



DEPARTMENT
OF
TRIBAL RELATIONS

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

2021

PROJECT STAFF

Dave Flute, Secretary
Department of Tribal Relations

Dana Hoffer
State Records Manager

Travis Dovre, Records Officer
Department of Tribal Relations

Connie Nold
Records Management Specialist

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

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: July 15, 2021

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.

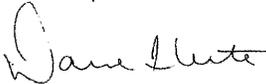
PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Dave Flute, acting in my position as the Secretary of the Department of Tribal Relations, 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 Tribal Relations consists of 8 page(s) and contains record series number(s) DTR-1 (consecutively numbered) through DTR-14.

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

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.



Dave Flute, Secretary of the Department of Tribal Relations

4/16/2021

Date

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



Dana Hoffer, State Records Manager

4/20/2021

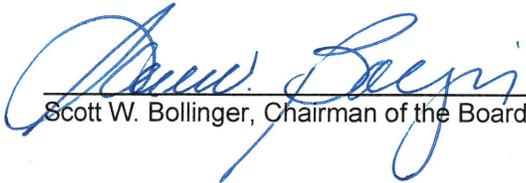
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 14th day of July, 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 21-010.**



Scott W. Bollinger, Chairman of the Board

7-14-2021
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:

- 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.

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

DEPARTMENT: Tribal Relations
DIVISION: Administration
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Travis Dovre
RM CUSTOMER #: 0335

<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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DTR-1. ADMINISTRATIVE REFERENCE FILES:

21-010

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

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

(Note: Annual Reports, Community Reference Files, General Correspondence, Organizational Charts, and Publications are subject to archival screening by the State Archivist prior to disposal.)

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

DTR-2. BUDGET REQUESTS:

21-010

This series is arranged chronologically and contains the budget requests of the various programs throughout the Department of Tribal Relations. Information may include: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. This record series is used to formulate the newest budget request for the program and for reference to determine budget amounts for previous years.

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

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DTR-3. BUSH FOUNDATION GRANT FILES:

21-010

This series is arranged chronologically by fiscal year and contains grant files. Information may include: financial reports and supporting documentation. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

RETENTION: Retain 4 years in office after the grant has been closed, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken

DTR-4. CONTRACTS AND AGREEMENTS:

21-010

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

RETENTION: Retain current in office. Transfer terminated to electronic storage for 6 years. 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 parities. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed. The State Auditor's Office maintains the contract one year after terminated, then destroys.)

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DTR-5. INCOMING CASH/CHECK LOG:

21-010

This series is comprised of an Excel spreadsheet used to document the receipt of money. Information may include: date money was received, amount received, funds and accounts to be credited, amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

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

DTR-6. INVENTORY, CAPITAL ASSETS:

21-010

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 that reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

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

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

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DTR-7. OPEN RECORDS REQUESTS:

21-010

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.

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

DTR-8. PERSONNEL/PAYROLL REPORTS:

21-010

This series consists of bimonthly computer reports concerning payroll and personnel. Reports may include, but are not limited to: time keeping reports, export reports, and payroll distribution register. This record series is used to check accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

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

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DTR-9. PHOTOGRAPH/VIDEO FILE:

21-010

This series is filed alphabetically and may contains original photographs, slides, negatives, and video footage used by the Department of Tribal Relations for its various publications. This record series is used in departmental promotions, provided upon request to media and others, and maintained for reference purposes.

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

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

(Note: Subject to archival screening by the State Archivist prior to disposal.)

DTR-10. RECORDS MANAGEMENT FILE:

21-010

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 electronically for 3 years, then destroy.

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

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DTR-11. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:

21-010

These daily, weekly, monthly**, and year-end** computer reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher report*, open purchase order report, available funds report*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance*, company general ledger trial balance*, expenditure report*, bank reconciliation report*, employee receivable report*, bank reconciliation report*, encumbrance detail report*, accounts payable report*, projects report*, cash center report*, object/sub-object report*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report*, company 8000 trial balance by center*, encumbrance balances report*, and special travel expenditure report. This record series is maintained for audit purposes.

RETENTION: Retain monthly and year end reports electronically on a shared network drive for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DTR-12. SURPLUS PROPERTY FILES:

21-010

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

DTR-13. VOUCHERS:

21-010

This series contains copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting. The Office of the State Auditor maintains the original vouchers for 7 years.

RETENTION: Retain electronically for 3 years, then destroy.

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DTR-14. ADMINISTRATIVE REFERENCE FILE, TRIBAL GOVERNMENT:

21-010

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

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

(Note: General Correspondence, Organizational Charts, News Releases, Newsletters, and Publications are subject to archival screening by the State Archivist prior to disposal.)

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