



STATE INVESTMENT COUNCIL

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Human Resources and Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

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

2025

PROJECT STAFF

Matthew L. Clark, State Investment Officer
South Dakota Investment Council

The employees of the South Dakota Investment Council who contributed their time to explain the purpose and review the content of each record.

Sarah Rust, Records Officer
South Dakota Investment Council

Dana Hoffer
State Records Manager

STATE RECORD DESTRUCTION BOARD

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

Steven Blair
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 30, 2025

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

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

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

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements for the transfer of records to state archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Matthew L. Clark (name), acting in my position as State Investment Officer (title), requests that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Investment Council (department) consists of 26 pages and contains record series number(s) SIC-1 (consecutively re-numbered) through SIC-49.

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 Investment Council (department) record series numbers(s) SIC-4, SIC-7, SIC-21, SIC-22, SIC-38, SIC-40, SIC-41, SIC-46, SIC-48, SIC-52, SIC-54, and SIC-63.

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.


Matthew L. Clark, State Investment Officer

11-4-16
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, Mathew L. Clark, acting in my position as State Investment Officer, 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 Investment Council consists of 9 page(s) and contains record series number(s) SIC-5, SIC-6, SIC-9, SIC-49, SIC-14, SIC-25, SIC-31, SIC-44, and SIC-47.

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 Investment Council consists of 2 page(s) and contains record series number(s) SIC-12, SIC-21, SIC-23, and SIC-43.

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.

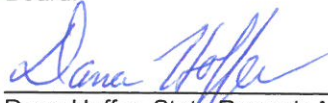


Mathew L. Clark, State Investment Officer

6-12-19

Date

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



Dana Hoffer, State Records Manager

7/3/2019

Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of July, 2019, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 19-005.**



Scott Bollinger, Chairman of the Board

7-16-19

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Matthew L. Clark, acting in my position as State Investment Officer, 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 Investment Council consists of 19 page(s) and contains record series number(s) SIC-1, SIC-3, SIC-4, SIC-5, SIC-6, SIC-7, SIC-8, SIC-13, SIC-14, SIC-15, SIC-17, SIC-18, SIC-19, SIC-25, SIC-37, SIC-26, SIC-31, SIC-32, SIC-35, SIC-44, SIC-39, SIC-40, and SIC-47.

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 Investment Council consists of 2 page(s) and contains record series number(s) SIC-22, SIC-28, and SIC-45.

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.


Matthew L. Clark, State Investment Officer

4/29/2025
Date

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


Dana Hoffer, State Records Manager

6/4/2025
Date

Addendum to the South Dakota Investment Council's Petition for Authority to Destroy Records

Records Destruction Board's Action(s):

- Amend retention for SIC-17 MONTHLY REPORTS to read as follows: Retain 2 ~~4~~ years, then destroy provided 1 year has passed since an independent post-audit report has been received.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 29th day of July 2025 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 25-005.**

Jason.Kettwig Digitally signed by Jason.Kettwig
Date: 2025.08.19 10:20:01 -05'00'

Jason W. Kettwig, Chairman of the Board

South Dakota Codified Laws:

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

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

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

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

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

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

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

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

Notes, Record Handling, & Definitions

Notes:

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

Record Handling:

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents 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.

TABLE OF CONTENTS

State Treasurer:

Investment Council:

SIC-1.	ADMINISTRATIVE REFERENCE FILES:	1
SIC-2.	AGENDAS, INVESTMENT COUNCIL:	1
SIC-3.	ANNUAL REPORTS, INVESTMENT COUNCIL:	2
SIC-4.	ASSET MATURITY SCHEDULES/PORTFOLIO HOLDINGS REPORT:	3
SIC-5.	AUDIT AND AGREED UPON PROCEDURES ENGAGEMENT PREPARATION FILE:	3
SIC-6.	AUDIT AND AGREED UPON PROCEDURES ENGAGEMENT REPORTS:	4
SIC-7.	BANK RECONCILIATIONS:	4
SIC-8.	BROKERS' COMMISSION FILE:	5
SIC-9.	BUDGETARY MSA ACCOUNTING PRINTOUTS, INTERNAL ANALYSIS:	5
SIC-49.	BUDGETARY VOUCHER LEDGER:	6
SIC-10.	BUDGETARY VOUCHERS, PAID:	6
SIC-11.	BUDGET FILES:	7
SIC-12.	BUDGET LEDGER SHEETS: DELETED FROM SCHEDULE, 07/16/2019.	7
SIC-13.	CASH RECEIPT TRANSMITTALS:	7
SIC-14.	CERTIFICATE OF DEPOSIT LISTINGS, SOUTH DAKOTA BANKS: ..	8
SIC-15.	COMPREHENSIVE INTERNAL PERFORMANCE ANALYSIS:	8
SIC-16.	CONTRACTS AND AGREEMENTS FILE:	9
SIC-17.	CUSTODIAL INSTITUTIONS: CUSTODIAL BANK/PRIME BROKER AND FUTURES STATEMENTS:	10
SIC-18.	DISASTER RECOVERY PLAN:	11
SIC-19.	ECONOMIC AND FINANCIAL MARKETS REFERENCE FILES:	11
SIC-20.	ELECTRONIC COMMUNICATION RECORDS:	12
SIC-21.	EQUITY VALUATION REPORTS: DELETED FROM SCHEDULE, 07/16/2019.	12
SIC-22.	FIXED INCOME REFERENCE FILE: DELETED FROM SCHEDULE, 07/29/2025.	12
SIC-23.	INTERNATIONAL RESEARCH FILES: DELETED FROM SCHEDULE, 07/16/2019.	12
SIC-24.	INVENTORY, CAPITAL ASSETS:	13
SIC-25.	INVESTMENT ACCOUNTING, DAILY ACTIVITY:	13
SIC-37.	INVESTMENT BOOK OF RECORD (IBOR) ASSET STATEMENTS AND TRANSACTIONS:	14
SIC-27.	INVESTMENT COUNCIL MEETING MATERIAL:	14
SIC-26.	INVESTMENT EARNINGS AND ANALYSIS FILE:	15
SIC-28.	LEAVE LOG: DELETED FROM SCHEDULE, 07/29/2025.	15
SIC-29.	LEGISLATION FILE:	15
SIC-30.	MINUTES, INVESTMENT COUNCIL MEETINGS:	16
SIC-31.	MONEY MARKET FUND RECORDS:	16

TABLE OF CONTENTS

SIC-32.	MSA VOUCHER REPORTS:	17
SIC-33.	OPEN RECORDS REQUESTS:.....	17
SIC-34.	PAYROLL/PERSONNEL PRINTOUTS:	18
SIC-35.	PERFORMANCE EVALUATION REPORTS–COST & MARKET FLOWS:	18
SIC-36.	PERSONNEL FILES:.....	19
SIC-44.	PRESENTATIONS:.....	19
SIC-38.	PRESS RELEASES/CLIPPINGS FILES:	20
SIC-39.	QUARTERLY INVESTMENT UPDATES:.....	20
SIC-40.	RESEARCH FILES, INVESTMENT COMPANIES:.....	21
SIC-41.	RESUMES':	21
SIC-42.	RULES, ADMINISTRATIVE:	22
SIC-43.	SPECIAL PROJECT FILES: DELETED FROM SCHEDULE, 07/16/2019.....	22
SIC-45.	SUBSCRIPTION FILES: DELETED FROM SCHEDULE, 07/29/2025.	22
SIC-46.	SURPLUS PROPERTY FILES:	23
SIC-47.	TRADE TICKETS:.....	23
SIC-48.	VENDOR FILES:.....	24

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-1. ADMINISTRATIVE REFERENCE FILES:

25-005

This series is arranged by subject matter and contains information used in the daily administration of the agency. Information may include, but is not limited to: policies and procedures, code of ethics and conflict of interest policies and reports, reference manuals, surveys, vendor information, position descriptions, mailing lists, records management, and 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.)

SIC-2. AGENDAS, INVESTMENT COUNCIL:

16-002

This series contains the originals to all agendas issued to Investment Council members. Information includes: date of meetings, location, time, and topics to be discussed. This series serves as a central file for all agendas issued by the Council and is used for reference.

RETENTION: Retain permanently in office.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-3. ANNUAL REPORTS, INVESTMENT COUNCIL:

25-005

This series is arranged chronologically by year and contains copies of "Annual Reports" issued by the Investment Council. Information may include: South Dakota Retirement Fund summary, Trust Fund summaries, Cash Flow Fund summary, various portfolio summaries, the Certificate of Deposit Program summaries, and working papers which include rough drafts, accounting sheet summaries, and computations. This record series serves as a yearly report concerning the operation of the Investment Council and is maintained as documentation of figures in the report. The information is reviewed each year for accuracy and corrected in subsequent reports if an error is found. The Annual Report is required pursuant to SDCL 4-5-36.

RETENTION: Retain one paper copy and the electronic report on the network drive permanently in office.

Retain working papers until obsolete, then destroy.

(Note: Annual Reports are available on the South Dakota Investment Council's website for 10 years, then removed.)

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

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

**SIC-4. ASSET MATURITY SCHEDULES/PORTFOLIO HOLDINGS
REPORT:**

25-005

This series is arranged chronologically by month and contains the accounting system generated reports. Reports include Asset Maturity Schedules, which lists maturity dates for fixed income securities held by the Investment Council; and Portfolio Holdings, which lists all securities held in the internal equity accounts. Information may include: security name, security description, maturity date, ticker, company name, shares held, and cost of shares. This record series is useful when scheduling maturity dates for all new securities purchased by the Investment Council, for quick reference concerning maturity dates of existing securities, and for quick reference for inventory records. Both reports are for internal purposes only.

RETENTION: Retain current month on network drive. Destroy superseded.

**SIC-5. AUDIT AND AGREED UPON PROCEDURES ENGAGEMENT
PREPARATION FILE:**

25-005

This series is arranged chronologically by year and contains documentation prepared to aid Legislative Audit in conducting Investment Council Audits and Agreed Upon Procedures (AUP) testing. Information may include, but is not limited to: statements of change in net position, statement of net position, portfolio analysis, cost and fair value flows, analysis worksheet, internal control narratives and flow charts, and employee compliance with office policies and procedures which may include but not limited to conflict of interest and personal transactions.

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

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

**SIC-6. AUDIT AND AGREED UPON PROCEDURES ENGAGEMENT
REPORTS:**

25-005

This series contains both Department of Legislative Audit, AUP, and private audit reports concerning the expenditures and administration of state funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report. Legislative Audit maintains the Audit Reports and AUP permanently. Annual audit is required pursuant to SDCL 4-5-35.

RETENTION: Retain 3 years in office, then destroy provided 1 year has passed since an independent post-audit report has been received.

(Note: Audit Reports are available on the South Dakota Investment Council's website for 10 years, then removed.)

SIC-7. BANK RECONCILIATIONS:

25-005

This series is arranged chronologically by month and contains copies of "Statement of Securities Held" issued by the custodian bank. Information includes: par value, description of security, security, and identification number. This record series is used by the Investment Council to verify state-owned securities.

RETENTION: Retain monthly statements for 1 year, then destroy. After the year-end audit is complete, retain the June 30th reconciliation for 1 year until superseded by the following year, then destroy.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-8. BROKERS' COMMISSION FILE:

25-005

This series contains a list of cumulative totals of commissions paid to each broker the Investment Council trades with. This file includes: separate reports for fixed income and equity trades. This record series is maintained for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

SIC-9. BUDGETARY MSA ACCOUNTING PRINTOUTS, INTERNAL ANALYSIS:

19-005

This series may contain weekly, monthly, and year-end computer-generated printouts and electronic reports which are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: Available Funds (monthly), Warrant Register (monthly), Object/Sub-Objects (monthly), Expenditure Report (monthly), and Revenue/Journal Voucher (monthly). This record series is maintained for reference and audit purposes.

RETENTION: Retain 4 years in office, 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:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-49. BUDGETARY VOUCHER LEDGER:

19-005

This Excel spreadsheet series is arranged numerically by voucher number and contains lists of vouchers submitted to the State Auditor's Office for processing. Information includes: voucher number, payee name, invoice amount, and date processed. This record series is maintained to reconcile with MSA reports.

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

SIC-10. BUDGETARY VOUCHERS, PAID:

16-002

This paper series contains the primary audit copies of all travel, non-cash, direct, receiving, and journal vouchers. The vouchers are filed chronologically by fiscal year and include: the reason the money was expended, date, who the funds went to or what account they were transferred to, and the authorized signatures. This record series is used to reconcile with "Budgetary Accounting Reports" for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

RETENTION: Retain 4 years in office, 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:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-11. BUDGET FILES:

16-002

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

RETENTION: Retain 5 years in office, then destroy.

SIC-12. BUDGET LEDGER SHEETS: Deleted from Schedule, 07/16/2019.

SIC-13. CASH RECEIPT TRANSMITTALS:

25-005

This series is arranged chronologically by month and contains the standard forms used to deposit funds in the State Treasury. Information includes: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. This record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's Office prepares and provides the State Investment Council with the details. The State Treasurer's Office maintains the originals.

RETENTION: Retain 4 years in office, 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:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-14. CERTIFICATE OF DEPOSIT LISTINGS, SOUTH DAKOTA BANKS:

25-005

This series contains manually prepared listings of Certificates of Deposit which the Investment Council currently maintains. Information includes: name of the institution the CD was drawn from, maturity date, interest rate, allocation schedule, and the net increase/decrease in each. The listing provides the names of the institutions providing CD's to the Council, and is used to record the growth ratio of each. The State Treasurer's Office maintains the original CDs

RETENTION: Retain 5 years in office, then destroy.

SIC-15. COMPREHENSIVE INTERNAL PERFORMANCE ANALYSIS:

25-005

This series is arranged chronologically by month and contains a detailed performance history of the Investment Council. The performance analysis is from inception to current quarter. The information in this file is used to disclose performance in the annual report, letters to the council, etc.

RETENTION: Retain permanently in office.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-16. CONTRACTS AND AGREEMENTS FILE:

16-002

This series contains both originals and copies of contracts and agreements between the agency and other parties. Information includes: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

RETENTION: Retain originals current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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.)

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

**SIC-17. CUSTODIAL INSTITUTIONS: CUSTODIAL BANK/PRIME
BROKER AND FUTURES STATEMENTS:**

25-005

This series is arranged chronologically by month contains information received from the Council's custodial bank and prime brokers. The bank statements received lists cash balances, pending items, failing items, and trades authorized through Depository Trust Corporation. In addition, there are files listing cash balance breakdowns, a problem file, daily transaction reports for all portfolios, and security lending files. Also included are details on securities held including par value, description of security, and security identification number. This record series is used by the Investment Council to verify state-owned securities. The bank statements and daily transaction reports are summarized in the downloaded monthly reports from the custodial institutions.

RETENTION: BANK STATEMENTS AND DAILY TRANSACTIONS REPORTS: Retain 1 month in office or until the monthly statement report is downloaded and saved to the network drive, then destroy.

CASH BALANCES, PROBLEM FILES, AND SECURITY LENDING: Retain previous year and current fiscal year in office, then destroy.

MONTHLY REPORT: Retain 4 years, then destroy provided 1 year has passed since an independent post-audit report has been received.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-18. DISASTER RECOVERY PLAN:

25-005

This series contains the initial procedures to be followed in case the office sustained a fire or other disaster. Information may include: items for the front office, research area, investment accounting, and investment personnel.

RETENTION: Retain current in office and on the network drive. Destroy superseded or obsolete.

(Note: Consider storing a copy of the Disaster Recovery Plan at a secure off-site location.)

SIC-19. ECONOMIC AND FINANCIAL MARKETS REFERENCE FILES:

25-005

This paper and electronic series is filed by subject matter and contains information relating to the general economy and financial markets. The series is made up of research on the economy and financial markets and is used primarily as a reference source when making investment decisions.

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

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-20. ELECTRONIC COMMUNICATION RECORDS:

16-002

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

RETENTION: Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

NON-RECORD MESSAGES: Retain until action has been taken, then destroy or delete.

SIC-21. EQUITY VALUATION REPORTS: Deleted from Schedule, 07/16/2019.

SIC-22. FIXED INCOME REFERENCE FILE: Deleted from Schedule, 07/29/2025.

25-005

SIC-23. INTERNATIONAL RESEARCH FILES: Deleted from Schedule, 07/16/2019.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-24. INVENTORY, CAPITAL ASSETS:

16-002

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, procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

RETENTION: Retain 4 years in office, then destroy 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.

SIC-25. INVESTMENT ACCOUNTING, DAILY ACTIVITY:

25-005

This series is arranged chronologically by day and contains information which describe and record the daily activity of all internal accounts. Information includes: trade tickets received from traders and the Depository Trusts Corporation's Confirms. The information is maintained for quadrennial review period. Quadrennial review is required pursuant to SDCL 3-12-118.

RETENTION: Retain 4 years in office, then destroy provided 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:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

**SIC-37. INVESTMENT BOOK OF RECORD (IBOR) ASSET
STATEMENTS AND TRANSACTIONS:**

25-005

This series is arranged chronologically by month and contains monthly asset statements as well as Investment Council transactions. Information includes: transaction date, settle date, broker name, shares or par value, description whether coupons or dividends are involved, maturity dates, unit price, cost and market value. This record series is used as support for performance evaluations, audit purposes, and for monthly reporting required pursuant to SDCL 4-5-32.

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

SIC-27. INVESTMENT COUNCIL MEETING MATERIAL:

16-002

This paper and electronic file series is arranged chronologically and contains the material provided to Investment Council members for their review and consideration at Investment Council meetings. Materials provided may include items such as: investment updates, presentation exhibits, reports, memos, etc. This record series is used to help members fulfill their policy making and monitoring responsibilities.

RETENTION: Retain 20 years in office, then destroy.

(Note: All material is subject to open records laws.)

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-26. INVESTMENT EARNINGS AND ANALYSIS FILE:

25-005

This series is arranged chronologically by month and contains the investment earnings and analysis files. Information includes: date, average balance of investments, total earnings for the period, accrued interest, total interest, and average yield. This record series is used to document the monthly rate of return for investments made by the Investment Council.

RETENTION: Retain current month on the network drive. Destroy superseded.

(Note: This information is found in the Annual Report which is maintained permanently in office and filed with the State Library.)

SIC-28. LEAVE LOG: Deleted from Schedule, 07/29/2025.

25-005

SIC-29. LEGISLATION FILE:

16-002

This series is arranged chronologically and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information includes: resource materials, correspondence, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-30. MINUTES, INVESTMENT COUNCIL MEETINGS:

16-002

This series is arranged chronologically and contains original minutes of the Investment Council's meetings. The minutes serve as official documentation of the Council's discussions, activities, and decisions.

RETENTION: Retain originals permanently in office.

(Note: Beginning with FY2012, Meeting Minutes are also available on the South Dakota Investment Council's website. Meeting Minutes will be available on-line for 5 years, then removed.)

SIC-31. MONEY MARKET FUND RECORDS:

25-005

This series is arranged chronologically and contains the daily breakdown of balances and interest received on money market funds for all accounts. The monthly summaries replace the daily summaries.

RETENTION: Retain for 2 fiscal years in office, then destroy.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-32. MSA VOUCHER REPORTS:

25-005

These monthly and year end reports are used to monitor and reconcile fiscal year receipts and expenditures for investments. Reports may include: Revenue Summary by Budget Unit; Company 8000 Trial Balance by Center; Monthly Revenue and Journal Voucher Report; Investment Activity and Balances by Company, Account, and Center, Cash Center Balances; Investment Transactions; and Monthly Activity for Agency Funds. This record series is maintained for reference and audit purposes.

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

SIC-33. OPEN RECORDS REQUESTS:

16-002

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

RETENTION: DENIAL LETTERS: Retain permanently either electronically or in print form.

ALL OTHER INFORMATION: Retain 4 years in office, 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:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-34. PAYROLL/PERSONNEL PRINTOUTS:

16-002

This series is arranged chronologically and contains the semi-monthly computer printout reports concerning payroll and personnel. Reports may include, but are not limited to: Payroll Authorization, Payroll Register, and Payroll Distribution Register. The information is used to monitor and reconcile payroll and benefit expenditures. This record series is maintained for reference and audit purposes.

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

SIC-35. PERFORMANCE EVALUATION REPORTS-COST & MARKET FLOWS:

25-005

This series is arranged chronologically by fiscal year and contains reports provided by the previous funds evaluation service as well as current internal worksheets for calculating performance. Information may include: rate of return, performance ranking, comparative analysis, other information regarding the evaluation of the fund, total assets, total income realized and unrealized gains/losses, fees, and transfers. This record series is used in preparing the annual report.

RETENTION: Retain in office permanently.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-36. PERSONNEL FILES:

16-002

This series is arranged alphabetically by name and contains a folder for each employee in the Investment Council. Information may include but is not limited to: applications for employment, personal data sheets, personnel action notices (PA 32s), position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. This record series is maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active in office. At the discretion of the Investment Officer, destroy by shredding 2 years after termination.

SIC-44. PRESENTATIONS:

25-005

This series is arranged by subject matter and contains presentations given by members of the Investment Council and staff. Information includes: title, subject, and the contents of each. This record series is used to document oral presentations and for reference when composing presentations of similar nature.

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

(Note: Records are subject to screening by State Archives prior to disposal.)

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-38. PRESS RELEASES/CLIPPINGS FILES:

16-002

This series is arranged chronologically and contains copies of press releases issued by the Investment Council and the resulting newspaper articles. This record series is useful in comparing the information released to that which was published and for reference when writing future releases of a similar nature.

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

SIC-39. QUARTERLY INVESTMENT UPDATES:

25-005

This series is arranged chronologically by quarter and contains the quarterly investment updates that provide the fair market value of the Investment Council assets on a quarterly basis. Information includes: quarterly valuations for all accounts, limited partners' performance numbers, asset allocation, and synopsis of the custodial banks security lending activity for the quarter. This record series is maintained to show a quick synopsis of each quarter of activity.

RETENTION: Retain permanently in office.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-40. RESEARCH FILES, INVESTMENT COMPANIES:

25-005

This series contains information related to company research. Information may include, but is not limited to: company annual reports, company financial statements, research articles, and portfolio manager analysis. These files are used daily by the portfolio managers when making investment decisions.

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

SIC-41. RESUMES':

16-002

This series contains copies of resumes' and other background information as filed by prospective employees. The information is reviewed each time a position vacancy occurs or there is a need for a specialized staff member.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-42. RULES, ADMINISTRATIVE:

16-002

This series contains copies of the Investment Council's administrative rules as promulgated pursuant to SDCL 1-24. Copies are filed with the Legislative Research Council, the Secretary of State and are printed in the Administrative Rules of South Dakota. Rules provide a means by which administrative procedures are to be carried out.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: 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.)

SIC-43. SPECIAL PROJECT FILES: Deleted from Schedule, 07/16/2019.

SIC-45. SUBSCRIPTION FILES: Deleted from Schedule, 07/29/2025.

25-005

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

DEPARTMENT:	State Treasurer
DIVISION:	Investment Council
OFFICE:	
PROGRAM:	
RECORDS OFFICER:	Sarah Rust
RM CUSTOMER #:	0170

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

SIC-46. SURPLUS PROPERTY FILES:

16-002

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

SIC-47. TRADE TICKETS:

25-005

This series is arranged chronologically and contains purchase/sale trade tickets from the trading team to investment accounting to notify of trade details. Information includes: date of transaction, fund name, broker name, purchase/sell decision, portfolio manager, and debt/equity information. This initiates the purchase/selling process of securities. The tickets are also used for quick reference to daily activities.

RETENTION: Retain 4 years in office, 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: State Treasurer
DIVISION: Investment Council
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Sarah Rust
RM CUSTOMER #: 0170

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

SIC-48. VENDOR FILES:

16-002

This series is arranged alphabetically by vendor name and contains general correspondence received from various firms who wish to conduct business with the Investment Council. Information may include: cover letters, company overviews, annual reports, performance indicators, and related information. They are maintained for reference concerning new vendors.

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