

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

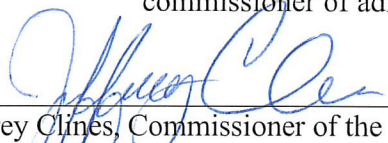
DEPARTMENT: State Agencies
DIVISION: Executive Branch Only
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: _____
RM CUSTOMER #: _____

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

Email Records Retention:

All active email users of the Executive Branch under the purview of the Governor and not exempted by the Bureau of Information and Telecommunications (BIT) must follow the statewide email records retention established by BIT.

- All emails over 2 years old stored within the state email system will automatically be deleted from an active email user's inbox, sent box, and includes emails stored in folders.
 - Email messages required to be retained longer than 2 years, the agency needs to transition to another storage system approved by BIT. Store by position or topic rather than by person. Retain based on content and apply the retention period covered by law or an existing record series listed in the agency's records retention and destruction schedule.
- Emails prior to September 4, 2018, **will not** be automatically deleted. Agencies need to retain emails based on content and apply the retention period covered by law or an existing record series listed in the agency's records retention and destruction schedule.
- Non-record email messages: Retain until action has been taken, then destroy or delete.
 - §1-27-15. Destruction of nonrecord materials.
Any nonrecord 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.



Jeffrey Clines, Commissioner of the Bureau of
Information and Telecommunications

12/01/2021
Date

I hereby certify that the State Records Destruction Board met on the 8th day of December 2021 and authorized the destruction of emails for state agencies of the Executive Branch under the purview of the Governor and not exempted by BIT in accordance with the statewide email records retention established by BIT. **Authority is granted under Records Destruction Board (RDB) Number 21-022.**



Scott W. Bollinger, Chairman of the Board

12-8-2021
Date