



DEPARTMENT
OF
VETERANS AFFAIRS

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
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2020

PROJECT STAFF

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The employees of the Department of Veterans Affairs and the State Veterans Home who contributed their time to explain the purpose and review the content of each record.

Dana Hoffer
State Records Manager

Connie Nold
Records Management Specialist

STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
Bureau of Administration
(Chairman)

Chelle Somsen, State Archivist
Department of Education

Russell Olson, State Auditor General
Legislative Audit

Pat Archer
Office of the Attorney General

Jenna Latham
Office of the State Auditor

Dana Hoffer
State Records Manager



DEPARTMENT OF
EXECUTIVE MANAGEMENT
**BUREAU OF
ADMINISTRATION**

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 20, 2020

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

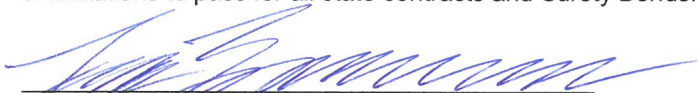
I, Larry Zimmerman, acting in my position as Secretary of the Department of Veterans Affairs, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Veterans Affairs (department) consists of 37 pages and contains record series number(s) VA-1 through VA-6; VA-6.1; VA-7 through VA-30; and SVH-1 through SVH-32.

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 Veterans Affairs (department) record series numbers(s) MVA-22, MVA-23, MVA-27, MVA-28, MVA-31, MVA-35, MVA-41, MVA-42, MVA-45, MVA-48, MVA-49, MVA-50, MVA-51, SVH-4, SVH-5, SVH-7, SVH-8, SVH-13, SVH-14, SVH-17, SVH-18, SVH-20, SVH-21, SVH-22, SVH-23, SVH-24, SVH-25, SVH-26, SVH-28, SVH-30, SVH-31, SVH-35, SVH-36, SVH-37, SVH-39, SVH-41, SVH-42, SVH-43, SVH-44, SVH-46, SVH-47, SVH-48, SVH-49, SVH-51, SVH-52, SVH-53, SVH-55, SVH-56, SVH-57, SVH-58, SVH-59, SVH-61, SVH-62, SVH-63, SVH-66, SVH-67, SVH-68, SVH-69, SVH-70, SVH-73, SVH-74, SVH-75, SVH-76, SVH-77, SVH-78, SVH-79, SVH-80, SVH-81, SVH-82, SVH-83, SVH-84, SVH-85, SVH-86, SVH-87, SVH-88, SVH-89, SVH-90, SVH-91, SVH-92, SVH-93, SVH-94, SVH-95, SVH-96, SVH-98, SVH-99, and SVH-103.

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.


Larry Zimmerman, Secretary of the Department of Veterans Affairs

11-9-17
Date

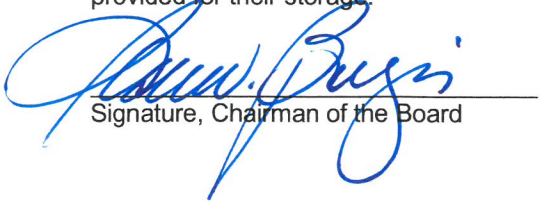
The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.


Dana Hoffer, State Records Manager

11-16-2017
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 11th day of December, 2017, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.


Signature, Chairman of the Board

12-11-17
Date

From: Whitlock, Greg Greg.Whitlock@state.sd.us
Subject: VAs Petition_2020 1 (003).pdf — Page 1
Date: May 20, 2020 at 7:28 AM
To: Michelle Whitlock whitlockgm@vastbb.net



file:///C:/Users/VAPR15046/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/
FH31C1TA/VAs%20Petition_2020%201%20(003).pdf#page=1
Sent from Mail for Windows 10

PETITION FOR AUTHORITY TO DESTROY RECORDS

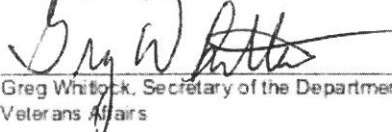
I, Greg Whitlock, acting in my position as Secretary of the Department of Veterans Affairs, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Veterans Affairs consists of 17 page(s) and contains record series number(s) SVH-1, SVH-2, SVH-3, SVH-4, SVH-5, SVH-6, SVH-7, SVH-8, SVH-9, SVH-10, SVH-11, SVH-12, SVH-13, SVH-14, SVH-15, SVH-16, SVH-17, SVH-18, SVH-20, SVH-21, SVH-22, SVH-23, SVH-24, SVH-25, SVH-26, SVH-29, SVH-30, SVH-31, and SVH-32.

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 Veterans Affairs consists of 1 page(s) and contains record series number(s) VA-6.1.

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.



Greg Whitlock, Secretary of the Department of
Veterans Affairs

5/20/2020
Date

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



Dana Hoffer, State Records Manager

05/20/2020
Date

Addendum to the Department of Veterans Affairs' Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- Amended the retention for SVH-10 to read as follows: Retain electronically in an EDMS for ± 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of July, 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 20-006.**



Scott Bollinger, Chairman of the Board

7-16-2020
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: Veterans Affairs
DIVISION: Secretary
OFFICE: _____
PROGRAM: Benefits & Services
RECORDS OFFICER: Connie Hohn
RM CUSTOMER #: 0134

<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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VA-1. ADMINISTRATIVE REFERENCE FILES:

17-010

This series is arranged alphabetically and contains information used for convenience of reference in the daily administration of the department. There may be separate files for each of the following: United States Department of Veterans Affairs, VA Black Hills Health Care System, Sioux Falls VA Health Care System, Michael J. Fitzmaurice State Veterans' Home, congressional offices, and other agencies and facilities. Information may include, but is not limited to copies of: correspondence, legislation, organization/association, property management information, monthly reports, policies and procedures, SD Veterans' Commission meeting agendas, and other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

RETENTION: CORRESPONDENCE &
POLICIES/PROCEDURES: 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.

(Note: Correspondence and Policies/Procedures are subject to screening by State Archives prior to disposal.)

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

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

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

DEPARTMENT: Veterans Affairs
DIVISION: Secretary
OFFICE: _____
PROGRAM: Benefits & Services
RECORDS OFFICER: Connie Hohn
RM CUSTOMER #: 0134

<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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VA-2. ANNUAL REPORT:

17-010

This series is arranged chronologically and contains a copy of the annual report sent to the Governor which provides an overview of the department's programs and activities. This record series is maintained to document the reports submitted to the Governor regarding Veterans Affairs and for historical reference purposes.

RETENTION: Retain one copy permanently.

(Note: Annual Reports are also posted on the Department's website.)

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

STATE OF SOUTH DAKOTA
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OFFICE: _____
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<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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VA-3. CERTIFICATION FILES, SERVICE OFFICERS:

17-010

This series is arranged alphabetically by county and officer's name and contains information regarding the certification of veterans' service officers. It is used as a tickler file to recertify officers at the end of their two-year appointment and thereafter at four year intervals. Information may include: county commissioner recommendations, minutes of the appointments, copies of military discharge records, and state field officer recommendations. This record series is used for reference purposes.

RETENTION: PAPER: Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

Retain electronically in an Electronic Document Management System (EDMS) for 10 years, then destroy.

STATE OF SOUTH DAKOTA
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AUTHORIZATION FORM
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DEPARTMENT: Veterans Affairs
DIVISION: Secretary
OFFICE: _____
PROGRAM: Benefits & Services
RECORDS OFFICER: Connie Hohn
RM CUSTOMER #: 0134

<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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VA-4. CLAIM FOLDERS:

17-010

This series is arranged alphabetically and contains information regarding claims filed by veterans requesting benefits. Information may include, but is not limited to: veteran's name, social security number, claim number, correspondence, contact sheet, transmittal sheet, application for benefits as a relative, medical records, statement of case, award letters, power of attorney, hearing transcript, appeals, and appeal decisions. This record series is maintained for documentation and audit purposes.

RETENTION: PAPER: Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

Retain electronically in EDMS (VetraSpec) permanently.

Retain existing microfilm for 90 years after last activity, then destroy.

(Note: Consider converting electronic images to microfilm.)

STATE OF SOUTH DAKOTA
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 (Std Form RM-1 Rev 1/03)

DEPARTMENT: Veterans Affairs
 DIVISION: Secretary
 OFFICE: _____
 PROGRAM: Benefits & Services
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0134

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

VA-5. CONFERENCE FILES, COUNTY VETERANS' SERVICE OFFICERS:

17-010

This series is maintained to have information on past state conference held for county and tribal service officers. Information may include: travel costs, correspondence, record of contracts made for speakers and outside participants, copies of pamphlets distributed at the conference, agendas for meetings held during the conference, names of attendees, and notes or critiques on making the CVSO Conference more instructive. This record series is maintained for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

VA-6. ELECTRONIC COMMUNICATION RECORDS:

17-010

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.

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

VA-6.1. **EMERGENCY LOAN FILES/FUND LEDGER**
DATABASE/FUND LEDGERS: Deleted from Schedule,
07/16/2020.

VA-7. **EMERGENCY OPERATIONS PLAN, STATE:**

17-010

This series contains the Department’s Emergency Operation Plan and includes: mission, organization, control, operational concept, and support services available. This record series is maintained for use by the Emergency Management Division.

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

VA-8. **MILITARY DISCHARGE COPIES:**

17-010

This series is arranged alphabetically by veteran's name and contains copies of military discharge records filed by South Dakota veterans. This service is offered by the Department of Veterans Affairs to any veteran who wishes to place on file a copy of their discharge records for safekeeping. Information on the discharge may include: name, branch, last major command, awards, military education, and discharge date. This record series is maintained to determine benefit eligibility and for reference and documentation purposes.

RETENTION: Retain 90 years in office, then transfer to State Archives for screening and final disposition.

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		<u>NUMBER</u>

VA-9. MINUTES, SD VETERANS' COMMISSION:

17-010

This series contains minutes of the South Dakota Veteran's Commission. Information may include: organization name, dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained as the official documentation of the commission's discussions, activities, and decisions.

RETENTION: Transfer to State Archives for permanent retention.

(Note: Agendas and minutes are posted on the Governor's Boards and Commissions web portal.)

VA-10. MINUTES, STAFF MEETINGS:

17-010

This series is arranged chronologically and contains minutes of internal staff meetings. Information may include: dates of meetings, staff members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

STATE OF SOUTH DAKOTA
 RECORDS RETENTION &
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DEPARTMENT: Veterans Affairs
 DIVISION: Secretary
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 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0134

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VA-11. NEWS UPDATES, MEDIA CLIPPINGS, AND PRESS RELEASES:

17-010

The Department maintains news updates, newspaper clippings, and articles regarding the department. This is maintained for reference and to document publicity received by the Department or articles and new releases written by department employees.

RETENTION: Retain 3 years in office, then destroy.

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

VA-12. PROCLAMATION FILES:

17-010

This file contains a listing of all proclamations requested by the Department. This record series is maintained as past proclamations are used for reference to language, style and format when drafting new proclamations for the Governor's signature.

RETENTION: Retain 2 years in office, then destroy.

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 PROGRAM: Benefits & Services
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VA-13. RULES AND REGULATIONS AND PROGRAM GUIDELINES:

17-010

This ring-binder series is arranged alphabetically by program name and may contain copies of rules and regulations pertaining to implementation of each program. This record series is used to insure compliance with current rules and regulations governing the administration and operation of the program.

RETENTION: Retain current in office. Destroy 4 years after superseded.

VA-14. STATISTICS FILES, WAR RELATED:

17-010

This 8 1/2" X 11" series is updated annually by the Veterans' Administration, is arranged alphabetically by war or conflict, and contains war related statistics regarding South Dakotans. Statistics may include: number of South Dakotans killed in action, number of prisoners of war, number of wounded, number of missing in action, and similar totals for each category for the entire country. This record series is maintained to document accurate information regarding South Dakotans and to answer inquiries regarding war related statistics.

RETENTION: Retain in office permanently.

(Note: Consider converting to microfilm.)

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VA-15. STRATEGIC PLAN, DIVISION:

17-010

This report is prepared to forecast the Department’s strategic plan for the next fiscal year. Information may include: goals, budget requests, missions, performance indicators, SD Veterans' Commission meetings planned, number of staff positions available, number of staff positions filled, workload statistics, projections, and legislative issues. This record series is maintained for reference to the department's operating plan.

RETENTION: Retain 2 years in office, then destroy.

VA-16. SUPPLEMENTAL SALARY FILES, VETERANS' SERVICE OFFICERS:

17-010

This series is arranged alphabetically by county or tribe and documents the actual payments made to reimburse each county for 25% of the Veterans' Service Officer's salary. Information may include: copies of direct vouchers, copies of payroll receipts, names of officers, and the original agreements to participate. This record series is maintained for documentation and for audit purposes.

RETENTION: Retain audit information 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 original agreement current in office. Destroy 4 years after terminated.

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VA-17. VETERANS' WAR BONUS RECORDS INDEX:

17-010

This index series is arranged alphabetically by veteran's name and is used as a quick reference to determine the location of the respective veterans "War Bonus Records" which are arranged numerically by application number. Information may include: name, address, serial number, and application or claim number. This record series is maintained as a quick reference to War Bonus Records.

RETENTION: PAPER: Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

Retain electronically in EDMS for 75 years after bonus has been paid, then destroy.

Retain existing microfilm for 75 years after bonus has been paid, then destroy.

(Note: Consider converting electronic images to microfilm.)

(Note: Subject to screening by State Archives screening prior to disposal.)

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VA-18. VETERANS' WAR BONUS RECORDS:

17-010

This series is arranged numerically by application number and documents the Veterans' War Bonus payments issued by the State in accordance with SDCL 33A-2-10 through SDCL 33A-2-33 which revised provisions relating to the Veterans' Bonus Program enacted for World War I, World War II, Korean Conflict, Vietnam, and including Persian Gulf War veterans. Information may include: name, address, serial number, copy of military discharge records, bonus claim applications, bonus claim number, and bonus payment date. This record series is maintained for documentation and audit purposes.

RETENTION: PAPER: Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

Retain electronically in EDMS for 75 years after bonus has been paid, then destroy.

Retain existing microfilm for 75 years after bonus has been paid, then destroy.

(Note: Consider converting electronic images to microfilm.)

(Note: Subject to screening by State Archives screening prior to disposal.)

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VA-19. APPRENTICESHIP PROGRAM STANDARDS FILES:

17-010

This series includes information defining the apprenticeship program standards published by the United States Department of Labor, Bureau of Apprenticeship and Training. The manual helps the program manager identify which programs are registered and which variables can be recognized by the State as acceptable for SD approved programs.

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

VA-20. APPROVAL FILES (ON-THE-JOB-TRAINING PROGRAMS):

17-010

This series contains information regarding veteran's on-the-job-training (OJT) program approval procedures and documentation. Information may include: application for approval as an OJTP training site, certified officials, business name, contact person, approval date, names of approved veteran participants, approved training agreement, supervisor's report, and quarterly reports. This record series is maintained to document approval of on-the-job-training programs and for reference purposes.

RETENTION: Retain current in office. Destroy 3 years after last activity.

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VA-21. G.I. BILL APPROVED PROGRAMS FILES:

17-010

This series is arranged alphabetically by school or program name and contains (apprenticeship, on-the-job training, and educational) program files. The files are used to document the approval of apprenticeship, on-the-job training and educational programs which are accredited by the state for G.I. Bill Programs. Information may include, but is not limited to: copies of the standard VA approval form, correspondence, program description, approving agency remarks, program booklets or brochures (if any), and last revision date. This record series is maintained for documentation purposes.

RETENTION: Retain 6 years in office, then destroy.

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VA-22. CASH RECEIPTS TRANSMITTALS:

17-010

This series is arranged chronologically and contains the standard forms used to deposit funds in the State Treasury. Information may include: 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 maintains the originals.

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.

VA-23. CHART OF ACCOUNTS:

17-010

This series is generated yearly by the Bureau of Finance and Management and lists all sub-object codes. Information may include: section, sub-section, coding structure, code number, account name, and description of the use. This record series is used for reference when coding vouchers, requisitions, and payroll/personnel forms.

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.

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VA-24. CONTRACTS, LEASES, AND AGREEMENTS:

17-010

This series contains contracts, leases, and agreements between the department 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 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.)

VA-25. FINANCIAL STATEMENTS:

17-010

Financial statements provide an overview of the Veterans Affairs' 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--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

RETENTION: Retain 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.

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VA-26. LOCAL BANKING ACCOUNT AUTHORIZATION:

17-010

This series is arranged chronologically and documents permission granted by the State Auditor and the State Treasurer for the agency to maintain a local banking account. Information may include: date, account name, account number, type of account, a list of authorized depositors, yearly dollar volume, signatures of individuals authorized to write checks on the account, and approving signatures. This record series is maintained for audit purposes to document the authorization received to maintain a local banking account.

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.

VA-27. RECORDS MANAGEMENT FILES:

17-010

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of project registration forms, inventory listings, 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: DESTRUCTION AUTHORIZATION FORMS:
 Retain 3 years in office, then destroy.

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

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VA-28. REIMBURSEMENT FILES, SAA:

17-010

This monthly series contains information used to monitor funds received from the Veterans' Administration in Washington, D.C. to reimburse the State for veterans' education funds disbursed by the State Approving Agency (SAA) to veterans. Information may include: federal vouchers, time and salary distribution sheets, travel documentation, and other related expenses. This record series is maintained 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.

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VA-29. SURPLUS PROPERTY FILES:

17-010

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: PAPER: Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

ELECTRONIC IMAGES/FILES: Retain 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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VA-30. VOUCHERS:

17-010

This series may contain copies of travel, non-cash, direct, receiving, journal vouchers, and journal voucher log. Each voucher may include: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is maintained as vouchers (along with the attached purchase orders, requisitions, packing slips, and invoices) are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes.

RETENTION: PAPER: Scan and maintain paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.

(Note: System-level backups occur daily.)

ELECTRONIC IMAGES/FILES: Retain 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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DEPARTMENT: Veterans Affairs
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 OFFICE: Superintendent
 PROGRAM: Administration/Business
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

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SVH-1. ADMINISTRATIVE REFERENCE FILES:

20-006

This series is arranged alphabetically and contains information used for convenience of reference in the daily administration of the State Veterans' Home in Hot Springs. Information may include, but is not limited to convenience copies of: budgets, correspondence, contracts, equipment, inventory, legislation, reports, research material, reference manuals, logs general correspondence, mailing list, Emergency Plans, operating manuals, minutes, policies and procedures, rules and regulations, ant other miscellaneous materials of interest or benefit to staff members. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for administrative decision making purposes.

RETENTION: FEDERAL CORRESPONDENCE: Retain electronically in an EDMS for 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.

ALL OTHER INFORMATION: Retain current files electronically in an EDMS. Destroy superseded or obsolete.

(Note: Monthly Activity Report is subject to screening by State Archives prior to disposal.)

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

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 RECORDS OFFICER: Connie Hohn
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SVH-2. AGREEMENTS, PATIENT TRANSFER:

20-006

This series is arranged chronologically by date and contains the original agreements written up between the South Dakota State Veterans Home and the Veterans Administration Hospital. Information may include: terms and conditions of the agreements, effective dates, costs, and authorized signatures. This record series is maintained as reference as these agreements grant the State Veterans Home authority to transfer patients to the hospital for care as required.

RETENTION: Retain active files electronically in an EDMS. Destroy 3 years after inactive.

SVH-3. APPLICATION FILES, DENIED OR NOT ENROLLED:

20-006

This series is arranged alphabetically by applicant name and contains all related documentation of people desiring to enter the State Veterans Home. Information may include: requests for applications, application forms, county Veterans Service Officer report, medical reports, financial statement forms, and medical records. The State Veterans Home uses this information to determine which applicants are qualified to enter the home. For those applicants who entered the home, this information becomes a part of the "Member Files". This record series contains files for those applicants who are not qualified, or were accepted but did not enroll in the Home.

RETENTION: Retain electronically in an EDMS for 4 years, then destroy.

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SVH-4. BANK STATEMENTS:

20-006

This file contains records from individual banks used for reconciliation purposes. Information may include: date, cancelled checks, deposit records, statements, and bank balance. This record series is used to reconcile local checking accounts with bank balances, for reference, documentation, and audit purposes.

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

SVH-5. CEMETERY RECORDS:

20-006

This series is arranged numerically by row and plot number and contains a listing of any member who is buried at the cemetery. Information may include: row number, plot number, and the name of the member buried at each plot. This record series is used to determine locations of buried members, and to determine plots still available for use.

RETENTION: Retain electronically in EDMS permanently.

(Note: Consider converting electronic images to microfilm.)

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SVH-6. CHECK STUBS:

20-006

This series contains stubs from checks issued by the State Veterans Home. Information may include: agency name, number, issue dates, amount, to whom, and amount of deductions. This record series is maintained for reference concerning the parties to whom checks were issued, and for reconciliation with the “Band Statements”.

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

SVH-7. CLAIMS FILES, ESTATE:

20-006

This series is arranged chronologically by date of issuance and contains all related information to file claims against a deceased member’s estate to collect outstanding balances due the institution. Information may include: letters to and from attorneys, correspondence to members of the estate, copies of any checks received for payment, and pink copies of the receipts. This record series documents the Home’s attempt to collect outstanding balances from the estate of deceased members.

RETENTION: Retain active files electronically in an EDMS. Destroy 4 years after paid-in-full provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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SVH-8. CONTRACTS, LEASES, AND AGREEMENTS:

20-006

This series contains contracts, leases, and agreements between the department 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 current files electronically in an EDMS. 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.)

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SVH-9. DEATH REGISTERS:

20-006

This series is arranged numerically, and is used to register members who expire. Information may include: register number, name, nativity, age at death, war they participated in, military rank, and cause of death. This record series is used to provide a comprehensive listing of all members who have expired while at the Home.

RETENTION: Retain electronically in EDMS for 10 years, then destroy. Destroy 10 years after inactive.

(Note: Electronic images/files are subject to screening by State Archives prior to disposal.)

SVH-10. DONATION FILES:

20-006

This series is arranged chronologically by date and contains a copy of the letter of appreciation sent to people who donate items to the State Veterans Home. Information may include: date, donor's name, and a copy of the receipt issued for the donation. This record series information is included in the Home's monthly "Newsletters".

RETENTION: Retain electronically in an EDMS 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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SVH-11. EXPENSE TRANSFERS:

20-006

This series is arranged chronologically by date and is used to document the transfer of monies from one account to another at the State Veterans Home. Information may include: department name, object/sub-object number, and amounts transferred. This record series is used to document the amounts transferred from one account to another to pay for various in-house expenses.

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

SVH-12. FEDERAL AID CLAIMED STATEMENTS:

20-006

This series is generated quarterly and is used to request reimbursement from the United States Veterans Administration for services rendered to veterans. Information may include: days of care, units of care on record, cost per unit, list of expenses, and total amount of reimbursement requested. This record series also includes the working papers used to document the computations.

RETENTION: Retain electronically in an EDMS for 4 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: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Superintendent
 PROGRAM: Administration/Business
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

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

SVH-13. FINANCIAL STATEMENTS:

20-006

Financial statements provide an overview of the State Veterans Home 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--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

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

SVH-14. MEMBER CARD FILES, DECEASED:

20-006

This series is a quick reference of all members who have expired. Information may include: member name, military organization, rank, date of death, and location of burial. This record series is used for reference to answer inquiries concerning the burial plots of deceased members.

RETENTION: Retain electronically in EDMS permanently.

(Note: Consider converting electronic images to microfilm.)

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

DEPARTMENT: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Superintendent
 PROGRAM: Administration/Business
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

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

SVH-15. MEMBER CENSUS:

20-006

This series is arranged chronologically and contains the census information for the State Veterans Home. Information may include, but is not limited to: member assignment information, building attendance reports, pass ledgers, member listings, number admitted, number discharged, monthly totals, and averages of members present and absent. This record series is used to compile monthly attendance averages which are used to claim reimbursement from the United States Veterans Administration for services provided to veterans, for reference purposes.

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

SVH-16. MEMBER FILES:

20-006

This series is arranged alphabetically by member name and contains a complete history of residents living at the State Veterans Home. Information may include: application to enter, financial statements, history sheets, medical summaries, correspondence, discharge papers, marriage certificates, information sheets, medical records, and letters of acceptance. This record series provides a history of all members who resided at the State Veterans Home.

RETENTION: Retain electronically in EDMS for 10 years. Destroy 10 years after inactive.

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

DEPARTMENT: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Superintendent
 PROGRAM: Administration/Business
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

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

SVH-17. MEMBER TRUST ACCOUNT LEDGERS:

20-006

This series is arranged alphabetically by member name and documents all cash deposited and disbursements made from a resident's account. Information may include: date, check number received, amount deposited, amounts withdrawn, and current balances. The Home provides this service to members who do not desire to maintain a private checking account. This record series is used for reconciliation and audit purposes.

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

SVH-18. NEWSLETTERS:

20-006

This series is arranged chronologically by date and contains a copy of all monthly and quarterly newsletters issued by the Home. Information may include: dates, topics of interest, weekly happenings, current events, calendar of upcoming events, and other miscellaneous information. This record series is used by the Superintendent to keep informed of Home activities, and to monitor the quality of the newsletters.

RETENTION: Retain electronically in an EDMS for 1 year, then destroy.

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

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

DEPARTMENT: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Superintendent
 PROGRAM: Administration/Business
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SVH-19. RECEIPT BOOKS:

17-010

This series contains receipts issued to document receipt of money. Receipts are numbered and may include: date the money was received, the amount to be credited to each fund account, and the signature of the person who received the money on behalf of the Home. All copies of voided receipts are also maintained in these books.

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

SVH-20. SURPLUS PROPERTY FILES:

20-006

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 in an EDMS for 4 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: Veterans Affairs
DIVISION: State Veterans Home
OFFICE: Direct Resident Care
PROGRAM: Activities Supervisor
RECORDS OFFICER: Connie Hohn
RM CUSTOMER #: 0189

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

SVH-21. ACTIVITY FILES:

20-006

This series is arranged alphabetically by activity name and is used for reference concerning the various activities functions which take place at the State Veterans Home. Information may include: activity name, background information, requirements of activity, and results of similar types of activity. This record series is used for planning various activities throughout the year.

RETENTION: Retain current files electronically in an EDMS. Destroy superseded or obsolete.

SVH-22. CALENDARS, ACTIVITY:

20-006

This series is arranged chronologically by date and contains a calendar of all activities planned for the upcoming month. Information may include: date, and events planned for each date. This record series information is used to inform all member of activities for the upcoming month, for reporting purposes, and for planning new calendar activities.

RETENTION: Retain electronically in an EDMS for 1 year, then destroy.

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

DEPARTMENT: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Direct Resident Care
 PROGRAM: Nursing
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

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

SVH-23. COMPLAINT FILES:

20-006

This series is arranged chronologically by date of incident and contains the summary of any complaints received about the facility or the care received. Information may include: date, complainant's name, nature of the complaint, name of investigator, manner in which it was investigated, findings of the investigation, corrective actions taken if any, and approving signatures. This record series is used to document the investigation of any complaints received from patients, and to ensure similar problems do not occur in the future.

RETENTION: Retain active files electronically on an EDMS. Destroy 4 years after resolved provided no litigation is pending.

SVH-24. ELECTRONIC MEDICAL RECORDS (EMR) SYSTEM:

20-006

This electronic medical records system contains patient's medical record information. Information may include, but is not limited to: care plans, incident reports, medical charts, medication cards, laboratory results, social histories, narcotic control sheets, vital sign readings, results of TB chest x-rays, and treatment logs. This record series is maintained for reference when treating the patients and to document their medical history.

RETENTION: Retain active files electronically in EMR. Destroy 10 years after inactive.

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

DEPARTMENT: Veterans Affairs
DIVISION: State Veterans Home
OFFICE: Direct Resident Care
PROGRAM: Nursing
RECORDS OFFICER: Connie Hohn
RM CUSTOMER #: 0189

RECORD		R.D.B.
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		<u>NUMBER</u>

SVH-25. SCHEDULING SHEETS:

20-006

This series is arranged chronologically by date and contains a completed schedule for the nursing department. Information may include: department name, period, employee name, days on, days off, and hours worked for each day. This record series is used to make up new schedules, and to draw time summary sheets.

RETENTION: Retain electronically in an EDMS for 1 year, then destroy.

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 RECORDS RETENTION &
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 AUTHORIZATION FORM
 (Std Form RM-1 Rev 1/03)

DEPARTMENT: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Direct Resident Care
 PROGRAM: Pharmacy
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

RECORD		R.D.B.
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SVH-26. CONTROLLED SUBSTANCE INVENTORIES:

20-006

This series contains the log of controlled substance inventory on-hand. Information may include: drug name, quantity on hand, strength, amounts issued, and ending balance. This record series is used to document the control procedures enforced to account for all controlled drugs issued and used by the facility.

RETENTION: Retain electronically in an EDMS for 5 years, then destroy.

SVH-27. MEDICATION ORDERS, PATIENT:

17-010

This series documents either new orders from the physician to the pharmacy and nurse to alter dosage, or to commence prescriptions for new patients. Information may include: patient name, station, date, reason, physician name, drug, time, and nurse. The charge nurse on each floor is also notified of medication changes.

RETENTION: Retain active in Enterprise. Destroy 10 years after inactive.

SVH-28. PROFILE CARDS, RESIDENTS:

17-010

This series documents medication given to patients. Information may include: name, physician, pharmacy, consultant note, medication, strength, date started, date stopped, prescription number, and dosage frequency. This record series provides quick reference to medication provided to the residents.

RETENTION: Retain active in Enterprise. Destroy 10 years after inactive.

STATE OF SOUTH DAKOTA
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 (Std Form RM-1 Rev 1/03)

DEPARTMENT: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Physical Plant
 PROGRAM: _____
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SVH-29. CEMETERY RECORDS:

20-006

This series is arranged numerically by row and plot number and contains a listing of any member who is buried at the cemetery. Information may include: row number, plot number, and the name of the member buried at each plot. This record series is used to determine locations of buried members, and to determine plots still available for use.

RETENTION: Retain electronically in an EDMS permanently.

(Note: Consider converting electronic images to microfilm.)

SVH-30. COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM:

20-006

This computerized maintenance management system contains information regarding facility maintenance operations. Information may include: asset management, maintenance management, preventive maintenance, and work order management. This record series is used for administrative purposes, planning purposes, and to ensure the work is completed.

RETENTION: Retain electronic information current.

STATE OF SOUTH DAKOTA
 RECORDS RETENTION &
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DEPARTMENT: Veterans Affairs
 DIVISION: State Veterans Home
 OFFICE: Physical Plant
 PROGRAM: _____
 RECORDS OFFICER: Connie Hohn
 RM CUSTOMER #: 0189

RECORD		R.D.B.
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		<u>NUMBER</u>

SVH-31. PLANS/SPECIFICATIONS, BUILDINGS:

20-006

This series is arranged alphabetically by building name and contains plans and specifications for all State Veterans Home buildings. Information may include: actual architectural blueprints of each building, booklets listing the specifications of each building, and related information. This record series is used for building maintenance, and for reference when considering future renovations.

RETENTION: Retain electronically in EDMS for life of building, then destroy.

(Note: Electronic images/files are subject to screening by State Archives prior to disposal.)

(Note: Consider converting to microfilm.)

SVH-32. SANITATION REPORTS:

20-006

This series is arranged chronologically by date and contains a copy of the report issued by the insect and rodent control service. Information may include: facility name, vendor name, types of insects sprayed for, types of rodents noted or observed, housekeeping practice comments, and inspector's signature. This record series is used by the Physical Plant to ensure that all insect and rodent control measures are being taken by the Home.

RETENTION: Retain electronically in an EDMS for 1 year, then destroy.