



# **Records Management Reference Guide**

Bureau of Administration

Records Management Program

(605)773-3589

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In 1967, the Legislature established the Records Management Program and the Records Destruction Board.

- SDCL 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. **Your agency's records retention and destruction schedule tells you when destruction is allowed. It is the agency's responsibility to work with Records Management to keep these manuals up-to-date.**
- State Agency's Records Retention and Destruction Schedules are available on-line at: <http://boa.sd.gov/central-services/records-management-schedules.aspx>
- SDCL 22-11-24, **Destruction or impairment of public record--Felony.** Any person who, without the authority to do so, knowingly and intentionally destroys, mutilates, conceals, removes, or impairs the availability of any public record is guilty of a Class 6 felony. However, if the provisions of this section are violated by a public officer or employee having custody of the record, the offense is a Class 5 felony.

Records Management (RM) provides services that relate to the creation, utilization, maintenance, retention, disposal, and preservation of records. This office operates a records storage center and microfilm storage vault, and offers document scanning and archive writer services. Records Management will assist in establishing records retention and destruction schedules and help agencies develop strategies to encourage adherence to those schedules.

Records Management staff consists of the State Records Manager, Records Management Specialist, and a Document Scanner Operator.

Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Records Management Office is closed over the noon hour.

Records Management is located at:  
104 S Garfield Ave; Building E  
Pierre, SD 57501  
Phone: 605-773-3589  
Fax: 605-773-5955

## **Records Management Services:**

### Records Retention and Destruction Schedules:

SDCL 1-27-13 and 1-27-14 require that each agency develop record retention and destruction schedules. Agencies, institutions, and regional offices can obtain assistance with records inventory, appraisal, and schedule drafting by contacting Records Management.

Following the preparation of an office's records retention and destruction schedule, the State Records Manager will serve as the agency's liaison with the State Records Destruction Board in obtaining authorization for proposed records retention and destruction. Additional information on this process can be found in ARSD 10:03:01.

### Records Storage:

The Bureau of Administration operates the State Records Center and Microfilm Storage Vault in Pierre for the economical and efficient storage of inactive records from all state agencies. Transfer of the records to the center **DOES NOT** transfer control of the records from the agency to Records Management.

Agencies can contact Records Management for storage boxes and the Automated Records Management System (ARMS) box labels used to track and transfer records to the Records Center.

Information from the records or the documents themselves will be available to the agency in keeping with the agency's own security and access policies. Agencies can access their records by contacting Records Management.

Records Management obtains agency approval prior to destroying boxes and microfilm stored at our facility. Box destructions occur semiannually in January and July. Microfilm destruction occurs annually in April.

Records Management will assist in preparing documents for storage, in arranging for the pick-up of documents from Pierre based offices, in documenting the actual transfer, in providing reference service for those records, and in scheduling and verifying destruction of records.

### Archive Writer and Document Scanning Service:

Records Management uses an Archive Writer to provide microfilm services to state agencies and political subdivisions for long-term preservation of records. The Archive Writer accepts single or multi-page scanned TIFF (black & white) images. The following non-TIFF input file types: PDF-A, PDF, JPG, BMP, Microsoft Word, and PowerPoint files can be converted to black and white TIFF G4 files using our Input Processor Software.

Records Management also offers document scanning services for standard office documents to state agencies and political subdivisions. Files need to be prepped prior to being sent to Records Management for scanning. File output types include PDF, TIFF, or both with an output resolution of 200 or 300 dpi. Contact Records Management for additional information or to schedule archive writer or scanning services.

## **Records Management Services:**

### **What do Records Management Services Cost?**

Rates are reviewed quarterly and updated as needed. Records Management implements a quarterly charge per cubic foot of storage space occupied by records stored in the records center. A quarterly charge is applied to each roll of microfilm that is stored in the microfilm vault. There is also a quarterly charge applied to each record series listed in an agency's retention manual.

Archive Writer and Document Scanning Service costs are determined by application requirements.

Records Management provides storage boxes and the ARMS box labels at no charge to agencies. RM boxes are ONLY to be used for sending records to storage.

Records Management staff will retrieve and refile records stored in our Records Center at no cost to the agency.

Contact Records Management for current rates.

## Q&A

### What is Records Management?

- It's the orderly, policy driven retention and destruction of records. Records retention rules need to be applied to all records regardless their physical format (paper, microfilm, or electronic.) It costs money to maintain records, so when they no longer serve a purpose (administrative, fiscal, legal, or historical) it is time to destroy them.

### What is a Records Retention and Destruction Schedule?

- A schedule submitted by an agency head or public official which proposes the length of time records warrant retention and which has been approved for implementation by the commissioner of administration.

### Who is my agency Records Officer?

- Current Records Officer listing is available on-line at:  
<http://boa.sd.gov/central-services/records-management-consultation.aspx>

### What is a Record?

- SDCL 1-27-9(2) defines a record: "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.

Agencies **DO NOT** need permission from the Records Destruction Board to destroy Non-record items.

- SDCL 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.

Vital Records are the official state records which contains information required for a state agency to continue functioning during a disaster and/or required for an agency to reestablish operations after a disaster has ended.

## Q&A

Records are further defined as state or local records.

SDCL 1-27-9(4), “State Record” means:

- A record of a department, office, commission, board, or other agency, however designated, of the state government.
- A record of the State Legislature.
- A record of any court of record, whether of state-wide or local jurisdiction.
- Any other record designated or treated as a state record under state law.

SDCL 1-27-9(1), “Local Record” means:

- A record of a county, municipality, township, district, authority, or any public corporation or political entity whether organized and existing under charter or under general law, unless the record is designated or treated as a state record under state law.

## Records Officer Duties:

- To help the agency coordinate records management activities, a records officer will be designated for each agency. The records officer is the head of a state department, bureau, board, council, or institution. Someone from either the professional or managerial level in the agency may be assigned this position by the agency head. The records officer is the central contact person for Records Management (RM) personnel. He/she is the person RM contacts with questions and information.
- Below is a brief summary of the duties of a records officer pursuant to Administrative Rule 10:04:01:03.
  - Maintains records containing complete documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency which will furnish information to protect the legal and financial rights of the state and people directly affected by the agency's activities;
  - Enforce compliance with authorized record retention and destruction schedules; and promotes efficient records management practices within the agency. This may include performing spot checks to insure that retention and destruction schedules are being followed;
  - Submits to the state records manager retention and destruction schedules required by SDCL 1-27-13 and 1-27-14;
  - Submits to RM an inventory of the records in the custody or under the control of the agency on forms supplied by the state records manager;
  - Supervises the preparation of records and transfer forms when they are moved to the state record center or state archives;
  - Let's RM know when a new agency program or activity has generated new record series so the record retention and destruction schedule can be updated;
  - Coordinates an annual review of the records retention and destruction schedules in his agency so the schedules are current;
  - Makes sure that records are kept which will document records-related decisions, transactions, and procedures;
  - Represents the agency in all records-related matters. These duties may be delegated, but the record officer is still responsible for compliance with the administrative rules.
- For additional information, see Article 10:04 State Records Management Program Chapters 10:04:01 and 10:04:02.  
<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=10:04>



## Records Retention and Destruction Schedules

SDCL 1-27-13 and 1-27-14 require that each agency develop record retention and destruction schedules. Records retention rules need to be applied to all records regardless the format (i.e. paper, electronic, or microfilm).

A record goes through a life cycle.

- Creation
- Use
  - When a record is referred to frequently it is “active”.
  - When a record is referred to occasionally it is “inactive”.
  - When a record is no longer needed for the agency to function and has no further administrative, legal, fiscal, or historical value it is “obsolete”.
- Maintenance
  - The use of the record and its subject matter determines the conditions under which it will be kept.
    - Active files usually will stay in office.
    - Inactive files can be transferred to Records Management for storage for the remainder retention period.
- Storage or destruction
  - Records that have fulfilled the retention requirements as listed in your agency’s Records Retention and Destruction Schedule should be destroyed provided no pending litigation or audits.
  - Records with archival value need to be transferred to State Archives.
- Your agency records retention and destruction schedule lists the record series that have been approved by the State Records Destruction Board for destruction.
  - A record series is a group of similar or related records that is used or filed together as a unit, and can be transferred to inactive storage or destroyed as a unit.
- Retention manuals establish the “**Minimum**” amount of time a record must be retained before it can be destroyed.
- If a record is retained only in electronic format, the record needs to remain accessible for the entire retention period.
- Records (regardless the format), relevant to pending or reasonably anticipated litigation must be preserved even if the retention schedule allows for its destruction.
- It is the responsibly of each agency to transfer to State Archives records in their possession that are subject to archival screening prior to disposal.

## Records Retention and Destruction Schedules

### **What if the record is not listed in the Records Retention and Destruction Schedule, then what?**

- If it meets the definition of a record as defined by law and your office is the custodian (i.e. record-holder), then a series needs to be added and approved by the State Records Destruction Board before it can be destroyed.

### **What is the process for making changes to the Records Retention and Destruction Schedule?**

- Agencies need to work with their Records Officer by completing a retention schedule change request form(s) to make changes to these schedules. Changes include amending an existing record series, adding a new record series, or deleting a record series that no longer exists. **Your agency Records Officer needs to approve and sign off on all retention schedule changes before the changes can be submitted to Records Management.**
- Once Records Management receives the retention schedule change request(s), staff will review and draft proposed changes for the respective agency to review and approve.
- After changes have been reviewed and approved by appropriate staff within the respective agency, Records Management on behalf of the agency will Petition the Records Destruction Board for authority to destroy records.

# Records Retention and Destruction Schedules

## Sample Petition for Authority to Destroy Records:

### PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Major General Timothy Reisch, acting in my position as Adjutant General of the Department of Military, 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 Military (department) consists of 9 pages and contains record series number(s) MIL-1 (consecutively re-numbered) through MIL-14.

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 Military (department) record series numbers(s) MVA-4, MVA-7, MVA-14, MVA-16, MVA-17, MVA-18, MVA-19.

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.

  
Major General Timothy Reisch, Adjutant General of  
the Department of Military

11-7-2017  
Date

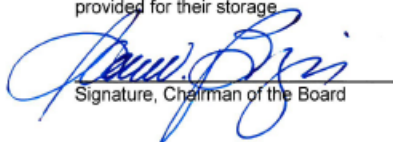
The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

  
Dana Hoffer, State Records Manager

11-16-2017  
Date

\*\*\*\*\*  
**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 11<sup>th</sup> day of December, 2017, 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

12-1-17  
Date

The signed petition gives Records Management permission to submit an agency's proposed retention schedule changes to the State Records Destruction Board for consideration and final approval.

The State Records Destruction Board meets annually to review and approved retention schedule changes.

# Guide for Completing Retention Schedule Change Request Form

The following information is a guide in writing the description and retention for each record series in the Record Retention and Destruction Schedule (RRDS). Records Management follows a three sentence format when writing the description. On occasion a fourth sentence is used.

**1. TITLES.** A well written record title will assist you in associating the record series in the RRDS with the files in your office. How you refer to the records on a day to day basis should be the title used in the manual. Keep in mind the “universal” title used throughout the office should be the title associated with the file; and always avoid using “slang” titles.

**2. DESCRIPTION:** Will consist of the following sentences:

- The first sentence tells how the files or the records are arranged and what the records contain. For example on Personnel Files: This series is arranged alphabetically by name and contains a folder for each employee in the agency.
- The second sentence will be an itemized list of what is in the file. This sentence may vary because you may or may not know what is included. The beginning sentence may start in either of the following ways: Information includes: Information may include: Information may include, but is not limited to: For example on Personnel Files the second sentence may read as follows: Information may include, but is not limited to: applications for employment, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service record, notices of resignation, W-4 forms, training records, and supervisors’ reports of employee separation.
- The third sentence will tell why the records are being kept. In other words, the purpose for maintaining the records. For example with the Personnel Files: These files serve as a history of the employees’ service and training with the facility and provide payroll information. Examples of reasons for maintaining records may include: auditing purposes, administrative purposes, statute, laws, rules and regulations, and historic reasons.
- The fourth sentence, which is optional, will tell where else the record can be located, how long the record is kept in the alternate department, and why that department maintains the record. The fourth sentence identifies who owns a record and who merely uses the record. For example for Personnel Files for State Agencies: The originals are maintained by the Bureau of Human Resource Office for three years after employee termination.

**3. Retention:**

- The retention may be written to indicate the media in which the records are being maintained and how long the records are to be retained. For examples: Retain 1 year in office, then microfilm and maintain film for 9 years. Destroy microfilm after 10 years provided no litigation, claim, or audit is pending. In this example, the agency may have felt the administrative value of the records is 1 year; therefore, the agency maintains the records 1 year in office before sending to be microfilmed. On occasion the retention may not be written to be specific. For example: Retain 10 years, then destroy. How specific the retention is written will depend on the office policies on the handling of inactive records.

# Guide for Completing Retention Schedule Change Request Form

## How are retention periods determined?

- Four values are used to evaluate and determine how long a records needs to be retained.
  - Administrative Value (determined by the agency):
    - The time frame a record needs to be retained to assist an agency in performing its normal day to day office functions and to assist in the activities of an office.
  - Fiscal Value:
    - The time frame a record needs to be retained for financial/fiscal purposes. It is related to the financial transactions, auditing, budgeting, and accounting functions of an agency.
  - Legal Value:
    - The time frame a record needs to be retained because the record contains proof of enforceable rights, obligations or other legal standing.
    - The time frame a record needs to be retained if law dictates an agency to maintain a record for a specific period of time.
    - The time frame a record needs to be retained if a law dictates how long a record is to be retained. (State/Federal law especially with regard to grant requirements or Administrative Rule).
  - Historical Value: (The State Archivist reviews records for historical or archival value).
    - The value found in a record which relates to a significant event or documents the history and development of an agency.
- **The longest retention period is applied.**

## Guide for Completing Retention Schedule Change Request Form

### Sample Retention Schedule Change Request Form:

<b>Retention Schedule Change Request</b> <b>BOA Records Management Program</b> <b>SFN 01224-0007 (02/2018)</b>		<i>Instructions: Use this form to request changes to Records Retention and Destruction Schedule Manual. Please type or print neatly. Your agency records officer must sign and date this form before Records Management can act on your request.</i>	
<b><u>Complete one form for each record series request.</u></b>			
<b>#1. Department/Division:</b>			
<b>#2. Office/Program:</b>			
<b>#3. Records Officer:</b>		<b>#4. Records Management Customer Number:</b>	
<b>#5. Requested Change:</b> <input type="checkbox"/> Add New Series <input type="checkbox"/> Amend Series #: <input type="checkbox"/> Delete Series #:			
<b>#6.</b> <input type="checkbox"/> Record is the original <input type="checkbox"/> Record is a copy (Specify the Department or Program responsible for maintaining the original.)			
<b>#7. Record Format:</b> <input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other (Specify):			
<b>#8. If applicable, select or specify storage location of the electronic record:</b> <input type="checkbox"/> EDMS-(Specify System): <input type="checkbox"/> Network (Shared) Drive <input type="checkbox"/> Local Drive <input type="checkbox"/> Other, Explain:			
<b>#9. Record Title:</b>			
<b>Description:</b> <i>(New or Amending record series: List how the series is arranged; what the series contains; list the type of information found in the series; and provide a reason why the record is being maintained or what the series is used for. For record series Deletes: Provide the reason for deletion.)</i>			
<b>#10.</b>			
<b>Requested Retention Period:</b> Based on Administrative, Fiscal, or Legal Values (If unknown, leave blank).			
<b>#11.</b>			
<b>Justification for Requested Retention:</b> Provide state or federal law, ARSD, etc. that supports the requested retention period.			
<b>#12.</b>			
<b>#13. Your name:</b>		<b>Date:</b>	<b>Telephone #:</b>
<b>#14. Department Records Officer Signature:</b>		<b>Date:</b>	<b>Telephone #:</b>

# Guide for Completing Retention Schedule Change Request Form

## Instructions for Completing Retention Schedule Change Request Form:

1. Enter the proper Department/Division
2. Enter the proper Office/Program
3. Enter Records Officer's Name
4. Enter appropriate Records Management Customer Number
5. Requested Change: Check the appropriate box. If applicable, complete Series #.
6. Record Original or Copy: If these records are the original records select the original box. If these records are a copy and another program or department is responsible for maintaining the original, then check copy. Specify the department or program responsible for maintaining the original.
7. Record Format: Select the appropriate box(s). If format is "Other", then specify the record format.
8. If applicable, select and/or specify the storage location of the electronic record.  
EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
9. Requested Record Title: **AVOID USING "SLANG" TITLES.** Enter the title of the records as you would identify the records in your office. The "universal" title used throughout the office should be the title associated with the file. For instance if the records are Contracts and Agreement, then enter Contract and Agreements.
10. **DESCRIPTION: \*\*\*** Please document the following information:
  - ⇒ How the series is arranged (i.e. This series is arranged alphabetically by..., chronologically by..., numerically by...).
  - ⇒ What the records consist of. Usually this is a repeat of the title; but if the title does not clearly explain the records include a brief sentence expanding on the title.
  - ⇒ Information found in the records. For example, time sheet information includes: name, employee number, pay period ending date, days worked, days off, hours worked, hours off, total hours for the period and signature of the employee and the supervisor.
  - ⇒ Why are the records maintained or what do you use the records for. Examples: Records maintained for reference purposes, used for administrative purposes, retained for audit purposes, federally required to maintain the records, records used to initiate the payroll process and document hours worked.
11. Requested Retention Period: Enter how long the records need to be retained based on your business practices; any laws, rules, or regulations; or audit period (i.e. 4 years if the records are subject to audit).
12. Justification for Requested Retention: Provide any rules, laws or statutes which require you to maintain the records and supports the retention period.
13. Your Name: Enter the name of individual completing the form, date and telephone number.
14. Department Records Officer Signature: Your Department Records Officer must sign before Records Management can act on the request. Have your Records Officer sign, date, and include their telephone number.
15. Send completed form(s) to Records Management.
16. **If completed by the Agency Records Officer, then email the form to BOA-RECMGT FRONT DESK.**

## Records Storage Center

- Agencies can contact Records Management to obtain record storage boxes and the ARMS box labels used to track boxes. Boxes and ARMS box labels are available at no charge. Records Management storage boxes are to be used **ONLY** for sending records to storage.
  - **Maximum weight may not exceed 40 pounds.**
  - **Bottom of boxes are to be taped shut.**
- Complete ARMS Box Label information
- Complete the electronic transmittal form and submit to Records Management via email as a Microsoft Word attachment. Only Microsoft Word attachments will be accepted.
- Records Management will arrange for boxes to be picked up for Pierre based offices.
  - Boxes are picked up by Buildings and Grounds staff on Wednesday.
  - To ensure your boxes are picked up on Wednesday, transmittal form(s) must be received by Records Management before 3:30 on Tuesday.
- Out-of-Town agencies need to make arrangements to have their boxes delivered to Records Management in Pierre.
- After the boxes have arrived and are stored, Records Management will e-mail the completed form to the individual who is listed on the transmittal form as your receipt. Agencies should retain and use their copy of the transmittal form when making future referrals to the stored records.



## Records Storage Center

### Sample ARMS Box Label:

SOUTH DAKOTA RECORDS RETENTION/ DISPOSITION LABEL		138370
BOA STATE RECORDS MANAGEMENT PROGRAM SFN 1224-0002 (10/89) [FORMERLY RM-08] ARMS		
DEPARTMENT:		
DIVISION:		
OFFICE:		
PROGRAM:		
RECORD SERIES NAME AND NUMBER:		
CONTENTS:		
DESTROY:	JANUARY, 20	
	JULY, 20	

- Complete the Department/Division/Office/Program
- Record Series Name and Number as listed in your agency's Records Retention and Destruction schedule.
- Contents may be :
  - Alphabetic or Numeric (First file in box to Last file in box).
  - Inclusive Dates (Time frame the records cover).
- Mark the appropriate destroy box and complete the year.

# Records Storage Center

## Sample Records Transmittal and Receipt Form:

<b>SOUTH DAKOTA RECORDS TRANSMITTAL AND RECEIPT FORM</b>  <b>BOA State Records Management Program (Revised 06/2019)</b>				<b>State Records Management Center 104 South Garfield Avenue; Building E Pierre, SD 57501</b>  <b>Telephone: (605) 773-3589 Fax: (605) 773-5955</b>				<b>OBTAINING REFERENCE SERVICE:</b> You may obtain reference services to your records by telephoning RM, by accessing RM's RM02 mainframe application, by E-Mailing request information to the global address BOA-RECMGT RETRIEVALS, by FAX or by written request.			
<b>INSTRUCTIONS:</b> Use this form to transfer records to the State Records Center for storage. Obtain a copy of your Agency's Records Retention and Destruction Manual by using the following link: <a href="http://boa.sd.gov/central-services/records-management-stateretentionmanuals.aspx">http://boa.sd.gov/central-services/records-management-stateretentionmanuals.aspx</a> Complete information and e-mail this form as a Microsoft Word attachment using the standard agency abbreviation and transmittal date as e-mail subject line, and send to the global email address BOA-RECMGT FRONT DESK.											
<b>To ensure your boxes are picked up on Wednesday, this form must be received by Records Management before 3:30 p.m. on Tuesday. <i>Records Management will arrange to have the boxes listed on this form picked up by Buildings and Grounds.</i></b> Shaded areas on this form will be completed by Records Management. A completed copy will be e-mailed to the individual completing the form as your receipt. Please use this receipt when calling for reference service to the stored records.											
<b>**PLEASE REMEMBER: BOXES MUST NOT EXCEED 40 POUNDS GROSS WEIGHT**</b>											
<b>Department/Division/ Office/Program: 1</b>								<b>Rec Management Customer #: 2</b>			
<b>Building Name or Mailing Address: 3</b>											
<b>Transmittal Date: 4</b>				<b>Your Name: 5</b>				<b>Telephone Number: 6</b>			
ARMS BOX #  (6 Digits)	RECORDS CENTER LOCATION COMPLETED BY RECORDS MANAGEMENT			ONLY USE RECORD SERIES NUMBER AND NAME AS LISTED IN THE RECORDS RETENTION AND DESTRUCTION SCHEDULE (40 CHARACTERS)	R.D.B. Authority Number:  (6 Digits)	CONTENTS (LIMIT 10 CHARACTERS)				DISPOSAL DATE: 01/YYYY OR 07/YYYY	
	ROW	SHELF	BIN			ALPHABETIC OR NUMERIC		INCLUSIVE DATES			
						FROM (i.e. Anderson)	TO (i.e. Smith)	FROM (i.e. FY2013)	TO (i.e. FY2014)		
7	14	14	14	8	9	10A	10B	11	11	12	
<b>13</b> Select # of Boxes				<b>RECORDS MANAGEMENT USE ONLY:</b>							
				<b>Select for RM Notes</b>							
				Entered by/Date: <b>15</b>	Number of Boxes Received: <b>16</b>		Records Center Operator: <b>17</b>			Date Stored: <b>18</b>	

## Records Storage Center

1. Enter the proper department/division/office/program name as found in the Records Management Customer Listing. Listing is available on-line at: <http://boa.sd.gov/central-services/records-management-storage.aspx>.
2. Enter the four-digit Records Management Customer number. Using the correct customer number is important for the correct agency to be billed for storage service. This number also shows ownership of the records.
3. Enter the building name or mailing address.
4. Enter the transmittal date (i.e. the date the form is being completed).
5. Enter the name of individual completing the form.
6. Enter contact phone number.
7. Enter the ARMS number from the Red ARMS box label, which uniquely identifies each box.
8. Enter the records series number and name as it is listed the agency's Records Retention and Destruction Schedule. If you do not have the agency's current Records Retention and Destruction Schedule, please obtain a copy from your Records Officer or use the link provided on the transmittal form.
9. Enter the six-digit R.D.B. Authority Number from the Records Retention and Destruction Schedule. (Example 07-009).
10. Enter the record identifier (i.e., number or name) for the records being sent to storage. Limit entry to 10 characters.
  - 10A Record identifier for the first record in the box.
  - 10B Record identifier for the last record in the box.
11. Enter the record inclusive dates (time frame the records cover). The ending inclusive date will be used to calculate the disposal date. Records Management also uses the inclusive dates to verify the disposal date has been entered correctly. Limit entry to 10 characters.
12. Enter the disposal date. Boxes are destroyed in either January or July of each year (i.e. 01/2000 or 07/2000). Calculate the disposal date by using the entire retention period set forth in the Records Retention and Destruction Schedule and the ending inclusive date of the record.
13. Select the number of boxes listed on the transmittal for transfer.
14. Items 14-18. Information is completed by Records Management.

Upon completing the information, e-mail this form as **Microsoft Word Attachment** using the standard agency abbreviation and transmittal date as e-mail subject line, and send to the global email address BOA-RECMGT FRONT DESK. To ensure your boxes are picked up on Wednesday, this form must be received by Records Management before 3:30 on Tuesday.

Filing out the transmittal correctly assures the correct office will be charged for the storing of the records; ensures the records are maintained for the correct amount of time before being destroyed; assists the offices in identifying which records they have stored in each box; and makes it easier for the office to retrieve any records in the future.

After the boxes have arrived and are stored, Records Management will e-mail the completed form to you as your receipt. The agency should use the copy when making future referrals to the stored records.

If you have any questions or concerns, please feel free to contact Records Management at (605) 773-3589.

### **Box Requirements:**

**Place ARMS Box Label in designated area.**

**Tape the bottom of boxes shut.**

**Maximum weight may not exceed 40 pounds.**

## **Records Storage Center**

### **How to retrieve records stored at Records Management?**

- Before contacting Records Management, have a copy your transmittal form. You will need to know the ARMS box number.
  - Contact Records Management via telephone at 773-3589
  - Email your request information to global email address BOA-RECMGT RETRIEVALS
  - Request permission to be given to access Records Management's RM02 Mainframe system. (See page 16 for instructions for using RM02)
- Be prepared to provide the following information:
  - ARMS Box Number
  - File information
  - Name and phone number of individual requesting the record(s).
  - Address where the record(s) will be sent.
  - Whether or not the record(s) will be returned to Records Management.
- Work space is available for agencies who wish to review boxes at Records Management.

### **Refiling records:**

- Files can be return to Records Management via Central Mail for Pierre based offices or via standard mail of out-of-town offices.

## Retrieval Guide for individuals with access to RM02

Records Management has devised an easy method to allow individual agencies to request records from storage. Any agency that sends records to RM storage will be able to request a whole box or an individual record be returned to them through our mainframe application. **You first must have access to RM02 in order to request files or boxes.**

Below is a step by step procedural guide on how to make your record requests. If you run into any problems please notify Records Management at 773-3589.


### GETTING STARTED

1) Sign into mainframe

- **NOTE: IF YOU ARE ALREADY WORKING ON A MAINFRAME APPLICATION, EXIT OUT OF THE APPLICATION YOU ARE CURRENTLY WORKING IN. YOU DO NOT HAVE TO EXIT OUT OF MAINFRAME ALL OF THE WAY, JUST THE SYSTEM YOU ARE IN. ONCE YOU HAVE EXITED OUT, PROCEED WITH NUMBER 3.**

2) At the “CICS” screen enter the following information:

- **Agency number:** enter your agency number (as usual)
- **BSC:** enter data (as usual)
- **Password:** enter your password
- **Name/user ID:** enter your user ID



```
CESN          CDPTOR1 - CICS
              (CESN SHOW
AGENCY: _
BSC:
PASSWORD:
NAME/USER-ID:
```

- Then press enter

3) The “BIT MESSAGE SYSTEM” screen will appear. Type in **RM02** and press enter.



```
RM02_          BIT MESSAGE SYSTEM
                03/09/2015 14:43:08
```

## Retrieval Guide for individuals with access to RM02

- 4) The “NATURAL SECURITY LOGON Procedure” (NSC) screen will appear. Type in the following information:

**Library ID:** RM02tprd

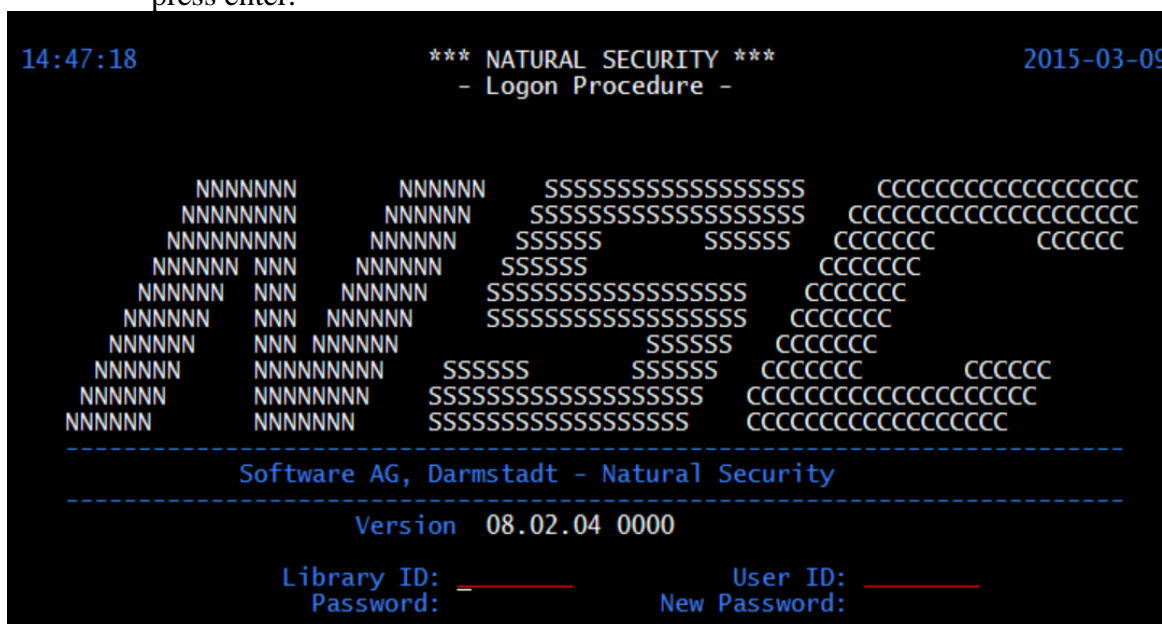
**User ID:** use your ID (contact RM if you cannot access with your User ID, clearance may not have been granted yet.)

**Password:** type in your password

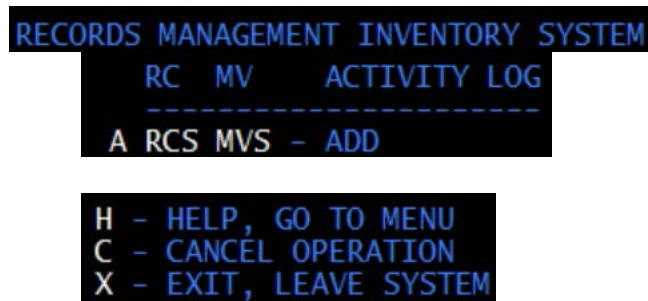
- Will be the same as your user ID, for first time users.
- If you have ever signed into the NSC screen before, use the password you used previously to sign in.

**New Password:** For first time users ONLY, type in your user ID

**Verify New Password:** For first time users ONLY, type in your user ID and press enter.



- 5) The “RECORDS MANAGEMENT INVENTORY SYSTEM” Menu should appear.



## Retrieval Guide for individuals with access to RM02

1. To retrieve a select file or entire box: Type **A RCS** at command line

```
COMMAND: a rcs _
```

- Then press enter to proceed to the Add Screen

```
RECORD CENTER ACTIVITY LOG FILE
ADD SCREEN

REQUEST NUMBER: 000000
ARMS NUMBER: 000000
FILE IDENTIFICATION:
(ONE FILE OR BOX PER REQUEST)
CUSTOMER NUMBER:
REQUESTED BY-- AGENCY:
REQUESTER NAME:
PRINT RETRIEVAL TAG: N

ENTRY DATE: 03-09-2015 (MM-DD-YYYY)
ENTRY TYPE: 1 1=ENTIRE BOX 4=UNSUCCESSFUL SEARCH 7=RECORDS NO REFILE
2=SELECT RECORDS 5=NEW FILE ONLY
6=BOX NO REFILE

-----
COMMAND: A RCS
```

- **Request Number:** Computer generated field, no entry is required.
- **ARMS Number:** Enter the six-digit ARMS box number you are requesting information from. The ARMS number will be located on your Records Transmittal Form that you submitted to Records Management.
  - If the ARMS box number is a five digit number, you must enter the number with a leading zero.
- **File Identification:** Enter **BOX** if you want to request the entire box or if you want a select file enter the name of the file you are requesting. Use the exact name (Doe, John; FY 1993, Annual Operating Budget) or file number (#4357839) on the file stored.
- **Print Retrieval Tag:** Computer generated, no entry is required. “Y” will print your retrieval tag at Records Management (RM). **If “Y” does not appear type in “Y”.**
- **Customer Number:** Enter your four digit RM Customer Number. This number can be found in the upper right-hand corner of the records transmittal form that was submitted with your boxes.
  - RM will supply you with a copy of your agency’s Records Management customer numbers.
  - If you receive the error message, “YOU DO NOT HAVE AUTHORIZATION TO RETRIEVE INFORMATION,” check to ensure you entered the correct customer number for this particular box.
- **Requested By—Agency:** Computer generated field, no entry is required.
  - If you have correctly entered the box number and the customer number, the computer will fill in this information.
- **Requester Name:** The individual requesting the record from storage must enter his or her first and last name.
- **Entry Date:** Computer generated field, no entry is required. (This will be today’s actual date.)
- **Entry Type:** Enter one of the following numbers depending on your request:
  - 1→ requesting an entire box and will be returning the box to RM for storage
  - 2 →requesting a select record and will be returning the file to RM for storage.
  - 6→requesting an entire box and will **NOT** be returning to RM for storage. (When selecting a 6, the computer will display the following message: This will delete the box from Records Management Inventory. Enter Y to confirm? Y. Press enter if you are positive this box is not coming back to RM storage.)
  - \*\*CAUTION: ONCE THE NUMBER 6 HAS BEEN ENTERED THE BOX NUMBER WILL BE TAKEN OFF OF THE RM INVENTORY SYSTEM. YOU WILL NOT BE ABLE TO RETURN THIS BOX NUMBER TO RM FOR STORAGE.\*\***
  - 7→requesting a select record and will **NOT** be returning the file to RM for storage. For example, enter 7 if the requested file is a closed case that is reopening.
- Upon completing the above, press enter to proceed to the Print Screen.



## Retrieval Guide for individuals with access to RM02

```

                                RECORD CENTER ACTIVITY LOG FILE
                                PRINT SCREEN

REQUEST NUMBER: 154391

FILE IDENTIFICATION: BOX

NAME: DANA HOFFER                REQUESTER TELEPHONE #: ____ - ____
NAME/ADDRESS1: _____
ADDRESS2: _____
CITY: _____                STATE: ____  ZIP: _____ - ____

SPECIAL INSTRUCTIONS: _____
_____
_____

ACTION: _  1) SEND  2) HOLD  3) CALL  4) FAX ( 605 ) ____ - ____

ENTRY TYPE: 1  ENTIRE BOX

```

1. **Request Number:** Computer generated number, no entry is required. Document this number; if you have questions about your request RM will ask you for your retrieval request number.
2. **File Identification:** Computer generated field, no entry is required. Information is generated from data encoded on the previous add screen.
3. **Name:** Computer generated field, no entry is required. Information is generated from data encoded on the previous add screen.
4. **Requester Telephone #:** Enter the telephone number of person requesting the records. RM staff can use this number to ask any questions of the person requesting the record.
5. **Name/Address:** If the person receiving the record is different from the person requesting the record, enter the first and last name of the person receiving the record. Otherwise, enter your program name.
  - For agencies outside of Pierre, enter your complete mailing address. For Pierre agencies, enter either the building/office name or the mailing address.
  - Enter city.
  - Enter state.
  - Enter zip code.
6. **Special Instructions:** Use this section to fill in any special instructions. Examples: you can supply more information about the file name or how the record is filed; or supply information on how you want the record sent (i.e. email copy, send original).
7. **Action:** Enter one of the following numbers depending on how you want your record handled:
  - Select 1** if you want RM to send the record through the mail.
  - Select 2** if you want RM to hold the record because you are planning on viewing the record at RM, or you want to pick up the record at RM.
  - Select 3** if you want RM to call you when your record is pulled.
  - Select 4** if you want RM to fax a particular file to you. You must enter your fax number if you select number 4.
8. **Entry Type:** Computer generated field, no entry is required. This is based on the entry type you selected from the previous add screen. This will alert RM if the record will be or will not be returned to RM for storage.
  - Upon completing the above, press enter to send your request to RM for retrieval.
  - To Exit out of RM02, At the Command line type “X” and enter.
  - Please call Records Management at (605) 773-3589 with any questions you may have.



## 30 Day Checkout Notice

- If a record has been checked out for more than 30 days, the agency records officer will be receive a 30 day checkout notice. These notices are sent out as a reminder as to which records are checked out.
  - If the record(s) listed on the notice will eventually be returned to Records Management, then no action is needed.
  - If the record(s) listed on the notice WILL NOT be returned to storage, then contact Records Management to have the record(s) removed from the 30 day notice.

### Sample of 30 day checkout notice:

STATE OF SOUTH DAKOTA RECORDS MANAGEMENT PROGRAM	*	RECORDS OFFICER: OLIVIA WAGGONER
REPORT OF	*	DEPARTMENT: EDUCATION
RECORD CENTER CHECKOUTS	*	DIVISION: INDIRECT COST
OVER 30 DAYS	*	OFFICE: PROGRAM:
MONTH ENDING June 30, 2018	*	MAILING ADDRESS: MACKAY BUILDING
	*	

\*\*\*\*\*

THIS MONTHLY REPORT IDENTIFIES BOXES OR SELECTED RECORDS, WHICH HAVE BEEN CHECKED OUT OF THE STATE RECORD CENTER FOR MORE THAN 30 DAYS. PLEASE REVIEW THE INFORMATION LISTED BELOW. EITHER RETURN THE RECORDS TO RECORDS MANAGEMENT FOR STORAGE OR NOTIFY RECORDS MANAGEMENT THAT THE RECORDS WILL NOT BE RETURNED FOR STORAGE. ANY RECORDS RETURNED AFTER THE 25TH OF THE MONTH ARE NOT REFLECTED ON THIS REPORT.

CHECKOUT DATE	ARMS#	REQUESTOR'S NAME	RECORD IDENTIFICATION	ENTRY TYPE
08-31-2017	144461	DEB COLLINS	2015C-229	SELECTED RECS
09-26-2017	144420	DEBRA COLLINS	2015A-122	SELECTED RECS
12-18-2017	144471	DEBRA COLLINS	BOX	ENTIRE BOX
05-30-2018	142627	DEBRA COLLINS	BOX	ENTIRE BOX

## Annual Inventory

- Records Management sends out an inventory list of boxes and microfilm stored at our facility. Annual inventories are usually sent out in July or August. The Records Officer should distribute the inventories to the appropriate programs.
  - Programs or the Records Officer should compare these inventories to the appropriate records retention schedules for retention compliance.
    - If the retention has been changed which will affect the disposal date of a particular box or roll of film, please make the changes on the inventory and return it to Records Management so we can update the inventory system.
    - If you have no changes, you may keep the inventory for your reference.

### Sample of Annual Inventory:

MICROFILM VAULT INVENTORY FOR---			DEPARTMENT: EXEC MGMT		JULY 14, 2017					
			DIVISION: /ADMIN		PAGE: 2					
			OFFICE: /CENT SRVC							
			PROGRAM: /PROP MGMT							
ARMS #	DRAWER	ROLL	ENTRY DATE	RDB NUMBER	DISP DATE	R S	FROM	TO	CONTENTS/TITLE	ITEM TYPE
061682	4396	36	07-19-1991	81-011	042020		07/11/1991	08/22/1994	CENTRAL ANNUAL INVENTORY	FICHE
075833	4395	37	10-05-1994	81-011	042024		07/01/95	7/10/98	CENTRAL ANNUAL INVENTORY	FICHE
077808	4396	1	04-19-1995	81-011	042020		02/10/1995	02/10/1995	CENTRAL ANNUAL INVENTORY	FICHE
089995	4394	38	07-29-1998	94-003	042037		07-10-1998	07-20-2011	CENTRAL ANNUAL INVENTORY REPORTS	FICHE
132992	5207	131	02-07-2013	07-009	042020		ADD.CHANGE.AD'S	990-ERROR/DELET	SURPLUS INVENTORY RECORDS	16MM
132993	5207	132	02-07-2013	07-009	042020		990-ERROR/DELET	SALE 0804-1,2,3	SURPLUS INVENTORY RECORDS	16MM
129532	5391	127	11-04-2010	07-009	042018		DOT #11 SURPLUS	SALE #0705	SURPLUS SALE RECORDS	16MM
129533	5391	128	11-04-2010	07-009	042018		SALE # 0705	BOX 118217	SURPLUS SALE RECORDS	16MM
129534	5391	129	11-04-2010	07-009	042018		BOA	SALE 0709	SURPLUS SALE RECORDS	16MM
129535	5391	130	11-04-2010	07-009	042018		SALE 0710	REGENTS	SURPLUS SALE RECORDS	16MM
133366	5001	133	05-31-2013	00-000	042021		0804	SALE 0811-02/BH	SURPLUS SALE RECORDS	16MM
133367	5059	134	05-31-2013	00-000	042021		SALE 0811-02/BH	0903-04	SURPLUS SALE RECORDS	16MM
133368	5073	135	05-31-2013	00-000	042021		990-ERROR/DELET	990-ERROR/DELET	SURPLUS SALE RECORDS	16MM
133369	5078	136	05-31-2013	00-000	042021		0904	0912	SURPLUS SALE RECORDS	16MM

RECORD CENTER INVENTORY FOR---					DEPARTMENT: EXEC MGMT					JULY 14, 2017		
					DIVISION: /ADMIN					PAGE: 1		
					OFFICE: /CENT SRVC							
					PROGRAM: /REC MGMT							
ARMS #	ROW	SHELF	BIN	BOX	ENTRY DATE	RDB NUMBER	DISP DATE	A R	FROM	TO	CONTENTS/TITLE	CUBIC FEET
136484	23	B	04		07-17-2013	07-010	072018		FY 2013	FY 2013	BILLING FILES, RECORDS MANAGEMENT	01.00
103535	27	B	01		01-23-2015	07-010	072019		FY 2014	FY 2014	BILLING FILES, RECORDS MANAGEMENT	01.00
129280	27	D	07		08-21-2015	07-010	072020		FY2015	FY2015	BILLING FILES, RECORDS MANAGEMENT	01.00
143929	31	B	05		09-16-2016	07-010	072021		FY2016	FY2016	BILLING FILES, RECORDS MANAGEMENT	01.00
143930	29	D	01		02-01-2017	16-005	072018		01/15-07/16 FOR	1987-2015-MINUT	DEST. AUTHOR FORMS & BD MINUTES (SCANNED)	01.00
143928	29	D	01		02-01-2017	16-005	072018		01/2009	04/2014	DESTRUCTION AUTHORIZATION FORMS (SCANNED)	01.00
142501	25	C	08		01-26-2016	07-010	012019		2015	2015	RECORDS DESTRUCTION BOARD FILES	01.00

## Records Destruction

All records stored at Records Management are assigned a destruction date based on an agency's records retention and destruction schedule. Paper records are destroyed twice a year in January and in July. Microfilm is destroyed annually in April.

Records Management obtains agency approval prior to destroying boxes or original microfilm stored at our facility.

- January box destruction authorization forms are sent out mid-September.
- July box destruction authorization forms are sent out mid-March.
- April film destruction authorization forms are sent out mid-December.

The agency's Records Officer is responsible reviewing and asking the appropriate personnel within your agency to review the list of records eligible for destruction.

- The Records Officer designated on the destruction authorization form must sign.
  - It is up to each agency whether they decide to use the "Agency Contact" signature line.
- All destruction forms need to be returned to Records Management by the return date listed on the form.
- Records Management complies with ARSD 24:52:11:01, which requires that the State Archivist be notified 30 days in advance of any planned destruction of state records.
- When Records Management destroys original microfilm, the agency's working copy of the microfilm should also be destroyed.
  - An agency's microfilm can be sent to Records Management to be included with original film being destroyed.

**Sample of an unsigned Box Destruction Authorization Form:**

STATE RECORDS DESTRUCTION REQUIREMENTS IN SDCL 1-27-11, ARSD 10:03:02:05, 10:04:01:03, AND 24:51:01:01 WILL BE MET IF THE RECORDS OFFICER DESIGNATED IN ARSD 10:04:01:02 SIGNS THIS FORM AND RETURNS IT TO THE STATE RECORDS MANAGEMENT PROGRAM, 104 S. GARFIELD, NO LATER THAN APRIL 16, 2018 .

[illegible]

I, ACTING AS THE AGENCY RECORDS OFFICER DESIGNATED IN ARSD 10:04:01:02 HAVE EXAMINED THIS "RECORDS DESTRUCTION AUTHORIZATION" REQUEST FORM AND DO HEREBY AUTHORIZE RECORDS MANAGEMENT TO DISPOSE OF THE LISTED RECORDS ON THE SCHEDULED DESTRUCTION DATE, UNLESS OTHERWISE NOTED IN THE DO NOT DESTROY COLUMN.

DATE SIGNED

DATE SIGNED \_\_\_\_\_

**Sample of a signed Microfilm Destruction Authorization Form:**

STATE RECORDS DESTRUCTION REQUIREMENTS IN SDCL 1-27-11, ARSD 10:03:02:05, 10:04:01:03, AND 24:51:01:01 WILL BE MET IF THE RECORDS OFFICER DESIGNATED IN ARSD 10:04:01:02 SIGNS THIS FORM AND RETURNS IT TO THE STATE RECORDS MANAGEMENT PROGRAM, 104 S. GARFIELD, NO LATER THAN JANUARY 16, 2018 .

1, ACTING AS THE AGENCY RECORDS OFFICER DESIGNATED IN ARSD 10:04:01:02 HAVE EXAMINED THIS "RECORDS DESTRUCTION AUTHORIZATION" REQUEST FORM AND DO HEREBY AUTHORIZE RECORDS MANAGEMENT TO DISPOSE OF THE LISTED RECORDS ON THE SCHEDULED DESTRUCTION DATE, UNLESS OTHERWISE NOTED IN THE DO NOT DESTROY COLUMN.

12-19-17  
DATE SIGNED

12-19-17  
DATE SIGNED

## **SDCL & Administrative Rules**

### **Chapter 1-27 Public Records and Files:**

[http://www.sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=1-27](http://www.sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=1-27)

### **Article 10:03 Records Destruction Board:**

<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=10:03>

### **Article 10:04 Records Management Program:**

<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=10:04>

### **Article 24:52:11 Preservation of Government Records:**

<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=24:52:11>

### **Chapter 19-7 Documents, Records, and Judicial Proceeding:**

[http://www.sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=19-7](http://www.sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=19-7)

### **Chapter 53-12 Electronic Transactions:**

[http://www.sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=53-12](http://www.sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=53-12)

### **Chapter 14-1A Distribution of State Publications:**

[http://www.sdlegislature.gov/Statutes/Codified\\_Laws/DisplayStatute.aspx?Type=Statute&Statute=14-1A](http://www.sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=14-1A)

### **Article 24:30:07 State Publications Library Distribution Program:**

<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=24:30:07>