FILE:

17-003

This series is arranged alphabetically by school district and contains the school districts evaluations of the Title I program. Information may include, but is not limited to: number of students in a Title program, number of staff hired for Title I, spreadsheet information, yearly results of the program, surveys to collect information, database queries, and the types of service offered to the students. This record is used for federal reporting purposes and is reported annually through the Consolidated State Performance Report (CSPR).

RETENTION: Retain 5 years, then destroy.

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Birth to Three
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-44. BIRTH TO 3 VOUCHERS:

21-004

This series is arranged by city/town and then by the child's name alphabetically and contains confidential information to meet the needs of Special Education children from the age of 0-3 years old. Information may include: child's name, services provided, provider of service, and dollar amount. This record series is used for reference and audit purposes.

RETENTION: Retain electronically for 3 fiscal years after the child's third birthday, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-99.)

DOE-157. BUDGET INFORMATION FILE:

18-010

This paper and electronic series is arranged alphabetically, then chronologically contains the budget summary information for the program. Information may include: federal fiscal year grant award information, child count reports, performance reports, budget and status reports, and miscellaneous financial reports. This record series is used for administrative and reference purpose.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

(Note: The previous record series number was DECA-305.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Birth to Three
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-157.1. CHILD COUNT FILE:

18-010

This paper and electronic series is arranged chronologically by year and contains a list of children served by the Birth to Three program. Information may include: child's name, services received, location of services, personnel for service providers, reports, and supporting documentation. This record series is used for reporting purposes.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

DOE-157.2. CHILD EVALUATION & ASSESSMENT RECORD:

18-010

This paper and electronic series is arranged alphabetically by child's name and contains evaluation information to determine eligibility and child outcomes. Information may include: child's name, DOB, Battelle Developmental Inventory (BDI) results and reports, developmental milestones, and correspondence. This record series is maintained for audit and reference purposes.

RETENTION: DOE: Retain 75 years, then destroy.

SERVICE COORDINATORS: Retain paper in office. Destroy 3 fiscal years after the child's third birthday provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic files are being retained in Battelle Developmental Inventory (BDI), SD-STARS, and on the Department's shared network drive.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Birth to Three
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-157.3. COMPLAINT INVESTIGATION FILES:

18-010

This paper and electronic series is arranged alphabetically by early intervention regional program, school district, or provider and contains complaints filed against the regional program, school district, or provider. Information may include: letter of complaint, notes, investigation, findings, and corrective action from school district, regional program or provider. This record series is used for compliance purposes.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

DOE-157.4. CONFERENCE AND WORKSHOP FILES:

18-010

This paper and electronic series is arranged alphabetically by event name and contains conference and workshop information that the Birth to Three staff has developed for service coordinators and providers. Information may include: list of attendees, fliers, announcements, accommodations, general workshop information, videos, and presentation notes. This record series is used for reference purposes.

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

(Note: Electronic files are being retained in GoSignMeUp, which is an online registration system and on the Department's shared network drive.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Special Ed & Early Learning</u>
OFFICE:	<u>Birth to Three</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

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

DOE-165. DIRECT PAYMENT/FINANCIAL:

18-010

This paper and electronic series is arranged alphabetically by child’s name and contains funding information for children with special needs. Information may include: provider information, units of service, a copy of the submitted bill and the payer of last resort. This record series is maintained for audit purposes.

RETENTION: DOE: Retain 75 years, then destroy.

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

(Note: Electronic files are being retained in the Birth to Three online IFSP, SD-STARS, and on the Department’s shared network drive.)

(Note: The previous record series number was DECA-315.)

DOE-169. FEDERAL GRANT APPLICATION, EARLY INTERVENTION GRANT:

18-010

This paper and electronic series is arranged chronologically by year and contains the IDEA Part C Early Intervention federal grant information. Information may include: grant application, budget information, program implementation, assurances, correspondence, policies, procedures, methods and descriptions, notifications, and indirect cost rates. This record series is used for reference purposes.

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

(Note: Electronic files are being retained on the Department’s shared network drive.)

(Note: The previous record series number was DECA-319.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Special Ed & Early Learning</u>
OFFICE:	<u>Birth to Three</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-169.1. HEARING FILES:

18-010

This paper and electronic series is arranged chronologically by year and contains Birth to Three hearing information. Information may include: request for hearing, appointment of hearing officers, notices of hearings, outcome, medication, appointment letters, hearing date, and alternative date. This record series is maintained to document the results of the hearing.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

DOE-171. INDIVIDUAL FAMILY SERVICE PLANS:

18-010

This paper and electronic series is arranged by child's name and contains a list of all eligible children for Birth to Three services and the implementation plans for each child. Information may include: child's name, DOB, family address, evaluation results, description on how the child became eligible, activities, family priorities, child outcomes, and services provided to meet the needs. This record series is maintained for reference and audit purposes.

RETENTION: DOE: Retain 75 years, then destroy.

SERVICE COORDINATORS: Retain paper in office. Destroy 3 fiscal years after the child's third birthday provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic files are being retained in Birth to Three IFSP System, SD-STARS, and on the Department's shared network drive.)

(Note: The previous record series number was DECA-321.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Birth to Three
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

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

DOE-194. PROGRAM STATUS REPORT:

07-018

This series is arranged by program, then chronologically and contains status reports for the following programs: Even Start, Head Start, Parents as Teachers, Rural Family Literacy, and Indian Health Services. Information may include: expenditures, total grant amount, allocations, MSA codes, and funding source. The original status reports are maintained by Consolidated Accounting.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was DECA-290.)

DOE-195. PROJECT MEETING FILE:

07-018

This series is arranged chronologically by meeting date and contains Head Start collaboration meeting information. Information may include: handouts, meeting notes, agendas, minutes, and summaries. This record series is used for reference purposes.

RETENTION: Retain in office as long as the grant is in effect, then destroy.

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

(Note: The previous record series number was DECA-291.)

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

DEPARTMENT:	<u>Education</u>
DIVISION:	<u>Special Ed & Early Learning</u>
OFFICE:	<u>Birth to Three</u>
PROGRAM:	<u></u>
RECORDS OFFICER:	<u>Olivia Waggoner</u>
RM CUSTOMER #:	<u>0012</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-195.1. PROVIDER MONITORING FILE:

18-010

This paper and electronic series is arranged alphabetically and contains provider fiscal information. Information may include: child name, services provided, mileage, services, technical assistance findings, corrections, and correspondence. This record series is used audit and for reference purposes.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

(Note: The previous record series number was DECA-327.)

DOE-174. REGIONAL PROGRAM FILE:

18-010

This paper and electronic series is arranged alphabetically and contains the Regional program information. Information may include: application, annual reports, budgets, invoices, policies and procedures followed to meet federal requirements, brochures, child counts, funding formulas, technical assistance guide, and monitoring information. This record series is used for audit and reference purposes.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

(Note: The previous record series number was DECA-325.)

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-173. REGIONAL PROGRAM MONITORING FILES:

18-010

This paper and electronic series is arranged chronologically and contains monitoring information from the Regional Birth to Three programs. Information may include: monitoring forms, reviewer forms, findings, corrective action plan, compliance, interviews, correspondence, policy letters, regulations, and surveys. This record series is used for compliance with federal requirements.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

(Note: The previous record series number was DECA-324.)

DOE-173.1. STATE PERFORMANCE PLAN ANNUAL PERFORMANCE REPORT:

18-010

This paper and electronic series is arranged chronologically by year and contains the State Performance Plan Annual Performance Report used to fulfill federal requirements for Part C, Birth to Three. Information may include: federal mandate requirements, codified laws, goals, objectives, and assurances. This record series is used for reference and reporting purposes.

RETENTION: Retain current in office. Destroy 3 years after the conclusion of the 5-year cycle provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic files are being retained on the Department's shared network drive.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Birth to Three
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-173.2. TRAINING FILES:

18-010

This paper and electronic series is arranged chronologically and contains Birth to Three training information. Information may include: videos, programs, evidence based practice content, curriculum, correspondence, and schedules. This record series is used for reference purposes.

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

(Note: Electronic files are being retained on the Department's shared network drive.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Special Education
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-156. AGENCY FILE:

18-010

This paper and electronic series is arranged chronologically agency and contains school district and program information. Information may include: complaints, compliance report, comprehensive plan, and correspondence. This record series is maintained for reference purposes and for monitoring purposes.

RETENTION: Retain paper and electronic files for 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Electronic files are stored on the DOE "N" drive under Sped Part B.)

(Note: The previous record series number was DECA-304.)

DOE-158. CHILD COUNT FILE:

18-010

This paper and electronic series is arranged chronologically by year and contains a list of children served by Special Education programs. Information may include: child's name, services received, location of services, personnel for service providers, reports, and supporting documentation. This record series is used for reporting purposes.

RETENTION: Retain paper and electronic files for 6 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Electronic files are stored on the DOE "N" drive under Sped Part B.)

(Note: The previous record series number was DECA-306.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Special Education
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-160. CONFERENCE AND WORKSHOP FILES:

18-010

This paper and electronic series is arranged chronologically and contains conference and workshop information that the Special Education staff has developed for school districts. Information may include: list of attendees, fliers, announcements, accommodations, general workshop information, videos, and presentation notes. This record series is used for reference purposes.

RETENTION: Retain paper and electronic files for 5 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Electronic files are stored on the DOE "N" drive under Sped Part B.)

(Note: Review files yearly to avoid buildup of superseded or obsolete material.)

(Note: The previous record series number was DECA-308.)

DOE-167. FEDERAL DISCRETIONARY GRANTS:

07-018

This series contains the Federal Discretionary Grant information. Information may include: grant application, performance evaluations, transition grant, state-wide system changes, personnel preparation grant, deaf/blind grant, and copies of financial. This record series is used for reference purposes. Grants Management maintains the original grant information.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-317.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Special Education
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-168. FEDERAL GRANT APPLICATIONS:

07-018

This series is arranged chronologically by year, then by agency and contains copies of federal grant applications. Information may include: a copy of the grant application and videos. This record series is used for reference when writing a new grant and for implementing existing grants.

RETENTION: Retain 5 years, then destroy.

(Note: The previous record series number was DECA-318.)

DOE-170. HEARING FILES:

18-010

This paper and electronic series is arranged chronologically by year and contains Special Education hearing information. Information may include: the request for hearing, appointment of hearing officers, notices of hearings, outcome, mediation, appointment letters, hearing date, and alternative date. This record series is maintained to document the results of the hearings.

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

(Note: Electronic files are stored on the DOE "N" drive.)

(Note: The previous record series number was DECA-320.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Special Education
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-177. MONITORING REFERENCE FILE:

18-010

This paper and electronic series contains monitoring reference material. Information may include: monitoring forms, peer reviewer forms, comprehensive plan, summer statistics monitoring information, administration guide to monitoring, correspondence, policy letters, and regulations. This record series is used for reference purposes.

RETENTION: Retain paper and electronic file current in office. Destroy 2 years after superseded or obsolete.

(Note: Electronic files are stored on the DOE "N" drive under Sped Part B.)

(Note: The previous record series number was DECA-328.)

DOE-178. SCHOOL DISTRICT FILES:

18-010

This paper and electronic series is arranged alphabetically by school district and contains school district information. Information may include: correspondence, LEA applications, Special Education hearings or complaints, child counts, final compliance reports, and comprehensive plan. This record series is used for reference purposes, monitoring purposes, and federal mandate.

RETENTION: Retain paper and electronic files for 6 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Electronic files are stored on the DOE "N" drive under Sped Part B.)

(Note: The previous record series number was DECA-333.)

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

DOE-178.1. SPECIAL EDUCATION DATA:

18-010

This series is arranged chronologically by federal fiscal year and contains special education data information. Information may include: indicator data collection, student demographics, evaluation data, and child count. Data is collected or stored on multiple systems or in multiple locations. Systems/locations include: Launchpad, Battelle Developmental Inventory-II system, South Dakota’s Statewide Longitudinal System, Infinite Campus, Part B “N” drive, Program Representatives “H” drive, and SQL server.

RETENTION: Retain 30 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

DOE-179. SPECIAL EDUCATION MONITORING FILES:

18-010

This paper and electronic series is arranged alphabetically and contains Special Education monitoring information. Information may include: working papers, criteria’s, school district’s name, administration, rules, findings, and compliance. The information is used for reference, audit, and monitoring compliance purposes.

RETENTION: Retain paper and electronic files for 6 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Electronic files are stored on the DOE “N” drive under Sped Part B.)

(Note: The previous record series number was DECA-334.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Special Education
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-180. STATE PLAN:

18-010

This paper and electronic series is arranged alphabetically and contains the state plan used to fulfill federal requirements for Special Education. Information may include: federal mandated requirements, codified laws, goals, objectives, and assurances. This record series is used for reference and reporting purposes.

RETENTION: Retain paper and electronic files for 6 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Electronic files are stored on the DOE "N" drive under Sped Part B.)

(Note: The previous record series number was DECA-335.)

DOE-181. TECHNICAL ASSISTANCE:

18-010

This paper and electronic series is arranged chronologically and contains Technical Assistance program and grant information. Information may include: transition liaison, change grant, advisory panel, legal briefs, and interpretation letters. This record series is maintained for historical purposes.

RETENTION: Retain paper and electronic files for 5 years, then remove and destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Electronic files are stored on the DOE "N" drive under Sped Part B.)

(Note: The previous record series number was DECA-337.)

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

DEPARTMENT: Education
DIVISION: Special Ed & Early Learning
OFFICE: Special Education
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-182. TRAINING FILES:

18-010

This paper and electronic series contains Special Education training information. Information may include: videos, reauthorization of ideas, alternative assessment, diagnostic program, and inclusive classroom. This record series is used for reference purposes.

RETENTION: Retain paper and electronic files current in office. Destroy superseded or obsolete.

(Note: Electronic files are stored in Gosignmeup and on the DOE "N" and "H" drives under Sped Part B.)

(Note: The previous record series number was DECA-339.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Collection Services
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-208.1. DIGITIZATION FILE:

18-010

This series is arranged alphabetically and contains electronic documents, images, and records of South Dakota State Agency publications. Information may include: annual, completion, and special reports; surveys; annual highlights; maps; project plans; photos; newspaper articles; bulletins; manuals; newsletters; handbooks; directories; bibliographies; pamphlets; and other documents that the State Library Digital Services Program has digitized and stored on an online digital repository. This series of the South Dakota State Library's digital collections reflects the history and culture of South Dakota and is used for reference purposes by librarians, researchers, state employees, genealogists, and others. This record series is maintained pursuant to SDCL 14-1A and ARSD 24:30:07:06.

RETENTION: Retain electronic files permanently.

(Note: Backup and conversion to another format may be needed as technology changes.)

DOE-209. EQUIPMENT FILE:

07-018

This series contains information regarding all equipment assigned to the agency. Information may include: equipment identification number, sign-out sheets for all equipment, and summaries of maintenance performed on the equipment. This record series is maintained to document usage, to justify the sale of old equipment, purchase of new equipment, and for audit purposes.

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

(Note: The previous record series number was DECA-533.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Collection Services
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-210. FEDERAL & STATE DEPOSITORY LIBRARY FILE:

18-010

This paper and/or electronic series is arranged by category and contains the program files for federal and state documents. Information may include: correspondence, classification, publications from federal and state agencies, and discard lists. This series is used for reference purposes, to show the history of state depository program manuals, and federal and state publication. This record series is maintained pursuant to SDCL 14-1A and ARSD 24:30:07:06.

RETENTION: Retain paper and electronic files current in office. Destroy superseded or obsolete.

(Note: The previous record series number was DECA-544.)

DOE-211. INTERLIBRARY LOAN FILE: GENERAL:

18-010

This series is arranged chronologically by state fiscal year and contains records of materials borrowed or copied for state library patrons or libraries. Requests may have been submitted via the state or nationwide interlibrary loan systems. Information may include: title, author, publication, lenders, borrowing library name and shipping destination, request number, date the request was generated, date the item was received from lending library, library that filled the request, date item was returned to lending library, and any charges that may apply. This record series is used for interlibrary loan record keeping, statistics, and for copyright purposes. This record series is maintained pursuant to 17 U.S.C. 108.

RETENTION: Retain current in office. Destroy/delete superseded or obsolete provided no copyright issues are pending.

(Note: The previous record series number was DECA-540.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Collection Services
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DOE-213. INTERLIBRARY LOAN/CIRCULATION STATISTICS:

18-010

This series is arranged chronologically and contains interlibrary loan and circulation statistics. Information may include: interlibrary loan statistics for libraries, courier use statistics, interlibrary lending statistics, circulation statistics, canceled reports, and production reports. This record series is used to compile annual reports, budget justification, and collection management purposes.

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

(Note: The previous record series number was DECA-537.)

DOE-227. TERMINATION LETTERS: STATE LIBRARY SERVICES:

18-010

This series is arranged alphabetically and contains the names, bills, certified letters, and records of all patrons to whom State Library services have been terminated due to overdue material, or unpaid bills. This record series is maintained for reference purposes.

RETENTION: Retain 3 years in office, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: The previous record series number was DECA-526.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-218. LIBRARY FILES:

07-018

This series is arranged alphabetically by library location, then by the library's name and contains a file for each library within the state. Information may include: correspondence, field reports, annual statistical reports, library clippings, recommendations, and follow up. This record series is used for reference purposes and for answering questions.

RETENTION: Retain for the life of the library.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-501.)

DOE-219. LIBRARY TRAINING INSTITUTE FILE:

07-018

This series contains library training information. Information may include: name of instructor, list of attendees, expenses, list of graduates, and description of what was taught. This record series is used for administrative and reference purposes.

RETENTION: Retain 8 years, then destroy.

(Note: The previous record series number was DECA-503.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Education
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OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-220. LSCA FILES:

07-018

This series is arranged chronologically by federal fiscal year and contains Library Services and Construction Act (LSCA) grant information. Information may include: grant requests, allotment tables, request forms, information memos, program memos, report forms, annual reports for the Title II grants, which includes a copy of grant applications, copy of award letters, pre and final application, invoices, inspection reports, correspondence, and newspaper clippings. This record series is used to compile sub-grants.

RETENTION: TITLE II: Retain current in office. Microfilm closed file and maintain film for 30 years. Destroy film 30 years after closed.

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

(Note: The previous record series number was DECA-504.)

DOE-229. STATE LIBRARY HISTORY FILE:

07-018

This series is arranged chronologically and contains the history of the State Library. Information may include: photographs, newspaper articles, and the high and low points of the State Library. This record series is maintained for historical purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was DECA-524.)

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

DEPARTMENT: Education
DIVISION: State Library
OFFICE: SD Accessible Library Services
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-203. APPLICATION FOR LIBRARY SERVICES:

23-002

This series is arranged alphabetically by last name and contains applications for service for the Blind and Print Disabled patrons. Information on the application includes: applicants name, telephone number, address, date of birth and gender, contact person, type of disability, signatures, dates, school name, address, and telephone number. Information also may include: book order request, copy of purchase orders, transfer notice, notice of decease, and a change in the type of service. Federal Regulations require that the originals be maintained.

RETENTION: TRANSFERS: Retain until applicant has been transferred to another state, then transfer file to the appropriate state.

SUSPEND/INACTIVE: Retain 5 years after patron service has been suspended or has become inactive, then destroy.

DOE-205. BRAILLE & TALKING BOOKS INTERLIBRARY LOAN FILE:

07-018

This series contains a listing of books or materials loaned out through interlibrary loans. Information may include: library provider, name of person making the request, book title, where material is to be shipped, date received, and date sent. This record series is used for verification purposes.

RETENTION: Retain 6 months after book has been returned, then destroy.

(Note: The previous record series number was DECA-549.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
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DEPARTMENT: Education
DIVISION: State Library
OFFICE: SD Accessible Library Services
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-206. BRAILLE & TALKING BOOKS READING PROGRAM FILE:

23-002

This series is arranged chronologically by year and contains reading program information for visually and physically handicapped patrons. Information may include: registration forms, certificates, awards, letters from the Governor, correspondence, participants, and written speeches. This record series is used for reference and administrative purposes.

RETENTION: STATS (participants, award winners, and Governor's letters): Retain 10 years, then destroy.

ALL OTHER INFORMATION: Retain 5 years, then destroy.

DOE-207. NATIONAL LIBRARY SERVICE INVENTORY RECORD:

07-018

This series is arranged chronologically by federal fiscal year and contains inventory records of machines for Blind and Print Disabled handicapped from the National Library Service. Information may include: invoices, activity reports, machine audit reports, monthly reports, monthly machine transfer reports, repair tracking, obsolete and damaged reports, and supplies ordered. This record series is used for reference purposes and for federal audits of the equipment.

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

ALL OTHER INFORMATION: Retain until machine is no longer in existence, then destroy.

(Note: The previous record series number was DECA-550.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Education
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OFFICE: Outreach, Develop & Tech Supp
PROGRAM: _____
RECORDS OFFICER: Olivia Waggoner
RM CUSTOMER #: 0012

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DOE-208. STATISTICAL REPORTS:

07-018

This computer printout series is arranged chronologically by federal fiscal year, then by month and contains statistical reports. Information may include: total titles, total patrons, circulation by media, and equipment. This record series is used for reference and administrative (budget justification and federal reports) purposes.

RETENTION: Retain 2 years, then destroy provided federal reports have been submitted.

(Note: The previous record series number was DECA-552.)