



DEPARTMENT OF REVENUE

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

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

2022

PROJECT STAFF

Michael Houdyshell, Secretary
Department of Revenue

The employees of the Department of Revenue who contributed their time to explain the purpose and review the content of each record.

Bobi Adams, Records Officer
Department of Revenue

Dana Hoffer
State Records Manager

STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
Bureau of Administration
(Chairman)

Jenny Jorgenson
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager



MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 14, 2022

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

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

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements 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

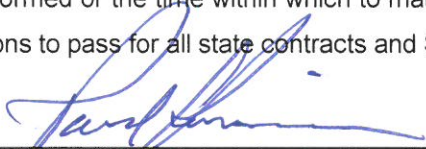
I, Paul Kinsman (name), acting in my position as Secretary of the Department of Revenue and Regulation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Revenue and Regulation (department) consists of 79 pages and contains record series number(s) DRR-1 (consecutively re-numbered) through DRR-113.

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 Revenue and Regulation (department) record series numbers(s) REV-2 thru REV-16, REV-18, REV-20 thru REV-30, REV-33 thru REV-36, REV-38 thru REV-43, REV-45 thru REV-47, REV-352, REV-48, REV-353, REV-50, REV-52, REV-53, REV-55, REV-351, REV-56 thru REV-74, COM-399, COM-402, COM-404, COM-406, REV-357, REV-76 thru REV-78, REV-80 thru REV-91, REV-358, REV-93 thru REV-102, REV-104 thru REV-106, REV-108 thru REV-140, REV-142 thru REV-144, REV-146, REV-148 thru REV-153, REV-340, REV-341, REV-344 thru REV-346, REV-154, REV-155, REV-176, REV-156, REV-158, REV-160 thru REV-163, REV-166, REV-167, REV-170, REV-171, REV-359, REV-178 thru REV-182, REV-186 thru REV-188, REV-191 thru REV-194, REV-196 thru REV-202, REV-204, REV-206, REV-207, REV-340, REV-208 thru REV-213, REV-215, REV-234, REV-238 thru REV-242, REV-244 thru REV-257, REV-259, REV-260, REV-263, REV-273, REV-275, REV-281, REV-282, REV-284, REV-286, REV-290, REV-298 thru REV-301, REV-216 thru REV-232, REV-303, REV-307 thru REV-309, REV-311, REV-313, REV-314, REV-315, REV-317, REV-319 thru REV-326, REV-329 thru REV-331, REV-334, REV-335, and REV-337.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



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

12-1-08
Date

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



Dana Hoffer, State Records Manager

12-11-08
Date

DESTRUCTION AUTHORITY

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



Signature, Chairman of the Board

12-11-08
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

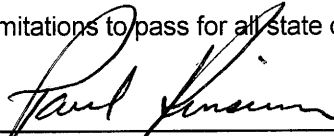
I, Paul Kinsman (name), acting in my position as Secretary of the Department of Revenue and Regulation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Lottery (department) consists of 69 pages and contains record series number(s) SDL-1 (consecutively re-numbered) through SDL-98.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Lottery (department) record series numbers(s) LOT-3 thru LOT-5, LOT-7 thru LOT-11, LOT-13 thru LOT-18, LOT-20 thru LOT-24, LOT-28, LOT-30, LOT-33, LOT-36, LOT-40 thru LOT-43, LOT-57, LOT-61, LOT-63, LOT-65, LOT-67, LOT-69, LOT-71, LOT-72, LOT-74, LOT-76, LOT-77, LOT-80 thru LOT-84, LOT-87 thru LOT-91, LOT-93 thru LOT-101, LOT-103 thru LOT-108, LOT-111, LOT-114, LOT-116 thru LOT-118, LOT-121, LOT-123 thru LOT-125, LOT-127 thru LOT-137, LOT-139 thru LOT-142, LOT-144, LOT-145, LOT-147 thru LOT-152, LOT-154 thru LOT-156, LOT-159, LOT-162, LOT-164, LOT-165, LOT-167, LOT-171, LOT-178 thru LOT-182, LOT-186 thru 189, LOT-193, LOT-194, LOT-199, LOT-200, LOT-204, LOT-206, LOT-207, LOT-211, and LOT-212.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



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

12-5-08
Date

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



Dana Hoffer, State Records Manager

12-11-08
Date

DESTRUCTION AUTHORITY

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



Signature, Chairman of the Board

12-11-08
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

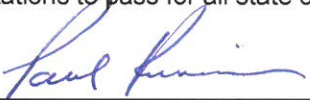
I, Paul Kinsman (name), acting in my position as Secretary of the Department of Revenue and Regulation (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Revenue and Regulation (department) consists of 1 page and contains record series number(s) DRR-89.1.

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 Revenue and Regulation (department) record series numbers(s) N/A.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



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

11-4-10

Date

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



Dana Hoffer, State Records Manager

12-14-2010

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2010, 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

12/15/10

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

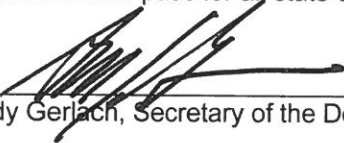
I, Andy Gerlach (name), acting in my position as Secretary of the Department of Revenue (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Revenue (department) consists of 3 pages and contains record series number(s) DRR-63, DRR-70, and DRR-71.

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 Revenue (department) record series numbers(s) N/A.

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.



Andy Gerlach, Secretary of the Department of Revenue

28. NOV

Date

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



Dana Hoffer, State Records Manager

12/14/2012

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13th day of December, 2012, 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

12-13-12

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

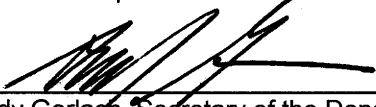
I, Andy Gerlach (name), acting in my position as Secretary of the Department of Revenue (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Lottery (department) consists of 3 pages and contains record series number(s) SDL-68, SDL-74, and SDL-95.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Lottery (department) record series numbers(s) SDL-93 and SDL-94.

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.



Andy Gerlach, Secretary of the Department. of Revenue

19 NOV 13
Date

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

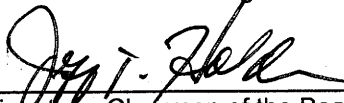


Dana Hoffer, State Records Manager

12/5/13
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 12th day of December, 2013, 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

12-12-13
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Lottery (department) consists of 11 pages and contains record series number(s) SDL-28, SDL-61, SDL-62, SDL-64, SDL-65, SDL-73.1, SDL-74, SDL-83, SDL-89, SDL-90.1, SDL-91, and SDL-92.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Andy Gerlach, Secretary of the Department of Revenue

11-8-2016
Date

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



Dana Hoffer, State Records Manager

12-1-2016
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 20th day of December, 2016, 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

12-20-16
Date

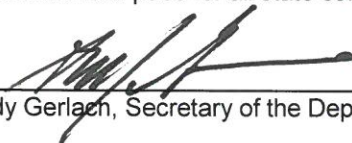
PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Andy Gerlach (name), acting in my position as Secretary of the Department of Revenue (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 Department of Revenue (department) consists of 1 page and contains record series number(s) DRR-111.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Andy Gerlach, Secretary of the Department. of Revenue

11-8-2016

Date

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



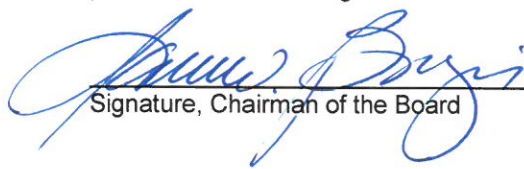
Dana Hoffer, State Records Manager

12-1-2016

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 20th day of December, 2016, 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

12-20-16

Date


PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jim Terwilliger, acting in my position as the Secretary of the Department of Revenue, 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 Department of Revenue consists of 3 page(s) and contains record series number(s) DRR-63, DRR-68, and DRR-70.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Jim Terwilliger, Secretary of the Department of Revenue

10-29-19

Date

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



Dana Hoffer, State Records Manager

11/6/2019

Date

Addendum to the Department of Revenue's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- Amended retention for the paper for DRR-63 to read: **Retention:** PAPER: Scan and retain paper for ~~72 hours~~ or 3 business days after a system-level backup of the records has occurred, then destroy by shredding provided all images have been verified to be accurate and complete.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 19th day of December, 2019, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 19-009.**



Scott Bollinger, Chairman of the Board

12-19-19
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Jim Terwilliger, acting in my position as the Secretary of the Department of Revenue, 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 Department of Revenue consists of 18 page(s) and contains record series number(s) DRR-1, DRR-10, DRR-11, DRR-12, DRR-36, DRR-37, DRR-38, DRR-39, DRR-40, DRR-41, DRR-87, DRR-88, DRR-89, DRR-103, DRR-103.1, DRR-93, DRR-97, DRR-98, DRR-99, DRR-100, DRR-101, DRR-102, DRR-105, DRR-107, DRR-108, and DRR-111.

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 Department of Revenue consists of 5 page(s) and contains record series number(s) DRR-42, DRR-92, DRR-95, DRR-96, DRR-104, DRR-109, and DRR-112.

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.



Jim Terwilliger, Secretary of the Department of Revenue

11-20/20

Date

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



Dana Hoffer, State Records Manager

11/23/2020

Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 10th day of December, 2020, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 20-011.**



Scott Bollinger, Chairman of the Board

12-10-2020
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS


I, Jim Terwilliger, acting in my position as the Secretary of the Department of Revenue, 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 Department of Revenue consists of 6 page(s) and contains record series number(s) DRR-74, DRR-77, DRR-78, DRR-80, DRR-82, DRR-84, and DRR-86.

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 Department of Revenue consists of 2 page(s) and contains record series number(s) DRR-81 and DRR-85.

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.



Jim Terwilliger, Secretary of the Department of Revenue

11-2-21

Date

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



Dana Hoffer, State Records Manager

11/2/2021

Date

Addendum to the Department of Revenue's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- Amend the retention for DRR-78 to read as: **Retention:** Retain electronically for 4 3 years. Destroy superseded or obsolete.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 8th day of December, 2021, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 21-017.**



Scott W. Bollinger, Chairman of the Board

12-8-2021
Date

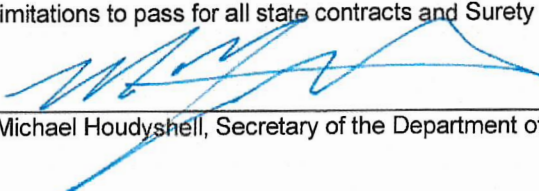
PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Michael Houdyshell, acting in my position as the Secretary of the Department of Revenue, 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 Department of Revenue consists of 4 page(s) and contains record series number(s) SDL-82, SDL-83, SDL-96, and SDL-98.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Michael Houdyshell, Secretary of the Department of Revenue

11/1/22

Date

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



Dana Hoffer, State Records Manager

11/2/22

Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 12th day of December, 2022, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 22-011.**



Scott W. Bollinger, Chairman of the Board

12-12-2022
Date

South Dakota Codified Laws:

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

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

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

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

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

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

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

Notes, Record Handling, & Definitions:

Notes:

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.
- Pursuant to Executive Reorganization Order No. 2011-01, Appraiser Certification under the Division of the Secretary was transferred to the Department of Labor and Regulation effective April 12, 2011. Record series numbers DRR-13 thru DRR-26 have been removed from this manual.

Record Handling:

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

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Secretary
PROGRAM: Administration
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0573

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-1. ADMINISTRATIVE REFERENCE FILES:

20-011

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

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

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

(Note: File newsletters with the State Library pursuant to SDCL 14-1A, and ARSD 24:30:07:06, and one digital PDF copy with the State Archives.)

(Note: General Correspondence is subject to archival screening prior to disposal.)

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

(Note: The previous record series number was REV-1.)

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Secretary
PROGRAM: Administration
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0573

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-2. RECORDS MANAGEMENT FILES:

08-001

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

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

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

DEPARTMENT:	<u>Revenue</u>
DIVISION:	<u>Secretary</u>
OFFICE:	<u>Administrative Services</u>
PROGRAM:	<u>Fiscal</u>
RECORDS OFFICER:	<u>Bob Adams</u>
RM CUSTOMER #:	<u>0574</u>

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DRR-3. ADMINISTRATIVE REFERENCE FILES:

08-001

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

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

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

DRR-4. CASH RECONCILIATION REPORTS:

08-001

This ring-binder series contains monthly cash flow information for federal and other funds. Information may include: division name, fund number, month, revenue collected, expenditures, beginning and ending balances, and a list of vouchers issued against each respective fund. This information is reconciled with "Budgetary Accounting/MSA Reports."

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: The previous record series number was REV-17.)

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Administrative Services
PROGRAM: Fiscal
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0574

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-5. CONTRACTS AND AGREEMENTS:

08-001

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

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 five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed.)

(Note: The previous record series number was REV-19.)

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Administrative Services
PROGRAM: Fiscal
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0574

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-6. REVENUE RECEIPTS JOURNAL:

08-001

These electronic journals are begun new each fiscal year and contain entries for each voucher sent to the State Treasurer. Information may include: date, voucher number, amount, and account code. This record series is maintained for quick reference, voucher reconciliation, and audit purposes.

RETENTION: Retain 2 years in office, then destroy provided 1 year has passed since an independent post-audit report has been received.

(Note: The previous record series number was REV-31.)

DRR-7. SPACE BILLING FILES:

08-001

This series is arranged chronologically and contains space billing information concerning space each division and program occupies. Information may include: name of division or program, inclusive dates, fund coding, square feet of space occupied, cost per square foot, total amount, and signed vouchers. This record series is maintained to document the cost of space charged to each program for budget preparation 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: The previous record series number was REV-32.)

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Administrative Services
PROGRAM: Fiscal
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0574

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-8. VOUCHERS:

08-001

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

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

(Note: The previous record series number was REV-37.)

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Administrative Services
PROGRAM: Internal Audits
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0574

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-9. COUNTY TREASURER REVENUE RECEIPT REPORTS:

08-001

This is arranged alphabetically by county and contains the monthly computer report that provides listings of "County Invoices, Daily" that are submitted by County Treasurers. Information may include: invoice number, a breakdown of the fees collected, dollar amounts for each, and total amount collected for the month.

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: The previous record series number was REV-44.)

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Administrative Services
PROGRAM: Legal Services
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0575

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

DRR-10. ADMINISTRATIVE RULES PROMULGATION FILES:

20-011

File information includes proposed rules, adopted rules, and supporting procedural documentation. Files have little reference activity. This record series serves to document the Department's promulgation of administrative rules and provides information related to the promulgation, legality and procedural history of those administrative rules.

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

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

(Note: Consider maintaining on microfilm instead of paper.)

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

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Administrative Services
PROGRAM: Legal Services
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0575

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-11. CASE FILES, LEGAL:

20-011

This series is arranged using an internal file labeling system and contains legal case files. Information may include: court filings and documentation related to cases heard before the Office of Hearing Examiners, State Circuit Courts, the South Dakota Supreme Court, Federal Circuit Courts and Courts of Appeal, and the United States Supreme Court. This record series is maintained to document cases involving the Department of Revenue.

RETENTION: Retain active cases in office until case is closed, then scan. Destroy paper files 5 years after the file is closed. Retain electronic files for 20 years, then destroy.

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

DRR-12. DECLARATORY RULINGS:

20-011

This series is arranged according to a chronological internal numbering system, and contains declaratory rulings issued by the Secretary of the Department of Revenue pursuant to SDCL 1-26-15. This record series is maintained for institutional knowledge and documentation purposes. Declaratory rulings authorized in SDCL 1-26-15 are filed with the Legislative Research Counsel for publication in the Administrative Rules of South Dakota.

RETENTION: Scan rulings and retain physical files for 2 years. Destroy paper rulings after 2 years. Retain electronic files permanently.

(Note: Consider converting electronic images to microfilm.)

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

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

DEPARTMENT: Revenue
DIVISION: Secretary
OFFICE: Administrative Services
PROGRAM: Property Management
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0560

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

DRR-12.1. 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.

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

DEPARTMENT: Revenue
 DIVISION: Audits
 OFFICE: Audits
 PROGRAM: Audits
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0181

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

DRR-27. ADMINISTRATIVE REFERENCE FILES:

08-001

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

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

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

(Note: The previous record series number was REV-291.)

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

DEPARTMENT: Revenue
 DIVISION: Audits
 OFFICE: Audits
 PROGRAM: Audits
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0181

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

DRR-28. AUDIT FILES:

08-001

This series is arranged alphabetically by business name and contains the tax audit reports submitted by field auditors. Information may include: working papers, partial payment forms, audit recap forms, any correspondence related to the audit, and over or under payment notices including amounts. This record series is maintained to document the audit reports done on sales, use, and excise taxes, fuel, interstate and prorate taxes.

RETENTION: PAPER: Retain current in office, then microfilm and transfer paper to storage for 6 months. Destroy paper 6 months after microfilmed provided film has been inspected and verified to meet quality standards.

MICROFILM: Retain permanently.

(Note: The previous record series number was REV-292.)

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

DEPARTMENT: Revenue
DIVISION: Audits
OFFICE: Audits
PROGRAM: Audits
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0181

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

DRR-29. AUDIT FILES, MULTI-STATE TAX COMMISSION:

08-001

This microfilmed series is arranged alphabetically and contains information on audits conducted by the Multi-state Tax Commission. Contracts to conduct the audits are renewed annually between the Department of Revenue and the Multi-state Tax Commission. The commission is delegated authority to audit certain companies in South Dakota under SDCL 10-54-1 which also provides for our State to help fund the audits. Information includes: copies of letters requesting the audits, copies of 30-day Certificate of Assessments, and copies of completed audits. The information is maintained to document the audits done on behalf of the division by the Multi-state Tax Commission. The original contracts are maintained by the department's legal officer.

RETENTION: Retain 4 years in office on microfilm, then destroy.

(Note: The previous record series number was REV-293.)

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

DEPARTMENT: Revenue
DIVISION: Audits
OFFICE: Audits
PROGRAM: Audits
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0181

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DRR-30. AUDITOR REPORTS, WEEKLY:

08-001

This series is arranged alphabetically and contains weekly reports submitted by field auditors. Information may include: name of auditor, duty station, inclusive dates, audit code, activity code, number of hours and percentage of time spent on audits, driving time, and taxpayer service time. This record series is maintained to document field auditors' activities for performance evaluations. This information is encoded to the computer and maintained in the "Auditor Summaries, Weekly" files.

RETENTION: Retain 6 months in office, then destroy.

(Note: The previous record series number was REV-294.)

DRR-31. AUDITOR SUMMARIES:

08-001

These monthly, semiannual, and annual JS 49 database series contain summaries of field auditor activities. Information may include: auditor's name and number, audits performed, number of hours spent on each audit, total amount of tax assessed, and in-state and out-of-state taxes assessed or credited. This record series is maintained to keep the Secretary of Revenue informed about audit activities, for performance monitoring, and for audit assessments.

RETENTION: MONTHLY AND SEMIANNUAL: Retain data 2 years in office, then delete.

ANNUAL: Retain data 3 years in office, then delete.

(Note: The previous record series number was REV-295.)

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

DEPARTMENT: Revenue
DIVISION: Audits
OFFICE: Audits
PROGRAM: Audits
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0181

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-32. AUDITOR SUMMARIES, WEEKLY:

08-001

This database series is arranged numerically by auditor number and contains summaries of all field auditors' data compiled from the "Auditor Reports, Weekly." The summaries are divided by activity and by license number audited. The activity summary provides the number of hours the auditor spent in each activity category and the amount of tax assessed. The summary of license numbers audited provides the number of hours a given field auditor spent on each company's audit. This record series is maintained for performance appraisals of field auditors.

RETENTION: Retain 2 years in office, then delete.

(Note: The previous record series number was REV-296.)

DRR-33. AUDITS IN PROGRESS:

08-001

This series is arranged by territory, then alphabetically by auditor and licensee and contains reports listing which audits are in progress. Information may include: auditor's name, territory, licensee's name, and total number of audits pending. This record series is maintained for administrative and reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was REV-356.)

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

DEPARTMENT: Revenue
 DIVISION: Audits
 OFFICE: Audits
 PROGRAM: Audits
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0181

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

DRR-34. AUDITS WITH A BALANCE:

08-001

This series is arranged chronologically and contains the JS 90 monthly database reports which show the current status of every audit with a balance. Information may include: name, beginning and ending audit dates, Certificates of Assessment date, amounts assessed, and balance owing. This record series is maintained to monitor audits with a balance and for reference when turning the case over for collection. If collection proceedings are initiated, the records are transferred to the legal office.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was REV-297.)

DRR-35. FILE ADDER RECORDS:

08-001

This weekly/monthly computer printout series contains lists of all remittance center audit transactions. Information may include: audit assessments, payments, and totals. This record series is maintained for reconciliation with various monthly reports and for reporting bi-monthly audit collections to the Finance Officer.

RETENTION: Retain 2 years in office, then destroy.

(Note: The previous record series number was REV-338.)

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

DEPARTMENT: Revenue
DIVISION: Business Tax Division
OFFICE: Sales, Use, and Excise Tax
PROGRAM: _____
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0058

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-36. ADMINISTRATIVE REFERENCE FILES:

20-011

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

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

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

DRR-37. ACCOUNTS RECEIVABLE FILES:

20-011

This series is arranged numerically by license number and contains accounts receivables for delinquent sales, use, and excise taxes. Information may include: liens, distress warrant requests, criminal complaints, affidavits, administrative hearing procedures, correspondence, and copies of returns. This record series is used to keep informed about accounts with whom legal action has been initiated.

RETENTION: Retain 10 years electronically after the account is in good standing, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-75.)

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

DEPARTMENT: Revenue
 DIVISION: Business Tax Division
 OFFICE: Sales, Use, and Excise Tax
 PROGRAM: _____
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0058

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

DRR-38. BONDS:

20-011

This series is arranged numerically and contains bonds as surety to cover sales tax licenses. Information may include: name, address, date, terms and conditions of the bond, and bonding company name. Bonds are maintained to insure that sales tax collections will be paid in the event that the business fails to pay them.

RETENTION: Retain paper bonds in a locked file for life of business. Retain electronic bonds for the life of business. Destroy superseded or obsolete.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was REV-79.)

DRR-39. LICENSE APPLICATIONS:

20-011

This series is arranged alphabetically and contains sales, use, and excise tax license applications. Information may include: type of business, address, type of ownership, assets, banker, gross sales, bond requests, bond acceptance, bond denial, revenue representative's recommendations, and license approval or denial. This record series is maintained for reference and documentation.

RETENTION: Retain electronically 10 years, then destroy.

(Note: The previous record series number was REV-92.)

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

DEPARTMENT: Revenue
DIVISION: Business Tax Division
OFFICE: Sales, Use, and Excise Tax
PROGRAM: _____
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0058

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

DRR-40. MONTHLY REMITTANCE RECONCILIATION:

20-011

This series contains the monthly remittance reconciliation documents for the Business Tax Division. Documents may include, but are not limited to: remit center log sheets; NSF documents; non-cash documents and logs; satellite office cash documents and logs; electronic file and pay system; taxpayer refund documents and logs; file adder reports; batch totals and update counts; municipal tax payment calculations, and warrant reports. Information may include: batch number, batch amount, corrected amount, type and batch count for each batch of returns, and payments processed each day. This record series is used for daily, monthly, and fiscal year balancing; and is also maintained for audit purposes.

RETENTION: CITY TAX DISBURSEMENTS: Retain paper copies for 3 years, then destroy. Retain electronically for 10 years then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER DOCUMENTS: Retain electronically for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-341.)

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

DEPARTMENT: Revenue
 DIVISION: Business Tax Division
 OFFICE: Sales, Use, and Excise Tax
 PROGRAM: _____
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0058

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

DRR-41. TAXPAYER INFORMATION & DOCUMENTATION:

20-011

This microfilmed record series is arranged numerically and contains all the taxpayer information and documentation received by the Business Tax Division. Information may include, but is not limited to: tax returns; payments; correspondence; tax liability determinations; gross sales; net sales subject to tax amounts; and tax amounts due. This record series is maintained for reference, audit, administrative, and documentation purposes.

RETENTION: Scan and retain paper copies for 1 month, then destroy. Retain electronically for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-103.)

DRR-42. TEMPORARY SALES TAX PERMIT FILES: Deleted from Schedule, 12/10/2020.

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Executive Management
PROGRAM: Executive Management
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-1. ADMINISTRATIVE REFERENCE FILES:

08-009

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

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

(Note: General Correspondence is subject to archival screening prior to disposal.)

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

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Executive Management
 PROGRAM: Executive Management
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-2. ADMINISTRATIVE RULES PROMULGATION FILES:

08-009

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

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

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

(Note: Previous record series number was LOT-2.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Executive Management
PROGRAM: Executive Management
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-3. CONTRACTS AND AGREEMENTS:

08-009

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

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

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

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

SDL-4. MINUTES:

08-009

This series is arranged chronologically and contains original Lottery Commission meeting minutes. Information may include: name, dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning actions taken by the commission.

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

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

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Executive Management
PROGRAM: Executive Management
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-5. RECORDS MANAGEMENT FILES:

08-009

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Executive Management
 PROGRAM: Executive Management
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-6. RESEARCH STUDIES FILES:

08-009

This series contains the official agency copies of research studies and statistical reports done for the Lottery by the USD Business Research Bureau and lottery games vendors. Information may include: date, subject matter, summary of findings, statements of fact, and conclusions. This record series is maintained for reference to determine the feasibility of certain topics and for administrative decision making purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

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

SDL-7. WORKING PAPERS:

08-009

This comb-bound series is divided by game number and documents the agreement between the lottery and game providers regarding how the lottery games will be run from start to finish. Information may include: game name, game number, date, version, front of ticket, back of ticket, prize structure, detailed ticket specifications, shipping information, and order/price confirmation. This record series is maintained for documentation and for historic reference purposes.

RETENTION: Retain one copy of each game current in office, then microfilm. Maintain film for 25 years in office, then destroy.

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-8. 1099 FILE:

08-009

This annually generated series is arranged chronologically and documents the instant/on-line retail accounts that are incorporated into the State of South Dakota's 1099's by the Bureau of Finance and Management. Information may include documentation of commissions and bonuses for instant and on-line retailers paid by the Lottery. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-26.)

SDL-9. ACCOUNTS RECEIVABLE RECONCILIATION FILES:

08-009

These monthly handwritten worksheets document how the MSA and Lottery accounts receivables totals were reconciled. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-27.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-10. ACH RETURNS:

08-009

This Automated Clearing House (ACH) series is arranged chronologically and contains computer printouts returned from the State's originating bank to document bank information the instant/on-line staff needs to research and correct. Information may include: retailer name, retailer number, incorrect bank account or ABA routing number, correct bank account or ABA routing number, origination date, and trace number. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-29.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-11. ADMINISTRATIVE REFERENCE FILES:

08-009

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

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

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

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

SDL-12. AFFIDAVIT FOR DUPLICATE WARRANT FILES:

08-009

This series is arranged chronologically and contains the standard State Auditor's affidavit for duplicate warrant applications. Information may include: warrant number, date issued, amount, agency, fund, payee, applicant's name, address, date, notary public affidavit, sureties, and acknowledgement of sureties. This record series is maintained for accounting purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-32.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0196

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

SDL-13. ANNUAL REPORTS/AUDIT REPORTS:

08-009

This series contains the annual/quarterly reports and audit reports of the South Dakota Lottery. Information may include: summary information about the Lottery; audited financial statements and notes to the financial statements; Department of Legislative Audit's reports on financial statements and internal control; and un-audited financial statements and notes to the financial statements. This record series is maintained for financial reporting purposes and to supply information to the public. The auditing agency also maintains a copy of the report.

RETENTION: Retain 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Annual reports are also available on Lottery's website.)

(Note: Legislative Audit maintains audit reports permanently in office on microfilm.)

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-14. AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER:

08-009

This series is arranged numerically and contains authorization forms completed by instant/on-line retailers giving the South Dakota Lottery authorization to initiate sweep entries from their checking/savings account. Information may include: name and address of business, name and address of financial institution, the account number, a voided check, and signature of retailer. This record series is maintained for reference and for audit purposes.

RETENTION: Retain current in office, then transfer to storage for 3 years. Destroy after 3 years of inactivity 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 LOT-35.)

SDL-15. BAD CHECK FILES:

08-009

This series is arranged chronologically and contains copies of bad checks returned from retailers. Information may include: copies of checks, copies of collection letters, and payments (if any). This record series is maintained for reference to determine bad check collection status and for audit purposes.

RETENTION: Retain outstanding in office. Transfer to storage for 4 years, when paid-in-full or write-off authority has been granted by the State Board of Finance. Destroy 4 years after paid in full or write-off authority has been granted by the State Board of Finance 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 LOT-37.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-16. BANK STATEMENTS:

08-009

This series is arranged chronologically and contains records sent from individual banks in Sioux Falls, Rapid City, Pierre, and Huron to use for reconciliation purposes. Information may include: date of statement, cancelled checks, deposit records, bank balances, and monthly reconciliations. This record series is used to reconcile checking accounts with bank balances and for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-38.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-17. CASH DRAWER RECONCILIATION:

08-009

This daily series contains cash drawer reconciliation pages from each Lottery Redemption Center. Information may include: date, low-tier prize winning tickets, cash count denomination totals, total sales, total ticket redemptions, and cashier signature. This record series is maintained for reconciling with bank statements and for audit purposes.

RETENTION: VALIDATION OFFICE: Retain 1 week in office then transfer to Accounting.

ACCOUNTING OFFICE: Retain current in office, then transfer to storage. Destroy after 3 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 LOT-39.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-18. DAKOTA CASH PRIZE POOL ANALYSIS REPORTS:

08-009

This binder series is arranged chronologically and contains the Dakota Cash Prize Pool Analysis report that is updated on a PC file the day after each Dakota Cash drawing and is printed each time the jackpot is hit. Information may include: pool sales, pari-mutuel pool, fixed prize allocation vs. actual fixed prizes, and reserve analysis. Also included in this series is the print screen from the on-line computer system after it is updated with information from the Analysis Report the day after each drawing. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-44.)

SDL-19. DEBIT/CREDIT LOGS:

08-009

This series is arranged chronologically and contains summary lists of debit and credit memos issued to retailers. Information may include: date, itemized list of debits and credits, and retailer number. This record series is maintained for quick reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-45.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-20. DEBIT/CREDIT MEMOS:

08-009

This series is arranged chronologically and contains debit/credit memorandums issued to retailers. Information may include: date, reference number, retailer number, retailer name, amount, credit or debit option, account, redemption center, remarks, and authorized Lottery signatures. This record series is maintained as the source document for the retailer account entries and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-46.)

SDL-21. DEPRECIATION SCHEDULES:

08-009

This monthly computer printout series documents the depreciation of fixed assets. Information may include: class, fixed asset number, description, general ledger number, expenditure number, date accrued, override option, estimated life, cost, salvage value, previous accumulated depreciation, current year's depreciation, and current accumulated depreciation total. This record series is used for reporting and for audit purposes. This series is filed with the Accounting Financial Statements.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-47.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-22. FINANCIAL STATEMENTS:

08-009

This series contains the financial statements which provide an overview of the South Dakota Lottery's financial condition for a given year. Information may include, but is not limited to: balance sheets; statement of revenues, expenditures and changes in fund balances; financial adjustments with supporting documentation; general ledger, notes to the financial statements; 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 2 years. Destroy after 3 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 LOT-48.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-23. GAMBLING TAX REPORTS:

08-009

These annual computer printouts and federal W-2G tax notices are arranged chronologically and contain names of persons who have won prizes valued at or above \$600; documentation for W-G2 updates and corrections; and undeliverable W-2G's. Information may include: name of winner, address, social security number, date paid, game number, ticket number, void if removed number (VIRN), prize type, amount paid, federal tax withheld, state tax withheld (if applicable), and claim number assigned by the computer. This record series is maintained to document the taxes withheld and for reference 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 LOT-49.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-24. GAMBLING TAX WITHHOLDING DEPOSIT FILES:

08-009

This ring-binder series is arranged chronologically and contains the yearly federal income tax forms (number 945 and 1042) used to document the gambling taxes withheld from high-tier (at or above \$5000) lottery prizes and all withholdings from foreign persons. Information may include copies of: IRS Electronic Federal Tax Payment System (EFTPS) worksheets, deposit records, and related IRS correspondence. This record series is maintained to document gambling taxes withheld and deposited; and for audit purposes.

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

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

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-25. GAME PARAMETER FILE MAINTENANCE SCREENS:

08-009

This series is arranged chronologically and contains game parameter computer screens set up prior to the start of each instant lottery game and any subsequent changes to the screens. Reports filed in this series include: the Pack File Load Reports and the Instant Game Validation File Activity Reports. Information may include: game number, game name, status; start/end date, initial allocation due date, last date to claim, last date to return; starting/ending pack quantity, tickets per pack, gross number of packs, packs omitted, net number of packs; pack and ticket value, retailer cost, commission cost, low- mid- and high-tier costs, prize fund percentage; VIRN number on tape, VIRN number omitted, historical reference game number, prize ticket types paid to date, and working paper number. This record series is maintained to document game parameters and changes; and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-51.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-26. INVENTORY, CAPITAL ASSETS:

08-009

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout; file maintenance forms, which reflect changes in the inventory; inventory procedural manuals; surplus property received and transferred forms; annual physical audit; and reconciliation work papers. This record series is maintained for property management and accountability purposes. The sales division maintains supporting information on certain assets.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-27. IRS CORRESPONDENCE:

08-009

This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from the IRS. Information may include: letters regarding submission of federal withholding documents, quarterly/annual statements, and W-2G information; IRS notices of penalties; penalty notices documentation; and the Lottery's response. This records 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 LOT-53.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-28. ITAP ACCOUNTING REPORTS:

16-016

These daily computer reports are generated from the AS 400 Instant Ticket Automated Processing (ITAP) system and are used to monitor and reconcile the instant and on-line accounting activities. The reports may include, but are not limited to: Returns Transaction Processing Report, Settlement Transaction Processing Report, Adjustment Transaction Report, Daily Mid-Tier Claims Interface A/R, Daily General Ledger Transaction Report, Daily Warrant Register, Daily Claimed Prize Report, Daily Low Tier Claims Processing, Winner File Control Update Report, Daily Claims Summary By Game Report, Retailer On-line Sales File Load Report, Instant Game Prize Selling Commission Report, Post Receipts Report, Accounts Receivable Transaction Processing Report, On-line Claims General Ledger Report, General Ledger Journal Entry Processing, General Ledger Interface Processing, General Ledger Transaction Processing, Accounts Receivable Bill Balancing Report, Accounts Receivable EFT Balancing Report, Billing Exception Audit Report, Billing Summary Tape Cut Control Report, and Retailer EFT Bank Tape Report. This record series is maintained for reference, for reconciling SDFS accounting system entries, and for audit purposes.

RETENTION: Retain paper and electronic reports for 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic reports are stored in BIT's Electronic Output System (EOS)).

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-29. LOCAL BANK ACCOUNT AUTHORIZATION FILES:

08-009

This series is arranged chronologically and documents permission granted by the State Auditor and the State Treasurer for the agency to maintain a local bank account. Information may include: account name, account number, type of account, yearly dollar volume, bank name, bank address, explanation of how account is being used, how often funds are remitted to the State Treasurer, and approving signatures. This record series is maintained for audit purposes to document the authorization received to maintain a local banking account.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-55.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-30. LOTTO DRAW NIGHT REPORTS:

08-009

This series is arranged chronologically and contains a drawing check off list for non-drawing days, Internal Control System (ICS), ICS verify report, Lotto Prize (LOTPRZ) report with independent auditor's signature, and the fax to Multi-State Lottery Association (MUSL) with the daily handle information. These reports are prepared by Lottery staff when verifying daily on-line activity. This record series is maintained for internal reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-56.)

SDL-31. MULTI-STATE LOTTERY ASSOCIATION PAYMENT SCHEDULE:

08-009

This series is arranged chronologically and contains spreadsheet printouts that document the on-line draw dates, drawing sales, prize allocation, prizes paid by the South Dakota Lottery, total due MUSL (Multi-State Lottery Association), due date, and amount of payment. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-58.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-32. ON-LINE ACCOUNTING REPORTS:

08-009

These daily, weekly, bi-weekly, monthly, and year-end computer generated reports from the on-line system are used to monitor and reconcile fiscal year receipts and prizes for on-line activity. Information may include, but is not limited to: Weekly Sweep Report, Terminal Activity Report, Weekly Settlement Report, Paid Claims Report, Daily Activity Reports, Advances/Adjustments, Daily Closing Record by Game, Weekly On-Line Chain Settlement, Retailer Game Report, Promotion Activity Report, Oldest-Outdated Winners Report, Prizes Liability Report, XYZ Prize Pool Analysis, Daily Cancel/Cash/Claim Report, Past Plays by Purchase Date, and Special Daily Cash Report. This record series is maintained for internal review and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-59.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-33. ON-LINE SYSTEM ACCEPTANCE TEST DOCUMENTATION:

08-009

This series contains all documents produced as a change in the on-line computer system is tested by the Lottery. Information may include: computer generated reports containing test data, test tickets and reports produced by the on-line terminal; play slips; test script; reconciliation forms; and written notations. The testing is completed prior to the actual introduction of the software change in the on-line operating system. This record series is maintained for reference as need when the software change is made.

RETENTION: Retain current in office. Destroy after software is loaded and working successfully.

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

SDL-34. ON-LINE RETAILER ADJUSTMENTS:

08-009

This series is arranged chronologically and contains print-screens for adjustments made to on-line retailer accounts. Information may include: detailed debit or credit adjustment and also a batch total. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-62.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-35. PRIZE LIABILITY RECONCILIATION FILES:

08-009

These monthly worksheets are arranged chronologically and document how the Lottery on-line prize liability amount (taken from the on-line computer system) balances with the applicable MSA account. Information may include: MSA account balance, monthly activity not yet posted, and other variances. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-64.)

SDL-36. RECEIPT BOOKS:

08-009

This series is arranged chronologically and documents the Lottery's receipt of cash/check payments. Information may include: date, payee, amount, check number, and reason for payment. This record series is maintained for internal reference and for audit purposes.

RETENTION: Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-37. REQUESTS FOR ADJUSTMENT:

08-009

This series is arranged chronologically and by type (approved or denied) and contains requests for adjustment forms completed by on-line retailers detailing the situation for which they are requesting an adjustment, supporting reports, misprinted or damaged tickets, and approving signatures. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-68.)

SDL-38. SETOFF CLAIM FILES:

08-009

This ring-binder series is arranged chronologically and documents the internal procedures necessary to comply with SDCL 42-7A-35, which requires collection for the Department of Social Services of unpaid child support, overpaid food stamp, and overpaid aid to dependent children (A.D.C.). Information may include: copy of "Winner Claim Form," Notice of Prize Payment Setoff, and a copy of accompanying memorandum to Social Services. This record series is maintained to document collection of unpaid social service program costs, for reference, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-70.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-39. STALE-DATED WARRANTS:

08-009

This series is arranged chronologically and contains copies of vouchers received from the State Auditor's Office. Information attached to the vouchers include: documentation giving funds back to the Lottery for warrants that have not been cashed in the allowed six months; and the Warrants Stale-Dated report, which lists the warrant number, amount, payee, and date written on each stale-dated warrant. This record series is used as a reference to report unclaimed property to the State Treasurer's Office.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-39.1. 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.

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-40. UNCLAIMED PROPERTY FILES:

08-009

This series is arranged chronologically and contains the Unclaimed Property Software generated reports and the required forms sent to the South Dakota Treasurer's Office; the State of South Dakota Unclaimed Property Handbook; related SDCL references; required forms and deadlines; and Unclaimed Property Software usage instructions. This record series is maintained for internal reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

SDL-41. VOUCHERS:

08-009

This series may contain copies of non-cash, direct, receiving, travel, cash receipts, journal, and multiple payee vouchers. Each voucher includes: purpose, amount, account codes, date, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-78.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-42. WINNER CLAIM FORMS:

08-009

This series is arranged numerically by claim number and contains winner claim forms and prize payment claims used to generate instant and on-line prize payment checks on the Lottery computer system. Information may include: winner information (name, address, social security number, date of birth, telephone number, and citizenship); ticket information (prize claimed, number directly below play area, and number on bottom front of ticket); other information (optional player profile); winner signature; and the winning ticket is attached to the respective form. This record series is maintained for reference and for audit purposes.

RETENTION: Retain current in office, then transfer to storage. 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 LOT-79.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Administration
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-43. BUDGET FILES:

08-009

This series is arranged chronologically and contains yearly budget summaries for the Lottery. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 3 years in office, then destroy.

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

SDL-44. EQUIPMENT FILES:

08-009

This series is arranged alphabetically by equipment name and contains information concerning all equipment owned by the Lottery. Information may include, but is not limited to: equipment identification (name, model number, serial number, and specifications), location, vendor name, and operation manuals. This record series is maintained as a quick reference concerning the features when repairs are made to equipment and to document the need for equipment replacement. Warranty information and maintenance records are maintained by the executive secretary.

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

(Note: Previous record series number was LOT-92.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Administration
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-45. RFP AND BID FILES:

08-009

This series contains RFP responses and bids received from bidders for lottery items. Information may include, but is not limited to: date issued, description of items requested, specifications, quantity, date bids are to be opened, table of contents, advertisement, bidders instructions, proposal form, bid bond form, notice of award, contract copy, performance bond, acknowledgement of principle and surety, attorney's acknowledgement of surety, certificate of insurance, notice to proceed, registration forms, general conditions of contract, special conditions, and specifications. This record series is maintained to document Lottery procurements, to insure items received meet specifications, for reference, and for audit purposes.

RETENTION: Retain unsuccessful bids current in office, then destroy.

Retain successful bids in office through end of contract, then transfer to storage for 3 years. Destroy after 3 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 LOT-85.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Accounting/Admin/Valid
PROGRAM: Administration
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-46. SECOND CHANCE DRAWING FILES:

08-009

This series is arranged chronologically and contains the second chance drawing documents. Information may include: letters from Legislative Audit, winners' list from the Lottery database file, winners' list from the drawings, certification of drawing equipment form, certification of compliance form, drawing checklists, actual winning entries and alternate winning entries. This record series is maintained for internal reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-102.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Instant/Online Systems
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-47. ACH TRANSMITTALS:

08-009

This series is arranged chronologically and contains information documenting the transfer of the instant/on-line ACH files to the Lottery's originating bank. Information may include: date, dollar amount of credits/debits, and number of transactions. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-109.)

SDL-48. ITAP MASTER PLAN:

08-009

This three-ring binder series contains the Instant Ticket Automated Processing (ITAP) Master Plan. Information may include: project purposes, project approach, ITAP information systems objectives, steering committee, working committee, and approved/prioritized project request forms. This record series is maintained to document the on-going planning for the ITAP Project Manager.

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

(Note: Previous record series number was LOT-110.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Instant/Online Systems
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-49. SOFTWARE MANUALS:

08-009

This series contains various manuals used by the Lottery. Information may include: IBM AS/400 manuals, IBM AS/400 software, Andersen Consulting Acclaims system manuals, operator procedure manuals, implementation/modifications manuals, problem log manual, and purge manuals. This record series is maintained for reference purposes.

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

(Note: Previous record series number was LOT-112.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Accounting/Admin/Valid
 PROGRAM: Validation
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-50. CASH DRAWER RECONCILIATION:

08-009

This daily series contains cash drawer reconciliation pages from each Lottery Redemption Center. Information may include: date, low-tier prize winning tickets, cash count denomination totals, total sales, total ticket redemptions, and cashier signature. This record series is maintained for reconciling with bank statements and for audit purposes.

RETENTION: VALIDATION OFFICE: Retain 1 week in office then transfer to Accounting.

ACCOUNTING OFFICE: Retain current in office, then transfer to storage. Destroy after 3 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 LOT-113.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Public Relations
 PROGRAM: Public Relations
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-51. ADMINISTRATIVE REFERENCE FILES:

08-009

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

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

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

(Note: Previous record series number was LOT-115.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Public Relations
 PROGRAM: Public Relations
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0196

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

SDL-52. NEWS RELEASES:

08-009

This series is arranged chronologically and contains originals of all South Dakota Lottery news releases. They may consist of newspaper, radio, television, or other publications. Information may include: articles written by lottery employees, copies of newspaper advertisements, copies of radio and television scripts, and other related materials. This record series is maintained for reference when developing future news releases and for documentation of news releases and articles written by other program personnel.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was LOT-119.)

SDL-53. NEWSLETTER FILES:

08-009

This series contains all newsletters produced by the South Dakota Lottery, which includes the "Lottery Link". Information may include: promotions, retailer profiles, upcoming games, and tech support. Multiple copies are printed and distributed to all lottery retailers and other state lotteries to keep them informed on issues and changes in lottery policies and procedures. This record series is maintained for reference.

RETENTION: Retain one copy of each newsletter 5 years in office, then destroy.

(Note: File thirteen copies of the publications with the State Library pursuant to SDCL 14-1A-3; and two copies to State Archives.)

(Note: Previous record series number was LOT-120.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Public Relations
PROGRAM: Public Relations
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-54. SAMPLE TICKET HISTORY FILES:

08-009

This series contains one pack of voided instant game tickets for each game. The tickets are provided to sales representatives and lottery retailers for advertising purposes. This record series is maintained for historical reference purposes and to supply information to the public.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was LOT-122.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Sales
 PROGRAM: Advertising
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-55. ADMINISTRATIVE REFERENCE FILES:

08-009

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

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

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

(Note: Previous record series number was LOT-126.)

SDL-56. PREMIUM ITEM INVENTORY:

08-009

This series is arranged chronologically and contains documentation on the annual inventory taken of premium items. Information may include: inventory sheets from each local office which list the premium items and the count on hand; and summary spreadsheet combining all offices together. This record series is maintained for internal review and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-143.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Sales
PROGRAM: Sales
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-57. ON-LINE RETAILER BONUS FILE:

08-009

This series is arranged chronologically and consists of bonuses awarded to retailers for selling an on-line winning ticket of \$5,000 or more. Information may include: copies of winner claim form, retailer name, retailer number, and date the bonus check was received from accounting. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-138.)

SDL-58. PROMOTIONAL TICKET FILE:

08-009

This series is arranged chronologically and contains a record of free tickets given to retailers and sales representatives for special promotions. Information may include: game number, sales representative, date, pack number, from/through ticket numbers, requested by, requested for, reason (grand opening, employee promotion, re-grand opening, and others), and summary totals for each game. This record series is maintained for free ticket accountability, for documentation, and for reporting purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.

(Note: Previous record series number was LOT-146.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-59. ADMINISTRATIVE REFERENCE FILES:

08-009

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

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

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

(Note: Previous record series number was LOT-153.)

SDL-60. DELETED ITAP ITEMS:

08-009

This three-ring binder series contains documentation for each time a user did a delete on the Instant Ticket Automated Processing (ITAP) system. Information may include: print screens with notes as to why the user deleted an item, what subsequent correction is needed or was made, and initials of the user that processed the deletion. This record series is maintained for security personnel reference.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-157.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-61. EMPLOYEE BACKGROUND INVESTIGATION FILES:

16-016

This series is arranged alphabetically and contains background investigation information on potential lottery employees. Information may include, but is not limited to: original personal data statement; application copy; resume copy; authorization waiver; fingerprint card; final disposition memo and social security numbers of potential employee, spouse, and any child over 18 living in the same house. This record series is maintained for reference and for investigation documentation purposes.

RETENTION: PAPER: Scan and retain paper until scanned documents have been verified to be accurate and complete. Destroy the scanned paper after a system-level backup of the records has been completed.

ELECTRONIC IMAGE: Retain for 3 years after the employee is terminated, then destroy.

(Note: Previous record series number was LOT-158.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-62. GAME FILES:

16-016

This series is arranged numerically by game and contains information regarding each lottery instant game. Information may include: shipping manifest, bill of lading, game sequence checklist (internal form used to track tickets from printing to final ticket pay out or destruction), ticket error bypass file, pack transfer information, pack file, and validation file. This record series is maintained for reference and computer system documentation purposes.

RETENTION: Retain in office 3 years after the game has been ended, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was LOT-160.)

SDL-63. INSTANT TICKETS:

08-009

This series is arranged numerically and contains unsold instant tickets either for games in progress or for games no longer in progress. Information may include: un-consigned tickets, full book returns, and partial book returns. This record series is maintained for reference and audit purposes.

RETENTION: Retain in office until Legislative Audit provides a written statement authorizing the destruction. Dispose of tickets once they are defaced.

(Note: Previous record series number was LOT-161.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-64. ITAP SECURITY/INVENTORY REPORTS:

16-016

These daily reports are arranged chronologically and are generated by the Instant Ticket Automated Processing (ITAP) system to monitor instant and on-line activity. Information may include, but is not limited to: Zip Cash Transaction Exception Report, Interface Transaction Exception Report, Claims Social Security Bypass Listing, Instant Claims Ticket Bypass, Instant Ticket Validation Lock/Reset Listing, Online Claims Ticket Bypass Listing, File Maintenance Listing, Inventory Balance Report, Pack Status Report, Pack/Ticket Maintenance Listing, Bypass Listing, Pack Control Inventory Balance Report, Pack Control Record Creation Control Report, Pack Settlement Reports, and Immediate Orders Transaction Processing Report. This record series is used for internal reference and for audit purposes.

RETENTION: Retain paper and electronic reports for 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Electronic reports are stored in BIT's Electronic Output System (EOS)).

(Note: Previous record series number was LOT-163.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Security
PROGRAM: Security
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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SDL-65. ON-LINE JACKPOT WINNERS FILE:

16-016

This series is arranged chronologically and documents the validation of on-line jackpot and second tier winners. Information may include: original claim form with the winning ticket and pay ticket attached, completed validation procedures check sheet, dual security program verification, and management authorization/approval for payment. This record series is maintained to document the validation process has been completed for this group of winners.

RETENTION: Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was LOT-166.)

SDL-66. PROMOTIONAL CREDIT ITEMS:

08-009

This series is arranged chronologically and contains items that the sales representatives have picked up from retailers in order for their account to be credited. Items may include: coupons for free tickets given away by the retailer and other documentation of promotional tickets given away by the retailers. The promotional items are stored in the warehouse until the items can be destroyed. This record series is maintained for internal use and for audit purposes.

RETENTION: Retain 3 years in the warehouse. Destroy after 3 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 LOT-168.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-67. PROMOTIONAL INVOICES:

08-009

This four-part NCR form series is arranged numerically by invoice number and contains promotional invoices used to document credit issued to retailers for physical items redeemed by the public for free or promotional lottery tickets. Information may include: invoice number, sales representative number, week number, number of items returned for credit, initials of lottery personnel, retailer number, retailer name, city, date, and retailer's and sales representative's signatures. This record series is maintained for reference to document the number of physical items (bottle caps, etc.) returned by the sales representative. Audit information is maintained by the accounting division and reference copies are also maintained by the sales representatives and retailers.

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

(Note: Physical items [bottle caps, etc.] may be destroyed once quantity has been verified to be accurate.)

(Note: Previous record series number was LOT-169.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Security
PROGRAM: Security
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-68. RETAILER/ESTABLISHMENT APPLICATION AND LICENSE FILES:

13-010

This confidential series is arranged numerically and contains the original application and background information regarding potential retailers and establishments. Information may include, but is not limited to: background information (criminal, credit, and financial history), application, individual history forms (owners, partners, and stockholders), notice of retailer status change, authorization waiver, investigation worksheet, credit bureau reports, and convenience copies of related correspondence. This record series is maintained for documentation and for reference to determine who will be issued a lottery license.

RETENTION: UNSUCCESSFUL APPLICATIONS: Retain current in office, then transfer to storage for 3 years. Destroy after 3 years.

SUCCESSFUL LICENSE APPLICATIONS: Retain until scanned documents have been verified to be accurate and complete. Destroy the scanned paper after a system-level backup of the records has been completed.

ELECTRONIC IMAGE: Retain for 3 years after licensee has terminated, then destroy.

(Note: Previous record series number was LOT-170.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0196

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

SDL-69. RETURN TICKET FORMS:

08-009

This series is arranged numerically and contains the forms prepared by the instant ticket sales representative issuing credit to retailers every time tickets are returned to the Lottery. Information may include: retailer name, number, and address; game, pack, and ticket numbers for full pack and partial pack returns; representative signature, retailer signature; and warehouse signature. This record series is maintained for reference and for documentation of credit given to retailers for ticket returns.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-172.)

SDL-70. STOLEN/LOST INSTANT TICKETS:

08-009

This three-ring binder series contains documentation for each time an incident of stolen tickets is reported to the Lottery. Information may include: date, game-pack-ticket numbers stolen, retailer name, retailer number, complaint/inquiry form, system print screens, ITAP reports, and descriptive narrative. This record series is maintained for internal reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-173.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-71. TICKET RECONCILIATION FILES:

08-009

This end of game computer report contains the final pack and ticket information for all sites. Information may include: page number, date, pack number, from/to ticket number, box number (control number), and date recorded. This record series is maintained for reconciliation with the end of game final inventory recap reports and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-174.)

SDL-72. TICKET SHIPMENT REPORTS:

08-009

This series is arranged chronologically and contains daily reports documenting the shipment of instant ticket packages via vendor service. Information may include: date, package ID number, customer number, zip code, zone, charges, tracking number, and shipper number. This record series is maintained for internal reference purposes and for tracking shipments of instant tickets to retailers.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-175.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0196

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

SDL-73. VALIDATION LOCK/RESET RECORDS:

08-009

This three-ring binder series documents each case of resetting a retailers ITAP terminal after lockout due to invalid pay attempts. The information may include: a print screen of the ITAP reset screen, retailer name, retailer number, date, time, notes (if applicable), and ITAP report (Instant Ticket Validation Lock/Reset Listing). This record series is maintained by security personnel to monitor any occurrences of this type.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-176.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Security
 PROGRAM: Security
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0196

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

SDL-73.1. VIDEO LOTTERY DISTRIBUTOR & MANUFACTURER FILES:

16-016

This series is arranged numerically by license number and contains information provided by vendors (distributor and manufacturer) who wish to obtain a license. Information may include, but is not limited to: name of vendor, contact person, telephone number, address, applications and renewal forms, requests for additional information, background investigation information, fees received, copies of award letters, and other related correspondence. This record series is maintained for reference purposes, for license issuance, and for documentation purposes.

RETENTION: SUCCESSFUL LICENSE APPLICATIONS: Scan the following: application forms, background investigation information, requests for additional information, fees received, and most current (i.e. 3 years) of renewals forms. Retain until scanned documents have been verified to be accurate and complete. Destroy the scanned paper after a system-level backup of the records has been completed.

ELECTRONIC IMAGE: Retain for 3 years after licensee has terminated, then destroy.

UNSUCCESSFUL APPLICATIONS: Retain current in office, then transfer to storage for 3 years. Destroy after 3 years.

ALL OTHER INFORMATION: Retain 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Revenue
DIVISION: South Dakota Lottery
OFFICE: Security
PROGRAM: Security
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0196

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

SDL-74. VIDEO LOTTERY OPERATOR FILES:

16-016

This series is arranged numerically by license number and contains information provided by businesses who wish to obtain licenses to participate as video lottery operator. Information may include, but is not limited to: name of vendor, contact person, telephone number, address, applications and renewal forms, requests for additional information, background investigation information, fees received, copies of award letters, and other related correspondence. This record series is maintained for reference purposes, for license issuance, and for documentation purposes.

RETENTION: UNSUCCESSFUL APPLICATIONS: Retain current in office, then transfer to storage for 3 years. Destroy after 3 years.

SUCCESSFUL LICENSE APPLICATIONS: Retain until scanned documents have been verified to be accurate and complete. Destroy the scanned paper after a system-level backup of the records has been completed.

ELECTRONIC IMAGE: Retain for 3 years after licensee has terminated, then destroy.

(Note: Distributor and manufacture moved to new series.)

(Note: Previous record series number was LOT-177.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-75. ADMINISTRATIVE REFERENCE FILES:

08-009

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

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

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

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-76. BILLING SUMMARIES:

08-009

This bi-monthly PC generated report is arranged chronologically and documents the component amount of each video lottery billing sent to licensed operators. Information may include: accrual and cash basis billing summary spreadsheets; copy of cash receipt voucher; statement summary report; bank eft file and transmittal form; and manual adjustment report. Supporting documentation to the manual adjustments report may include: license billing report, (including shipment notifications and bills of sale; log books (including receipts); video lottery polling telephone charges; video lottery machine reconciliation adjustments summary; and documentation for any miscellaneous charges or credits billed to an operator. This record series is used for internal review and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-183.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 1165

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

SDL-77. CHANGE ACCOUNTING PRINT SCREENS:

08-009

This series is arranged chronologically and contains print screens from the video lottery central computer system each time an establishment or operator change of accounting occurs. Information may include: current establishment/operator license number; name and address; new establishment/operator number; and name and address. This record series is maintained by accounting and is used for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-184.)

SDL-78. COMPUTER ROOM CALL LOG:

08-009

This series is arranged chronologically and contains daily logs completed by the video lottery computer operators as they take calls from operators needing a board change or some other communication action taken. Information may include: date, time, operator number, establishment number, terminal ID number, type of problem, status, serial number, and notes relating to each specific situation. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-185.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-79. MANUFACTURER BILLING:

08-009

This series is arranged chronologically and contains documentation of costs that are billed back to licensed manufacturers and payments of such. Information may include: PC spreadsheet that summarizes each manufacture's account, previously billed amount, payments received, current charges by category, current billable amount, and detail billing statements. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-190.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-80. NSF DOCUMENTATION:

08-009

This series is arranged chronologically and contains a copy of the report received from the originating bank each time a returned sweep for non-sufficient funds, incorrect bank numbers, and refused items are received. Information may include: return date, effective date, company name, company ID number, bank information, returned amount, reason why the item is being returned, and notes documenting phone calls made in attempt to collect amount due for an account. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-191.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-81. OPERATOR BANK ACCOUNT FILES:

08-009

This series is arranged numerically and contains forms and reports documenting the bank account and the operator's authorization for the Lottery to make biweekly sweeps from this account. The Authorization for VL Payment System form includes: operator's name and address, bank name and address, checking/savings account number, authorizing signature and attachments (either voided check or deposit slip). This record series is maintained for research and for audit purposes.

RETENTION: Retain current in office, then transfer to storage for 3 years. Destroy after 3 years of inactivity 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 LOT-192.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Video Lottery Operations
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 1165

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-82. TERMINAL TRANSACTION REPORTS:

22-011

This electronic series is arranged chronologically and contains the central computer system generated reports summarizing all terminal activity. The reports are completed daily, quarterly, bi-yearly, and yearly. Information may include: terminal number, establishment number, operator number, cash in, cash out, net video revenue, state share, credits played, credits won, games played and games won. This record series is maintained for reference purposes during the life of the terminal and for audit purposes.

RETENTION: Retain 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SD Lottery receives the Terminal Transaction Reports electronically from the system vendor. Starting January 1, 2008 Terminal Transaction Reports will be maintained electronically. Terminal Transaction Reports prior to January 1, 2008 were microfilmed.)

(Note: Previous record series number was LOT-195.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 1165

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

SDL-83. VIDEO LOTTERY BILLING STATEMENTS:

22-011

This series is arranged chronologically and by video lottery operator and contains the video lottery operator's bi-monthly billing statements. Information may include: a list of video lottery terminals owned by the operator and the amount of the state's share to be swept from their bank account. This record series is maintained for accounting and audit purposes.

RETENTION: Retain 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was LOT-196.)

SDL-84. VIDEO LOTTERY MACHINE LICENSE FEE BILLINGS:

08-009

This series is arranged chronologically and contains information used to document bi-monthly license and annual renewal license fees billed to video lottery operators. Information may include: operator detail and summary report with supporting documents including shipment notifications; bills of sale; machine destruction logs; and various bi-monthly and monthly spreadsheets detailing license fees, purchase, sales, and destruction of machines. This record series is maintained for accounting and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-197.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Accounting
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-85. VIDEO LOTTERY OPERATOR SECURITY/BONDING DOCUMENTS:

08-009

This three-ring binder series is arranged numerically by operator license number and contains the actual security items (i.e. surety bonds, letters of credit, and certificates of deposits) provided to Lottery by video lottery operators and receipts from cash provided as security. Information may include: worksheets, spreadsheets, and transaction reports utilized in the calculating annual security amounts; and copies of letters and worksheets sent to each operator detailing their security amount. This record series is maintained for audit purposes.

RETENTION: Retain in office until replaced or operator is out of business. Transfer expired to storage for 3 years. Destroy 3 after expired provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SDL-86. VIDEO LOTTERY OPERATORS TELEPHONE BILLINGS:

08-009

This series is arranged chronologically and contains information used to document monthly telephone charges/credits billed to video lottery operators. Information may include: monthly telephone bills, phone line install/disconnect requests, various worksheets utilized in preparing operator telephone billings, copies of billings sent to operators, and account reconciliation. This record series is maintained for accounting and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-198.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Video Lottery Operations
PROGRAM: Accounting
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 1165

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-87. VIDEO LOTTERY SYSTEM CONTRACT PAYMENTS:

08-009

This series is arranged chronologically and contains information used to document payments to the VL system vendor. Information may include: copies of video lottery transaction reports providing individual daily and bi-monthly summary revenue details; bi-monthly statement summary report; MSA journal voucher documents; and worksheets utilized to calculate payment amounts. This record series is maintained for accounting and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Operations
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-88. DISASTER RECOVERY PLAN:

08-009

This series documents the arrangements made in case of a disaster that disables the central video lottery system. Information may include: completed test plan, copy of contract with vendor, recovery plan, hardware requirements, recovery sequence, and cost summary. This record series is maintained disaster recovery purposes.

RETENTION: Retain permanently.

(Note: Previous record series number was LOT-202.)

SDL-89. LICENSE PERMIT LOGS:

16-016

This series is arranged numerically and contains the forms received from the field inspectors whenever a new terminal is brought into the state or when the permit is damaged on a terminal. Information may include: operator name, operator number, and issued license permit numbers. This record series is maintained for reference purposes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was LOT-203.)

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

DEPARTMENT: Revenue
 DIVISION: Lottery
 OFFICE: Video Lottery Operations
 PROGRAM: Operations
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 1165

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

SDL-90. MODEM CONNECTIONS:

08-009

This three-ring binder series contains the log of modem connections made to the central computer system by the video lottery vendors. Information may include: date and time in, person dialing in, purpose, and time out. This record series is maintained for staff reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-201.)

SDL-90.1. NON-REPORTING TERMINAL REPORTS:

16-016

These daily computer reports are generated from the Video Lottery Control System and are used to monitor and research video lottery terminals located in licensed establishments that are not reporting to the central control system. Information may include, but is not limited to: establishment name, establishment license number, phone number, operator name, operator number, phone number, manufacturer serial number, UID, permit number, poll phone number, spot name, accounting start date, and last update date. This record series is maintained for reference, for tracking video lottery terminals that have not been reporting, and for audit purposes.

RETENTION: Retain 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Video Lottery Operations
PROGRAM: Operations
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 1165

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

SDL-91. SHIPMENT NOTIFICATIONS:

16-016

This series is arranged chronologically and contains shipment notifications received from distributors whenever a new or used terminal is sent into the state. Information may include: operator name, operator number, machine serial number, and date shipped. This record series is maintained for reference and audit purposes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was LOT-205.)

SDL-92. TECH I/TECH II TESTING FILES:

16-016

This series is arranged alphabetically by technician's name and contains the tests taken by the type I and type II technicians. Information may include: general test, tech I test, tech II test, technician's name, name of operator, type of classification, name of manufacturer and distributor, manufacturer's model on which trained, and the date of the training or testing. This record series is maintained to document that technicians have been certified to work on video lottery terminals.

RETENTION: PAPER: Scan and retain paper until scanned documents have been verified to be accurate and complete. Destroy the scanned paper after a system-level backup of the records has been completed.

ELECTRONIC IMAGE: Retain for 3 years after the technician is no longer servicing machines, then destroy.

(Note: Previous record series number was LOT-216.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Video Lottery Operations
PROGRAM: Testing
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 1165

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-95. VIDEO LOTTERY TERMINAL FILES:

13-010

This series is arranged numerically and contains a folder for each active, disabled, and disposed video lottery licensed terminal with the following forms: Machine Registration and Transportation form, Transportation of Video Lottery Machine Between Locations in the State form, Inspection Report, Logic Area Access/Board Replacement Report, Board Change form, terminal reconciliations, and print screens from the central computer system with applicable notes. Information may include: manufacture information, distributor information, operator information, establishment information, terminal information, meter readings, inspection dates, signatures, and audit tickets from the video lottery terminal. This record series is maintained to document the life of the terminal, for internal reference, and audit purposes.

RETENTION: PAPER: Retain until scanned documents have been verified to be accurate and complete. Destroy the scanned paper after a system-level backup of the records has been completed.

ELECTRONIC IMAGE: Retain for the life of the machine or until the machine is destroyed or disposed. Destroy electronic images 3 years after the machine is destroyed or disposed.

(Note: Previous record series number was LOT-210.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Video Lottery Operations
PROGRAM: Testing
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 1165

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-96. VIDEO LOTTERY MANUFACTURER TEST FILES:

22-011

This series is arranged alphabetically and contains documents relating to the testing of manufacturer's video lottery terminal software. Information may include: correspondence with manufacturer, correspondence with third party testing firms, acceptance check list, computer printouts of testing results, documentation of game sets, testing notations and manufacturers' parts manuals. This record series is maintained for reference purposes.

RETENTION: Scan or upload documents and maintain for the life of the software version.

(Note: Previous record series number was LOT-213.)

SDL-97. VIDEO LOTTERY ROM SEED REPORT:

08-009

This series is arranged chronologically and is generated weekly by the Video Lottery central computer system. Information may include: terminal serial number, establishment number, operator name and number, manufacturer number, software version information, and polled date. The information documents inconsistency in the video lottery terminal software in use versus the approved video lottery terminal software version. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 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 LOT-214.)

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

DEPARTMENT: Revenue
DIVISION: Lottery
OFFICE: Video Lottery Operations
PROGRAM: Testing
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 1165

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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SDL-98. VIDEO LOTTERY SOFTWARE APPROVAL LETTERS:

22-011

This series is arranged alphabetically and contains letters received from third party testing firms documenting the completion of tests for each manufacturer's various software versions. This series also can contain additional documentation sent by third party testing firms regarding specific test parameters and problems encountered in the testing. This record series is maintained for reference and audit purposes.

RETENTION: Scan or upload documents and maintain for the life of the software version.

(Note: Previous record series number was LOT-215.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Administration
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0568

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

DRR-43. ADMINISTRATIVE REFERENCE FILES:

08-001

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

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

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

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Administration
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0568

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

DRR-44. ADMINISTRATIVE RULES PROMULGATION FILES:

08-001

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

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

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

(Note: Previous record series number was REV-107.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Administration
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0568

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

DRR-45. DRIVERS PRIVACY PROTECTION AGREEMENTS:

08-001

This series contains privacy protection information about situations involving requests for the release of motor vehicle registration information. Information may include: agreements with dealers, financial institutions, and government agencies on the release of motor vehicle record information. This record series is maintained for reference to insure that privacy protection is maintained when releasing motor vehicle registration information.

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

(Note: The previous record series number was REV-141.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Commercial & Prorate Taxes
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0571

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

DRR-46. AUDITS, MOTOR CARRIER (OUT-OF-STATE):

08-001

This series is arranged alphabetically by state and contains audits which list the number of miles motor carriers from other states declare they have traveled in South Dakota. Information may include: company name, audit findings, recommendations, and auditor's signature. This record series is used to collect additional prorated fees to cover the understatement of miles driven or to issue a refund for mileage overstated.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was REV-177.)

DRR-47. PRORATE APPLICATIONS:

08-001

This series is arranged numerically by prorated number and contains the original prorated license applications from trucking firms. Information may include: company name, vehicle description, vehicle identification number (VIN), mileage schedule, copy of the billing, and amount of fees billed and paid. This record series is maintained to document the fees collected and those forwarded to other states in which South Dakota trucks operate. The Remittance Center maintains the audit information.

RETENTION: Microfilm and maintain film in office for 4 years. Destroy microfilm after 4 years.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: The previous record series number was REV-184.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Commercial & Prorate Taxes
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0571

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-48. PRORATE FEE TRANSFERS TO OTHER STATES:

08-001

This series is arranged alphabetically and contains copies of the International Registration Program transfers made to other states. Information may include: operators' names and addresses, prorate license numbers, itemized list of permits, permit fees collected, total amount transferred, copies of cover letters, and verification from each state that fees have been received. This record series is maintained to document the transfer of prorate fees to other states belonging to the International Registration Program. The department's finance office maintains the audit information.

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

(Note: The previous record series number was REV-185.)

DRR-49. TEMPORARY COMMERCIAL PERMITS:

08-001

This series contains temporary commercial permits that are issued by highway patrol and counties. Information may include: date, name of application, vehicle information, tonnage, fee collected, and issuing agent. Copies of the permit are maintained by enforcement and counties. The original permit is maintained by the motor carrier. This record series is maintained to document the number of permits sold and to ensure that the permits are accounted for.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was REV-183.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Dealer Inspection
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0570

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

DRR-50. DEALER FILES:

08-001

This series is arranged numerically by dealer license number and includes files on the standard motor vehicle dealers, motor home dealers, motorcycle dealers, snowmobile dealers, boat dealers, and trailer dealers. Information may include: application for dealer license, inspection reports, related correspondence, and a bond required to be filed with the Division by all dealers prior to the issuance of dealer plates. This record series is used to determine what numbers have been issued to which dealers in the state, and to keep a history on dealer inspections.

RETENTION: PAPER: Retain until scanned document has been verified, then destroy.

ELECTRONIC IMAGE: Retain until dealer has been out of business for 7 years, then destroy.

(Note: Consider converting the electronic images to microfilm as volume warrants.)

(Note: The previous record series number was REV-342.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Interstate Fuel Tax
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0572

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-51. BATCH CONTROL LOG:

08-001

The series is arranged chronologically and contains the batch control logs which list all computer activity regarding interstate fuel users. Information may include: date, batch description, batch number, control number, transaction type, batch count, date to/from cashier, total amount of deposit, and date to/from Central Data Processing. This record series is maintained to monitor computer activity and can be used to access control numbers when searching for a report on film or paper.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 years. Destroy after 4 years.

(Note: The previous record series number was REV-189.)

DRR-52. BOND CANCELLATION FILES:

08-001

This series is arranged chronologically by cancellation date and contains the date interstate fuel tax bonds expire. Bonds are required of some permit holders to assure that the State will be able to collect taxes it has coming in the event a business fails to pay them. Information may include: permit holder's name and address, bond verification, effective dates, and renewal information. This record series is maintained to document bond cancellation dates.

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

(Note: The previous record series number was REV-190.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Interstate Fuel Tax
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0572

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DRR-53. IFTA REPORTS:

08-001

This series contains the quarterly International Fuel Tax Agreements (IFTA) reports submitted by South Dakota based motor carriers listing the fuel used in South Dakota and all other states participating in IFTA. Information may include: total mileage, total gallons of fuel used, miles per gallon, all states mileage, gallons of fuel subject to motor fuel and special fuel taxes, amount of fuel tax paid, amount of fuel tax owed, and amount of remittance or credit. This record series is maintained to document the receipt of quarterly tax reports and for audit purposes.

RETENTION: Retain current in office, then transfer to storage for 4 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: The previous record series number was REV-339.)

DRR-54. INTERSTATE FUEL USER'S RECAP:

08-001

This statistical report contains a summary of information submitted quarterly by interstate fuel users in South Dakota. Information may include: total collections, total refunds, total licenses on file, total miles traveled, and comparison figures of the previous quarter. This record series is maintained for fiscal reporting purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-195.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Interstate Fuel Tax
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0572

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-55. VOUCHERS, INTERSTATE FUEL CREDITS:

08-001

This series contains direct vouchers documenting amounts paid out to truckers for credit due. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Also maintained in this file are the amounts paid to each individual trucker each month, and the total amount paid to all truckers during the month. This records series is used for reference to determine quantities and descriptions of supplies and services ordered, and for vendor information. The department's finance office maintains the audit copies.

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

(Note: The previous record series number was REV-203.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Motor & Special Fuel Taxes
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0056

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-56. BATCH HEADERS:

08-001

This series is arranged chronologically and contains batch header sheets for all Motor Fuel and Special Tax returns. Information may include: batch number, batch count, batch amount, batch run date, and kind of transaction. This record series is maintained to document returns which have been processed and for internal audit purposes.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 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: The previous record series number was REV-205.)

DRR-57. REPORTS, TERMINAL OPERATORS:

08-001

This series is arranged alphabetically and contains terminal operators' motor and special fuel tax reports. Information may include: company name, address, license number, type of fuel, ticket number, point of origin, carrier, destination (consignee's name and address), delivery date, invoice number, and gallons received. This record series is maintained for reconciling with the bills of lading, dealers' reports, and shippers' reports as part of the internal audit process.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 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 REV-214.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Motor & Special Fuel Taxes
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0056

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

DRR-58. TAX RETURNS (MOTOR & SPECIAL FUEL):

08-001

This microfilmed record series is arranged numerically by license number and contains monthly, quarterly, and semi-annual tax returns from all businesses subject to motor fuel taxes. Information may include: taxable gallons imported and withdrawn in South Dakota, exempt gallons and net gallons converted to taxes due, and tax amounts paid. This record series is used to document the calculations of monies due and their payment.

RETENTION: Retain microfilm for 7 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: The previous record series number was REV-350.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Refund Claim Processing
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0056

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-59. CLAIMS APPROVED:

08-001

This series is arranged alphabetically and contains approved motor fuel tax refund claims. Information may include: name, address, related correspondence, auditor's approval, amount of refund, date of refund, and warrant number of refund. This record series is maintained to document the approval of motor fuel tax refund claims.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 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: The previous record series number was REV-235.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Refund Claim Processing
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0056

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

DRR-60. CLAIMS DENIED:

08-001

This series is arranged alphabetically and contains denied motor fuel tax refund claims which did not meet criteria to qualify for a refund. Information may include: name, address, related correspondence, and auditor's denial. This record series is maintained to document the denial of motor fuel tax refund claims.

RETENTION: Retain 3 years in office, then destroy.

(Note: The previous record series number was REV-236.)

DRR-61. CLAIMS PENDING:

08-001

This series is arranged alphabetically and contains motor fuel tax refund claims which lack some necessary information but may qualify if that information is received. Information may include: name, address, related correspondence, and auditor's comments. This record series is maintained to document the request for additional information for motor fuel tax refund claims. When claims are approved or denied these records are transferred to the respective "Claims Approved," or "Claims Denied" file.

RETENTION: Retain until requested information has been received or for 1 year whichever is lesser, then destroy.

(Note: The previous record series number was REV-237.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Titles and Registration
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0055

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

DRR-62. COUNTY TREASURER REPORTS:

08-001

This series is arranged alphabetically by county and contains the monthly/annual computer output microfiche (COM) reports, and the fiscal reports which list the amount of fees collected by county treasurers. Information may include: invoice numbers, breakdowns of the fees collected, types of registrations, dollar amounts for each, and total amount collected for the month or year. This record series is maintained for reference during budget preparation.

RETENTION: Retain monthly computer output microfiche (COM) current in office. Destroy superseded or obsolete.

Retain annual computer output microfiche (COM) report 3 years in office, then destroy.

Retain fiscal reports on paper 3 years in office, then destroy.

(Note: The previous record series number was REV-157.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Titles and Registration
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0055

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-63. DISABLED PARKING PERMIT APPLICATIONS:

19-009

This microfilm and electronic image series contains applications for the portable handicap permit, which allows parking privileges for substantially disabled persons. Information may include: applicant's name, date of birth, address, permit number, type, expiration date, and physicians certification that applicant meets the criteria to qualify for the portable permit. This record series is maintained pursuant to SDCL 32-5-76.1.

RETENTION: PAPER: Scan and retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy by shredding provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

Retain electronic images and existing microfilm for 30 years, then destroy.

(Note: The previous record series number was REV-169.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Titles and Registration
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0055

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

DRR-64. INVOICES, COUNTY TREASURER:

08-001

This series is arranged numerically by county number and contains the county treasurer invoices which document fees collected for tax registration; and/or change of name purposes; and the transfer of titles. Information may include, but is not limited to: title number, assignor name, assignee name, title fee amount, total amount, lien numbers used, county name, and authorized signatures. This record series is maintained for audit purposes.

RETENTION: PAPER: Retain 3 months in office, then scan and destroy paper upon verification of scanned image.

ELECTRONIC IMAGE: Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-159.)

DRR-65. MOTOR VEHICLE TITLE TOTAL REPORTS:

08-001

This series contains the daily motor vehicle title total computer report. Information may include: number of titles printed, number of on-line registrations, and the number of data extract records written. This record series is used for statistical reporting, for billing, and to determine the activity level of the office.

RETENTION: Retain 1 month in office, then destroy.

(Note: The previous record series number was REV-164.)

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

DEPARTMENT: Revenue
DIVISION: Motor Vehicle
OFFICE: Motor Vehicle
PROGRAM: Titles and Registration
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0055

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-66. RECEIPT BOOKS:

08-001

This series contains forms issued to document the receipt of money. Receipts are pre-numbered and include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This record series is maintained for reference 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: The Receipt Book totals are entered into both the RV04 invoicing system and MSA. Any audit would occur in these two areas.)

(Note: The previous record series number was REV-165.)

DRR-67. SERIAL NUMBER ISSUANCE LOGS:

08-001

This notebook series is arranged numerically and contains numbers available to assign vehicle identification numbers (VIN) to rebuilt or homemade vehicles. Information may include: serial number assigned, registrant's name and address, and date issued. This record series is used to determine the next serial number which can be issued.

RETENTION: Retain full book 6 months in office, then destroy.

(Note: The previous record series number was REV-172.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Titles and Registration
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0055

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

DRR-68. TITLE REPORT:

19-009

This monthly computer-generated report is arranged numerically by county number and contains motor vehicle title statistics. Information may include: make of vehicle, number of new titles issued monthly, year-to-date title totals, and a year-to-date breakdown of totals by make and type of vehicle (i.e. car, truck, snowmobile, or motorcycle). This record series is maintained to provide statistical comparisons of new vehicle sales by county, make, month, and year.

RETENTION: Retain electronically for 25 years, then destroy.

(Note: The previous record series number was REV-168.)

DRR-69. TITLES AND REGISTRATIONS (BY SERIAL NUMBER):

08-001

This microfilm series was developed prior to 1973 to provide a listing of vehicle titles and registrations in vehicle identification number (VIN) order. Titles can be located in this series only if the VIN is available. This search function is now available on the computer; but the records contained on the film may not be on the system.

RETENTION: Retain microfilm in office until the vehicles listed no longer exist, then destroy.

(Note: The previous record series number was REV-173.)

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

DEPARTMENT:	<u>Revenue</u>
DIVISION:	<u>Motor Vehicle</u>
OFFICE:	<u>Motor Vehicle</u>
PROGRAM:	<u>Titles and Registration</u>
RECORDS OFFICER:	<u>Bobi Adams</u>
RM CUSTOMER #:	<u>0055</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-70. TITLES AND REGISTRATION FILES:

19-009

This microfilm and electronic image series contains documentation of all vehicle and boat titles and registrations in South Dakota. Information may include, but is not limited to: date of issuance; owner's name and address; title number; vehicle identification number (VIN); boat identification number; make, model, and body type; year; weight; odometer/mileage reading; county number; and listing of any lien holders. Current ownership and vehicle/boat description information is also available on the computer system.

RETENTION: Scan paper and retain electronic images for 30 years from the date of the last registration of the vehicle, then destroy provided the motor vehicle has no historic plates or registration.

Transfer paper to storage for 18 months after it has been scanned, then destroy.

Retain existing microfilm for 30 years, then destroy.

(Note: Consider converting electronic images to microfilm.)

(Note: The previous record series number was REV-174.)

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

DEPARTMENT: Revenue
 DIVISION: Motor Vehicle
 OFFICE: Motor Vehicle
 PROGRAM: Titles and Registration
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0055

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

DRR-71. TITLES, PENDING:

12-009

This microfilm and electronic image series is arranged alphabetically by applicant's name and contains the incomplete motor vehicle titles for new cars, trucks, trailers, snowmobiles, and motorcycles, and correspondence requesting additional information or fees. Information may include, but is not limited to: owner's name and address, license number, year, make and model, title number, transfer date, fees collected, and correspondence. The information is maintained to document the requests for additional information or fees necessary to complete motor vehicle titles.

RETENTION: Scan and archive to microfilm. Retain electronic images and microfilm until the vehicle listed no longer exists, then destroy.

Transfer paper to storage for 18 months after it has been scanned, then destroy.

(Note: Titles, Pending are now scanned and archived to microfilm with the Titles and Registration Files.)

(Note: The previous record series number was REV-175.)

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

DEPARTMENT: Revenue
 DIVISION: Property Tax
 OFFICE: Property Tax
 PROGRAM: Property Tax Services
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0057

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

DRR-72. ADMINISTRATIVE REFERENCE FILES:

08-001

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

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

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

DRR-73. ABSTRACT OF ASSESSMENT AND EQUALIZATION:

08-001

The series is arranged alphabetically and contains abstracts of assessment and equalization which show the appraised property values determined by the assessors of each county. Information includes property values assessed by county, by town, and by township. This record series is maintained to reconcile the "County Budgets and Levy Sheets," for statistical reporting purposes, and for historical reference purposes.

RETENTION: Retain 3 years in office, then destroy.

(Note: The previous record series number was REV-302.)

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

DEPARTMENT:	<u>Revenue</u>
DIVISION:	<u>Property Tax</u>
OFFICE:	<u>Property Tax</u>
PROGRAM:	<u>Property Tax Services</u>
RECORDS OFFICER:	<u>Bobi Adams</u>
RM CUSTOMER #:	<u>0057</u>

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-74. ANNUAL REPORTS, COUNTY AUDITORS:

21-017

This series contains an annual report submitted by each County Auditor on collected and uncollected tax. This record series is used to compile a Department of Revenue annual statistical report and for quick reference.

RETENTION: Retain until statistical summary is published, then destroy.

(Note: The previous record series number was REV-304.)

DRR-75. ANNUAL REPORTS, UTILITIES, RAILROADS, & AIRLINES:

08-001

This series is arranged alphabetically and contains annual reports from each Utility, Railroad, and Airline Company operating in South Dakota. The information is attached to the respective company "Property Tax Renditions (Utilities, Railroads, & Airlines)" and used to determine the amount of property tax owed by each company. This record series is maintained for documentation, for appeals, and for possible legal action. The "Property Tax Renditions (Utilities, Railroads, & Airlines)" are maintained in this office for ten years.

RETENTION: Retain 2 years in office, then destroy.

(Note: The previous record series number was REV-305.)

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

DEPARTMENT: Revenue
 DIVISION: Property Tax
 OFFICE: Property Tax
 PROGRAM: Property Tax Services
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0057

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

DRR-76. ANNUAL REPORTS, WATER CONSERVANCY DISTRICTS:

08-001

This series is arranged alphabetically and contains annual reports for each water conservancy district requesting tax levies from contributing counties. The reports are required under SDCL 46A-3E-12 to be filed with the Department of Revenue. Information may include: conservancy district identification, a list of contributing counties, annual proposed budget, and the amount of tax requested from each county. This record series is maintained for documentation and reconciling with the "County Budgets and Levy Sheets."

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was REV-306.)

DRR-77. ASSESSOR CERTIFICATION RECORDS:

21-017

This electronic series contains records of individuals certified to assess property for taxation purposes. Information may include: education, work history, courses/schools completed, general education, and assessment related education. This record series is used to issue assessor's certification, which allows the assessors to work within the state; to verify assessor's qualifications; and to document the history of the assessor.

RETENTION: Retain active in office. Destroy inactive records.

(Note: The previous record series number was REV-355.)

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

DEPARTMENT: Revenue
 DIVISION: Property Tax
 OFFICE: Property Tax
 PROGRAM: Property Tax Services
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0057

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

DRR-78. AUDITS OF COUNTY ASSESSMENTS:

21-017

This series is maintained electronically and contains audits of county assessments performed annually by the Department of Revenue. Information may include: copies of ratio studies, auditor's working papers, and final audits. This record series is maintained for internal audits of each county's assessed value of land and buildings to selling price.

RETENTION: Retain electronically for 3 years. Destroy superseded or obsolete.

(Note: The previous record series number was REV-310.)

DRR-79. CERTIFICATION OF VALUE:

08-001

This series contains the county property assessment certificates listing final property values in the county, and the final property values assigned to centrally assessed properties. Information may include: taxable values in county; centrally assessed company name; tax district; and taxable value. Certificates are sent by the Department to the respective County Auditor who applies the local mill levy. The information is maintained by the respective County Auditor for four years.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of scanned documents.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: Consider converting the electronic images to microfilm as volume warrants.)

(Note: The previous record series number was REV-312.)

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

DEPARTMENT: Revenue
 DIVISION: Property Tax
 OFFICE: Property Tax
 PROGRAM: Property Tax Services
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0057

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

DRR-80. COUNTY BUDGETS AND LEVY SHEETS:

21-017

This series is arranged alphabetically and contains copies of annual budgets and levy sheets submitted by each county. Information may include: adopted budgets received in September, and levy sheets which show the amount of tax levied on each class of property. This record series is maintained for reference and documentation purposes.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of scanned documents.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: The previous record series number was REV-316.)

DRR-81. FIRST LISTING OF TAXABLE LANDS: Deleted from Schedule, 12/08/2021.

DRR-82. REAL ESTATE TRANSFERS:

21-017

This monthly report is arranged alphabetically by county and lists all land and real property transferred during the month. Information may include: grantor (seller), grantor's address, grantee (buyer), grantee's address, legal description, date of filing, date of transfer instrument, stated consideration, amount of transfer fee, book number, page number, and type of transfer instrument (warranty deed, quitclaim deed, or other). This record series is used annually for reference purposes during the audit of county assessment.

RETENTION: Retain electronically for 10 years, then destroy.

(Note: The previous record series number was REV-327.)

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

DEPARTMENT: Revenue
DIVISION: Property Tax
OFFICE: Property Tax
PROGRAM: Property Tax Services
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0057

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-83. RECAPITULATION OF TAX LISTS:

08-001

This annual report series is arranged alphabetically and contains recapitulation of tax lists submitted by each county. Information may include: land description, townships, special tax districts, taxable value of each unit of property, mill levies, and tax use resulting from application of levies. This record series is maintained to document the annual filing of county tax lists. County Auditors maintain this information for four years.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of scanned documents.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: Consider converting the electronic images to microfilm as volume warrants.)

(Note: The previous record series number was REV-328.)

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

DEPARTMENT: Revenue
 DIVISION: Property Tax
 OFFICE: Property Tax
 PROGRAM: Property Tax Services
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0057

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

DRR-85. SALES RATIO REPORTS: Deleted from Schedule, 12/08/2021.

DRR-84. SALES RATIO TRANSFERS:

21-017

This electronic series is divided by county and contains sales ratios assessments developed from information electronically submitted through the “property sales search portal”. Information may include: grantor (seller), grantor's address, grantee (buyer), grantee's address, legal description, date of filing, date of transfer instrument, stated consideration (selling price), amount of transfer fee, book number, page number, type of transfer instrument (warranty deed, quitclaim deed, or other), town or township, school district, verified selling price, class of property, assessed value of buildings, assessed value of land, total assessed value, and sales ratio (assessed value divided by selling price.) This record series is maintained for administrative reference and for research purposes.

RETENTION: Retain electronically for 10 years, then destroy.

(Note: The previous record series number was REV-332.)

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

DEPARTMENT: Revenue
 DIVISION: Property Tax
 OFFICE: Property Tax
 PROGRAM: Property Tax Services
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0057

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

DRR-86. TAX-EXEMPT PROPERTY FILES:

21-017

This series is arranged alphabetically by county, then by organization and contains applications for tax-exempt status submitted by various religious and fraternal organizations within each county. Tax-exempt status must be applied for each year. Information may include: county, name of society, institution, or organization, mailing address, class of organization, date of incorporation, property valuation, signatures, tax-exempt status approval, and authorized signatures. This record series is maintained to document property in each county which is tax-exempt. The County Director of Equalization maintains the information for three years.

RETENTION: PAPER: Retain 2 years in office, then destroy.

ELECTRONIC FILES: Retain 10 years, then destroy.

(Note: The previous record series number was REV-336.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Administration
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0060

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-87. ADMINISTRATIVE REFERENCE FILES:

20-011

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

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

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

(Note: The previous record series number was REV-243.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Alcoholic Beverage/Cigarette
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0577

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
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DRR-88. ALCOHOL LICENSE APPLICATIONS:

20-011

This series is arranged numerically and contains applications for all businesses in South Dakota that have a license to sell beer, wine, or distilled spirits. Information may include: business owner, business name, legal description of licensed premise, advertising date, signatures of proper people, corporation information, and license number. This record series is maintained to track the history of the licenses issued as the license stays with the business over the years and can have different owners as the licenses are transferable.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: The previous record series number was REV-267.)

DRR-89. ALCOHOLIC BEVERAGE MANUFACTURERS' BRAND REGISTRATIONS:

20-011

This series contains the brand registrations of alcoholic beverage manufacturers that distribute in South Dakota. Manufacturers must register their brands with the South Dakota Department of Revenue annually. This record series is used to keep track of which brewers and distillers are shipping products into South Dakota.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: The previous record series number was REV-258.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Alcoholic Beverage/Cigarette
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0577

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

DRR-103. ALCOHOLIC BEVERAGE MANUFACTURERS' SALES
REPORTS:

20-011

This series is arranged alphabetically and contains monthly reports of alcoholic beverage manufacturers' total sales to wholesalers in South Dakota; and the monthly report of alcoholic beverages received by South Dakota wholesalers. Information may include: manufacturers' name and address; wholesaler's name and address; dates; product names; and gallons of each product sold. This record series is maintained for reference purposes.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: The previous record series number was REV-278.)

DRR-103.1. ALCOHOLIC BEVERAGE REVERSION TO CITIES AND
COUNTIES:

20-011

This electronic series contains information regarding the distribution to cities and counties from the alcoholic beverage fund. Information may include: identification of municipality or county, mailing address, warrant amount, distribution period, and distribution amount. This record series is maintained to document the amount of alcoholic beverage tax returned to each municipality or county.

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

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

DEPARTMENT: Revenue
 DIVISION: Special Taxes
 OFFICE: Special Taxes & Licensing
 PROGRAM: Alcoholic Beverage/Cigarette
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0577

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

DRR-90. ALCOHOLIC BEVERAGE WHOLESALERS' DELINQUENT NOTICES:

08-001

This series is arranged alphabetically by city and retailer and contains wholesalers' lists of delinquent accounts. Information may include, but is not limited to: delinquent notices and notices of payments received. This record series is maintained to assist wholesalers in collection of delinquent accounts. The Department of Revenue sends the retailer the official delinquent notice.

RETENTION: Retain 1 year in office, then destroy provided no litigation is pending.

(Note: The previous record series number was REV-261.)

DRR-91. ALCOHOLIC BEVERAGE WHOLESALERS' ELLSWORTH AFB REPORTS:

08-001

This series is arranged chronologically and contains wholesale distributors' monthly reports of sales to Ellsworth Air Force Base. The US Armed Forces can buy direct from the wholesale distiller. The Department of Revenue and Ellsworth Air Force Base split the tax revenues generated from alcoholic beverage sales on the base when purchased from South Dakota wholesalers.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.

(Note: Alcoholic beverage sales are kept separately from all other sales.)

(Note: The previous record series number was REV-262.)

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

DEPARTMENT: Revenue
 DIVISION: Special Taxes
 OFFICE: Special Taxes & Licensing
 PROGRAM: Alcoholic Beverage/Cigarette
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0577

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

DRR-92. ALCOHOLIC BEVERAGE WHOLESALERS' PRICE FILINGS: Deleted
 from Schedule, 12/10/2020.

DRR-93. ALCOHOLIC BEVERAGE WHOLESALERS' TAX REPORTS: **20-011**

This monthly report series is arranged alphabetically and contains the tax reports submitted by alcoholic beverage wholesale distributors in South Dakota. Information may include: name, address, license number, reporting period, date, beverage category, beginning and ending inventories, sales, receipts and imports, deductions, tax computation, net taxes due, signatures, and liquor manufacturers' invoices. This record series is maintained to document the tax liabilities for wholesale alcoholic beverage distributors.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: The previous record series number was REV-265.)

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

DEPARTMENT: Revenue
 DIVISION: Special Taxes
 OFFICE: Special Taxes & Licensing
 PROGRAM: Alcoholic Beverage/Cigarette
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0577

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

DRR-94. ALCOHOLIC BEVERAGE WHOLESALERS' WEDNESDAY REPORTS:

08-001

This weekly report series is arranged chronologically and contains names of retailers to whom wholesalers may sell alcoholic beverages. Information may include: licenses currently delinquent, paid delinquent accounts, licenses transferred, and new licenses issued. This record series is maintained to provide wholesalers with an up-to-date list of retailers eligible to buy alcoholic beverages for resale.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was REV-266.)

DRR-95. BEER AND LIQUOR LICENSE PRINTOUTS: Deleted from Schedule, 12/10/2020.

DRR-96. BEER AND LIQUOR LICENSE REPORTS, ANNUAL: Deleted from Schedule, 12/10/2020

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Alcoholic Beverage/Cigarette
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0577

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

DRR-97. BONDS:

20-011

This series is arranged alphabetically and contains bonds as surety to cover alcoholic beverage wholesale distributor and cigarette distributor licenses. Information may include: name, address, date, terms and conditions of the bond, and bonding company name. This record series is maintained for audit purposes and to insure tax collections will be paid in the event that the business fails to pay them.

RETENTION: Retain active in office. Scan and retain electronic image for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-270.)

**DRR-98. CIGARETTE AND OTHER TOBACCO PRODUCTS (OTP)
TAX, INDIAN RESERVATIONS:**

20-011

This series contains information regarding Indian Reservation cigarette and OTP tax revenue. Agreements between Indian tribes and the department require that a percentage of tax generated through the sale of cigarettes and OTP on the reservations will be returned to the tribe monthly. Information may include: copies of distributors' monthly sales reports, tax calculation working papers, copies of vouchers generated to pay each tribe, and copies of relevant ordinances. This record series is maintained to document the amount of tax returned to each tribe and for audit purposes.

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

(Note: The previous record series number was REV-271.)

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

DEPARTMENT: Revenue
 DIVISION: Special Taxes
 OFFICE: Special Taxes & Licensing
 PROGRAM: Alcoholic Beverage/Cigarette
 RECORDS OFFICER: Bob Adams
 RM CUSTOMER #: 0577

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

DRR-99. CIGARETTE TAX STAMP CREDIT MEMOS:

20-011

This series contains credit memos issued for voided cigarette tax stamps. The manufacturer verifies the receipt of the cigarettes and the dollar value of the tax stamps. The distributor forwards the credit memo request along with the manufacturer’s statement of origin to the Department of Revenue where tax credits are issued. This record series is maintained to document credit issued for cigarette tax refunds and for audit purposes.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-272.)

DRR-100. CIGARETTE TAX STAMP ORDERS:

20-011

This series is arranged alphabetically, then chronologically and contains cigarette distributor orders for tax stamps. Information includes the quantity of tax stamps ordered monthly. This record series is maintained for audit purposes.

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

(Note: The previous record series number was REV-274.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Alcoholic Beverage/Cigarette
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0577

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

DRR-101. CIGARETTE WHOLESALE DISTRIBUTOR LICENSE APPLICATIONS:

20-011

This series is arranged numerically and contains the license applications from each cigarette wholesale distributor doing business in South Dakota. License applications are renewed annually. Information may include: name, business address, owner(s) identification, and license fees. This record series is maintained to document the license application process and for reference purposes.

RETENTION: Retain electronically for 10 years, then destroy.

(Note: The previous record series number was REV-276.)

DRR-102. CIGARETTE WHOLESALE DISTRIBUTOR MONTHLY REPORTS:

20-011

This monthly report series is arranged alphabetically and contains records of cigarette tax stamp purchases of each cigarette distributor in South Dakota. Information may include: date, distributor's identification, license number, and tax stamp purchases. This record series is reconciled against cigarette tax stamp orders, credit memos, receipts, sales, and inventory records.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

(Note: The previous record series number was REV-277.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Alcoholic Beverage/Cigarette
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0577

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

DRR-104. MALT BEVERAGE WHOLESALERS' GALLONAGE
REPORTS: Deleted from Schedule 12/10/2020.

DRR-105. OTHER TOBACCO PRODUCTS TAX RETURNS:

20-011

This series is arranged alphabetically by company, then chronologically by month within each company and contains tax returns. Information may include the monthly tax return for tobacco products -- other than cigarettes. This record series is maintained for audit purposes.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain 10 years then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-354.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Amusement Machines
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0060

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-106. AMUSEMENT MACHINES PERMIT APPLICATIONS:

08-001

This series is arranged numerically by license number and contains permit applications for all amusement machines in South Dakota. Information may include: owner's name and address; business name and address; and fee for each machine. This record series is maintained for reference purposes as a central depository for all amusement machines. A sticker is generated annually to be visibly displayed on the machine.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Bank Franchise
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0578

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-107. BANK FRANCHISE TAX RETURNS:

20-011

This series is arranged alphabetically by categories of state and national banks, savings and loan association, PCA's, and other financial institutions doing business in South Dakota and contains annual franchise tax information. One return is filed annually for each corporation with one or more financial institutions. Information may include: name, address, renewal notices, annual application, financial statement(s), net income, and franchise tax. This record series is maintained for audit purposes.

RETENTION: Retain paper 2 years in office, then transfer to storage for 4 years. Destroy paper after 6 years. Retain electronic images for 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-280.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Bingo/Lottery License
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0060

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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DRR-108. BINGO/LOTTERY PERMIT APPLICATIONS:

20-011

This series is arranged numerically by license number and contains applications for all bingo/lottery distributors and manufacturers in South Dakota. Information may include: owner's name and address; and business name and address. This record series is maintained for reference purposes.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy the paper upon verification of image quality.

ELECTRONIC IMAGE: Retain 10 years, then destroy.

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Inheritance Tax
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0059

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>
DRR-109.	<u>INHERITANCE TAX STIPULATION FILES:</u> Deleted from Schedule 12/10/2020.	

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

DEPARTMENT: Revenue
 DIVISION: Special Taxes
 OFFICE: Special Taxes & Licensing
 PROGRAM: Minerals and Severance Tax
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0579

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

DRR-110. MINERAL AND SEVERANCE TAX RETURNS:

08-001

This series is arranged alphabetically and contains quarterly mineral and severance tax returns for all companies that extract minerals or fossil fuels in South Dakota. Taxes are based on production and net income. Information may include: name, address, quarterly tax returns, annual application, financial statement(s), and net income. This record series is maintained to document the mineral and severance company tax returns for audit purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-285.)

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

DEPARTMENT: Revenue
 DIVISION: Special Taxes
 OFFICE: Special Taxes & Licensing
 PROGRAM: Refunds-Sales & Property Tax
 RECORDS OFFICER: Bobi Adams
 RM CUSTOMER #: 0580

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

DRR-111. REFUND CLAIMS, SALES AND PROPERTY TAXES:

20-011

This series is arranged alphabetically by county and contains sales and property tax refund claim applications submitted by elderly and disabled persons living in South Dakota. Information may include: name, address, date, county of residence, claim status, amount of income, investigation comments, correspondence, and refund calculations. This series may also include the batch listing of claims sent to the State Auditor which shows the names, addresses, and amounts of all claims. This record series is maintained for reference and audit purposes.

RETENTION: PAPER: Retain in office for 1 year, then destroy.

ELECTRONIC IMAGES/FILES: Retain 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The previous record series number was REV-287.)

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

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Trading Stamps
RECORDS OFFICER: Bobi Adams
RM CUSTOMER #: 0060

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

DRR-112.	<u>TRADING STAMP PERMIT APPLICATIONS:</u> Deleted from Schedule, 12/10/2020.	
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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Revenue
DIVISION: Special Taxes
OFFICE: Special Taxes & Licensing
PROGRAM: Washing Machines
RECORDS OFFICER: Bob Adams
RM CUSTOMER #: 0060

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

DRR-113. COIN WASHER & DRYER PERMIT APPLICATIONS:

08-001

This series is arranged alphabetically by license number and contains permit applications for all coin-operated washers and dryers in South Dakota. Information may include: owner's name and address; business name and address; and fee for each machine. The total number of machines appears on the license, which is posted in the laundry area so an inspector can see that all machines in the area are properly licensed and taxed. This record series is maintained for reference purposes as a central depository for all coin-operated washer and dryer permit information.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.

(Note: The previous record series number was REV-289.)