



SOUTH DAKOTA
DEVELOPMENTAL CENTER

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

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

2021

PROJECT STAFF

Barb Abeln, Director
South Dakota Developmental Center

Dana Hoffer
State Records Manager

Erin Betten, Records Officer
South Dakota Developmental Center

The employees of the South Dakota Developmental Center 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

Peggy Livingston
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager



MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 9, 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, Paula Cape (name), acting in my position as Director of the South Dakota Developmental Center (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center (department) consists of 124 pages and contains record series numbers SDDC-1 (consecutively numbered) through SDDC-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.

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.

Paula Cape
Signature

11/8/00
Date

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

Dana Hoffer, Acting Manager
Signature, State Records Manager

11-15-00
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 30 day of November, 2000, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Tom Straub
Signature, Chairman of the Board

11/30/00
Date

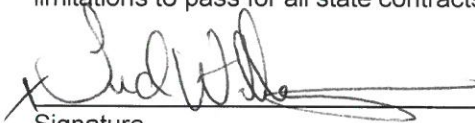
PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Development Center (department) consists of 2 pages and contains record series numbers SDDC-48 and SDDC-59.

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.



Signature

11/21/01

Date

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



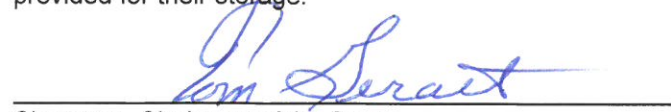
Signature, State Records Manager

12-6-01

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 4th day of January, 2002, 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

Jan 4, 2002

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

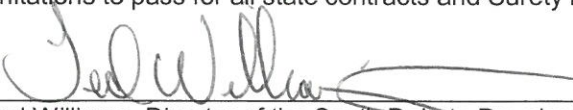
I, Ted Williams (name), acting in my position as Director of the South Dakota Developmental Center (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center (department) consists of N/A pages and contains record series number(s) N/A.

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 South Dakota Developmental Center (department) record series numbers(s) SDDC-3, SDDC-9, SDDC-16, SDDC-30, SDDC-32 thru SDDC-35, SDDC-46, SDDC-55, SDDC-66, SDDC-86, SDDC-122 thru SDDC-124, SDDC-126, and SDDC-182.

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.



Ted Williams, Director of the South Dakota Developmental Center

11/1/07

Date

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



Dana Hoffer, State Records Manager

11-13-07

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 14th day of November, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

11-14-07

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

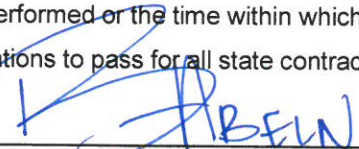
I, Barb Abeln, acting in my position as Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Development Center consists of 49 page(s) and contains record series number(s) SDDC-4, SDDC-6, SDDC-15, SDDC-17, SDDC-22, SDDC-23, SDDC-24, SDDC-142, SDDC-143, SDDC-36, SDDC-39, SDDC-41, SDDC-44, SDDC-49, SDDC-50, SDDC-51, SDDC-53, SDDC-54, SDDC-54.1, SDDC-59, SDDC-71, SDDC-74, SDDC-76, SDDC-78, SDDC-81, SDDC-83, SDDC-84, SDDC-87, SDDC-88, SDDC-89, SDDC-90, SDDC-97, SDDC-121, SDDC-130, SDDC-132, SDDC-135, SDDC-141, SDDC-144, SDDC-139, SDDC-145, SDDC-145.1, SDDC-147.1, SDDC-149.1, SDDC-152, SDDC-151, SDDC-154, SDDC-155, SDDC-158, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC-163, SDDC-164, SDDC-157, SDDC-166, SDDC-167, SDDC-168, SDDC-156, SDDC-169, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, SDDC-177, SDDC-180, SDDC-184, SDDC-186, SDDC-187, SDDC-188, SDDC-191, SDDC-201, and SDDC-202.

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 South Dakota Developmental Center consists of 34 page(s) and contains record series number(s) SDDC-5, SDDC-7, SDDC-28, SDDC-37, SDDC-40, SDDC-43, SDDC-45, SDDC-48, SDDC-52, SDDC-56, SDDC-58, SDDC-60, SDDC-61, SDDC-62, SDDC-65, SDDC-101, SDDC-102, SDDC-103, SDDC-104, SDDC-105, SDDC-106, SDDC-112, SDDC-117, SDDC-125, SDDC-133, SDDC-134, SDDC-136, SDDC-138, SDDC-140, SDDC-146, SDDC-148, SDDC-150, SDDC-153, SDDC-165, SDDC-175, SDDC-183, SDDC-185, SDDC-189, SDDC-192, SDDC-194, SDDC-195, SDDC-196, SDDC-197, SDDC-198, SDDC-199, SDDC-200, SDDC-203, SDDC-204, SDDC -205, and SDDC-206.

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.


Barb Abeln, Director of the South Dakota Developmental Center

06.18.19
Date

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


Dana Hoffer, State Records Manager

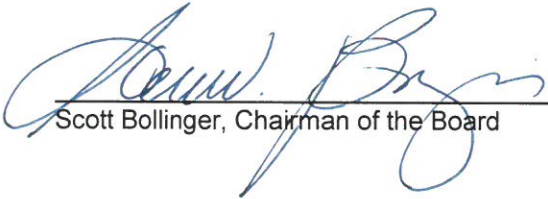
7/3/2019
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of July, 2019, 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 19-004.**



Scott Bollinger, Chairman of the Board

7-16-19

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Barb Abeln, acting in my position as Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 4 page(s) and contains record series number(s) SDDC-143, SDDC-59, SDDC-114.1, SDDC-207.

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 South Dakota Developmental Center consists of 1 page(s) and contains record series number(s) SDDC-206.

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.

Barbara Abeln

Barb Abeln, Director of the South Dakota
Developmental Center

May 18, 2021

Date

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

Dana Hoffer

Dana Hoffer, State Records Manager

May 27, 2021

Date

Signature: *Barbara Abeln*
Barbara Abeln (May 18, 2021 15:35 CDT)

Email: barb.abeln@state.sd.us

Signature: *Dana Hoffer*

Email: dana.hoffer@state.sd.us

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 21-007.**



Scott Bollinger, Chairman of the Board

7-14-2021
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Barb Abeln, acting in my position as the Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 1 page(s) and contains record series number(s) SDDC-169.

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 South Dakota Developmental Center consists of 2 page(s) and contains record series number(s) SDDC-178, SDDC-179, and SDDC-181.

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.

Barbara A. Abeln
Barbara A. Abeln (Nov 2, 2021 19:15 CDT)

Barb Abeln, Director of the South Dakota
Developmental Center

Nov 2, 2021

Date

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

Dana Hoffer

Dana Hoffer, State Records Manager

Nov 3, 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 8th day of December, 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 21-019.**



Scott W. Bollinger, Chairman of the Board

12-8-2021
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).
- 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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OFFICE: Director
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RECORDS OFFICER: Erin Betten
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SDDC-1. BANK STATEMENTS:

00-021

This series is arranged chronologically and contains individual records sent from banks to use for reconciliation purposes. Information is maintained in the Budget and Finance Office and may include: date of statement, cancelled checks, deposit records, statements, and bank balances. This record series is used to reconcile checking accounts with bank balances, and for reference and audit purposes.

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

SDDC-2. BILLING SUMMARIES:

00-021

This series is arranged chronologically and contains clothing summaries submitted to Budget and Finance Office. Information may include: individual name, module, date, quantity, description, unit costs, and total costs. The information is sent to the Budget and Finance Office for billing purposes. This record series is maintained to insure receipt of the originals by the Budget and Finance Office.

RETENTION: Retain 1 year in office, then destroy.

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SDDC-4. BUDGETARY ACCOUNTING REPORTS:

19-004

These daily, weekly, monthly, and yearly computer generated reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: Daily Revenue Journal Voucher Detail Report, Daily Transaction Register, Status Register, Activity Budget Status, Weekly Sub-Fund Report, Advance Travel-Accounts Receivable, Transaction Progress Report, Monthly Revenue Journal Voucher Detail Report, Revenue Analysis Report, General Ledger Trial Balance, Sub-Fund General Ledger Trial Balance, and Monthly Expenditure Report. This record series is maintained for audit purposes.

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

SDDC-6. CANTEEN RECORDS:

19-004

This computer series is arranged chronologically and contains the daily summary of money received as well as the expenses paid at the South Dakota Developmental Center Canteen. Information may include: starting cash balance, itemized account of cash on hand, withdrawals, checks on hand, cash register tapes, and amount deposited. This record series is maintained to summarize all daily profits/expenses at the canteen, to balance the cash register, and to determine amounts to deposit in the local banking account.

RETENTION: Retain on computer for 4 years. Erase database after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

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SDDC-8. CHECK STUBS:

00-021

This series is arranged numerically by check number and contains the No Carbon Required (NCR) copies of checks issued by South Dakota Developmental Center. Information may include: agency number, issue date, amount, to whom, and deductions. This record series is maintained for reference concerning parties to whom checks were issued 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, or audit findings involving the records have been resolved and final action has been taken.

SDDC-10. CORRESPONDENCE, E-MAIL:

00-021

This series is arranged chronologically and contains e-mail correspondence. Information may contain letters and memorandums sent and received which deal with current issues. This record series is used for reference purposes. Substantive E-mail messages are printed and maintained as "General Correspondence" for two years.

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

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SDDC-11. CORRESPONDENCE, FEDERAL:

00-021

This series is arranged chronologically and contains copies of both 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, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

SDDC-12. CORRESPONDENCE, GENERAL:

00-021

This series is arranged chronologically and contains copies of both 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: Subject to Archival screening prior to disposal.)

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SDDC-13. COUNTY ASSESSMENTS:

00-021

This monthly computer printout is arranged alphabetically, and contains itemized billings sent to each county by the South Dakota Developmental Center for care provided to county individuals. Information may include: county name, billing date, individual name, individual identification number, date admitted, charges, payments received, and ending balance. This record is maintained to answer questions concerning the billings, to insure receipt of the original by each county, and for audit purposes.

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

SDDC-14. DEPOSIT SLIPS:

00-021

This series is arranged chronologically and contains NCR (carbon) copies of the slips used to deposit money in the local checking account. Information may include: date, account name, account number, itemized list of checks and monies, total deposited, and signatures. This record series is maintained to verify amount of all deposits and to insure receipt of the original deposit slips by the bank in case of loss. The originals are maintained with the "Bank Statements."

RETENTION: Retain 1 year in office, then destroy.

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SDDC-15. FINANCIAL RECORDS, INDIVIDUALS:

19-004

This paper and electronic series is generated by person and contains itemized lists of all transactions occurring to each individual's financial account. Information may include: individual's name, account number, program name, deposits, transfers, withdrawals, and ending balances. This record series is used to summarize the management of all individuals' funds and for audit purposes.

RETENTION: PAPER: Retain 4 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Record System.

SDDC-17. INDIVIDUAL INCENTIVE PAY/CASH DISBURSEMENT VOUCHER:

19-004

This paper series is arranged chronologically and is a signature sheet for individual incentive pay and cash disbursements. Information may include: date, name of individual receiving money, amount of money disbursed, individual's signature, and signature of person making payment and date. This record series is used to track money requested by individuals.

RETENTION: Retain 7 years in office, then destroy.

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SDDC-18. MEDICAID/MEDICARE BILLINGS:

00-021

This copy of computer printout series is arranged chronologically and contains monthly billing summaries sent to Medicaid/Medicare for billing purpose. Information may include: billing date, individual name, recipient name, daily rate charged, dates of service provided, amounts paid by individuals, and amount due. This record series is maintained for reference concerning the original billing sent to Medicaid/Medicare and to insure receipt of bills due.

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

SDDC-19. MEDICAL REQUISITION FILES (MEDICARE NOTICES):

00-021

This series is arranged alphabetically by name of individual and contains the standard forms used to verify approval received to provide medical services to individuals. Information may include: Medicare benefit summaries and copies of medical requisitions. This record series documents approval received to provide service to individuals, to verify invoices for services for which the South Dakota Developmental Center must pay, and documents the denial by Medicaid/Medicare to pay the amounts due. The original is maintained with the respective "Vouchers."

RETENTION: Retain 1 year in office, then destroy.

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SDDC-20. PACKING RECEIPTS:

00-021

This series is arranged alphabetically by name of individual and contains the standard receipts issued for all items sent to each individual. Information may include: date, individual's name, item received, receipt number, and signature of person receiving the item. This record series is maintained to document that all packages sent to individuals have been delivered.

RETENTION: Retain 1 year in office, then destroy.

SDDC-21. PACKING SLIPS:

00-021

This series is arranged alphabetically by vendor name and contains the original form sent with merchandise. Information may include: vendor name and address, shipping address, number of items sent, description, and signatures of person filling orders. This record series is used to reconcile orders received with the packing slips. The invoices are paid if packing slips reconcile, or steps are taken to insure the receipt of items which were not sent.

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

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SDDC-22. PAYROLL DISTRIBUTION LISTINGS, INDIVIDUALS:

19-004

This alphabetical paper and electronic series is generated monthly to list amounts of money individuals have been paid to attend workshops. Information includes: individual name, social security number, and amount each was paid for attendance in these workshops or training sessions. This information is then provided to the Department of Social Services and the Social Security Administration to report income for each individual.

RETENTION: PAPER: Retain 4 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Record System.

SDDC-23. PROPERTY MANAGEMENT FILES:

19-004

This series is arranged chronologically and documents the property maintained by the South Dakota Developmental Center. Information may include: copies of the Central Annual Inventory printout, file maintenance forms which will reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The information is maintained for property management and accountability purposes.

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

Retain Inventory Procedural Manual current in office. Destroy superseded or obsolete.

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SDDC-24. PURCHASE ORDER:

19-004

This paper series is arranged monthly and contains copies of all local purchase orders issued by the agency. Information is maintained by Budget and Finance Office and may include: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, program cost, and total cost. This record series is used for reference concerning all supplies and materials ordered, to determine delivery dates, for reordering and for billing 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.

SDDC-25. RECEIPT BOOKS:

00-021

This series contains receipts issued to document the receipt of money paid. Receipts are numbered and include: the date the money was received, funds and accounts to be credited, the amount to be credited to each, and the signature of the person who received the money. Copies of cash receipts are maintained in these books for audit purposes.

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

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SDDC-142. REQUEST FOR TRAVEL AUTHORITY:

19-004

This paper series is arranged alphabetically by employee name and contains the request for authority to travel. Information may include: date of application; names of persons requesting travel; destination; purpose; date and time of travel; signature of traveler and supervisor and initials of the director; and the Department of Human Services travel rates including motels, mileage, and food. This record series is maintained for budgeting, scheduling of vehicles, and training information purposes.

RETENTION: Retain 7 years in office, then destroy.

SDDC-143. REQUEST TO ATTEND TRAINING/WORKSHOP:

21-007

This paper series is arranged chronologically by date and contains the request to attend training/workshop. Information may include: traveler's name, meeting or training title, location of meeting or training, if attending for continuing education or maintaining license, credit hours, how the traveler feel the trip will benefit the employee, how will it benefit the South Dakota Developmental Center, whether or not the employee would be willing to do a presentation on the information, and steps that need to be taken on return from travel. This record series is maintained for training information purposes.

RETENTION: Retain 7 years in office, then destroy.

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SDDC-26. REQUISITION FOR A GROUP OF INDIVIDUALS:

00-021

This series is arranged numerically by requisition number and contains the authorization to remove funds from specified accounts for a group of individuals. Information may include: individuals' names, module, amount of money requested for each individual, account money is to be taken from, person requesting funds and authorized signatures. This information is submitted by module to the Budget and Finance Office to request money needed for individuals. The Budget and Finance Office then verifies funds are available in each individual's account and debits the account for the amount requested.

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

SDDC-27. REQUISITION FOR THE NEEDS OF INDIVIDUALS:

00-021

This series is arranged numerically by requisition number and contains signed authorizations to remove funds from an individual's personal account. Information may include: individual's name, Program, description of goods to be purchased for the individual, quantity, price, and authorized signature. This information is submitted by each module to the Budget and Finance Office to request items which individuals desire to purchase. The Budget and Finance Office then verifies funds are available in each individual's account, orders the goods, then debits the account for the amount of the purchase.

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

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SDDC-29. SOCIAL SECURITY FILES, INDIVIDUALS:

00-021

This series is arranged alphabetically by individual's name and contains related information concerning the receipt and use of Social Security funds. Information may include: applications, correspondence, direct deposit forms, overpayment notice, supplemental security income determinations, and other related information. This record series is maintained to administer the individuals' Social Security funds, to document all related correspondence about the funds, and to document the Center's authority to deposit funds in the local banking account.

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

SDDC-31. TRUST ACCOUNT CASH REQUISITION:

00-021

This series is arranged numerically by requisition number and contains signed authorizations to remove funds from an individual's Trust Account. Information may include: individual's name, date, account balance before withdrawal, amount requested, what the money will be used for, which area the funds are to come from (regular trust or workshop), signature of individual requesting funds and authorized signatures. This information is submitted by the individual to the Budget and Finance Office to request petty cash. The Budget and Finance Office then verifies funds are available in the individual's account, and debits the account for the amount requested.

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

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SDDC-36. CEMETERY RECORDS

19-004

This database series is arranged chronologically by date of death and lists the location of deceased individuals buried in the facility cemetery. Information may include: date of death, date of birth, individual name, medical record number, section, lot, and grave number. This record is used to determine gravesite locations of deceased individuals and for reference purposes.

RETENTION: Retain permanently in office.

SDDC-38. CORRESPONDENCE, DIRECTOR:

00-021

This series is arranged by subject matter, then chronologically within and contains both copies of letters and memorandums sent by the director and letters and memorandums received by the same. This record series is used to document all correspondence that is sent and received by the director.

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

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SDDC-39. HUMAN RIGHTS COMMITTEE MINUTES:

19-004

This paper series is arranged chronologically by date of Human Rights Committee meeting and contains the minutes. Information may include but not limited to the review/approval/disproving of plans related to people supported, review of plans involving the use of highly restrictive procedures, review of emergency restraints, review of psychotropic medications, review of safety precautions and limitations associated with them, review of admissions and limitations associated with them, review/approval/disproving of restitution.

RETENTION: Retain 4 years in office then destroy.

(Note: The actual Behavior Intervention is kept in the Master Record and retained as such.)

(Note: Supporting information is maintained by Case Manager, Behavior Therapist, Program Secretary and kept according to their retention requirements.)

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SDDC-41. INDIVIDUAL LEGEND:

19-004

This paper and electronic series is arranged chronologically and contains a listing of each individual who has been admitted to the South Dakota Developmental Center (SDDC). Information may include: county of admission, date and place of birth, family information, religious preference, baptism and confirmation information, dates of stay, and discharge/decease information. This record series is used as an electronic history of individuals at SDDC, statistical information, and for reference and documentation purposes.

RETENTION: PAPER: Retain 4 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

SDDC-42. INDIVIDUAL REGISTER:

00-021

This leather-bound book series is arranged numerically by identification number and contains lists of assigned individual identification numbers. Information may include: identification number, individual name, date admitted, date discharged/expired, names of individual's parents, and county of residence. This record series provides a quick reference of individual background history and is used to determine the next available number for assignment purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming bound books when volume warrants.)

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SDDC-44. INDIVIDUAL EVENT REPORTS:

19-004

This paper and electronic series is arranged chronologically in Administration. The series contains events involving abuse, neglect, exploitation and/or mistreatment of people supported, (which occur at the SDDC) concerning employees and/or people supported; Injury/Event of an Unexpected Nature; Unapproved Restraint; Policy and/or Procedure Not Followed; Person Left Unattended; Injury of Unknown Source, AWOL Off Campus, Missing Person, Person to Person Physical Altercations, Person to Person Sexual Contact, Injury from Highly Restrictive Procedures, Allergic Reaction, Diabetic Reaction, Choking, Ingestion of Harmful Substance, Wrong Diet Consistency, Open Wounds Not of a Superficial nature, Unusual Swelling or Bruising, Head Injury, Burns, Falls, and Unexplained Injury of people supported.. Documentation to support the event is kept in the Human Rights Specialist office and may include: person's name, living or work area, event and/or injury cause, interview notes, interdisciplinary notes, medical log, and responder log, correspondence, pictures, and other related information. This series is used to determine patterns of events, behavior or medical concern.

RETENTION: PAPER: Retain 3 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Director
PROGRAM: Director
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-47. PLANNING FILES:

00-021

This series is arranged chronologically and contains plans developed by Developmental Disabilities Committee of the South Dakota Developmental Center and the Department of Human Services. Information may include: Strategic Plans, Developmental Disabilities Council Plan, State Plans, Developmental Disabilities Council Strategic Plan, State Strategic Plan, and the Department of Human Services Strategic Plan. This record series is used to monitor and implement the existing plan, and to formulate and improve future plans.

RETENTION: Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy after 10 years.

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

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

DEPARTMENT: Human Services
 DIVISION: SD Developmental Center
 OFFICE: Director
 PROGRAM: Director
 RECORDS OFFICER: Erin Betten
 RM CUSTOMER #: 0206

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

SDDC-49. TITLE XIX FILES AND DEFICIENCY REPORTS:

19-004

This paper and electronic series is arranged chronologically and contains related information concerning certification by the Title XIX Program. Information may include: date, facility name, areas reviewed, noted deficiencies, corrective measures recommended, certification, disclosure forms, application, correspondence, reviews, deficit reports, definition of services, safety codes, plans of action, and corrections. This record series is used to document the procedures followed to gain and maintain Medicare/Medicaid certification.

RETENTION: Retain 10 years in office, then scan paper and maintain electronically for 20 years in the Administration folder. Destroy after 30 years.

SDDC-50. UNIFORM MONTHLY POPULATION STATISTICS:

19-004

This paper and electronic series is arranged chronologically and contains the monthly reports sent electronically to the Department of Human Services to report population statistics. Information may include: number of individuals admitted, discharged or readmitted; individuals leave information; authorized leaves or temporary transfers; population on and off campus, male to female ratios, and age range; and individual impairments, diagnosis, race, cognitive functioning levels, religion and guardianship status. This record series is saved for reporting purposes and is used for statistical comparison.

RETENTION: PAPER: Retain 4 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

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

DEPARTMENT: Human Services
 DIVISION: SD Developmental Center
 OFFICE: Director
 PROGRAM: Director
 RECORDS OFFICER: Erin Betten
 RM CUSTOMER #: 0206

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

SDDC-51. UNIFORM YEARLY POPULATION STATISTICS REPORT (UPS):

19-004

This yearly paper and electronic generated series is arranged chronologically and summarizes the yearly population statistics for the South Dakota Developmental Center, which is sent electronically to the Department of Human Services. Information may include: number of individuals admitted, discharged or readmitted; population on and off campus, male to female ratios, and age range; individual impairments, diagnosis, race, cognitive functioning levels; individual discharge living arrangements and training/working arrangements, and individual by county. This record series is saved for reporting purposes and used for reporting and yearly analysis.

RETENTION: PAPER: Retain 7 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Director
PROGRAM: General
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-53. CORRESPONDENCE, FEDERAL:

19-004

This paper and electronic series is arranged chronologically and contains letters, memorandums and electronic mail sent to and received from any federal agency. This record series is maintained for reference and for possible use when litigation, claims, or audits are pending.

RETENTION: Retain 1 year in Director's office, then scan, and maintain electronically for 3 years under the Administration folder provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Destroy after 4 years.

SDDC-54. CORRESPONDENCE, GENERAL:

19-004

This paper and electronic series is arranged chronologically and contains copies of letters, memorandums and electronic mail sent and originals of letters, memorandums and electronic mail received. This record series is maintained for reference and documentation.

RETENTION: Scan and maintain electronically for 2 years under Administration Folder, then delete.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Director
PROGRAM: General
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD

R.D.B.
AUTHORITY
NUMBER

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

SDDC-54.1. CORRESPONDENCE, LEGAL:

19-004

This paper and electronic series is arranged chronologically and contains letters, memorandums and electronic mail sent to and received regarding any legal issues. This record series is maintained for reference and for possible use when litigation, claims, or audits are pending.

RETENTION: Retain 1 years in Director's Office, then scan and save under the Administration folder for 3 years. Destroy and delete after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

SDDC-57. MINUTES, COMMITTEE:

00-021

This computer series is arranged alphabetically by committee name, then chronologically within and contains minutes of committee meetings on campus. Information may include: date, committee name, members present, topics discussed, and action taken. This record series is used for reference concerning committee action.

RETENTION: Retain 4 years on computer, then delete.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Director
PROGRAM: General
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-59. POLICIES AND PROCEDURES:

21-007

This paper and electronic series is arranged alpha/numerical by procedural name and contains copies of the current policies and procedures. Information may include: South Dakota Developmental Center policies on abuse/neglect, individual's rights, disaster plan, and others. This record series is used to determine the proper course of actions to take in certain situations. The signed originals of current South Dakota Developmental Center policies and procedures, as well as the obsolete policies and procedures are maintained in the Administrative Office.

RETENTION: Retain current in administration office. Transfer terminated to storage for 10 years for legal purposes, then destroy.

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		<u>NUMBER</u>

SDDC-63. CALIBRATION OF AUDIOLOGICAL EQUIPMENT:

00-021

This series is arranged chronologically and contains calibration of audiological equipment. Information may include: name of the company doing testing, the name of the manufacturer of the equipment, model serial number, conditions of door seals, condition of Jack Panel, condition of ventilation system, maximum allowable levels, center band octave reading, test results in decibels, testing instrument used, last calibration date, date of testing, and signature of inspector. This record series is used to assure the testing equipment is working.

RETENTION: Retain 1 year in office, then destroy.

SDDC-64. INDIVIDUAL DATA SHEETS:

00-021

This series is arranged alphabetically by name of individual and contains personal information concerning each individual that the Speech/Language Pathologists relate to in the Speech Therapy Program. Information may include: individual's name, activity level awareness, response, and corrective perimeters. This record series is used to determine the communication skills each individual possesses and for reference concerning programs to be developed for each.

RETENTION: Retain 1 year in office, then destroy.

SDDC-67. TREATMENT SCHEDULES:

00-021

This series is arranged chronologically by appointment date and contains the names of individuals who are scheduled for Speech Therapy. Information may include: individual's name, date, time, and comments. This record series is maintained for scheduling purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Dental
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-68. APPOINTMENT BOOKS:

00-021

This appointment-book series is arranged chronologically by date and time and provides a listing of individuals who have dental appointments. Information may include: date, individual's name, time of appointment, and procedure administered. This record series is used for summaries concerning the dates individuals are seen, and for scheduling and reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-69. CONSENT FORMS, EMPLOYEE IMMUNIZATIONS:

00-021

This series is arranged alphabetically by name of employee and documents consent given by employee for immunizations. Information may include: employee's name, immunization to be administered, date, drug, lot number, manufacturer, date given, and signature of employee giving informed consent. This record series is also maintained for legal purposes to document that permission was given by the employees for the agency to administer vaccinations.

RETENTION: Retain in office. Destroy 30 years after termination or death.

(Note: Consider microfilming when volume warrants.)

(Note: Occupational Safety and Health Administration requires these records be kept 30 years after termination or death of employee. The National Vaccine Injury Compensation Program, established by the National Childhood Vaccine Injury Act of 1986 requires physicians and other health-care providers who administer vaccines to maintain permanent vaccination records and to report occurrences of certain adverse events to the U.S. Department of Health and Human Services.)

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

<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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SDDC-70. CONTROL GRAPHS:

00-021

This ring-binder series is arranged chronologically and contains daily control graphs used to calibrate laboratory equipment. Information may include: date, equipment name, type of test, test results, if in acceptable range, and control lot number. This record series is maintained to document the proper calibration and operation of all lab equipment used to make tests and to certify accuracy of the test results.

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

SDDC-71. DRAWING STATION LOG:

19-004

This ring-binder series is arranged chronologically and is used to record the results of all tests conducted at the Drawing Station. Information may include: date, test name, test number, patient name, and test results. This record series is used to document the results of all tests conducted, to verify that the number of tests conducted reconciles with test number logs, and for Medicare purposes.

RETENTION: Retain 2 years then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

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NUMBER

SDDC-72. EMPLOYEE IMMUNIZATION RECORD:

00-021

This computer database series is arranged alphabetically by name of employee to document immunizations given to employees and contains employee immunization records. Information may include: employee name, immunization administered, date, drug, lot number, manufacturer, and date given. This record series is maintained to ensure immunizations are kept up to date in order to prevent unnecessary illness, and in case of an adverse reaction to immunizations.

RETENTION: Retain in office. Destroy 30 years after termination or death of employee.

(Note: Consider microfilming when volume warrants.)

(Note: Occupational Safety and Health Administration requires these records be kept 30 years after termination or death of employee. The National Vaccine Injury Compensation Program, established by the National Childhood Vaccine Injury Act of 1986 requires physicians and other health-care providers who administer vaccines to maintain permanent vaccination records and to report occurrences of certain adverse events to the U.S. Department of Health and Human Services.)

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Medical
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-73. MEDICAL IDENTIFICATION CARDS:

00-021

This card series is arranged alphabetically by name of individual and contains current Medicaid identification cards for each. Information may include: individual's name, Medicaid identification number, date of birth, and sex. This record series is maintained to determine proper identification number when submitting Medicaid claims.

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

SDDC-74. WORK SCHEDULES:

19-004

This paper series is arranged by date and contains work schedule for employees. Information may include: work period, name, days on, days off, hours on and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 3 years, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Pharmacy
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-75. CONSULTANT PHARMACY REPORT:

00-021

This computer printout series is generated quarterly by Program Area and contains the consultant pharmacy report. Information may include: individuals' names, module, dates, and significant and insignificant irregularities and drug administration errors. This record series is maintained for review purposes, to monitor drug usage, and for Medicare reviews.

RETENTION: Retain 2 years, then destroy.

SDDC-76. DAILY AUDIT LOG:

19-004

This computer printout series is arranged chronologically and contains the daily audit log. Information may include: prescription number, patient name, doctor prescribing, transaction number, drug name, drug strength, amount dispensed, original amount, pharmacist, original date, refill date, price, and initials and signature of pharmacist. This log indicates the daily work of the pharmacist, by listing the prescriptions filled daily to the individuals in the agency.

RETENTION: Retain 10 years, then destroy.

(Note: CMS 42 CFR 422.504 requires records be kept for ten years.)

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

DEPARTMENT: Human Services
 DIVISION: SD Developmental Center
 OFFICE: Health Services
 PROGRAM: Pharmacy
 RECORDS OFFICER: Erin Betten
 RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-77. FORMULARY RECORDS:

00-021

This series is arranged alphabetically by pharmacological category and lists drugs used by the agency. Information may include: trade name, generic name, dosages stocked, and form (tablet, capsule, etc.). The listing is updated every six months and serves to prevent therapeutic duplication, to limit on-hand inventories, and to assure an adequate spectrum of therapeutic agents to treat individuals.

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

SDDC-78. INVOICES:

19-004

This paper series is arranged chronologically and constitutes the instrument used by vendors to petition for payment. Information may include: vendor name, company name, date order received, ship date, invoice date, invoice number, purchase order number, quantity, description, Program price, amount, terms and total. This record series is maintained by the pharmacy for reference purposes. The Business Office maintains the audit copies.

RETENTION: Retain 10 years, then destroy.

(Note: CMS 42 CFR 422.504 requires records be kept for ten years.)

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Pharmacy
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

<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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SDDC-79. MEDICATION FOR OUTINGS REQUISITION:

00-021

This series is arranged chronologically by date of outing and is used to order medications for individuals who go off campus during scheduled medication times. Information may include: name of the person who requests medications, date requested, name of event requiring off campus trip, date of event, time leaving, time returning, medication times needed, individuals' names, individuals' dorms. Instructions for use of the form are included at the bottom. This record series enables pharmacy to obtain information needed to correctly provide outing medications.

RETENTION: Retain 2 months after outing, then destroy.

SDDC-80. MINIPHARM STOCKING SLIPS:

00-021

This (8 1/2" x 3 1/2" red) series is arranged chronologically and provides a notification sent to the Pharmacy to replace an item. Information may include: item description, individual assigned, and amount. The information is summarized on the individual's chart and "Drug Requisitions." This record series is used to inform the Pharmacy of the need to restock a drug item.

RETENTION: Retain in office until order is filled, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Pharmacy
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-81. PHYSICIAN ORDER FORM:

19-004

This paper series is arranged chronologically and contains doctor orders for an individual. Information may include: name of individual, module, diagnosis, lab work, doctor, pharmacist's comments, drug strength, prescription number, direction for use, and original date. This record series is maintained for consultant purposes, to review and evaluate patient records.

RETENTION: Retain 10 years in office, then destroy.

(Note: CMS 42 CFR 422.504 requires records be kept for ten years.)

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Physical/Occupational Therapy
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD		R.D.B.
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SDDC-82. CALIBRATE ULTRASOUND MACHINE:

00-021

This sticker is applied to the machine each time it is tested. Information may include: date tested, identification number, person who did the testing, setting watts used, actual output of watts, whether it was repaired, safety tested, calibrated, or if preventive maintenance was done; and next testing date. This record series is maintained to ensure the machine is accurate for proper use.

RETENTION: Retain current sticker on the machine. Remove and destroy superseded stickers.

SDDC-83. INDIVIDUAL CHARTS:

19-004

This series is arranged alphabetically by name of individual and contains documentation on physical/occupational therapy and progress. Information may include: assessment summaries, evaluations, consultation reports, activity plans, progress notes, and comments. This record series is used to document progress each individual achieves in the Physical/Occupational Therapy Program and to evaluate the physical/occupational therapy plan. The information is summarized in the respective "Master Record".

RETENTION: Retain in office until discharged or deceased. Transfer to the Master Record to be retained permanently.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Physical/Occupational Therapy
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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

SDDC-84. INDIVIDUAL MONTHLY PROGRAM ATTENDANCE:

19-004

This paper series is arranged alphabetically by name of individual and contains an itemized list of days provided to each individual for physical therapy/occupational therapy. Information may include: individual's name, module, date, service rendered, and physical therapy/occupational therapy doctor orders. This record series is maintained for reporting purposes to document the number of individual's service hours provided to each and for Medicare reviews.

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

SDDC-85. NUTRITION PROGRAM CALENDARS (OCCUPATIONAL THERAPY):

00-021

This series is arranged chronologically and contains daily account of nutrition changes for individuals. Information may include: individual's name, module, date, and diet change requested. This record series is used to document the facility's attempt to improve individual nutrition by encouraging the individuals to go from a ground to a regular diet and is useful in preparing meals on the tray line.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Psychology
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-87. BEHAVIOR DATA SHEETS:

19-004

This paper and electronic series are arranged alphabetically by name of individual and contains notations concerning behaviors exhibited by individuals. Information may include: individual's name, date reported, description of behavior. The information is sent to psychology on a weekly basis and entered into a behavior database. This record series is used to determine behavioral progress and to measure effectiveness of psychotherapeutic medication.

RETENTION: PAPER: Retain 4 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

SDDC-88. BEHAVIOR INTERVENTION STRATEGY:

19-004

This paper and electronic series are arranged alphabetically by name of individual and contains the plans developed to regulate individual behavior. Information may include: individual's name, purpose, target behaviors, baseline, objectives, and instructions. The plans are developed by the psychologists and behavior therapists to attempt to correct deviant behavior patterns and for peer reviews. The information is retained in the respective "Master Record."

RETENTION: Retain current in office. Transfer superseded or obsolete to the Master Record to be retained permanently.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Health Services
PROGRAM: Psychology
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-89. PSYCHOLOGY ANNUAL REVIEWS:

19-004

This paper and electronic series is arranged alphabetically by name of individual and contains psychology annual reviews. Information may include: individual's name, Case Manager, evaluator, staffing date, diagnostic impression, medications individual receives, behavior intervention strategy, objectives of the individual's training intervention, results, and recommendations. This record series is used to determine the individual's behavioral patterns in the day-to-day living environment.

RETENTION: Retain current in office. Transfer superseded or obsolete to the Master Record to be retained permanently.

SDDC-90. PSYCHOLOGICAL TESTING REPORT:

19-004

This paper and electronic series is arranged alphabetically by name of individual and contains psychological evaluations for each. Information may include: personal data, test results, test behavior, test interpretations, summaries, and recommendations. The record series is used to review current treatments and to review the progress of individuals. The document is retained in the "Master Records."

RETENTION: Retain current in office. Transfer superseded or obsolete to the Master Record to be retained permanently.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-91. CLEANING LISTS:

00-021

This series is arranged chronologically and contains daily item cleaning lists. Information may include: date, employee, location, list of items to be cleaned, and initials of the person performing the cleaning to indicate each has been completed. This record series is maintained to insure that all cleaning tasks are completed on a daily basis.

RETENTION: Retain 3 months in office, then destroy.

SDDC-92. DIET LISTS:

00-021

This monthly updated series is arranged alphabetically and contains copies of diet lists prepared for employees who take individuals off campus to inform them of any food allergies or any other special dietary considerations. Information may include: individuals name, program, module, diet and restrictions. This record series is maintained to help staff to keep current of individuals' diets and consistencies. These lists are for use anywhere other than Food Services.

RETENTION: Retain 1 month in office, then destroy.

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OFFICE: Plant Operations
PROGRAM: Food Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-93. FIRE DRILL REPORTS:

00-021

This series is arranged chronologically and documents the results of all fire drills held in this program. Information may include: date, nature of drill, observations, noted deficiencies, and plans of correction. This record series is maintained for Title XIX certification, to rehearse fire drills with staff, and to correct observed deficiencies.

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

SDDC-94. INDIVIDUAL CARDEX FILES:

00-021

This cardex series is arranged alphabetically by name of individual and program and contains a summary of nutritional needs. Information may include: individual's name, module, diet type, type of utensils required, beverage needs, nourishments allowed, review notes, and weight records. These cards provide a quick reference of nutritional histories and are useful in monitoring weight control.

RETENTION: Retain active in office. Transfer discharged/expired to storage for 4 years. Destroy 4 years after discharged/expired.

SDDC-95. MEALS SCHEDULES:

00-021

This series is arranged chronologically and contains the schedules of delivery times for meals. Information may include: module, dining room, numbers, and delivery times. This record series is used for planning purposes to determine the times meals have to be delivered to each area.

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

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SDDC-96. MENUS:

00-021

This series is arranged chronologically and contains copies of menus prepared by nutritionists in the Food Service Program. Information may include: menu, week, puree, high calorie, bland, low sodium, scoop size, and reduction desserts. This record series is maintained to document nutrition of meals provided to individuals and to track specific food in the event of food poisoning.

RETENTION: Retain the current and previous cycle menus 1 year in office. Destroy superseded or obsolete.

SDDC-97. NOURISHMENT SHEETS:

19-004

This paper series is arranged alphabetically by individual's name and contains nourishment sheets. Information may include: individual's name, module, snacks allowed, if snacks are discouraged or encouraged and the times to give them. This record series is maintained to monitor patient weight and nutrition and for Title XIX reviews.

RETENTION: Retain 1 year in office, then transfer to storage for 6 years. Destroy after 7 years.

SDDC-98. SPECIAL FUNCTION REQUESTS:

00-021

This series is arranged chronologically and contains the forms used by each program to request foods for special functions. Information may include: date requested, date required, description of foods, cost, and authorized signatures. This record series is used to document the various programs' requests for food to have picnics and other special functions, to revise meal preparations so those programs do not receive meals during those times, and to figure the cost to provide the service.

RETENTION: Retain 1 year in office, then destroy.

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SDDC-99. TEMPERATURE LOGS:

00-021

This series is arranged chronologically and lists the temperature readings of the food at the beginning of the meal, during meal serving, and an ending temperature is taken. Also, random checks are done once a week as trays leave the cafeteria and are served at the various modules. Information may include: date, menu, meal, module and temperature of food. This record series is used to insure proper temperature of food.

RETENTION: Retain 1 year in office, then destroy.

SDDC-100. WEIGHT SHEETS:

00-021

This series is arranged alphabetically and contains the monthly weight sheets submitted by each module and lists each individual's weight. Information may include: individual's name, height, normal weight for height, and individual's weight. The modules send this information to the nutritionist so that employees can make modifications for each individual's diet to bring the individual's weight within noted norms.

RETENTION: Retain 1 month in office, then destroy.

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SDDC-107. BOILER CHARTS:

00-021

This circular chart series is arranged chronologically and provides readings concerning boiler operation. Information may include: date, boiler number, and boiler output temperature and flow. This record series is used to document the flow and pressure of boiler water, to monitor the output of the boilers, to determine average temperature output and flows, and for statistical comparison purposes.

RETENTION: Retain 2 years in office, then destroy.

SDDC-108. BOILER WATER LOGS:

00-021

This ring-binder series is arranged numerically by boiler number and contains information concerning water quality for each. Information may include: boiler number, date, chemicals monitored, and amounts suspended. This record series is used to document the monitoring of suspended chemicals in water and to determine which chemicals need to be adjusted.

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

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SDDC-109. BUILDING FILES:

00-021

This series is arranged alphabetically by building name and contains a quick reference of any remodeling or refurbishing of any of the building(s). Information may include: building name, type of construction, costs, bids, specifications, correspondence, and status of construction. This record series is maintained for reference concerning the status of all construction and to provide a history of all building remodeling and modifications.

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

(Note: Consider microfilming when volume warrants.)

(Note: Building plans and specifications are maintained permanently in the Office of State Engineer.)

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SDDC-110. BUILDING PLANS AND SPECIFICATIONS:

00-021

This series contains scale drawings of building plans and specifications for space occupied by the agency. Information may include: construction and remodeling project information; mechanical, electrical, and engineering drawings; floor plans; and equipment layout and design information. The record series is used for maintenance and remodeling purposes.

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

(Note: Building plans and specifications are maintained permanently in the Office of State Engineer.)

SDDC-111. CAR USAGE REPORTS:

00-021

This series is arranged chronologically and contains copies of the standard report issued by the Business Office to report car usage. Information may include: date of use, beginning and ending mileage, total miles driven, driver's name, purpose of trip, and costs. The program uses this record series to determine costs associated with travel, to monitor usage, and for budget preparation purposes. The originals are sent to the Fleet and Travel Office in Pierre.

RETENTION: Retain 2 years in office, then destroy.

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SDDC-113. ENERGY MANAGEMENT REPORTS:

00-021

This computer printout series is arranged chronologically and provides information on energy needs and consumption in each building. Information may include: date, time, building name, and status of energy needs and consumption. This record series is used to monitor building temperatures and to note any deviations from the usual norms for each building.

RETENTION: Retain 1 year in office, then destroy.

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OFFICE: Plant Operations
PROGRAM: Powerhouse
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SDDC-114. EVACUATION REPORT FORM:

00-021

This series is arranged chronologically and contains copies of the quarterly fire drill evacuation reports. Information may include: date, description of drill, number of clients, number evacuated, number of stragglers, time needed for evacuation, and an evaluation of the procedures and the success of each drill. This record series is maintained to verify the quality of fire evacuations and for Title XIX reviews.

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

SDDC-114.1. FIRE ALARM AND/OR FIRE SUPPRESSION IMPAIRMENT
WORKSHEET:

21-007

This series is arranged chronologically by date and contains information concerning fire alarm and/or fire suppression impairments. Information may include: dates, building, type/extent of impairment, reason for impairment, person conducting work, notifications, and restoration. This record series is maintained to ensure fire alarm and/or fire suppression impairments are restored.

RETENTION: Retain 2 years in office, then destroy.

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OFFICE: Plant Operations
PROGRAM: Powerhouse
RECORDS OFFICER: Erin Betten
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SDDC-115. KEY REGISTER:

00-021

The Key Register is a computerized database containing information regarding keys checked out. The register may be called up either by key number or by name of person key was issued to. Information may include: key number, person key was issued to, date of issue, date of return, and comments. This record series is used to keep track of the keys issued to personnel at SDDC.

RETENTION: Retain database current. Once a person has been terminated, their specific record will be retained 1 year, then purged and deleted.

SDDC-116. OPERATION MANUAL:

00-021

This series is arranged alphabetically by equipment name and building and provides operating procedures for equipment in each building. Information may include: operation manuals, service manuals, parts listings, and other items relating to equipment service and maintenance. This record series is maintained for reference to determine proper equipment operation and to determine parts necessary to make repairs.

RETENTION: Retain in office for the life of the equipment. Destroy when equipment is declared surplus.

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RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-118. TROUBLE CALL SHEETS:

00-021

This notebook series is arranged chronologically and lists all emergency or high priority trouble reports received. Information may include: date, nature of the problem, and person assigned to remedy the problem. This record series is maintained to insure any high priority repairs are made the same day, for reporting purposes, and for performance indicators.

RETENTION: Retain 1 year in office, then destroy.

SDDC-119. WATER QUALITY REPORTS:

00-021

This series is arranged chronologically and contains results of the drinking water and pool water tests conducted by the State Health Laboratory. Information may include: name, address, telephone number, name of person collecting water sample, date collected, location collected, purpose of the test, and result of the test. This record series is used to document the quality of the water at the facility and to note whether corrective action is necessary.

RETENTION: Retain 2 years in office, then destroy.

(Note: The Department of Environment and Natural Resources, Water Quality Program maintains the originals.)

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 PROGRAM: Powerhouse
 RECORDS OFFICER: Erin Betten
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SDDC-120. WASTEWATER DISCHARGE REPORTS:

00-021

This series is arranged chronologically and contains copies of wastewater quality reports. Information may include: name, address, location, permit number, monitoring period, and results of the test. This record series is maintained to document water quality and to determine if corrective actions are necessary for any noted deficiencies.

RETENTION: Retain 4 years in office, then destroy.

(Note: The Department of Environment and Natural Resources, Water Quality Program maintains the originals.)

SDDC-121. WORK ORDERS:

19-004

This paper series is arranged chronologically and contains the standard form used to request repairs. Information may include: department, date, work location, description of work, requested by, approved by, completed by, and parts used. The Operations Manager must approve all repair requests prior to their initiation. The originals document the approval given to each. This record series is maintained to assure the timely completion of all requested repairs.

RETENTION: Retain 1 year in office, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Plant Operations
PROGRAM: Warehouse/Purchasing
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-127. BID FILES:

00-021

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

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

SDDC-128. CONTRACTS, STATE (NOTICE OF AWARDS):

00-021

This series is arranged alphabetically by item type and contains a copy of the contract awarded by the State Purchasing and Printing Program. Information may include: supply name, buyer name, telephone number, contractor name and address, contract number, itemized listing of goods for sale, and prices. This record series is maintained for reference purposes when ordering supplies on state contract.

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

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 PROGRAM: Warehouse/Purchasing
 RECORDS OFFICER: Erin Betten
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SDDC-129. REQUISITIONS (INTER-AGENCY STOCK, MEDICAL, OFFICE SUPPLIES, WAREHOUSE, WAREHOUSE CLOTHING):

00-021

This series is arranged chronologically and contains originals of forms used to request goods from the warehouse. Information may include: program or module name, date, quantity ordered, description of goods, unit cost, total cost, place of delivery and authorized signatures. This record series is used to insure all items are received.

RETENTION: Retain 1 year in office, then destroy.

SDDC-129.1. 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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OFFICE: Program/Coordinator Support
PROGRAM: Coordinator's Office
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-130. CEMETERY MAPS:

19-004

This series is maps and provides location of deceased individuals' graves located in the two cemeteries on campus. Information may include: cemetery, individual name, and grave number. This record series is maintained for convenience of visitors looking for particular gravesites.

RETENTION: Retain permanently.

SDDC-131. DAILY REPORTS:

00-021

This series is arranged chronologically and contains the original "Daily Reports" submitted by each module to the Coordinator's Office. Information may include: date, module, number of individuals listed, number in module, number on vacation, number admitted, number discharged, number of deaths, number in hospital, and number Absent Without Leave (AWOL). This record series is used by the Coordinator's Office to generate daily Admissions/Discharges/Transfers Report (ADT) and for Medicare/Medicaid reviews.

RETENTION: Retain 1 month in office, then transfer to storage for 3 years and 11 months. Destroy after 4 years.

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SDDC-132. EMPLOYEES LOG BOOK:

19-004

This electronic folder series is arranged alphabetically by name of employee and contains a quick reference concerning each. Information may include: employee's name, title and home telephone number. This record series is used for a quick reference to connect incoming calls with respective employees and for use by the Coordinator to contact employees as requested.

RETENTION: Retain current on M: drive. Destroy superseded or obsolete.

SDDC-135. WORK SCHEDULES:

19-004

This paper and electronic spreadsheet series is arranged by name in work areas and contains work schedules for each DSP employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance.

RETENTION: Retain 3 years on M: drive, then destroy.

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OFFICE: Program/Coordinator Support
PROGRAM: Coordinator's Office
RECORDS OFFICER: Erin Betten
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SDDC-137. WORKSHEETS, DAILY ASSIGNMENT:

00-021

This series is arranged chronologically and contains summaries of employee assignments per program and module, per shift. Information may include: program and module name, people assigned, job duty, and individuals on leave. This record series is maintained for Medicare purposes to verify proper staffing levels for each area and to insure proper care is provided.

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

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OFFICE: Program/Coordinator Support
PROGRAM: Training & Develop Resources
RECORDS OFFICER: Erin Betten
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SDDC-141. EMPLOYEE TRAINING FILE:

19-004

This paper series is arranged alphabetically by name and contains a folder for each employee of the agency and is stored in the Training and Development Resources office. Information in the file may include but not limited to: Employee Training Checklist, NVCi Post-tests, most current NVCi Due Care form, most current Defensive Driving Acknowledgement form, most current CPR/AED Skills Testing checklist, HIV/HBV Risk Factor Assessment form and Responder Training Resources Register. As forms in the folder are replaced by more recent forms, the older forms are destroyed. This series is kept as a history of the employee's training as outlined by the SDDC Classifications for Staff Training manual and is used to verify training attendance.

RETENTION: Retain 5 years following termination of employment, then destroy.

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SDDC-144. TDR TRAINING DATABASE:

19-004

This database is located on the M drive. Information may include, but is not limited to: the employee name, employee ID, position number, supervisor, required SDDC courses, dates required SDDC courses were attended, employee training classification and dates of upcoming courses. The database is used to schedule employees into courses, to ensure employees are current in required courses for their classification as outlined in the SDDC Classification for Staff Training manual and for reporting purposes. It allows supervisors the ability to check training requirements and to schedule employees into courses. Reports are generated from the database on compliance with required training for employees.

RETENTION: Retain employee information current, delete upon termination provided no pending litigation.

SDDC-139. TRAINING HISTORY:

19-004

This computer series is arranged chronologically and summarizes all classes held and employees trained monthly. Information may include: date, number of classes taught, and number of individuals trained. This record series is maintained for reporting purposes and performance indicators.

RETENTION: Enter into the Bureau of Human Resources training module, then destroy provided data has been verified to be accurate and complete.

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SDDC-145. TRAINING ROSTER:

19-004

This paper series is located in the Training and Development Resources office and is arranged alphabetically and by date. Information may include: course title, name of instructor(s), participants' names and participants' signatures. The rosters are used to input information into the Bureau of Human Services Training module and for reporting purposes.

RETENTION: HIPPA COURSES: Retain roster for 7 years, then destroy.

ALL OTHER COURSES: Retain until entered into Bureau of Human Resources training module, then destroy provided data has been verified to be accurate and complete.

SDDC-145.1. SDDC REQUIRED TRAINING ROSTERS:

19-004

This paper series is arranged alphabetically and by date and contains training rosters entered into (the Bureau of Human Resources Training module and the TDR Training Database.) Information may include: course name, course code, participants' name, employee ID and participants' signatures. This series is maintained to verify training and for reporting purposes.

RETENTION: Retain 2 years, the destroy.

(Note: Required SDDC courses completed every two years as outlined in SDDC Classifications for Training manual.)

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OFFICE: Program Services
PROGRAM: Case Manager
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-147. BOWEL MOVEMENT (BM) CHARTS:

00-021

This series is arranged chronologically in the individual's Immediate Care Plan and contains bowel movement charts. Information may include: name, month, day, shift, size, and whether a suppository was given. This record series is used if requested by medical staff to track bowel movements.

RETENTION: Retain 1 month in Immediate Care Plan, then transfer to Case Manager's office to be retained for 1 year. Destroy after 1 year and 1 month.

SDDC-147.1. INDIVIDUAL CONTACT VISITOR LIST:

19-004

This electronic series is arranged alphabetically by name of individuals' name, address and names for emergency contact, secondary contact, and third contact, burial information, and financial benefits. Information drawn from the database is for other documents that then become part of the Master Records. This record series is used to keep in contact with contacts and family members of the individual for various purposes.

RETENTION: Retain permanently in the Electronic Health Records System.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Case Manager
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

<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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**SDDC-149. INDIVIDUAL INCENTIVE PAY/CASH DISBURSEMENT
VOUCHER:**

00-021

This series is arranged chronologically and is a worksheet for behavior incentive pay and cash disbursements. Information may include: names of individuals, their signatures, and amount of money disbursed. This record series is used to provide accurate accounting of money for the Budget and Finance Office.

RETENTION: Retain in Case Manager's office until money is disbursed. Transfer to Budget and Finance Office to be retained for 7 years, then destroyed.

(Note: Cash Disbursement Vouchers must be returned to Budget and Finance before any more money is given out.)

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Case Manager
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-149.1. MASTER RECORD:

19-004

This electronic series is arranged alphabetically by name of individual and contains all treatments each individual has received. Information may include: individual's name, social, legal, consents, financial, assessments, support plans, medical, admission/discharge information, correspondence, commitment orders, psychological, and other related information. This record series is maintained to document day to day care, treatment that all individuals receive at the facility, to monitor progress, to develop or revise care plans, and for planning and reviewing purposes.

RETENTION: Retain permanently in Electronic Health Records System.

Retain existing microfilm permanently.

SDDC-152. MONTHLY DATA SHEET:

19-004

This paper series is arranged chronologically, then alphabetically by name of person supported and is a monthly data worksheet. Information may include: name, date of last Individual Support Plan meeting, objective, data recorded, plus or minus (indicating pass or fail), service intervention, staff signature, and date and time of data collection. This record series is then used to enter data into the computer for data probes. Data probes are printed quarterly and become part of the Master Record.

RETENTION: Retain monthly data sheets in the case managers office for 1 year, then destroy.

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SDDC-151. PERSONAL BELONGINGS RECORDS:

19-004

This paper and electronic series is arranged chronologically and is a list of belongings of each person supported. Information may include: name, dates, record #, unit, case manager, description of clothing, description of non-clothing items, reason for being discarded. This record series is used to keep an accurate account of people supported personal possessions.

RETENTION: PAPER: Retain in the personal belongings book. Destroy superseded or obsolete.

ELECTRONIC FILE: Retain current on N: drive. Destroy superseded or obsolete.

SDDC-154. SHIFT REPORT FORMS:

19-004

This paper series is arranged chronologically and is a reporting tool between staff, of activities and care provided/needed for the people supported on the module and staff. Information may include: date, names of people supported on the module, three shift periods to document, summary comments on people supported, signatures of persons receiving keys for each shift, staff communications, appointments, and a list of possible medication side effects. This record series is used to assure continuity of care for all the people supported.

RETENTION: Retain 1 year in the Developmental Support Professional II office, then destroy.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

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SDDC-155. ALCOHOL DEPENDENCE:

19-004

This paper series is arranged numerically by individual's medical record number and is a diagnostic tool. Information may include: a checklist of criteria to determine the degree of alcohol dependence of the individual, the individual's medical records and name, signature of counselor, and date. This record series is used to determine that an individual meets the criteria of an alcohol dependent individual.

RETENTION: Retain 6 years in office after individual is discharged or deceased, then destroy.

SDDC-158. AUTHORIZATION OF THE RELEASE OF INFORMATION:

19-004

This paper series is arranged numerically by individual's medical record number and is a legal consent to release information. Information may include: name of individual, agency releasing information, list of information being released, statement of understanding and content to release, date, signature of individual, signature of guardian if needed, and signature of witness. This record series is used to provide information and/or progress to interdisciplinary team members and guardians.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

<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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SDDC-159. CHEMICAL SCREENING REQUEST/REPORTING:

19-004

This paper series is arranged numerically by individual's medical record number and is a formal request to acquire a medical order for urinary analysis testing. Information may include: name of individual, date sample collected, staff member supervising collection, checklist of chemical screening requested, chemical health staff person, physician/PA-C, date testing is completed, signatures, initials of staff who received results of test, and date received. This record series is used to offer voluntary testing to determine possible chemical use.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-160. CHEMICAL USE ASSESSMENT SUMMARY:

19-004

This paper series is arranged numerically by individual's medical record number and is the title page to the individual's file. Information may include: date, individual's medical record number, Case Manager assigned, diagnosis, recommendations, and chemical dependency counselor. This record series is used as a quick reference on the individual at the beginning of the file.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

STATE OF SOUTH DAKOTA
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DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
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SDDC-161. CHILDREN OF ALCOHOLICS SCREENING TEST:

19-004

This paper series is arranged numerically by individual's medical record number and is a questionnaire. Information may include: individual's name and medical record number, a checklist of questions, individual's signature, and date. This record series is used to determine parental chemical use and its effects on the individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-162. CLIENT/GROUP INFORMATION FORM:

19-004

This paper series is arranged numerically by individual's medical record number and is the duplicate form required by the Division of Alcohol and Drug Abuse. Information may include: individual's medical record number, demographic information, chemical use history and diagnosis, dates of intake, and end of service and services provided. This record series is used to provide the Division of Alcohol and Drug Abuse information regarding treatment/services and data about individual group services.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

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**SDDC-163. CLIENT/MANAGEMENT INFORMATION SYSTEM
INFORMATION FORM:**

19-004

This paper series is arranged numerically by individual's medical record number and is general information sheet on the individual being served. Information may include: name of individual, medical record number, address, date of birth, age, date of commitment, county, sex, social security number, race, education, indication of insurance, source of income, yearly family income, living arrangements, marital status, pregnancy, number of children, drugs used, drugs of choice at what age, frequency and route, last use frequency, number of prior treatments, where treated, suicide attempts, number of minor consumptions, number of driving under the influence, number of convictions, types of consumptions, gang affiliation, gambling preference, Adolescent Alcohol Involvement Scale, Adolescent Drug Use Survey, Children of Alcoholics, diagnosis, counselor, unit, and date. This record series is used for providing statistical information to the Division of Drug and Alcohol.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-164. CRITICAL LIFE AREA ASSESSMENT:

19-004

This paper series is arranged numerically by individual's medical record number and is a substance abuse history and assessment. Information may include: individual's name and initials, date of birth, race, sex, county, education, driving under the influence, convictions, frequency of use grid, questions on substance abuse, checklist of specifics on use, test scores, Adolescent Alcohol Involvement Scale, Adolescent Drug Use Survey, summary, recommendations, signatures, date, placement, and counselor. This record series is used to determine how drug/alcohol use has affected critical life areas.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-157. DAST (DRUG ABUSE SCREENING TEST):

19-004

This paper series is arranged numerically by individual's medical record number and is a questionnaire. Information may include: name of individual, date, a series of questions with multiple choice answers, scoring grid, and interpretation guide. This record series is used to determine severity of drug use by the individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-166. INDIVIDUAL INFORMATION:

19-004

This paper series is arranged numerically by individual's medical record number and contains individual information. Information may include: individual's name, medical record number, diagnosis, and a list of specific reviews/assessments and dates. This record series acts as a reminder to the counselor of specific review dates.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

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DEPARTMENT: Human Services
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OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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

SDDC-167. LEVEL 1-OUTPATIENT SERVICES/ADOLESCENT/ADULT
ADMISSION CRITERIA:

19-004

This paper series is arranged numerically by individual's medical record number and contains Level 1-Outpatient Services/Adolescent Admission Criteria. Information may include: individual's name, date, diagnosis, dimensional admission criteria, and determination of type of treatment. This record series is used at admission to determine eligibility for the program or to recommend another support system.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-168. LEVEL 1-OUTPATIENT/ADOLESCENT/ADULT CONTINUED
SERVICE CRITERIA/TREATMENT PLAN REVIEW:

19-004

This paper series is arranged numerically by individual's medical record number and contains Level 1-Outpatient/Adolescent continued service criteria/treatment plan review. Information may include: individual's name, medical record number, review period, diagnosis, dimensional continued service criteria, and progress/problem/plan. This record series is used to justify continued services to the individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

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DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-156. MAST (MICHIGAN ALCOHOLISM SCREENING TEST):

19-004

This paper series is arranged numerically by individual's medical record number and is a questionnaire. Information may include: name of individual, date, a series of questions with multiple choice answers, and a scoring grid. This record series is used to assess alcohol involvement or degree of severity.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-169. NOTICE TO CLIENTS OF FEDERAL CONFIDENTIALITY LAW:

21-019

This paper and electronic series is arranged numerically by individual's medical record number and contains notices to clients of federal confidentiality law. Information may include: written notice of confidentiality law, statement of understanding and having received a copy of said law, individual's signature, witness signature, and date. This record series is a notification of the individual's confidentiality rights and confirmation that said individual understands these rights.

RETENTION: Retain hard copy 6 years in office after individual is deceased or discharged, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Record System.

STATE OF SOUTH DAKOTA
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DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SERIES NO.

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SDDC-170. ORIENTATION CHECKLIST:

19-004

This paper series is arranged numerically by individual's medical record number and is a orientation checklist. Information may include: list of materials and expectations necessary to participate in group counseling, individual's signature, chemical dependency counselor's signature, and date. This record series is used to determine that the individual has been given the necessary information and materials needed to participate in group counseling.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-171. PATIENT BILL OF RIGHTS:

19-004

This paper series is arranged numerically by individual's medical record number and contains a patient bill of rights. Information may include: a list of the individual's rights including confidentiality rights. This record series is required by the American Society of Addiction Medicine and is used to familiarize the individual with their rights during treatment.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-172. PATIENT PLACEMENT CRITERIA FOR THE TREATMENT OF PSYCHOACTIVE SUBSTANCE USE DISORDERS:

19-004

This paper series is arranged numerically by individual's medical record number and contains patient placement criteria for the treatment of psychoactive substance use disorders. Information may include: criteria listing for different levels of treatment and their exceptions. This record series is used to determine the correct level of treatment for the new individual.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-173. PRE-TREATMENT INDIVIDUAL CONTRACT AND RESPONSIBILITIES:

19-004

This paper series is arranged numerically by individual's medical record number and is an agreement between the counselor and the individual. Information may include: name of individual, list of responsibilities, statement of understanding the agreement, individual's signature, counselor's signature, and date. This record series is used to clarify the responsibilities and exceptions of the individual during treatment and counseling.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SDDC-174. PROGRAM RULES:

19-004

This paper series is arranged numerically by individual's medical record number and contains program rules. Information may include: list of program rules, date, individual's name, counselor's name, and credentials. This record series is used to acquaint individuals to the rules of the program.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-176. RELEASE FOR URINE ANALYSIS TESTING:

19-004

This paper series is arranged numerically by individual's medical record number and is a release for urine analysis testing. Information may include: individual's name, statement giving Chemical Health Services permission to take the urine analysis, individual's signature, date, and counselor's name. This record series is used as formal permission to collect urine.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

SDDC-177. TREATMENT PLAN:

19-004

This paper series is arranged numerically by individual's medical record number and is a treatment plan. Information may include: individual's name, level of treatment, medical record number, date of birth, diagnostic statement, review date, strengths, problems, goals, objectives, achievement dates, staff responsible, counselor's name, and date. This record series is used to plan an individual's treatment and how to meet the objectives/needs.

RETENTION: Retain 6 years in office after individual is deceased or discharged, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Industrial Workshop Manager
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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

SDDC-178. APPLICATION FOR AUTHORITY TO EMPLOY WORKERS WITH DISABILITIES AT SPECIAL MINIMUM WAGE:
Deleted from Schedule, 12/08/2021.

SDDC-179. CERTIFICATE AUTHORIZING SPECIAL MINIMUM WAGE RATES UNDER SECTION 14(C) OF THE FAIR LABOR ACT:
Deleted from Schedule, 12/08/2021.

SDDC-180. JOB ACTIVITY RECORD:

19-004

This paper series is arranged chronologically by payroll date and contains the record of job activity. Information may include: individual's medical record number, individual's name, payroll period dates, total hours of non-work activity, total hours/units of work activity, and type of activity. This record series is used as the individual's payroll report.

RETENTION: This information is maintained on the TKS system.

SDDC-181. TIME STUDY OBSERVATION SHEET AND COST ANALYSIS: Deleted from Schedule, 12/08/2021.

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DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Program Manager
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD
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SDDC-184. SUPERVISORY WORKING FILES:

19-004

This paper series is arranged alphabetically by name and contains information kept by the employee's supervisor used in supervision of employees in the agency. Information may include: copies of letters of reprimand and commendation, performance reviews, meeting notes, training records, sick call in emails, and other related information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during employee evaluation process.

RETENTION: SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working in the department.

(Note: Originals are maintained by the Bureau of Human Resources in the official personnel file.)

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SERIES NO.**

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SDDC-186. EVACUATION REPORT FORM:

19-004

This paper series is arranged chronologically and is a report of the evacuation of a dormitory for drill/actual - fire, bomb threat, tornado. Information may include: date; description of drill; number of individuals; number evacuated; number of stragglers; time needed for evacuation; an evaluation of the procedures, the success of each drill, and signatures of person making report, area supervisor, program supervisor/manager. This record series used for an internal check to evaluate the success and procedures of each evacuation.

RETENTION: PROGRAM SUPERVISOR: Retain 1 years in office, then destroy.

ENVIRONMENTAL SERVICES SECRETARY: Retain 3 years in office, then destroy.

SDDC-187. ENVIRONMENTAL CONDITIONS REVIEW:

19-004

This paper series is arranged chronologically and is a list of problems in the area of physical plant issues to look for in each Program and workshop. Information may include: area of the building, room number, problem noted, action, severity (cosmetic or life/safety issue), action (administrative or corrective), responsible person or department, and completion date. This record series is used quarterly as an internal inspection of each living area and workshop.

RETENTION: Retain originals 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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		<u>NUMBER</u>

SDDC-188. ACTIVITY CENTER CHECK-IN:

19-004

This paper series is arranged chronologically and lists individuals attending activities on a specific date. Information may include: date, list of the modules on campus, individuals present from each module, and during which shift they attended. This record series is kept for tracking the use of the Activity Center.

RETENTION: Retain 60 days in office, then destroy.

SDDC-190. ASSORTED ITEMS CHECKOUT:

00-021

This series is arranged chronologically and contains a list of items checked out at the Activity Center. Information may include: date, person receiving the item, module of residence, checkout date, name of item, return date, and date overdue notice was sent. This record series is kept for tracking various items available for checkout in the Library.

RETENTION: Retain 60 days in office, then destroy.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
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NUMBER

SDDC-191. COMPACT DISK/DVD CHECKOUT:

19-004

This series is arranged chronologically and contains a list of CDs/DVDs checked out at the Activity Center. Information may include: date checked out, person receiving CDs/DVDs, module of residence, title of CD/DVD, date returned, and date overdue notice was sent. This record series is kept for tracking specific materials checked out from the Library.

RETENTION: Retain until all items on the sheet have been returned, then destroy.

SDDC-193. CHAPEL CHECK-IN:

00-021

This series is arranged chronologically and contains a list of the modules with individuals present at the Chapel activities on a specific date listed by module and shift. Information may include: date of event, list of modules on campus, number of individuals present from each module, and during which shift they attended. This record series is used for tracking attendance at the Chapel.

RETENTION: Retain 60 days in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Therapeutic Recreation
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

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NUMBER

SDDC-201. SWIMMING POOL KEY CHECKOUT:

19-004

This paper series is arranged chronologically and provides a list of staff who has checked out the key to the swimming pool in the Activity Center. Information may include: date, time the key was received, time the key was returned, and the person responsible for the keys and the pool door being locked. This record series is used for safety and security purposes.

RETENTION: Retain 1 year in office, then destroy.

SDDC-202. SWIMMING POOL USAGE FORM:

19-004

This paper series is arranged chronologically and provides information concerning the use of the swimming pool at the Activity Center. Information may include: date, time in, time out, module, number of individuals in the water, number of individuals observing, names of staff in the water, names of staff observing from the deck, and the names of the lifeguards. This record series is used to track pool use.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Quality Management
PROGRAM: Risk Management
RECORDS OFFICER: Erin Betten
RM CUSTOMER #: 0206

RECORD

R.D.B.
AUTHORITY
NUMBER

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

SDDC-206. INDIVIDUAL INCIDENT REPORT: Deleted from Schedule,
07/14/2021.

SDDC-207. SAFETY CHECKLISTS:

21-007

This paper series is arranged chronologically by date and contains a broad spectrum of safety checklists. Information may include: location, device/items, problem noted, and corrective action. This record series is used for an internal check to identify and report potential hazards.

RETENTION: Retain 1 year in office, then destroy.