



WILDLAND FIRE  
RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota  
Bureau of Administration  
Records Management Program  
(605) 773-3589

## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: July 19, 2022

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

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

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

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

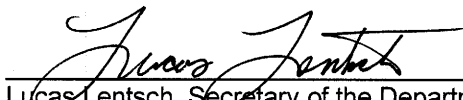
I, Lucas Lentsch (name), acting in my position as the Secretary of the Department of Agriculture (title), requests that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Agriculture (department) consists of 74 pages and contains record series number(s) SDDA-1 (consecutively re-numbered) through SDDA-119.

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 Agriculture (department) record series numbers(s) 401-3, 401-6, and 401-9.

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.

  
\_\_\_\_\_  
Lucas Lentsch, Secretary of the Department of Agriculture

11/10/15  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

11-24-2015  
\_\_\_\_\_  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of December, 2015, 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

12-16-15  
\_\_\_\_\_  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Craig Price, acting in my position as the Secretary of the Department of Public Safety, 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 Public Safety consists of 3 page(s) and contains record series number(s) SDDA-94, SDDA-95, and HP-10.1.

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

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.

  
\_\_\_\_\_  
Craig Price, Secretary of the Department of Public Safety

7/7/22  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

7/11/2022  
\_\_\_\_\_  
Date

**Records Destruction Board's Action:**

- Approved as originally petitioned.

\*\*\*\*\*

**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 19<sup>th</sup> day of July, 2022, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 22-005.**

  
\_\_\_\_\_  
Scott Bollinger, Chairman of the Board

7-19-2022  
Date

## **South Dakota Codified Laws:**

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

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

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

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

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

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

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

## Notes, Record Handling, & Definitions:

### Notes:

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.
- Pursuant to Executive Reorganization Order No. 2021-03. The Division of Wildland Fire under the Department of Agriculture was transferred to the Department of Public Safety.

### 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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DIVISION: Wildland Fire:

- This manual was created as a result of Executive Reorganization Order No. 2021-03. The Division of Wildland Fire under the Department of Agriculture was transferred to the Department of Public Safety.

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

DEPARTMENT: Public Safety  
DIVISION: Emergency Services  
OFFICE: Wildland Fire  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0752

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
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- **This manual was created as a result of Executive Reorganization Order No. 2021-03. The Division of Wildland Fire under the Department of Agriculture was transferred to the Department of Public Safety.**

**SDDA-84. DIVISION HISTORY AND REPORTS:**

**15-006**

This series is arranged by subject matter and contains division history and reports. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: monthly reports, division reports, correspondence, and news releases. This record series is maintained for reference purposes.

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

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

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RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0752

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**SDDA-85. EQUIPMENT REQUEST FOR PROPOSAL (RFP)–  
PROJECTS/BIDS/EVALUATIONS:**

**15-006**

This series is arranged by subject matter and contains equipment request for proposals. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: project form, bids received from contractors, and completed evaluation forms. This record series is maintained for reference purposes.

**RETENTION: PAPER:** Retain active in office. Scan closed projects. Retain scanned 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.

**ELECTRONIC IMAGES/FILES:** Retain 5 years after project has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

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**SDDA-86. FEDERAL EXCESS PERSONAL PROPERTY (FEPP)/FIRE  
FIGHTER PROPERTY (FFP) PROGRAMS:**

**15-006**

This series is arranged by subject matter and contains FEPP and FFP program information. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: use agreements, inspection forms, delivery forms, change of status forms, and disposal forms. This record series is maintained for reference purposes.

**RETENTION:** Retain original paper copies 7 years after disposal of property, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Records may be retained electronically, but the paper copies must be retained.)

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**SDDA-87. FEDERAL GRANTS:**

**15-006**

This series is arranged chronologically and contains federal grant information. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: a copy of the grant application, award notice, all correspondence pertaining to the grant, record of reimbursement requests, payments received, annual reports, and progress reports. Specific programs may include but are not limited to Volunteer Fire Assistance (VFA), Rural Fire Assistance (RFA), and Ready Reserve (RR) Grants. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION: PAPER:** Upon completion of the grant scan and retain copies of the agreement and billing statement for 3 years, then destroy.

**ELECTRONIC IMAGES/FILES:** Retain 5 years after grant has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Retain original application and signed agreement while the grant is ongoing.)

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**SDDA-88. FIRE COST REPORTS:**

**15-006**

This series is arranged chronologically and contains fire cost reports. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: name of fire, location of fire, date of fire, details of fire, cost of fire, fire billings, and fire timesheets. This record series is maintained for reference and for audit purposes.

**RETENTION:** PAPER: Retain in office until the fire is officially closed, then scan. Retain scanned 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.

ELECTRONIC IMAGES/FILES: Retain 10 years after fire has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: System-level backups occur daily.)

**SDDA-89. FIRE EQUIPMENT AGREEMENTS (COUNTIES):**

**15-006**

This series is arranged according to subject matter and contains fire equipment agreements. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: agreements and correspondence related to the fire equipment. This record series is maintained for reference purposes.

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

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**SDDA-90. FIRE INVESTIGATION PHOTOS:**

**15-006**

This series is arranged according to subject matter and contains fire investigation photographs. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in physical form. The photographs are part of fire investigations done by agency staff and local law enforcement to determine cause and/or negligence. This record series is maintained for reference.

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

**SDDA-91. FIRE MANAGEMENT FILES:**

**15-006**

This series is arranged according to subject matter and contains documents aiding in the management of fires that the division oversees. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information may include, but is not limited to: fire prevention, mobilization, suppression, and training programs and activities. This record series is maintained for reference.

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

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

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**SDDA-92. FIRE REPORTS-DISTRICTS:**

**15-006**

This series is arranged by report and contains fire reports filed by district offices. Information is maintained electronically in an Electronic Document Management System (EDMS), and in paper form. Information may include, but is not limited to: dates, type of fire, whether or not the fire was preventable, and number of acres involved. This record series is used to bill private landowners for costs incurred by fire fighters. This series is subject to a federal audit.

**RETENTION:** Retain 4 years in office, then transfer to storage for 4 years. Destroy paper and electronic images after 8 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-93. FIRE REPORTS-STATE FIRE MARSHAL:**

**15-006**

This series is arranged according to subject matter and contains the State Fire Marshal's fire reports regarding fires in South Dakota. Information is maintained electronically in an Electronic Document Management System (EDMS), and in paper form. Information may include, but is not limited to: type of fire, type of acres, number of fires, type of land, total fires, and total dollars loss. This record series is used for trend analysis, and for review of forest and range fire situation. This information is submitted to the US Forest Service every ten years.

**RETENTION:** Retain in office until the fire is officially closed, then scan paper. Retain paper and electronic images for 10 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**SDDA-94. LANDOWNER FUELS REDUCTION GRANTS-CONSENT FORMS:**

**22-005**

This series contains the signed form submitted by landowners authorizing the State to burn slash pile in their property. Information may include, but is not limited to: landowner consent forms, and pile burn consent forms. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain for 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.

ELECTRONIC IMAGES/FILES: Retain 3 years after project has closed, 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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**SDDA-95. LANDOWNER FUELS REDUCTION GRANTS PROGRAM:**

**22-005**

This series is arranged by subject matter and contains landowner fuel reduction grant information. Information maintained electronically in an Electronic Document Management System (EDMS), and in paper form. Information may include, but is not limited to items in the 50% landowner Packet which may include: request forms, assessment bids, bid accept letters, certification of completion, proof of payment, vouchers, and project billing and match statements. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain for 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.

ELECTRONIC IMAGES/FILES: Retain 5 years after project has closed, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**SDDA-96. WILDLAND FIRE TRAINING RECORDS:**

**15-006**

This series is arranged by name and class and contains wildland fire training records. Information may be maintained electronically in an Electronic Document Management System (EDMS), or in paper form. Information includes rosters for each class that State has hosted. This record series is maintained for reference purposes.

**RETENTION:** PAPER: Scan and retain scanned 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.

ELECTRONIC IMAGES/FILES: Retain 5 years, then destroy.