



ARMY NATIONAL GUARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: January 14, 2010

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.”

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 to transfer the records to the 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, Major General Steven Doohen (name), acting in my position as Secretary of the Department of Military and Veterans Affairs (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 Army National Guard (department) consists of 39 pages and contains record series number(s) ANG-1 (consecutively re-numbered) through ANG-72.

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 Army National Guard (department) record series numbers(s) ANG-1, ANG-2, ANG-3, ANG-7, ANG-13, ANG-14, ANG-16, ANG-22, ANG-23, ANG-24, ANG-25, ANG-27, ANG-28, ANG-29, ANG-32, ANG-37, ANG-64, ANG-79, and ANG-82.

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.

Steven R Doohen 11-9-07
Major General Steven Doohen, Secretary of the Dept. of Military and Veterans Affairs Date

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

Dana Hoffer 11-13-07
Dana Hoffer, State Records Manager 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.

Steven P. Lundberg 11-14-07
Signature, Chairman of the Board Date

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

| | |
|-------------------------|----------------------------|
| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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

ANG-1. ADMINISTRATIVE REFERENCE FILES:

07-053

This series is arranged alphabetically and contains information used for convenience of reference by the Adjutant General or staff members in the daily administration of the department. Information may include, but is not limited to convenience copies of: audit reports budgets, contracts, equipment, inventory, legislation, organization/association, property management information, monthly reports, research material, reference manuals, logs, general correspondence, mailing lists, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to the Adjutant General or staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for decision making purposes.

RETENTION: FEDERAL CORRESPONDENCE, ORIGINAL OPERATING MANUALS, & FEDERAL POLICIES/PROCEDURES: 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.

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

(NOTE: Governor Correspondence is subject to archival screening prior to disposal.)

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

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

| | |
|------------------|----------------------------|
| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

| RECORD | | R.D.B. |
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ANG-2. ASSOCIATION FILES:

07-053

This series is arranged alphabetically by name of association and contains information on activities concerning each. Associations include, but or not limited to: Awards Program, National Guard Associations, Aviation Committee, Grassroots Alert Committees, and other. This record series is used to remain up-to-date on actions and recommendations made by each association.

RETENTION: Retain 1 year in office, then destroy.

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

ANG-3. BIOGRAPHIES, COMMANDERS:

07-053

This series is arranged alphabetically by name of position and contains biographies concerning the individuals who hold each of those positions. Information may include: name, personal history, educational background, awards received, lists of committee and position appointments, lists of duty assignments, and family information. The information is issued upon request for news releases and other related events.

RETENTION: Retain current employees biographies in office. Destroy terminated.

(NOTE: Subject to archival screening prior to disposal.)

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

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| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-4. BOY SCOUT FILES:

07-053

This series is arranged chronologically and contains information concerning activities in which the Army National Guard and the Boy Scouts jointly participate. Information may include: copies of letters sent, letters of thanks received, informal agreements to hold joint functions, and activity reports. This record series is maintained for reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was ANG-6.)

ANG-5. BULLETINS, CAMP/COMMAND:

07-053

This series is arranged chronologically and contains the original master bulletins issued by the Assistant Adjutant General to inform the various units of topics of interest and monthly schedules. Information may include: date, bulletin number, topics discussed, schedules of monthly events, and other items of interest to the units. This record series is used to document topics discussed.

RETENTION: Retain 2 years in office, then destroy.

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

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| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

| RECORD SERIES NO. | TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE | R.D.B. AUTHORITY NUMBER |
|----------------------|--|-------------------------------|
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ANG-6. COMMUNITY ECONOMIC IMPACT REPORTS:

07-053

This series is arranged chronologically and contains reports compiled listing the economic impact on the various communities in which the National Guard is located. Information may include: date prepared, name of community, detachment number, narration of company functions, federal and state fund allocations, and total economic benefit. This record series is maintained for reporting purposes.

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

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-9.)

ANG-7. COMPLAINTS, INSPECTOR GENERAL:

07-053

This series is arranged chronologically by date of investigation and contains the results of the Inspector General's investigation of allegations. Information may include: nature of the complaint, investigation data, summary of findings, and disposition of investigation. This record series is maintained to document the outcome of all complaints.

RETENTION: Retain 1 year in office after resolved, then transfer to storage for 3 years. Destroy 4 years after resolved provided no litigation is pending.

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

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| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

| RECORD | | R.D.B. |
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ANG-8. COMPOSITE PERFORMANCE PROFILES:

07-053

This series is arranged chronologically and contains reports issued by the National Guard Bureau of the Pentagon which are used to notify the respective state headquarters of accuracy in completing reports. Information may include: cover letters, explanations of performance profiles, composite profiles for all states, South Dakota's explanation for late reports (if any), and deficient areas. This record series is used by the program to compare reporting accuracy with other states and to implement corrective measures in deficient areas.

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

(Note: Previous record series number was ANG-11.)

ANG-9. CONFERENCE/CEREMONIES FILES:

07-053

This series is arranged alphabetically by name of conference or ceremony and documents any activities in which the guard is involved. Information may include: name of ceremony or conference, list of activities, and notes concerning each. This record series is maintained to document the Guard's involvement in these affairs.

RETENTION: Retain 1 year in office, then destroy.

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

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| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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| | | <u>NUMBER</u> |

ANG-10. INTERNAL REVIEW RECORDS:

07-053

This series is arranged chronologically and contains the information used to scrutinize internal operations. Information may include: purpose and scope of study, items to be reviewed, review comments, and deficiency areas. This record series is used to identify weak areas in order to take corrective actions and to monitor year-to-year performance.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all deficiency areas have been cleaned up.

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

ANG-11. MUSEUM RECORDS, NATIONAL GUARD:

07-053

This series is arranged chronologically and contains general information regarding the National Guard Museum in Pierre. Information may include: brochures, correspondence, names of directors, policies, operating budgets, display information, and other related topics. This record series is maintained for general information purposes concerning administration of the museum.

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

(Note: Previous record series number was ANG-17.)

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| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-12. NEWSLETTERS, CAMP RAPID:

07-053

This series is arranged chronologically and contains the central file of all newsletters issued by Camp Rapid. Information may include: date, volume number, and topics discussed. The information is first reviewed by the Assistant Adjutant General for content and then maintained for documentation purposes.

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

(NOTE: File thirteen copies of the publication with the State Library pursuant to SDCL 14-1A-3, and two copies with State Archives.)

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

ANG-13. ROSTERS, STAFF:

07-053

This series is arranged alphabetically by position name and lists the names of individuals who hold each of the positions. Information may include: date, position name, name of individual holding that position, address, telephone number, and occupation. This record series is maintained for reference concerning the names and addresses of individuals in the National Guard and to verify the names of current employees.

RETENTION: Retain current in office. Destroy terminated.

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

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| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Chief of Staff</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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

ANG-14. SPEECH FILES:

07-053

This series is arranged alphabetically by topic and contains copies of speeches made by the President of the United States and other individuals concerning items of interest. Information may include: topic of speech, the names of the persons who wrote and/or gave the speech, and the actual text of the speech. This record series is used by individuals to draft new speeches or used to quote verbatim portions of other speeches.

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

(NOTE: Cull at least once a year to avoid a build-up of obsolete or superseded material.)

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

**ANG-15. VEHICLE LICENSE PLATE REGISTRATION FORMS,
NATIONAL GUARD:**

07-053

This series is arranged chronologically by issue date, then numerically by license number and contains copies of the yearly registration forms generated by the State Department of Revenue, Motor Vehicles Program for distinctive plates on vehicles owned by members of the National Guard. Information may include: license number, type and description of vehicle, name of owner, address, and renewal sticker issued. This record series is maintained by this program for reference to determine the names of individuals to whom plates have been assigned. The Division of Motor Vehicles maintains the originals.

RETENTION: Retain 1 year in office, then destroy.

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

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|-------------------------|----------------------------|
| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Accounting</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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

ANG-16. ADMINISTRATIVE REFERENCE FILES:

07-053

This series is arranged alphabetically and contains information used for convenience of reference by the accounting staff members in the daily administration of the department. Information may include, but is not limited to convenience copies of: audit reports, budgets, contracts, operating manuals, minutes, policies and procedures, rules and regulations, and other miscellaneous materials of interest or benefit to the financial staff members. The file is used as a central depository for reference materials used to answer questions concerning each topic and for decision making purposes.

RETENTION: FEDERAL CORRESPONDENCE, ORIGINAL OPERATING MANUALS, & FEDERAL POLICIES/PROCEDURES: 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.

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

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

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

| | |
|------------------|----------------------------|
| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Accounting</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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

ANG-17. CONTRACTS AND AGREEMENTS:

07-053

This series is arranged alphabetically and contains contracts and agreements between Camp Rapid and other parties. Information may include: terms and conditions, effective dates, costs, and fund sources. The record series is kept for reference purposes to determine the terms of contracts and to draft new contracts.

RETENTION: Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

Retain reference copies current in office. Destroy terminated.

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

(Note: Previous record series number was ANG-26.)

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

| | |
|-------------------------|----------------------------|
| DEPARTMENT: | <u>Military</u> |
| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Accounting</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-18. FINANCIAL STATEMENTS:

07-053

This series is arranged chronologically and provides an overview of the financial condition for a given fiscal year. Information may include, but is not limited to: Statements of Revenues, Expenditures and Changes in Fund Balance-Budgeted and Actual; Statements of Assets and Fund Cash Balances; Statements 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 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken..

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

ANG-19. LEASES:

07-053

This series is arranged alphabetically by the names of lessee parties and contains copies of leases between Camp Rapid and other parties. Information may include: names of the parties, terms of the leases, effective dates, termination dates, and signatures. This record series is used by this program to determine the terms of the leases. The Adjutant General's Office maintains the audit copies.

RETENTION: Retain current in office. Destroy terminated.

(Note: Previous record series number was ANG-31.)

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| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Accounting</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-20. RECEIPTS:

07-053

This series is arranged numerically and contains copies of receipts issued for moneys received. Information may include: payor's name, date, amount, description, cashier's initials, and receipt number. This record series is maintained for accounting purposes.

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

(Note: Previous record series number was ANG-33.)

ANG-21. RULES AND REGULATIONS, STATE:

07-053

This series is arranged alphabetically by agency name and contains copies of rules and regulations issued by various State agencies. Rules may include: Bureau of Personnel, Bureau of Finance and Management, Department of Military and Veterans Affairs, and others. This record series is used to keep informed of the most current rules and regulations and for reference concerning actions to be taken in certain instances.

RETENTION: Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded.

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

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| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Accounting</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-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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| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Accounting</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-22. TELEPHONE CREDIT CARD ISSUED LOGS:

07-053

This series is arranged alphabetically by name of employee and contains a list of state telephone credit cards issued to employees. Information may include: date issued, credit card number, name of employee, address, office telephone number, and date returned. This record series is used to document the issuance of state telephone credit cards and to insure that credit cards are returned by employees who resign.

RETENTION: Retain current listing in office. Destroy superseded.

(Note: Previous record series number was ANG-35.)

ANG-23. VEHICLE TITLES:

07-053

This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. It is used as documentation of vehicle ownership and includes: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.

RETENTION: Retain current in office. Transfer when respective vehicle has been sold or declared surplus.

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

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| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-24. APPLICATION LOGS, OFFICERS:

07-053

This ring-binder series is arranged chronologically and lists all promotion applications which have been submitted to and returned by the United States Department of the Army. Information may include: date sent, rank, name, appointment or promotion, date received, and effective date. This record series is maintained to insure that applications and promotions are processed by the Department of the Army.

RETENTION: Retain full binder 1 year in office, then destroy.

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

ANG-25. DIRECTORY, OFFICER:

07-053

This ring-binder series is arranged numerically by unit number and contains a listing of officers in each unit. Information may include: unit number and officer's name, grade, position, home and business telephone numbers, and address. This record series is used to determine the names of current officers in each unit and is used for emergency notification purposes.

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

(Note: Previous record series number was ANG-39.)

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| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-26. EVALUATION REPORT BINDERS:

07-053

This ring-binder series is arranged alphabetically and lists the dates that officer evaluations or reassignments have occurred. Information may include: name, social security number, grade, unit name, period of review, type of review, and remarks. This record series is used to document that reassignments and evaluations have occurred and is used to determine the dates of the next review or evaluation.

RETENTION: Retain full binder 2 years in office, then destroy.

(Note: Previous record series number was ANG-40.)

ANG-27. LINEAGE AND HONOR SUMMARIES, GUARD UNITS:

07-053

This ring-binder series is arranged numerically by unit number and provides a summary of each unit's activity and history. Information may include: unit number, date created, honors received, campaigns in which the unit participated, and remarks. This record series provides a quick source of information used to write press releases and answer public inquires regarding actions taken by each unit.

RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-41.)

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| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-28. MANDATORY PROMOTION BOARD FILES:

07-053

This series is arranged chronologically and contains information used by the Board to review mandatory promotion recommendations for guard officers. Information may include: date of meeting, name of person in consideration, current rank, rank sought, education and experience, awards received, exhibits, and action taken by the board. This record series is maintained to document the course of action the Board pursues in each case.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided no appeal is pending.

(Note: Previous record series number was ANG-42.)

ANG-29. MEDICAL STANDARD INFORMATIONAL FILES:

07-053

This series is arranged alphabetically by topic and contains general information relating to medical qualifications. Information may include: topic, date issued, objective, responsibility, and comments. This record series is maintain for reference concerning medical eligibility.

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

(Note: Previous record series number was ANG-43.)

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| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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**ANG-30. OFFICER PERSONNEL MANAGEMENT SYSTEM FILES
(OPMS):**

07-053

This series is arranged alphabetically by name of officer and rank and contains personnel files relating to each officer. Information may include: name, date of enrollment, resume of qualifications, educational experience, civilian and military background, duty assignments, staff experience, command time, and other related information. This record series is used to document military experience, to plan future assignments, and for review in recommending promotions.

RETENTION: Retain active in office. Microfilm inactive and maintain film in office 50 years. Destroy 50 years after inactive.

(NOTE: Destroy original paper once microfilm has been verified to be complete.)

(Note: Previous record series number was ANG-44.)

ANG-31. OFFICER MANNING TABLES:

07-053

This ring-binder series is arranged numerically by unit number and position number and provides a listing of the names of individuals in each position. Information may include: unit number, position number, position name, individual's name, rank, area of concentration, position grade, and name of the individual who previously held the position. This record series is used to determine the names of individuals in each position and information pertaining to each.

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

(Note: Previous record series number was ANG-45.)

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| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-32. PERSONNEL DATA CARDS:

07-053

This source document microfiche series is generated monthly by the National Guard Bureau and provides an alphabetical summary of officers throughout the nation. Information may include: name, position number, performance information, permanent recognition data, and combinatorial and/or disciplinary data. This record series is used for reference to summarize officer data.

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

(Note: Previous record series number was ANG-46.)

ANG-33. PERSONNEL FILES, OFFICERS:

07-053

This series is arranged alphabetically by name and contains personnel records pertaining to officer performance in the Army and Air National Guard. Information may include: name, promotion data, transfers, security clearances, appointment data, letters of appreciation/commendation, amendments, statements of services rendered, retirement point records, and other related data. This record series is used to document each officer's service with the National Guard.

RETENTION: Retain active in office. Microfilm inactive and maintain film in office for 50 years. Destroy 50 years after inactive.

(NOTE: Destroy original paper once microfilm has been verified to be complete.)

(Note: Previous record series number was ANG-47.)

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| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-34. POSITION RECORDS, TEMPORARY:

07-053

This ring-binder series is arranged numerically by position number and documents the approval received from the National Guard Bureau authorizing a temporary position for professionals (doctors, engineers, etc.) who join a unit. Information may include: date, position number, title, date authorized, and date rescinded. These temporary positions are assigned until a permanent position becomes available.

RETENTION: Retain current in office. Transfer abolished to storage for 2 years. Destroy 2 years after abolished.

(Note: Previous record series number was ANG-48.)

ANG-35. RULES AND REGULATIONS, MILITARY:

07-053

This series is arranged numerically by rule/regulation number and contains rules and regulations that pertain to the National Guard. Regulations may include: National Guard Bureau, Department of Army, Military and Veterans Affairs, and others. This record series is maintained for reference to determine actions to take in certain situations.

RETENTION: Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

(Note: Previous record series number was ANG-49.)

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| DIVISION: | <u>National Guard</u> |
| OFFICE: | <u>Army National Guard</u> |
| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-36. RE-ORGANIZATIONAL FILES:

07-053

This series is arranged chronologically and contains copies of records sent to the United States Guard Army National Guard Personnel Center in Washington to report changes in unit structures and position assignments. Information may include: unit name, changes in structure, personnel assignments, and related information. This record series is maintained to insure receipt of the originals by the United States Army National Guard Personnel Center.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was ANG-50.)

ANG-37. SELECTIVE RETENTION BOARD FILES:

07-053

This series is arranged chronologically and contains the Selective Retention Board's yearly evaluations of officers with twenty or more years of experience. Information may include: date, names of officers being reviewed, service grades, service numbers, branches, and review decisions. The reviews are conducted to insure long-term members still provide a useful function and to document review determination and results. Results are sent to the federal National Guard Bureau.

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

(Note: Previous record series number was ANG-51.)

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| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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**ANG-38. SERVICE CARDS, RESERVE OFFICER PROMOTION
AUTHORITY (ROPA):**

07-053

This 4" x 6" card series is arranged alphabetically by name of officer and contains a quick reference of the "Personnel Files, Officers." Information may include: name, date of birth, social security number, commissioning date, and summary of services. This record series is used for quick reference to determine the names of current officers in the National Guard.

RETENTION: Retain active in office. Destroy terminated.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-52.)

ANG-39. TABLE OF ORGANIZATION/EQUIPMENT FILES:

07-053

This series is arranged numerically by National Guard unit number and lists the structure, mission, and equipment assessments of each. Information may include: unit number, authorization, function, organizational structure, equipment inventories, and personnel allowances. The information is used to review and evaluate unit structure and mission. This record series also documents the creation and authorization to organize the unit. This information is issued by the United States Department of the Army.

RETENTION: Retain current in office. Destroy when unit is abolished.

(Note: Previous record series number was ANG-53.)

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| PROGRAM: | <u>Personnel/Officers</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
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ANG-40. TOUR ANNOUNCEMENTS (ACTIVE TOURS AVAILABLE):

07-053

This series is generated irregularly by the United States Pentagon and is used to inform National Guard unit personnel throughout the United States of active tours available for qualifying individuals. Information may include: job description, qualifications, tour descriptions, and application information. This record series is maintained for reference of qualifications and locations of assignments.

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

(Note: Previous record series number was ANG-54.)

ANG-41. UNIT HISTORIES:

07-053

This ring-binder series is arranged alphabetically by the names of cities that have National Guard units and contains a discontinued listing of duties and assignments completed by each unit. Information may include: city, unit's name, dates of active assignments or activity, activity, and reassignments. This record series was used to document the history of each unit.

RETENTION: Retain active in office. Microfilm inactive and maintain film in office 50 years. Destroy 50 years after inactive.

(NOTE: Destroy original paper once microfilm has been verified to be complete.)

(NOTE: Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-55.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-42. ACCIDENT INVESTIGATION REPORTS:

07-053

This series is arranged chronologically by date of incident and contains records used to document the results of equipment related accidents. Information may include: names of involved parties, motor vehicle accident report forms, pictures, vehicle classification inspection report forms, and investigation results. This record series is used to determine the causes of accidents and is used to determine ways to avoid similar situations in the future.

RETENTION: Retain 2 years in office after case closed, then destroy provided no litigation is pending.

(Note: Previous record series number was ANG-56.)

ANG-43. ACCIDENT LOG REGISTER:

07-053

This ring-binder series is arranged chronologically and contains a summary of accidents involving National Guard equipment. Information includes: date of accident, location, name of involved unit, names of parties involved, date that paperwork was issued, date investigation was completed, and date summaries sent to Fort Riley. The register is used to insure the timely completion of related accident report documentation.

RETENTION: Retain full binder 1 year in office, then destroy.

(Note: Previous record series number was ANG-57.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-44. BULLETINS, ADJUTANT GENERAL:

07-053

This series is arranged numerically by bulletin number and contains copies of policy statements issued by the Adjutant General in Pierre. Information may include: date, bulletin number, subject matter, topics discussed, and procedures to follow. This record series is maintained for reference to determine a course of action to pursue in certain situations.

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

(Note: Previous record series number was ANG-58.)

ANG-45. COMMUNITY SERVICE PROJECT FILES:

07-053

This series is arranged numerically by unit number and contains a listing of community projects each local National Guard Unit conducts. Information may include: date service performed, location of project, description of project, name of requesting party, number of participants, man hours, equipment used, equipment hours, and authorized signatures. This record series is maintained for reporting purposes and for writing news releases.

RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years.

(Note: Previous record series number was ANG-59.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
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ANG-46. DISPOSITION RECORDS:

07-053

This series is arranged alphabetically by topic and contains copies of the forms used to document authority received to perform a certain function and its outcome. Information may include: date, unit granted authority, permission granted by, and nature of authority granted. This record series is used to document the authority received from the Adjutant General to perform certain functions. The respective units and the National Guard in Pierre also maintain copies.

RETENTION: Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years.

(Note: Previous record series number was ANG-60.)

ANG-47. DISPOSITION ROSTER BINDERS, ACCOUNTS PAID:

07-053

This ring-binder series is arranged chronologically by date and contains an itemized listing of invoices and other bills which require payment. Information may include: date, voucher number, name of payee, list of members, unit code, itemized amounts, and total amount due. This record series is used to provide a more detailed account of services paid since the "Disposition Records" only list total amounts paid. The audit information is maintained in the respective "Vouchers" file.

RETENTION: Retain full binder 1 year in office, then destroy.

(Note: Previous record series number was ANG-61.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-48. GENERAL FILES:

07-053

This series is arranged alphabetically by topic and contains the office copies of the "General Files." Topics may include: fiscal, financial, historical, intelligence, personnel, medical, and others. This record series is used to document actions taken in each of these areas and provides a historical summary of actions taken by the National Guard.

RETENTION: Retain 1 year, then microfilm and maintain film in office for 49 years. Destroy microfilm after 50 years.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-62.)

ANG-49. MEDICAL LINE DUTY CARD FILES:

07-053

This 4" x 6" card series is arranged alphabetically by name of member and contains information pertaining to injuries incurred by the member. Information may include: name of member, unit attachment, date of injury, type of injury, type of duty, list of treatment received, and amounts paid for service. This record series provides a quick summary of payments made as a result of job-related injuries.

RETENTION: Retain in office until last payment is made, then transfer to storage for 4 years. Destroy 4 years after last payment is made provided no litigation is pending.

(Note: Previous record series number was ANG-63.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-50. ORDERS, PERMANENT/UNIT:

07-053

This series is arranged numerically by order number and contains copies of both permanent and unit orders issued by the National Guard Bureau in Washington, D.C. Information may include: date issued, order number, name of organization or unit affected, nature of the order, and authorized signatures. This record series is used to document authority granted to the respective units to perform designated functions.

RETENTION: Retain 1 year, then microfilm and maintain film in office for 49 years. Destroy microfilm after 50 years.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-66.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
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ANG-51. PAY ROSTERS, INCAPACITATED:

07-053

This series is arranged chronologically and contains a monthly summary of members who are currently in an incapacitated state. Information may include: date, name of member, type and extent of injury, unit, grade, martial status, type of training, start and end pay rates, remarks, and payroll status. This information is provided to the Payroll Program to insure members on disabled status are properly compensated. The information is summarized in the "Medical Line Duty Card Files."

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

(Note: Previous record series number was ANG-67.)

ANG-52. PERMANENT ORDER RECORD SETS:

07-053

This series is arranged numerically by order number and contains both copies of the orders issued by the Adjutant General concerning South Dakota National Guard units and/or personnel and copies of both permanent and unit order issued by the National Guard Bureau in Washington, D.C. Information may include: date issued, order number, effective dates, nature of the order, and authorizing signatures. This record series is used to document authority granted to perform specified functions.

RETENTION: Retain 1 year, then microfilm and maintain film in office for 49 years. Destroy microfilm after 50 years.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-65.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
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ANG-53. PERSONNEL FILES, ENLISTED:

07-053

This series is arranged alphabetically by name and contains personnel records pertaining to enlisted members' performance in the Army and Air National Guard. Information may include: name, promotion data, transfers, security clearances, appointment data, letters of appreciation/commendation, amendments, statements of services rendered, retirement point records, and other related data. This record series is used to documents each member's service with the National Guard.

RETENTION: Retain active in office. Microfilm inactive and maintain film in office for 50 years. Destroy microfilm 50 years after inactive.

(NOTE: Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-68.)

ANG-54. PERSONNEL INDEX CARDS:

07-053

This 4" x 6" series is arranged alphabetically by name of member and provides a quick reference of information found in the "Personnel Records, Enlisted" file. Information may include: name, date of birth, position number, enlistment and discharge dates, summary of service history, and microfilm roll number on which discharged personnel files can be located. This record series is used for quick reference and as an index to the microfilmed records.

RETENTION: Retain in office 50 years after inactive, then destroy.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-69.)

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| PROGRAM: | <u>Personnel/Enlisted</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-55. REQUESTS FOR ORDERS:

07-053

This series is arranged chronologically and contains copies of requests sent to the Adjutant General requesting orders to be cut for specific purposes. Information may include: date, addressee, nature of request, whether approved or denied, transaction date, and assignment. This record series is used to track the status of each request and for reference to document the contents of each request.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was ANG-70.)

ANG-56. RESERVE UNIT ATTENDANCE RECORD SETS (DA-1379):

07-053

This series is arranged numerically by unit number and contains the DA 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) forms and supporting documents completed by each unit documenting members present for training. Information may include: unit number and name, period, name of members in the unit, pay grade, social security number, days in attendance, and comments. This record series is maintained as attendance records of members of reserve component units and activities during training or on drill periods, and is used to initiate the payroll process.

RETENTION: Retain 1 year in office, then microfilm and maintain film in office for 99 years. Destroy microfilm after 100 years.

(Note: Previous record series number was ANG-76.)

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ANG-57. SECURITY CLEARANCE APPLICATIONS, PENDING:

07-053

This computer printout series is generated monthly and provides a listing of members whose security clearance is being reviewed for increased accessibility to classified records. Information may include: name of member, pay grade, date application for higher clearance level submitted, status of request, duty position, and origin code. This record series is used to track the status of each request and insure the timely completion of each.

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

(NOTE: Consider receiving on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was ANG-71.)

ANG-58. SECURITY CLEARANCE CARD FILES:

07-053

This 4" x 6" card series is arranged alphabetically by name of member and lists security clearance status of each member. Information may include: name, social security number, unit, processed date, clearance status, date clearance granted, type of investigation, and remarks. This record series is used to determine each member's security clearance status. The information is summarized in the "Security Clearance Status Reports."

RETENTION: Retain current in office. Destroy terminated.

(Note: Previous record series number was ANG-72.)

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ANG-59. SECURITY CLEARANCE STATUS REPORTS:

07-053

This computer printout series is generated monthly and provides an alphabetical summary of security clearance obtained by each member. Information may include: run date, name of member, grade, level of security, and remarks. This record series is used for reference to determine security clearance for each member.

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

(NOTE: Consider receiving on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was ANG-73.)

ANG-60. STRENGTH REPORTS:

07-053

This series is arranged chronologically by date issued and contains reports issued to the Camp Rapid Personnel Office by the local units to report strengths and weaknesses. Information may include: date, required strengths, assigned strengths, amount above or below requirements, percentages, total manpower per unit, total manpower statewide, and comments. This record series is used to review each unit's strengths and identify weak areas so corrective measures can be implemented.

RETENTION: Retain 5 years in office, then transfer to storage for 5 years. Destroy after 10 years.

(NOTE: Subject to archival screening prior to disposal.)

(Note: Previous record series number was ANG-74.)

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ANG-61. SURVIVOR BENEFIT PLAN FILES:

07-053

This series is arranged alphabetically by name of member and contains information concerning benefits to be paid to survivors of members who expire while discharging their duty. Information may include: name of member, social security number, marital status, family information, proposed retirement date, rank, and benefit plan chosen. This record series is used for reference when instituting benefit plans. The information is summarized at the Army Reserve Personnel Center in St. Louis, Missouri.

RETENTION: Retain active in office. Transfer inactive or terminated to storage for 5 years. Destroy 5 years after inactive or terminated.

(Note: Previous record series number was ANG-75.)

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| PROGRAM: | <u>Building Maintenance</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-62. ACHIEVEMENT EVALUATION PROGRAMS (AEPs):

07-053

This series is arranged alphabetically by name of employee and contains the standard appraisal used showing a statement of standards and responsibilities for each employee. Information may include: principal accountabilities, standards of each accountability, performance ratings, performance index, comments, and rating received. Achievement evaluations are required by administrative rule and are used for justifying merit increases in pay, for commending deserving employees, and as documentation supporting the dismissal of Career Service employees for unsatisfactory job performance. This record series is maintained for employee supervision and audit purposes.

RETENTION: Retain 3 years in office, then destroy by shredding.

(Note: Previous record series number was ANG-77.)

ANG-63. AGREEMENT FILES:

07-053

This series is arranged alphabetically by name of contractor and contains copies of agreements signed between Camp Rapid and other parties. Information may include: terms and conditions of the agreements, effective dates, cost, and funding sources. This record series is maintained to insure compliance with the terms. The originals are maintained by the Adjutant General's Office.

RETENTION: Retain current in office. Destroy terminated.

(Note: Previous record series number was ANG-78.)

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| RECORDS OFFICER: | <u>Connie Hohn</u> |
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ANG-64. CERTIFICATIONS OF ELIGIBILITY:

07-053

This series contains copies of the standard Bureau of Personnel forms listing eligible candidates for vacant positions. Information may include: class, certification date, department, position number, number of vacancies, deadline for arranging an interview, interview disposition, list of names certified, salary, and interviewer's signature. The certification forms designate whether or not applicants fail to appear for the interview, appeared but were not appointed, declined interview, or were appointed to the position. This record series is used to document the disposition of each interview and to initiate the payroll process for new employees.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was ANG-80.)

ANG-65. CONTRACTS, STATE (NOTICE OF AWARDS):

07-053

This series is arranged alphabetically by item type and contains copies of the contracts awarded by the Office of Purchasing and Printing in Pierre. Information may include: supply name, date ordered, buyer name, telephone number, contractor name and address, contract number, itemized listing of goods for sale, and prices. This record is used for reference when ordering supplies on State contract.

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

(Note: Previous record series number was ANG-81.)

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| PROGRAM: | <u>Building Maintenance</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
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ANG-66. INVENTORY SUPPLY CONTROL BINDERS:

07-053

This ring-binder series is arranged alphabetically by item supply description and contains logs used for inventory control purposes. Information may include: item description, transaction date, amount issued or restocked, where items were used, project name, and balance on hand. The listing is used for inventory control and for reordering purposes.

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

(Note: Previous record series number was ANG-83.)

ANG-67. MAINTENANCE REQUESTS:

07-053

This ring-binder series is arranged chronologically and contains copies of completed maintenance requests submitted by the various areas on camp. Information may include: name of requestor, location, date submitted, description of deficiency, action taken, materials used, and signature of person making the review. This record series is used to document the status of repairs and provides information for reporting purposes.

RETENTION: Retain full binder 1 year in office, then destroy.

(Note: Previous record series number was ANG-84.)

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| PROGRAM: | <u>Building Maintenance</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-68. MASTER MAINTENANCE PLANS:

07-053

This series is arranged alphabetically by building or facility name and contains the master maintenance plans for each. Information may include: name of site, description of use, purpose, items requiring maintenance, description of maintenance, and times scheduled. This record series is maintained to insure the timely completion of scheduled repairs.

RETENTION: Retain 1 year in office after repair has been made, then destroy.

(Note: Previous record series number was ANG-85.)

ANG-69. PERSONNEL FILES:

07-053

This series contains a folder for each state employee in this program. Information may include but is not limited to: applications for employment, transcripts, recommendations, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, W-4 forms, and supervisors' reports of employee separation. This record series is used for day-to-day employee supervision and audit purposes.

RETENTION: Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

(Note: Previous record series number was ANG-86.)

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| PROGRAM: | <u>Personnel</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-70. OFFICIAL MILITARY PERSONNEL FOLDER (OMPF) FILES:

07-053

This series is arranged alphabetically by name and contains basic documents relating to the career of each military member of the Army, officer or enlisted. Information may include, but is not limited to: name, date of enrollment, promotion data, resume of qualifications, educational experience, civilian and military background, transfers, security clearances, letters of appreciations/commendation, appointment data, retirement point records, statements of services rendered, and other related information. This record series is maintained for reference purposes, but they are limited to those authorized for filing therein by AR 640-10.

RETENTION: Retain 3 years in office, then microfilm and retain microfilm permanently.

(Note: Previous record series number was ANG-87.)

ANG-71. PERSONNEL INDEX CARDS:

07-053

This 4 X 6 series is arranged alphabetically by name of member and provides a quick reference of information found in the "Official Military Personnel Folder (OMPF)" file. Information may include: name, date of birth, position number, enlistment and discharge dates, summary of service history, and microfilm roll number on which discharge personnel files can be located. This record series is used for quick reference as an index to microfilmed records.

RETENTION: Retain permanently in office.

(NOTE: Consider maintaining paper index on computer database for ease of retrieval.)

(Note: Previous record series number was ANG-88.)

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| PROGRAM: | <u>Personnel</u> |
| RECORDS OFFICER: | <u>Connie Hohn</u> |
| RM CUSTOMER #: | <u>0051</u> |

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ANG-72. TECHNICIAN RETIREMENT RECORDS:

07-053

This series is arranged alphabetically by last name and contains basic documents relating to the career and retirement records of each Excepted and Competitive Technician. Information may include: name, social security number, and dates of service. This record series is maintained to document service and for audit purposes.

RETENTION: Retain in office for 5 years, then destroy.

(Note: Previous record series number was ANG-89.)