



GOVERNOR'S OFFICE OF  
ECONOMIC DEVELOPMENT

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
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# 2021

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The employees of the Governor's Office of Economic Development who contributed their time to explain the purpose and review the content of each record.

## STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner  
Bureau of Administration  
(Chairman)

Jenny Jorgenson  
Office of the Attorney General

Chelle Somsen, State Archivist  
Department of Education

Jenna Latham  
Office of the State Auditor

Russell Olson, State Auditor General  
Legislative Audit

Dana Hoffer  
State Records Manager



## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: July 15, 2021

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, Steve Westra, acting in my position as Commissioner of the Governor's Office of Economic Development, 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 Governor's Office of Economic Development consists of 30 page(s) and contains record series number(s) GOED-1 (consecutively numbered) through GOED-51.

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 Governor's Office of Economic Development consists of 1 page(s) and contains record series number(s) TSD-4.


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.

  
\_\_\_\_\_  
Steve Westra, Commissioner of the Governor's  
Office of Economic Development

5/20/2021

Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

5/21/2021  
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

\*\*\*\*\*

**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 21-008.**

  
\_\_\_\_\_  
Scott W. Bollinger, Chairman of the Board

7-14-2021  
Date

## South Dakota Codified Laws:

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

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

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

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

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

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

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

**Notes:**

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

**Record Handling:**

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

**Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

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

DEPARTMENT: Executive Management  
DIVISION: G.O.E.D.  
OFFICE: Administration  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0128

<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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**GOED-1. BUDGET REQUESTS:**

**21-008**

This series is arranged chronologically and contains the budget requests of the various programs throughout the Governor's Office of Economic. Information may include: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. This record series is used to formulate the newest budget request for the program and for reference to determine budget amounts for previous years.

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

**GOED-2. CONTRACTS AND AGREEMENTS:**

**21-008**

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

**RETENTION:** Retain current in office. Transfer terminated to electronic 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.

Retain reference copies current in office. Destroy terminated.

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

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PROGRAM: \_\_\_\_\_  
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**GOED-3. INCOMING CASH/CHECK LOG:**

**21-008**

This series is comprised of an Excel spreadsheet used to document the receipt of money. Information may include: date money was received, amount received, funds and accounts to be credited, amount to be credited, and signature of the person receiving the money. This record series is maintained for audit 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.

**GOED-4. INVENTORY, CAPITAL ASSETS:**

**21-008**

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms that reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability 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.

Retain procedures manuals current in office. Destroy superseded or obsolete.

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RM CUSTOMER #: 0128

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**GOED-5. OPEN RECORDS REQUESTS:**

**21-008**

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

**RETENTION: DENIAL LETTERS:** Retain permanently.

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

**GOED-6. PERSONNEL/PAYROLL REPORTS:**

**21-008**

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

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

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**GOED-7. RECORDS MANAGEMENT FILE:**

**21-008**

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 electronically for 3 years, then destroy.

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

**STATE OF SOUTH DAKOTA  
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**DEPARTMENT:** Executive Management  
**DIVISION:** G.O.E.D.  
**OFFICE:** Administration  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Travis Dovre  
**RM CUSTOMER #:** 0128

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

**GOED-8. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

**21-008**

These daily, weekly, monthly\*\*, and year-end\*\* computer reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher report\*, open purchase order report, available funds report\*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance\*, company general ledger trial balance\*, expenditure report\*, bank reconciliation report\*, employee receivable report\*, bank reconciliation report\*, encumbrance detail report\*, accounts payable report\*, projects report\*, cash center report\*, object/sub-object report\*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report\*, company 8000 trial balance by center\*, encumbrance balances report\*, and special travel expenditure report. This record series is maintained for audit purposes.

**RETENTION:** Retain monthly and year end reports electronically on a shared network drive for 4 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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RECORDS OFFICER: Travis Dovre  
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**GOED-9. SURPLUS PROPERTY FILES:**

**21-008**

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

**RETENTION:** Retain 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.

**GOED-10. VOUCHERS:**

**21-008**

This series contains copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting. The Office of the State Auditor maintains the original vouchers for 7 years.

**RETENTION:** Retain electronically for 3 years, then destroy.

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DEPARTMENT: Executive Management  
 DIVISION: G.O.E.D.  
 OFFICE: Ag Products Certification  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Travis Dovre  
 RM CUSTOMER #: 0128

<b>RECORD</b>		<b>R.D.B.</b>
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**GOED-11. SDCEC™ AUDIT FILES:**

**21-008**

This series is arranged alphabetically by the name of the auditor and contains a folder for each producer that has been audited. Information may include, but is not limited to: audit forms, audit check lists, notices of inspection, audit results, and correspondence. Producer Audits are performed once each fiscal year to ensure producers are following all of the requirements of the program. This record series is maintained in accordance to ARSD 12:79:05.

**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.

**GOED-12. SDCEC™ ENROLLMENT SPREADSHEET EMAILS:**

**21-008**

This electronic folder contains the spreadsheets used to enroll cattle into the program. Information may include: Radio Frequency Identification (RFID) numbers, birthdates, and sex of the animals the producers want to enroll in their accounts. The spreadsheets are filed by year and must be submitted electronically to the department. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain files electronically for 5 years, then delete.



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**GOED-13. SDCEC™ INVOICE DATABASE:**

**21-008**

This database series contains all of the billing information for the program. Information may include: account balances, payments received, and producer contact information. This record series is used to track the invoices that are billed and the payments made to the program. This record series is maintained in accordance to ARSD 12:79:05.

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

**GOED-14. SDCEC™ PRODUCER BILLING:**

**21-008**

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include: the invoices that are billed for licensing, enrollment, and transfer fees; and the receipts of payments for these invoices. The invoices are billed out on a monthly cycle. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-15. SDCECT™ PRODUCER DATABASE:**

**21-008**

This database series contains producer information. Information may include, but is not limited to: producer licensing, type of operation, contact information, invoices, receipts, Process Verified Program (PVP) documents, and audit information. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain current information in database. Update superseded or obsolete information as needed.

**GOED-16. SDCECT™ PRODUCER LICENSING:**

**21-008**

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include, but is not limited to: applications, evaluation forms, license agreements, retag affidavits, handbook self-tests, renewal forms, and letters regarding license approvals and renewals. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Executive Management  
DIVISION: G.O.E.D.  
OFFICE: Ag Products Certification  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0128

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**GOED-17. SDCEC™ PRODUCER PVP:**

**21-008**

This series is arranged alphabetically by the last name and contains a folder for each producer that has completed Process Verified Program (PVP) training. Information may include: supplier profiles, training documentation, supplier audit records, and correspondence. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-18. SDCEC™ REFERENCE FILES:**

**21-008**

This series contains SDCEC™ reference files. Information may include, but is not limited to: miscellaneous copies of reports, program manuals, Standard Operating Procedures (SOP) manuals, handbooks, publication, regulations, and other non-record materials of significance to the program. This record series is used for reference purposes and is maintained in accordance to ARSD 12:79:05.

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

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0128

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**GOED-19. SDCEC™ TRANSFER WARRANTY CERTIFICATES:**

**21-008**

This series is arranged alphabetically by last name and contains a folder for each producer in the program. Information includes the transfer warranty certificates that are generated to track the movement of cattle to ensure their enrollment in the program. These certificates must be filed with the department to verify the cattle's source verification claim. This record series is maintained in accordance to ARSD 12:79:05.

**RETENTION:** Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**RECORDS OFFICER:** Travis Dovre  
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**GOED-20. ADMINISTRATIVE REFERENCE FILES:**

**21-008**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; 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: Annual Reports, Community Reference Files, General Correspondence, Organizational Charts, and Publications are subject to archival screening by the State Archivist prior to disposal.)

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

**GOED-21. AGREEMENTS, STATE/FEDERAL:**

**21-008**

This series contains copies of agreements between the state of South Dakota and federal agencies including Housing and Urban Development (HUD), Economic Development Administration (EDA), Department of Energy (DOE), Small Business Administration, and Department of Agriculture (DOA). Information may include: terms and conditions of the agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with the federal agency; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-22. AGRICULTURAL BONDS:**

**21-008**

This series is arranged alphabetically and contains agriculture bonds for beginning farmers, agribusiness bonding program, and the nutrient management program. Information may include, but is not limited to: Value Added Agricultural Relending Program (VAARP), Value Added Sub Fund (VASF), ending applications, financial statements, appraisals, correspondence, forms, bond opinion letter, legal documents, and other closing documents. This record series is used to approve applications and to issue bonds to eligible applicants.

**RETENTION:** Retain active files in office. Transfer paid-in-full to electronic storage for 7 years. Destroy 7 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-23. AGRICULTURAL GRANTS:**

**21-008**

This series is arranged by application and contains grants administered by the Finance Division. Information may include, but is not limited to: grant applications, working papers, grant documents, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to electronic 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.

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**GOED-24. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FILE:**

**21-008**

This series is filed by topic and documents information regarding each funded Community Development Block Grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with HUD; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-25. COMPANY PROSPECT/SUSPECT FILE:**

**21-008**

This paper and database series is arranged alphabetically by company and contains the Department's work-up and reference material concerning either a "suspect" company (may justify further study concerning a move or expansion to South Dakota), or "prospect" company (definite possibility of a move to South Dakota). Information may include: bottom line comparisons, labor statistics, financial incentives, economic outlook, transportation infrastructure, community information, and proposals. This record series is maintained to keep current on all companies, which may either wish to or need to be convinced to relocate in the state.

**RETENTION: DATABASE:** Retain current. When file has been closed for 5 years, purge and delete.

**PAPER:** Retain active in office. Merge closed files with the company prospect/suspect central electronic file.

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**GOED-26. COMPANY PROSPECT/SUSPECT PROPOSAL:**

**21-008**

This series is arranged alphabetically by company name and contains proposals to bring and retain companies in South Dakota. Information may include: bottom line comparisons, labor statistics, financial incentives, transportation infrastructure, community information, and a letter from the Governor. This record series is maintained for tracking commitments made by the state.

**RETENTION:** Retain active in office. Purge and destroy superseded or obsolete data. Merge remaining closed files with the company prospect/suspect central file. Retain closed file electronically for 5 years, then destroy.

**GOED-27. DEPARTMENT OF AGRICULTURE (DOA) FILE:**

**21-008**

This series is filed by topic and documents information regarding each funded Department of Agriculture grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with DOA; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.



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**GOED-28. DEPARTMENT OF ENERGY (DOE) FILE:**

**21-008**

This series is filed by topic and documents information regarding each funded Department of Energy grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with DOE; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-29. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) FILE:**

**21-008**

This series is filed by topic and documents information regarding each funded Economic Development Administration grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with EDA; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**GOED-30. ECONOMIC DEVELOPMENT FINANCE AUTHORITY BONDS:**

**21-008**

This series contains files for the Economic Development Revenue bonds (Pooled Loan Program). Information may include, but is not limited to: terms of the loan, program documents, certificates, project documents, legal opinions, and miscellaneous documents. This record series is maintained for administrative purposes.

**RETENTION: SUCCESSFUL APPLICANTS:** Retain electronically for 6 years after the bond has been paid off, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**UNSUCCESSFUL APPLICANTS:** Retain electronically in office for 5 years from the loan application date, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

**GOED-31. FINANCE ADMINISTRATIVE REFERENCE FILES:**

**21-008**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; 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 yearly to avoid a build-up of superseded or obsolete materials.)

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**GOED-32. FUTURE FUND GRANT PROJECT FILES:**

**21-008**

This series is arranged numerically by assigned approval number and contains the Future Fund Grant Project Files. Information may include: project description, contract award, contract agreement, correspondence, financial report, and narrative report. This record series is maintained for administering current grants, for reference when requesting new grants, for reference to document compliance with terms and conditions of the grants, and for audit purposes.

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

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**GOED-33. GUARANTEES, AG ENTERPRISE:**

**21-008**

This series contains Ag Enterprise program guarantees which may include, but is not limited to: Value Added Livestock (VALU), stock purchase cooperative quantity, and beginning farmer down pay quantity. Information may include: applications, signed agreements, financial documents, and personal background material. This record series is maintained for audit purposes.

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

**GOED-34. LOANS, AG ENTERPRISE PROGRAM:**

**21-008**

This series contains Ag Enterprise program loans which may include, but is not limited to: Rural Development Loan Participation, Livestock Loan Participation, Conservation Tillage Equipment Loans, and all other loans. Information may include: applications, signed agreements, financial documents, and personal background material. This record series is maintained for audit purposes.

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

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**GOED-35. MARKETING/PR ADMINISTRATIVE REFERENCE FILES:**

**21-008**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; 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 yearly to avoid a build-up of superseded or obsolete materials.)

**GOED-36. MINUTES:**

**21-008**

This series is arranged chronologically and contains the official minutes of the Revolving Economic Development and Initiative (REDI) Board, and the Economic Development Finance Authority (EDFA) Board. Information may include: date of the meeting, agenda, summarization of the discussion, actions taken, attendance sheet, and official signature of the recording secretary. This record series is maintained for reporting purposes and for documenting actions taken.

**RETENTION:** Retain electronically in office permanently.

**BOARD PACKETS:** Destroy after meeting.

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

(Note: Consider converting electronic records to microfilm.)

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**GOED-37. MONTHLY SUMMARY OF ACTIVITY:**

**21-008**

This series contains computer reports submitted by the Bank West, the State Treasurer's Office, and internally by the office. The reports are divided into sections for each type of loan. Information may include: account balance, interest paid, and other statistics. This record series is used for reference purposes, for monitoring principal and interest payments, for reconciling balances with the State's accounting balances, and for audit purposes.

**RETENTION:** Retain electronically for 10 years after the loan has been paid in full, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-38. NOTICES AND MINUTES OF PUBLIC HEARINGS:**

**21-008**

This series is arranged chronologically and contains notices and minutes of public hearings. Information may include: newspaper clippings, radio and television public service announcements, copies of notices sent directly to municipal governments, locations, dates of meetings, topics discussed, actions taken, and authorized signatures. This record series is maintained to document that notices of public hearings were published as specified, for reference concerning topics discussed and actions taken, and for documentation of the meeting.

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

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**GOED-39. PERFORMANCE EVALUATION REPORTS (PER):**

**21-008**

This annual report is submitted to HUD to fulfill federal requirement of the Community Development Block Grant Program. Information may include, but is not limited to: financial statements, written narratives, and civil rights compliance. This record series summarizes each grant year and is maintained for reference and documentation 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.

**GOED-40. PHOTOGRAPH/VIDEO FILE:**

**21-008**

This series is filed alphabetically and may contains original photographs, slides, negatives, and video footage used by the department for its various publications and requests. This record series is used in departmental promotions, provided upon request to media and others, and maintained for reference purposes.

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

(Note: Review files at least once each year to avoid a build-up of superseded or obsolete material.)

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

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<b>GOED-41.</b>	<b><u>PORTFOLIO FINANCIAL REPORTS:</u></b>	<b>21-008</b>
	<p>This series is produced using a financial software program and includes financial reports for loans and guarantees. Financial reports may include, but is not limited to: Rural Development Loan Participations, Livestock Loan Participations, Conservation Tillage Equipment Loans, Value Added Livestock Guarantees, and other guarantees. This record series is maintained for audit purposes.</p> <p><b>RETENTION:</b> Retain 1 year in office, transfer to electronic storage for 5 years. Destroy 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.</p>	
<b>GOED-42.</b>	<b><u>REDI LOAN FILES:</u></b>	<b>21-008</b>
	<p>This series is arranged alphabetically by company name and contains information on each Revolving Economic Development and Initiative (REDI) Loan. Information may include: application documentation, comments and correspondence, security and collateral, financial statements, borrower's reporting requirements, records retention, legal documents, and reports and insurance. This record series is maintained for reference, for documenting compliance with terms and conditions of the loans, and for audit purposes.</p> <p><b>RETENTION: SUCCESSFUL APPLICANTS:</b> Retain electronically for 10 years after the loan has been paid off. Destroy 10 years after the loan has been paid off provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.</p> <p><b>UNSUCCESSFUL APPLICANTS:</b> Retain electronically for 5 years from the loan application date, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.</p>	



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**GOED-43. RESEARCH DEVELOPMENT ADMINISTRATIVE REFERENCE FILES:**

**21-008**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; 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 yearly to avoid a build-up of superseded or obsolete materials.)

**GOED-44. SALES ADMINISTRATIVE REFERENCE FILES:**

**21-008**

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: correspondence, budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; research materials; policies and procedures; 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 yearly to avoid a build-up of superseded or obsolete materials.)

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**GOED-45. SMALL BUSINESS ADMINISTRATION (SBA) FILE:**

**21-008**

This series is filed by topic and documents information regarding each funded Small Business Administration grant. Information may include: project documents and initial requirements, grant applications, award letters, public hearing notices of publications, grantee certifications, civil rights compliance documentation, drawdown requests, reimbursement requests, vouchers, invoices, correspondence, environmental reviews, project monitoring forms, and close out documents. This record series is maintained for reference to document compliance with terms and conditions of the grants, and for audit purposes.

**RETENTION:** Retain in office until the grant year has been closed, then transfer to electronic storage for 5 years. Destroy after 5 years provided 3 years have passed since the closing of the grant year with SBA; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**GOED-46. SOUTH DAKOTA BUILDING SOUTH DAKOTA PROGRAM APPLICATIONS, UNSUCCESSFUL:**

**21-008**

This series is arranged chronologically by date received and contains unsuccessful applications for the Economic Development Partnership, Local Infrastructure Improvement, Reinvestment Payment, and SD Jobs programs. Information may include: applications and rejection letter. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically for 1 year, then destroy.

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

DEPARTMENT: Executive Management  
 DIVISION: G.O.E.D.  
 OFFICE: G.O.E.D.  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Travis Dovre  
 RM CUSTOMER #: 0128

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

**GOED-47. SOUTH DAKOTA BUILDING SOUTH DAKOTA PROGRAM  
 PROJECT FILES:**

**21-008**

This series is arranged numerically by assigned approval number and contains information for the Economic Development Partnership, Local Infrastructure Improvement, Reinvestment Payment, and SD Jobs programs. Information may include, but is not limited to: application, letter of agreement, award letter, timeline, filing of report procedures, amount awarded, compliance records, and correspondence. This record series is maintained for reference, for documenting compliance with terms and conditions of the award, and for audit purposes.

**RETENTION:** Retain open and active files electronically in office. Destroy 4 years after project has closed provided all litigation, claims, and audit findings have been resolved and final action has been taken.

**GOED-48. SOUTH DAKOTA ETHANOL INFRASTRUCTURE PROGRAM  
 APPLICATIONS UNSUCCESSFUL:**

**21-008**

This series is arranged chronologically by date received and contains unsuccessful applications for the South Dakota Ethanol Infrastructure Program. Information may include: applications and rejection letter. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically for 1 year, then destroy.

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

DEPARTMENT: Executive Management  
DIVISION: G.O.E.D.  
OFFICE: G.O.E.D.  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Travis Dovre  
RM CUSTOMER #: 0128

<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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**GOED-49. SOUTH DAKOTA ETHANOL INFRASTRUCTURE PROGRAM  
PROJECT FILES:**

**21-008**

This series is arranged numerically by assigned approval number and contains information for the South Dakota Ethanol Infrastructure Program. Information may include, but is not limited to: application, letter of agreement, award letter, timeline, filing of report procedures, amount awarded, compliance records, and correspondence. This record series is maintained for reference, for documenting compliance with terms and conditions of the award, and for audit purposes.

**RETENTION:** Retain open and active files electronically in office. Destroy 4 years after project has closed provided all litigation, claims, and audit findings have been resolved and final action has been taken.

**GOED-50. SOUTH DAKOTA WORKFORCE DEVELOPMENT PROGRAM  
APPLICATIONS, UNSUCCESSFUL:**

**21-008**

This series is arranged chronologically by date received and contains unsuccessful applications for the South Dakota Workforce Development Program. Information may include: applications and rejection letter. This record series is maintained for administrative purposes.

**RETENTION:** Retain electronically for 1 year, then destroy.

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

DEPARTMENT: Executive Management  
 DIVISION: G.O.E.D.  
 OFFICE: G.O.E.D.  
 PROGRAM: \_\_\_\_\_  
 RECORDS OFFICER: Travis Dovre  
 RM CUSTOMER #: 0128

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

**GOED-51. SOUTH DAKOTA WORKFORCE DEVELOPMENT PROGRAM**  
**PROJECT FILES:**

**21-008**

This series is arranged numerically by assigned approval number and contains information for the South Dakota Workforce Development Program. Information may include, but is not limited to: application, letter of agreement, award letter, timeline, filing of report procedures, amount awarded, compliance records, and correspondence. This record series is maintained for reference, for documenting compliance with terms and conditions of the award, and for audit purposes.

**RETENTION:** Retain open and active files electronically in office. Destroy 4 years after project has closed provided all litigation, claims, and audit findings have been resolved and final action has been taken.