



REAL ESTATE COMMISSION

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Human Resources and Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Human Resources and Administration
Records Management Program
1320 East Sioux Avenue
Pierre, South Dakota 57501

2025

PROJECT STAFF

Marcia Hultman, Secretary
Department of Labor and Regulation

The employees of the Real Estate Commission
who contributed their time to explain the
purpose and review the content of each record.

Melissa Miller, Executive Director
Real Estate Commission

Dana Hoffer
State Records Manager

Jim Dornbusch, Records Officer
Department of Labor and Regulation

STATE RECORD DESTRUCTION BOARD

Jason Kettwig, Commissioner
Bureau of Human Resources and
Administration (Chairman)

Steven Blair
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 30, 2025

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

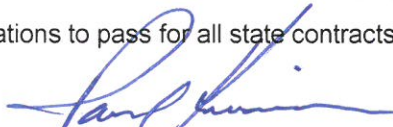
I, Paul Kinsman (name), acting in my position as Secretary of the Department of Revenue and Regulation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Real Estate Commission (department) consists of 14 pages and contains record series number(s) REC-1 (consecutively re-numbered) through REC-22.

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 Real Estate Commission (department) record series numbers(s) RE-2, RE-3, RE-6, RE-7, RE-9, RE-11, RE-16, RE-17, RE-22, RE-26, RE-27, RE-28, RE-31, RE-32, RE-33, RE-35, and RE-37.

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.



Paul Kinsman, Secretary of the Dept. of Revenue and Regulation

12-1-08

Date

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



Dana Hoffer, State Records Manager

12-11-08

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 11th day of December, 2008, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-11-08

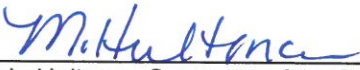
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Marcia Hultman, acting in my position as the Secretary of the Department of Labor and Regulation, requests 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 Real Estate Commission consists of 2 pages and contains record series number(s) REC-15 and REC-19.

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.



Marcia Hultman, Secretary of the Department of
Labor and Regulation

11-5-18

Date

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



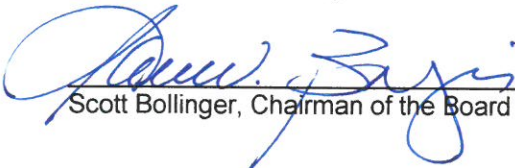
Dana Hoffer, State Records Manager

11-16-18

Date

DESTRUCTION AUTHORITY

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



Scott Bollinger, Chairman of the Board

1-3-19

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Marcia Hultman, acting in my position as the Secretary of the Department of Labor and Regulation, 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.

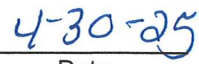
The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Real Estate Commission consists of 12 page(s) and contains record series number(s) REC-1, REC-2, REC-3, REC-4, REC-6, REC-7, REC-8, REC-9, REC-10, REC-12, REC-14, REC-16, REC-17, REC-18, and REC-22.

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.



Marcia Hultman, Secretary of the Department of
Labor and Regulation

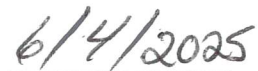


Date

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



Dana Hoffer, State Records Manager



Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 29th day of July 2025 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 25-010.**

Jason.Kettwig Digitally signed by Jason.Kettwig
Date: 2025.08.19 10:21:43 -05'00'

Jason W. Kettwig, Chairman of the Board

South Dakota Codified Laws:

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

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

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

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

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

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

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

Notes, Record Handling, & Definitions

Notes:

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

Record Handling:

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

Definitions:

- **Superseded:** To take the place of; replace.
- **Obsolete:** No longer in use.

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

DEPARTMENT:	<u>Labor and Regulation</u>
DIVISION:	<u>Secretary</u>
OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-1. ADMINISTRATIVE REFERENCE FILE:

25-010

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

RETENTION: Retain current files electronically. Destroy superseded or obsolete.

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

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REC-2. ADMINISTRATIVE RULE PROMULGATION FILES:

25-010

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

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

(NOTE: SDCL 1-26-7 states in part, that "Each agency shall keep the original records, documents, and instruments required by this chapter". There is no time frame included for these records. Since SDCL 1-26-6.8 provided that "No rule is enforceable in the courts unless properly adopted", the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in adoption of rules appearing in the 1974 ARSD.)

(Note: Previous record series number was RE-1.)

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REC-3. AUDIT REPORTS:

25-010

This series is arranged chronologically and contains audits of the Real Estate Commission fiscal records by private firms. Information may include: cover letters, statement of assets, revenues and expenditures, change of fund cash balances, overview of accounting practices, scope of audit, noted deficient areas, accounts summaries, observations, and recommendations. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of audit reports.

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

(Note: Legislative Audit maintains reports permanently.)

(Note: Previous record series number was RE-4.)

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		<u>NUMBER</u>

REC-4. AUDIT REPORTS, BROKERS:

25-010

This series is arranged alphabetically by broker name and documents yearly examinations on trust accounts handled by each. Information may include: audit forms, bank reconciliation, list of licensed real estate broker associates or salespersons working under each broker, and closed sale file reviews. This record series is maintained to document the audit findings, to review when conducting new audits, and for reporting purposes.

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

(Note: Previous record series number was RE-5.)

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PROGRAM:	<u>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-5. CASH RECEIPT AND DISBURSEMENT JOURNALS:

08-008

This series is arranged chronologically and contains journals listing all revenue received and expenses paid. Information may include: date, amount, form of payment, and check number. This record series is used for accounting and audit purposes.

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

(Note: Previous record series number was RE-8.)

REC-6. COMMISSION MEMBER FILES:

25-010

This series is arranged alphabetically and contains information regarding individual commission members. Information may include: letter of appointment, term, expiration date, and correspondence. This record series is maintained to document member appointments to the Real Estate Commission and any related information pertaining to each.

RETENTION: Retain current files electronically. Destroy 3 years after terminated.

(Note: Previous record series number was RE-10.)

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RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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

REC-7. CONTINUING EDUCATION CERTIFICATIONS:

25-010

This series is arranged alphabetically by name of applicant and contains information documenting requisite education required to apply for and maintain a real estate license. Information may include: applicant names, courses attended, date of courses, name and address of providers, certifications, providers affidavits, instructor evaluations, authorizing signatures, and notary seals. This record series is maintained to ensure proper continuing education is received by all licensees.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: Previous record series number was RE-12.)

REC-8. CONTINUING EDUCATION RECORDS:

25-010

This series is arranged alphabetically by provider or seminar name, which are approved to offer continuing education courses in real estate. Information may include: provider or seminar name, course information, samples of text or handouts, correspondence, course outlines, names of participants, dates, and credit given. This record series is used to triennially certify classes, to review course data, and list licensees who have successfully completed the course.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: Continuing education is posted to licensee database as well as education database.)

(Note: Previous record series number was RE-13.)

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RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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		<u>NUMBER</u>

REC-9. CONTINUING EDUCATION RECORDS, OTHER STATES:

25-010

This series is arranged alphabetically by licensee and contains information on continuing education courses certified by other states taken by licensees. Information may include: topic materials, course outlines, and sponsor names. This records series is used for reference concerning continuing education classes certified by other states for use in granting licensees in South Dakota credit.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: Previous record series number was RE-14.)

REC-10. CONTRACTS AND AGREEMENTS:

25-010

This series contains the original contracts and agreements between the Real Estate Commission and other parties. Information may include: terms and conditions of agreements, effective dates, costs, and funding sources. This record series is kept for reference and documentation purposes.

RETENTION: Retain originals electronically. Destroy 6 years after termination provided no litigation is pending.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within 5 days after such contract is entered into and finally approved by contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to work being performed).

(Note: Previous record series number was RE-15.)

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REC-11. DECLARATORY RULINGS:

08-008

This series is arranged chronologically, and contains old declaratory rulings issued in the early 1970's by the Commission. Information may include: subject matter, scope, and policy set by the Commission. It is no longer used since the establishment of "Administrative Rules". This record series is maintained for historical value.

RETENTION: Retain until enacted into statute or administrative rule; or repealed by Commission, then destroy.

(Note: Previous record series number was RE-18.)

REC-12. EXAMINATION RECORDS:

25-010

This series is arranged chronologically and contains examination results. Information may include: testing company pass/fail score rosters broken down by provider, and summary reports for each examination date. This record series is used for statistical purposes.

RETENTION: Retain electronically for 2 years, then destroy.

(Note: Previous record series number was RE-19.)

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RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

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REC-13. FINANCIAL STATEMENTS:

08-008

This series contains the financial statements which provide an overview of the financial condition for a given fiscal year. Financial statements may include, but are not limited to: Statement of Revenues, Expenditures and Changes in Fund Balances-Budget and Actual, Statement of Assets and Fund Cash Balances, Statement of Fixed Assets, summary of significant accounting procedures, supplemental information, and working papers. This record series is maintained for reference and audit purposes.

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

(Note: Previous record series number was RE-20.)

REC-14. HEARING FILES, COMMISSION:

25-010

This series is arranged alphabetically by case name and contains documentation of hearings held by the Real Estate Commission concerning violations by license holders. Information may include: violator's name, address, licensee number, the violation noted, the decision rendered by the Real Estate Commission, authorized signatures, and photographs. These transcripts and tape recordings serve to document all actions taken by the Commission for violations of Real Estate regulations.

RETENTION: Retain electronically for 5 years after closed, then destroy provided no appeals are pending.

(Note: Previous record series number was RE-21.)

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OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Real Estate Commission</u>
RECORDS OFFICER:	<u>Jim Dornbusch</u>
RM CUSTOMER #:	<u>0203</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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REC-15. LICENSE DIRECTORY:

18-020

This is a directory of active licensees in excel format and contains an alphabetic listing of licensed real estate personnel. Information may include: license types, name, address, and license number. This record series is used as a quick reference regarding real estate licenses.

RETENTION: Retain on-line copy current. Destroy superseded or obsolete.

(Note: Previous record series number was RE-23.)

REC-16. LICENSE FILES, INDIVIDUAL:

25-010

This series is arranged numerically by license number and contains records documenting all activity concerning licensed real estate brokers, broker associates, salespersons, auctioneers, home inspectors, property managers, residential rental agents, and timeshare agents in South Dakota. Information may include: applications, license numbers, license fee receipts, correspondence, examination score reports, and returned real estate licenses. This record series is used for basic reference when answering questions about licensees, and for renewal purposes.

RETENTION: Retain electronically for 5 years after license has been canceled, then destroy.

(Note: Previous record series number was RE-24.)

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DIVISION:	<u>Secretary</u>
OFFICE:	<u>Boards and Commissions</u>
PROGRAM:	<u>Real Estate Commission</u>
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RM CUSTOMER #:	<u>0203</u>

RECORD		R.D.B.
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REC-17. LICENSE FILES, FIRMS:

25-010

This series is arranged numerically by license number and contains records documenting all activity pertaining to real estate firms licensed in South Dakota. Information may include: brokers who operate as a corporation, annual renewals list, all individuals who sell under the firm name, and name or address changes. This record series is used as the basic reference data when answering questions about firms, and renewal purposes.

RETENTION: Retain 5 years in office or electronically after license has been canceled, then destroy.

(Note: Previous record series number was RE-25.)

REC-18. MINUTES, REAL ESTATE COMMISSION:

25-010

This series is arranged chronologically and contains the official minutes of all Real Estate Commission meetings. Information may include: date of meetings, members present, topics discussed and action taken. This record series is used for occasional reference and documentation purposes of actions taken by the commission.

RETENTION: Retain electronically permanently.

(Note: Previous record series number was RE-29.)

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RECORD		R.D.B.
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REC-19. NEWSLETTER:

18-020

This series contains the newsletters published by the Real Estate Commission. Information may include: date, topics discussed, and informational materials. The newsletters are placed on our website so real estate license holders in South Dakota to pass on items of news worthiness.

RETENTION: Retain on-line newsletters 10 years, then delete.

(Note: File with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and two copies with State Archives.)

(Note: Previous record series number was RE-30.)

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REC-20. PROPERTY MANAGEMENT FILE:

08-008

This series is arranged chronologically and documents all property maintained by the Commission. Information may include: copy of the Central Annual Inventory printout, file maintenance forms that will reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

RETENTION: Retain Central Annual Inventory and maintenance forms 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain inventory procedure manual current in office. Destroy superseded or obsolete.

(Note: Consider receiving Central Annual Inventory on computer output microfiche (COM) and maintaining fiche in office the entire time prior to disposal.)

(Note: Previous record series number was RE-34.)

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		<u>NUMBER</u>

REC-21. REGISTRATION FILES, SUBDIVISION/CONDOMINIUMS:

08-008

This series is arranged numerically and contains registration applications for developers or sellers of subdivisions and condominiums. Information may include: active and inactive registration folders, applications, registration numbers, abstracts, load titles, documentation, inspection reports, complaints, board actions, court records, correspondence, and notices of intention to sell. This record series is maintained to document approval granted to develop subdivisions/condominiums, and for reference and statistical purposes.

RETENTION: Retain 5 years after last action, then destroy.

(Note: Previous record series number was RE-36.)

REC-21.1. 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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		<u>NUMBER</u>

REC-22. VOUCHERS:

25-010

This series is arranged numerically, and may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher may include: the reason for which the money was expended, the amount, the fund expended from, date, who the funds went to or what account they were transferred to, and the authorized signatures. This record series is used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and audit purposes.

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

(Note: Previous record series number was RE-38.)