



# DEPARTMENT OF PUBLIC SAFETY

## RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Human Resources and Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

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

# 2023

## PROJECT STAFF

Craig Price, Secretary  
Department of Public Safety

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

Dawn Hill, Records Officer  
Department of Public Safety

Dana Hoffer  
State Records Manager

## STATE RECORD DESTRUCTION BOARD

Darin Seeley, Commissioner  
Bureau of Human Resources  
and 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 13, 2023

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Public Safety (department) consists of 42 pages and contains record series number(s) EM-1 (consecutively re-numbered) through EM-5; EMS-1 (consecutively re-numbered) through EMS-2; FM-1 (consecutively re-numbered) through FM-10; AR-1 (consecutively re-numbered) through AR-5; HP-1 (consecutively re-numbered) through HP-12; SRC-1 (consecutively re-numbered) through SRC-6; DL-1 (consecutively re-numbered) through DL-12; ISP-1; WM-1 (consecutively re-numbered) through WM-5; and DPS-1 (consecutively re-numbered) through DPS-8.

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 Public Safety (department) record series numbers(s) EM-1, EM-2, EM-5, EM-8, EMS-1, EMS-3, EMS-5 thru EMS-8, FM-1, FM-2, FM-5 thru FM-7, FM-9, FM-17 thru FM-22, AR-1, AR-4 thru AR-9, AR-13 thru AR-21, HP-1 thru HP-5, HP-7 thru HP-11, HP-13 thru HP-15, HP-17 thru HP-25, HP-27 thru HP-31, HP-33 thru HP-43, HP-45, HP-47, HP-48, HP-50 thru HP-69, HP-71 thru HP-80, HP-82 thru HP-84, HP-86 thru HP-88, HP-90 thru HP-98, HS-1 thru HS-4, SRC-4, SRC-6 thru SRC-8, SRC-10 thru SRC-18, SRC-20, DL-1, DL-3 thru DL-6, DL-8 thru DL-11, DL-15 thru DL-20, DL-22 thru DL-27, DL-29, DL-34 thru DL-36, ISP-1 thru ISP-3, ISP-5, ISP-6, WM-1 thru WM-4, WM-9, HLS-1 thru HLS-7, DPS-1, DPS-3, and DPS-5 thru DPS-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.

Tom Dravland  
Tom Dravland, Secretary of the Department of Public Safety

8/16/07  
Date

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

Dana Hoffer  
Dana Hoffer, State Records Manager

8/20/2007  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 22<sup>nd</sup> day of August, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Steven P. Stoneback  
Signature, Chairman of the Board

8-22-07  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Public Safety (department) consists of 1 page and contains record series number(s) HP-9.1.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Public Safety (department) record series numbers(s) N/A.

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

Tom Dravland  
Tom Dravland, Secretary of the Department of Public Safety

11/5/10  
Date

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

Dana Hoffer  
Dana Hoffer, State Records Manager

12-14-2010  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15<sup>th</sup> day of December, 2010, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Michael Smith  
Signature, Chairman of the Board

12/15/10  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Public Safety (department) consists of 1 page and contains record series number(s) DPS-1A and DPS-1B.

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 Public Safety (department) record series numbers(s) N/A.

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

  
\_\_\_\_\_  
Trevor Jones, Secretary of the Department of Public Safety

11-28-2011  
Date

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

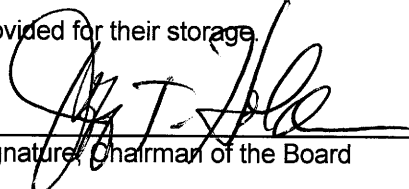
  
\_\_\_\_\_  
Dana Hoffer, State Records Manager

12-7-2011  
Date

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## DESTRUCTION AUTHORITY <sup>th</sup>

I hereby certify that the State Records Destruction Board met on the 15 day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

  
\_\_\_\_\_  
Signature, Chairman of the Board

12-15-11  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

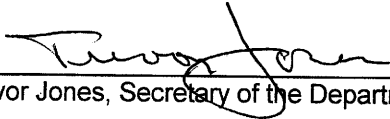
I, Trevor Jones (name), acting in my position as Secretary of the Department of Public Safety (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Department of Public Safety (department) consists of 1 page and contains record series number(s) DPS-1.1.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Department of Public Safety (department) record series numbers(s) N/A.

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



\_\_\_\_\_  
Trevor Jones, Secretary of the Department of Public Safety

12-5-2012  
Date

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



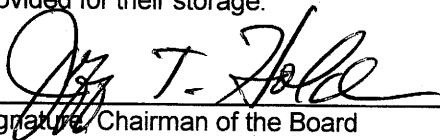
\_\_\_\_\_  
Dana Hoffer, State Records Manager

12/11/2012  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 13<sup>th</sup> day of December, 2012, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



\_\_\_\_\_  
Signature, Chairman of the Board

12-13-12  
Date

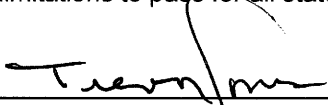
# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Trevor Jones (name), acting in my position as Secretary of the Department of Public Safety (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 Public Safety (department) consists of 3 pages and contains record series number(s) DPS-1.2, SRC-5.1, and SRC-5.2.

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.

  
\_\_\_\_\_  
Trevor Jones, Secretary of the Department of Public Safety

11-18-2015  
\_\_\_\_\_  
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

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## 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, Trevor Jones (name), acting in my position as Secretary of the Department of Public Safety (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 Public Safety (department) consists of 2 pages and contains record series number(s) EM-3 and DPS-5.

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.

  
\_\_\_\_\_  
Trevor Jones, Secretary of the Department of Public Safety

11-07-2016  
Date

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

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

12-1-2016  
Date

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## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 20<sup>th</sup> day of December, 2016, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

  
\_\_\_\_\_  
Signature, Chairman of the Board

12-20-16  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, 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 49 page(s) and contains record series number(s) EM-1, EM-2, EM-3, EM-3.1, EM-4, EM-5, FM-1, FM-2, FM-3, FM-4, FM-6, FM-7, FM-7.1, FM-8, FM-9, AR-1, AR-2, AR-3, AR-5, HP-7, HP-5, HP-6, HP-8, HP-9, HP-2, HP-9.1, HP-3, HP-12, SRC-1, SRC-2, SRC-3, SRC-4, SRC-5, SRC-5.1, SRC-5.2, SRC-6, DL-1, DL-2, DL-4, DL-5, DL-8, DL-10, DL-11, ISP-1A, ISP-1, WM-1, WM-2, WM-3, WM-4, WM-5, VS-1, VS-2, DPS-1B, DPS-1C, DPS-1, DPS-1.3, DPS-3, DPS-4, DPS-4.1, DPS-4.2, DPS-4.3, DPS-5, DPS-2, DPS-2.1, DPS-6, DPS-6.1, DPS-7, and DPS-7.1.

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

Authority is also requested to delete the "Records Retention and Destruction Schedule" Authorization of the Department of Public Safety consists of 8 page(s) and contains record series number(s) FM-5, FM-10, HP-1, HP-4, HP-11, DL-3, DL-6, DL-7, and DL-12.

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

11/20/19  
\_\_\_\_\_  
Date

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

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

11/27/2019  
\_\_\_\_\_  
Date

**Addendum to the Department of Public Safety's Petition for Authority to Destroy Records.**

**Records Destruction Board's Action(s):**

- Amended the Note for EM-5 to read: (Note: File with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and file one copy with State Archives.)
- Amended the Note for AR-3 to read: (Note: File with the State Library pursuant to SDCL 14-1A and ARSD 24:30:07:06; and file one copy with State Archives.)
- Amended the last sentence of the description for HP-6 to read: This record series is maintained to keep records of investigations concerning threats to the safety of the Governor and his their family.

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**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 19<sup>th</sup> day of December, 2019, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 19-010.**

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

12-19-19  
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 1 page(s) and contains record series number(s) DPS-4.3.

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

11/21/20  
\_\_\_\_\_  
Date

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

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

11-4-2020  
\_\_\_\_\_  
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

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**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 10th day of December, 2020, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 20-016.**

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

12-10-2020  
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.

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**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


# 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 2 page(s) and contains record series number(s) HP-8, HP-9, and HP-2.

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

5/20/23  
\_\_\_\_\_  
Date

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

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

6/1/23  
\_\_\_\_\_  
Date



**Records Destruction Board's Action:**

- Approved as originally petitioned.

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**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 13<sup>th</sup> day of July, 2023, 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 23-001.**

*Darin R. Seeley*

Darin R. Seeley (Jul 13, 2023 13:24 CDT)

Darin R. Seeley, Chairman of the Board

Jul 13, 2023

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. 2015-01, Emergency Medical Services under the Department of Public Safety was transferred to the Department of Health effective April 17, 2015. Record series numbers EMS-1 and EMS-2 have been removed from this manual.

### **Record Handling:**

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

### **Definitions:**

**Superseded:** To take the place of; replace.

**Obsolete:** No longer in use.

# TABLE OF CONTENTS

DEPARTMENT: Public Safety

DIVISION: Emergency Service

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

DEPARTMENT: Public Safety  
DIVISION: Emergency Service  
OFFICE: Emergency Management  
PROGRAM: Administration  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0161

<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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**EM-1. COUNTY EMERGENCY OPERATIONS/PRE-DISASTER  
MITIGATION PLANS:**

**19-010**

This electronic series is arranged alphabetically by county and contains each county's response and recovery plans in the event of an emergency or disaster. The plans are created at the county level and submitted electronically to the Office of Emergency Management for technical review before a copy is forwarded to the Federal Emergency Management Agency (FEMA). Information may include: lists of natural hazards within the county, and mitigation projects that can be completed to reduce the risks and effect of disasters. The plans establish the protocol each county will follow for response and recovery in the event of an emergency or disaster.

**RETENTION:** Retain current FEMA-approved plans in office. Destroy superseded or obsolete.

(Note: The plans are updated every year.)

**EM-2. COUNTY FILES:**

**19-010**

This paper and electronic series is arranged alphabetically by county and subdivided by topic and contains information regarding the interaction between this office and each county. Information may include but is not limited to: state and local agreements and personnel action forms. The information is filed together for quick reference to determine what services and capabilities are available in each county during an emergency.

**RETENTION:** Retain 4 years in office following the end of the period of performance. 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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OFFICE: Emergency Management  
PROGRAM: Administration  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0161

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

**EM-3. DISASTER FILES:**

**19-010**

This paper and electronic series is arranged alphabetically by county and contains information documenting disasters (declared, undeclared, and major) and copies of claims filed by counties billing the federal government for assistance in disaster cleanup. Information may include but is not limited to: description of the cause, type, and severity of each disaster; summary of events, type and amount of assistance received, photographs, correspondence, claims, supporting documentation regarding expenses incurred, and copies of the President's or Governor's disaster declarations. The information is maintained for audit purposes and for possible litigation purposes.

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

**ELECTRONIC:** Retain electronic files on N:/ drive. Destroy electronic files 3 years after closure provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Federal disaster grant information is retained electronically in EMMIE, the web-based program maintained by the Federal Emergency Management Agency (FEMA). State information is maintained by the Office of Emergency Management.)

(Note: Property acquisitions are required to remain vacant; therefore, copies of those projects, location identification, and deeds are to remain on file permanently.)

(Note: Records are subject to screening by the State Archivist prior to disposal. Annually, the Office of Emergency Management will contact State Archives to make arrangement for the screening of any records that have met retention requirements.)

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333; and comply with the disposition instructions of 2 CFR § 200.313(e)).



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**EM-3.1. ELECTRONIC COMMUNICATION RECORDS:**

**19-010**

This paper and electronic series contains but is not limited to email messages, recorded telephone conversations, instant messages, etc. created or received by employee of the South Dakota Office of Emergency Management. It is permissible to print record messages and electronic communications then files them with records of similar content.

**RETENTION:** If the message is an official record made, received pursuant to law, or in conjunction with the transaction of official business, the retention period for that record would be based on content and covered by an existing record series in the manual.

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RM CUSTOMER #: 0161

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**EM-4. FINANCIAL CLAIMS AND VOUCHERS:**

**19-010**

This paper and electronic series is arranged alphabetically and contains copies of claims and vouchers submitted by each county or the state office to request reimbursement of administrative costs, salaries, and benefit expenses from the Federal Emergency Management Agency (FEMA). Information may include: county, state, amount, type of expense (salary expenses, travel expenses, administrative costs), and FEMA reports. The original claims are sent to FEMA to request reimbursement of county and state emergency management program expenses. The original vouchers are sent to the State Auditor's office. The information is maintained for reference and for federal audit purposes.

**RETENTION:** PAPER: Retain paper files 2 years in office, following the end of the period of performance, then transfer to storage for 3 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC: Retain electronic files on the N:/ drive. Destroy electronic files 5 years following the end of the period of performance provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**EM-5. PUBLICATIONS FILES (ORIGINALS):**

**19-010**

This series contains the original printing master of all handbooks, operating plans, reports and other documents published within this division. Publications may include but are not limited to: Tommy the Turtle books, South Dakota Severe Weather Preparedness Guide, and the South Dakota Winter Weather Preparedness Guide. The masters are used for printing purposes. Copies are printed for distribution to counties and others as requested.

**RETENTION:** Retain reference copies current in office. Destroy superseded or obsolete.

Retain printing masters current in office, then transfer to storage for 2 years. Destroy 2 years after superseded or obsolete.

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

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DEPARTMENT: Public Safety  
DIVISION: Emergency Service  
OFFICE: Fire Marshal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0053

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**FM-1. BOILER REPORT FILE:**

**19-010**

This electronic and paper series is arranged alphabetically by town name and contains a copy of the report of inspection and of the certificate issued. Information may include: date of inspection, owner's name, business name and address, boiler location if different from business address, kind of inspection, type of boiler, and inspector's remarks. This record series is maintained to keep a certified account of all boiler inspections in the state and their results.

**RETENTION:** Retain 2 years in office, then destroy.

**FM-2. CERTIFICATION FORMS, FIRE DEPARTMENT:**

**19-010**

This electronic and paper series contains forms that report information about the numbers of: officials, ladders, pumpers, and other equipment at each station. The forms are received each year to provide new and updated information for statistical purposes. The forms are reviewed upon receipt to insure that each fire department meets certification standards.

**RETENTION:** Retain 1 year in office. Destroy when superseded.

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0053

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**FM-3. EXPLOSIVES PERMIT APPLICATIONS:**

**19-010**

This electronic and paper series is arranged alphabetically by applicant's name and contains original permit applications. Information may include: business name, address, telephone number, type of permit requested, employee's name, social security number, date of birth, signature, notary seal, and notary's signature. The forms are used to apply for explosives permits. All applications must be received and reviewed by the State Fire Marshal.

**RETENTION:** Retain 3 years in office, then destroy.

**FM-4. FIRE DEPARTMENT INCIDENT REPORTS:**

**19-010**

This electronic and paper series contains reports submitted by the various fire departments in the state informing the Fire Marshal of the fire and incident calls they have made. Fire Marshals use the information for statistical reporting and possible investigation.

**RETENTION:** PAPER: Retain incomplete reports for 10 years, then destroy.

ELECTRONIC: Retain electronic files 10 years in the State Reporting System, then destroy.

MICROFILM: Retain existing microfilm for 10 years, then destroy.

(Note: Electronic reports are also uploaded to the National Fire Incident Reporting System (NFIRS).

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OFFICE: Fire Marshal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0053

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**FM-5. FIRE INCIDENTS REPORT PRINTOUT:** Deleted from Schedule,  
12/19/2019.

**FM-6. FIRE INVESTIGATION FILES:**

**19-010**

This confidential series includes: investigation reports, special investigation reports, lab reports, photographs, negative copies of photos, and magnetic audio cassettes of depositions and interviews. Files are arranged alphabetically by town, then by property owner's name.

**RETENTION:** PAPER: Retain 5 years in office, then send to Records Management to be scanned and images converted to microfilm. Destroy paper after 30 days.

ELECTRONIC/MICROFILM: Retain permanently.

(Note: Electronic files are transferred to the M:/ drive then downloaded to a CD by State Fire Marshal staff.)

**FM-7. FIRE TRAINING FILES:**

**19-010**

This electronic database and paper series is arranged alphabetically by fire department name and contains fire training files. Information may include: members name, address, fire department name, courses taken, location, date of course taken, number of hours attended, instructor's name, certification date, class attendance lists, etc. This series is used to track training that has been conducted. The database is also used to issue certificates upon completion of training.

**RETENTION:** Retain current. Destroy superseded or obsolete.

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OFFICE: Fire Marshal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0053

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**FM-7.1. FIRESAFE CIGARETTE APPLICATIONS:**

**19-010**

This electronic and paper series filed alphabetically by manufacturer and contains original applications, certification forms, certificates of test documentation, packages, etc. Information may include but is not limited to: manufacturer's name, contact information, name of person completing the form, brand, style, length and circumference, flavor, filter or non, package type, test results, marking approval, fee calculation and certification information (dealers, agents), etc.

**RETENTION:** Retain current year in office. Transfer to storage for 4 years, then destroy.

**FM-8. FIREWORKS, APPLICATIONS:**

**19-010**

This electronic and paper series contains originals and copies of the fireworks license applications. The Fire Marshal's Office is responsible for issuing these licenses. Information includes: business name, address, owner's name, and signature.

**RETENTION:** Retain 2 years in office, then destroy.

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 OFFICE: Fire Marshal  
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**FM-9. INSPECTION FILES/GENERAL, SCHOOLS & STATE BUILDINGS:**

**19-010**

This electronic and paper series contains fire safety inspections of facilities such as: hotels, cafes, senior centers, public buildings, day care centers, schools, state-owned buildings, L.P. gas distributors, and flammable liquid suppliers. Information may include, but is not limited to: plans, plan review forms, notes, and related correspondence, complaint correspondence, etc. Information is used to document inspections have been completed as required, to insure deficiencies (if any) have been corrected, and to provide proof that these facilities meet fire and life safety codes.

**RETENTION: PAPER:** Retain 1 year in office, then send to Records Management to be scanned and images converted to microfilm. Destroy paper after 30 days.

**ELECTRONIC/MICROFILM:** Retain 10 years, then destroy.

(Note: Electronic files are transferred to the M:/ drive then downloaded to a CD by State Fire Marshal staff.)

**FM-10. INSPECTION FILES/SCHOOLS: Deleted from Schedule, 12/19/2019.**



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DEPARTMENT: Public Safety  
DIVISION: Enforcement  
OFFICE: Accident Records  
PROGRAM: Accident Records  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 1069

<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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**AR-1. ACCIDENT RECORD REQUESTS:**

**19-010**

This paper and electronic series is arranged chronologically and contains requests for copies of accident records. Requests come in from individuals, insurance companies, and lawyers. Information may include: date of accident, individuals involved in an accident and location of accident, accident record places, amount of money received, check number, accident number sent, and receipt number of the request. This record series is used for logging and disposition of requests by individuals, insurance companies, and others for copies of accident reports.

**RETENTION:** PAPER: Retain 1 year in office, then destroy.

ELECTRONIC: Retain electronic files for 10 years then destroy provided all litigation and claims involving the records have been resolved and final action has been taken.

(Note: Requests are received electronically or via the web.)

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**AR-2. ACCIDENT REPORTING SYSTEM:**

**19-010**

This electronic system, named SDARS (South Dakota Accident Reporting System), contains state accident reports/records. Information may include: accident number, accident location, drivers' names, vehicle identification number, driver license numbers, vehicle makes and models, property damage amounts, injury severity of those involved, narrative and illustration of crash, etc. Information from any paper reports submitted by law enforcement officials is encoded into the electronic system. The system is maintained to develop roadway safety countermeasures and provide information to the public, state and local agencies.

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

ELECTRONIC: Retain electronic files for 15 years, then destroy.

MICROFILM: Retain for 15 years, then destroy.

(Note: Accident report information is entered in SDSRS.)

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PROGRAM: Accident Records  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 1069

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**AR-3. FACT BOOKS, SOUTH DAKOTA:**

**19-010**

This electronic document is the yearly report generated by this program to summarize traffic accidents. Information may include: reporting period, number of accidents, conditions involved, number of rural and urban accidents, and noted trends. The electronic document is made available to the public through the agency's website.

**RETENTION:** Retain electronic document for each year permanently.

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

**AR-4. FATAL ANALYSIS REPORT SYSTEM (FARS)  
MAINTENANCE FILES:**

**07-038**

This paper and electronic series documents the research of and acquisition of the national Fatal Analysis Reporting System by the state. Information may include: agreements between the National Highway Traffic Safety Administration and the State, maintenance forms, correspondence, and related information. This record series is used to document the ongoing maintenance of the system.

**RETENTION:** Maintain current in office. Destroy 4 years after closure provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Cull agreements and retain for 6 years after terminated.)

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**AR-5. FATALITIES, CASE FILES:**

**19-010**

This paper and electronic series is arranged chronologically by year, then numerically by fatality number and contains information concerning fatalities involving motor vehicles. Information may include: fatality number, computer codes, driver's license history, driving history, number of persons injured, number of fatalities resulting from road and weather conditions, location, type of vehicle involved, narrative description and diagram of the accident scene, and investigating officer's name. This record series documents fatal accidents in the State and is maintained for federal reporting purposes. Information from these files is coded into the FARS system and maintained there.

**RETENTION:** Maintain current in office. Destroy 4 years after closure provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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 OFFICE: Highway Patrol  
 PROGRAM: Motor Carrier Enforcement  
 RECORDS OFFICER: Dawn Hill  
 RM CUSTOMER #: 0126

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HP-4. **ARREST AND CONVICTION TICKETS:** Deleted from Schedule, 12/19/2019.

HP-7. **BUS INSPECTION TICKETS:**

**19-010**

This 8 ½” x 11” original ticket series is arranged maintained in paper and electronic format and includes inspections for non-profit buses. Information may include: inspection number, inspection results, make and model of bus, odometer reading, year of vehicle, license number, bus number, seating capacity, school district, and owner’s name. SDCL 13-29-6 requires that all buses be inspected once each year by the Highway Patrol. Paper forms/tickets are scanned and uploaded into Computer Aided Dispatch (CAD)/Records Management System (RMS).

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

**ELECTRONIC:** Retain all electronic tickets in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

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**HP-5. CASES REPORTS/INVESTIGATIONS**

**19-010**

This paper and electronic series contains files for all of the major crimes reported in the State. The information may include, but is not limited to: related correspondence, investigation reports, fatal crash reports, observation reports by arresting officer, and copies of reports to the Governor and Attorney General's Office. Information is used as evidence and documentation in any litigation. All paper files are scanned and become electronic documents.

**RETENTION:** PAPER: Retain open case reports/investigations in office. Scan closed files into the Computer Aided Dispatch (CAD)/Records Management System (RMS). Destroy paper after images have been verified for readability.

ELECTRONIC: Retain all case reports/investigations in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

**HP-6. GOVERNOR'S SECURITY FILE:**

**19-010**

This confidential series is maintained in both paper and electronic form. It is arranged alphabetically by name and contains information related to the Governor's security. Information may include, but is not limited to: name of suspect, description of threat to security, details of the investigation, and resulting actions taken. This record series is maintained to keep records of investigations concerning threats to the safety of the Governor and their family.

**RETENTION:** Retain 1 year after the expiration of the Governor's term, then destroy by shredding.

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HP-1. **GUEST LOG:** Deleted from Schedule, 12/19/2019.

HP-8. **K-9 TRAINING AND SEARCH RECAP FILES:**

**23-001**

This electronic series is arranged chronologically by calendar year, then alphabetically by handler name and contains search recap information and training records for both service and drug detection canines. Information may include: search recaps reports summarizing the K-9 deployment into the field and the filed searches; training records describing the training events in which the dog and handler participate; and the police service dog training and deployment records. The information is maintained for evidentiary and legal proceedings.

**RETENTION:** Retain all electronic files in the K-9 Activity Training System (KATS) for 99 years, then destroy.

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**HP-9. RECRUIT TRAINING RECORDS AND SCHEDULES:**

**23-001**

This paper and electronic series is arranged chronologically by recruit class and contains recruit training records and daily recruit training schedules. Information may include: recruit background investigations, recruit training manuals, field training performance evaluations and reports, recruit school test results, final recruit evaluations, and miscellaneous notes. The information is used to plan activities, to administer all events for the recruits in a planned and systematic manner, to document student certification, and for possible future legal proceedings.

**RETENTION:** PAPER: Scan into the Computer Aided Dispatch (CAD)/Records Management System (RMS). Destroy paper after images have been verified for readability.

ELECTRONIC: Retain all electronic files in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

**HP-2. SHIFT LOGS:**

**23-001**

This electronic series is arranged chronologically and contains an itemized log of activities during each shift. Information may include: time, officer name, mileage, duties performed, extra duties performed, fire alarms, panic alarms, burglar alarms, status reports, itemized list of areas checked, and follow-up reports to incidents discovered during routine checks.

**RETENTION:** Retain shift logs electronically in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.



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**HP-9.1. TIME KEEPING RECORDS:**

**19-001**

This series is arranged chronologically by date and contains the state trooper time keeping records used for recording information on the Bureau of Human Resources' electronic Time Keep System (TKS). Information may include: trooper's name, hours worked, type of work performed, leave taken, per diem days paid, and vehicle miles driven during the pay period.

**RETENTION:** Time keeping records are kept electronically in the TKS system, which is maintained by the Bureau of Human Resources.

**HP-10. TRUST FUND, HIGHWAY PATROL:**

**07-038**

This series is maintained to administer money contributions made to the Highway Patrol from the public. Funds in the trust are used for charitable contributions as decided on by State Highway Patrol Administration officials. Information may include: deposit slips, statement of earnings, savings account passbooks, related correspondence acknowledging and thanking for the receipt of funds, and also correspondence from selected charitable organizations who have received donations from the Highway Patrol.

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

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**HP-10.1. VIDEO RECORDINGS:**

**22-005**

This series contains video recordings taken by SD Highway Patrol troopers and motor carrier inspectors during completion of their assigned duties, such as training, traffic stops and check points, injury, non-injury and fatal crashes, commercial motor vehicle inspections, investigations, administrative review procedures, etc. Videos may be used for training purposes, evidence, criminal court proceedings, civil complaint investigations, internal procedures, etc. Videos may contain personally identifiable information (PII) and/or confidential material.

**RETENTION: TRAFFIC STOPS, MOTOR CARRIER INSPECTIONS, OR NON-EVENTS:** Retain video recordings 120 days, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

**DUI STOPS, INJURY AND NON-INJURY CRASHES, CRIMINAL INVESTIGATIONS, AND PURSUITS:** Retain video recordings 1,095 days, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

**TRAINING, FATAL CRASHES, AND ADMINISTRATIVE REVIEW PROCEDURES:** Retain video recordings permanently.

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HP-11. WARNING TICKETS: Deleted from schedule, 12/19/2019.

HP-3. WARNING TICKETS AND CITATIONS:

**19-010**

This series contains all warning tickets and citations issued by officers throughout the state. Information may include: county name, mileage marker number, date, location, time, violator's name, driver's license information, license plate number, and type of violation. Information from the tickets is downloaded into the Computer Aided Dispatch (CAD)/Records Management System (RMS).

**RETENTION: PAPER:** Manually enter data from paper tickets into the Computer Aided Dispatch (CAD)/Records Management System (RMS). Destroy paper tickets after the data has been verified to be accurate and complete.

**ELECTRONIC:** Retain all electronic files in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

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**HP-12. DRIVER VEHICLE EXAMINATION REPORT (VER84):**

**19-010**

This electronic series contains specific information pertaining to motor carriers that are checked by members of the Highway Patrol and port and mobile crews. Information collected pertains to: driver, vehicle, hazardous materials, and any violations noted.

**RETENTION:** Upload reports into the Federal Motor Carrier Safety Administration (FMCSA) reporting system. FMCSA maintains the reports.

(Note: SD Highway Patrol has access to the records through the reporting system if a copy of the report is needed.)

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RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0136

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**SRC-1. 10-44 SHEETS:**

**19-010**

This electronic series contains 10-44 information used to track the location of all law enforcement officers who make traffic stops. Information may include: unit, location, date license, stat, time, code (10-23), and time clear. This record series is maintained for reference to insure officer protection.

**RETENTION:** Retain electronic information in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

**SRC-2. ATTEMPT TO LOCATE MESSAGE:**

**19-010**

This electronic series contains attempt to locate messages. Information may include: date, time, state radio operator, message number, information origin, authorized by, contact person, and telephone number. This record series is maintained for reference and possible litigation purposes.

**RETENTION:** Retain electronic information in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

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**SRC-3. B99 MESSAGES:**

**19-010**

This electronic series contains B99 messages. Information may include: date, time, state radio operator, message number, information origin, authorized by, contact person, and telephone number. This record series is maintained for reference and for possible litigation purposes.

**RETENTION:** Retain electronic information in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

**SRC-4. CASE FILES:**

**19-010**

This paper series is arranged numerically by case number (assigned by state radio operators) and contains copies of related documentation concerning local, state, and federal law enforcement cases. Information may include: originating authority, type of crime, articles stolen, dates, times, mode of entry, complete description of stolen articles, and other related information. The information is shared nationwide through the NCIC computer system. The originating authority retains the original case records.

**RETENTION:** Information from case files is entered into the National Crime Information Center (NCIC) system. Destroy paper after the information has been verified to be accurate and complete.

(Note: Information entered into the National Crime Information Center (NCIC) system is maintained by the federal government.)

(Note: Cases are initiated by Division of Criminal Investigation (DCI). Information included varies with each type of case.)

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**SRC-5. DESK NOTES/STATION LOGS:**

**19-010**

This paper and electronic series contains state radio operator's desk notes. Information may include: date, shift, operator, unit identification, time, and message. This record series is maintained to document calls received by each operator on each shift, for reference, and for possible litigation purposes.

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

**ELECTRONIC:** Retain electronic information in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.

**SRC-5.1. NCIC AUDIT REPORTS:**

**19-010**

This paper and electronic series is arranged alphabetically by agency and contains audit reports for Law Enforcement Agencies in South Dakota. Information may include: audit questionnaire, active NCIC records, active employee lists, and print-out of III's audited, cover letter, agency name, date, auditor's name, and the report concerning the expenditure, and administration of funds. This record series is maintained for identifying problem areas and discrepancies so that corrective measures can be taken; and for audit purposes.

**RETENTION: FINAL AUDIT REPORT:** Retain permanently.

**CURRENT AUDIT MATERIAL:** Retain 3 years until the next audit cycle is completed, then destroy.

(Note: These records are not to be released without a court subpoena.)

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**SRC-5.2. NCIC RECORDS VALIDATIONS:**

**19-010**

This paper and electronic series is arranged monthly, January through December, and contains NCIC records of law enforcement agencies in South Dakota. Information may include: records of stolen vehicles, wanted and missing persons, protection orders, sex offenders, stolen guns, stolen boats, and stolen vehicle parts. Each agency signs a validation certification form (electronically or paper form) to certify they have reviewed the validation printout and each entry is correct or the necessary corrections have been requested to be made. This record series is maintained for reference purposes.

**RETENTION:** Retain 1 year in office, then destroy.

(Note: These records are not to be released without a court order or subpoena.)

**SRC-6. OFFICER STATUS INFORMATION:**

**19-010**

This electronic series is information relative to office status while on shift. Information may include: unit, location, trooper name, telephone number, date, time, activity or signal code, number of vehicles, information received from, wrecker, ambulance, and license plate number of vehicles involved in the incident. This series is maintained for reference and to document exact times and activities of troopers for possible use during litigation.

**RETENTION:** Retain electronic information in the Computer Aided Dispatch (CAD)/Records Management System (RMS) for 99 years, then destroy.



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RM CUSTOMER #: 0054

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**DL-1. APPLICATION FILE, DRIVER LICENSES:**

**19-010**

This paper and electronic series contains the original applications as submitted by driver license examiners in the State. Information may include: test score, driving skill score, medical information (if required), name, date of birth, social security number, address, year of expiration, identity documents, social security number verification documents, address verification documents, name change documentation, military documents, and driver's re-evaluation paperwork. The applications are used to issue driver's license to the applicant and as licensing documentation.

**RETENTION: PAPER:** Scan paper documents, verify for readability, then destroyed after 3 months.

**ELECTRONIC:** Retain electronic files as part of the individual's driving record in an EDMS for the life of the driver, then destroy.

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**DL-2. CERTIFICATES OF CONVICTION/CONVICTION REPORTS:**

**19-010**

This electronic report is received from UJS and other states and contains certificates of conviction or conviction reports. Information may include: name, date of birth, driver license number, violation code, date filed, date convicted, court docket number, and state or county name. The data identifies individuals who have been convicted of driving while intoxicated or other violations or have failed to comply with a citation. Information is used to update or create a file on offenders and is interfaced with the electronic driver's history system.

**RETENTION:** Retain and destroy electronic files in accordance with the retention requirements of 49 CFR 384.231(d).

(Note: The type of conviction determines the records retention period.)

(Note: Files prior to 1993 were on microfilm jackets. The microfilm jackets have been electronically converted and images are stored in an EDMS.)

**DL-3. DRIVER EDUCATION TEACHER FILES: Deleted from schedule, 12/19/2019.**

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**DL-4. DRIVING RECORD REQUESTS:**

**19-010**

These forms contain such information as: date of request, whether inquiry was from insurance companies or private individuals, the number of requests from each, and certifies compliance with the Driver Privacy Protection Act (DPPA). The forms are used to check against cash receipts and for verification of billing totals in the case of insurance companies.

**RETENTION: PAPER:** Scan paper documents, verify for readability, then destroy.

**ELECTRONIC:** Retain electronic files for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DL-5. DRIVER HISTORY:**

**19-010**

This electronic data system contains the driving history (i.e. accidents, convictions, and/or withdrawals) of all licensed drivers in South Dakota. Information may include: driver license number, name and address, date of birth, eye color, height, weight, classification, endorsements, restrictions (if any), license expiration date, a listing of all moving traffic violations, and whether current or suspended (if suspended – how long), applications, points obtained and accrued, etc. The information can be accessed either by driver’s license number or by name and date of birth.

**RETENTION:** Retain and destroy data in accordance with the retention requirements of 49 CFR 384.231(d).

(Note: The type of conviction determines the records retention period.)

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DL-6. **HEARING TAPE RECORDINGS**: Deleted from schedule, 12/19/2019.

DL-7. **POINT SYSTEM LISTING REPORT**: Deleted from schedule, 12/19/2019.

DL-8. **REFUSAL SUSPENSE FILE**

**19-010**

This is a suspense file. A form is created on the date a letter of intent to revoke for refusal of a chemical test is issued. Forms are held for 120 days, pending receipt of a request for a hearing or a guilty plea. Forms remaining in the suspense file after 120 days are used to issue a revocation order. Information may include: licensee's name and address, arresting officer's name, and date of hearing (if any).

**RETENTION: PAPER:** Retain current in office. Scan and destroy paper after 120 days.

**ELECTRONIC:** Retain and destroy electronic files in accordance with the retention requirements of 49 CFR 384.231(d).

(Note: The type of conviction determines the records retention period.)

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**DL-9. REQUESTS FOR DRIVER LICENSES, UNDERCOVER  
AGENTS:**

**07-038**

This series contains the documentation necessary to issue driver license and signed verification of the authenticity of the requests.

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

**DL-10. SR-22 AND SR-26 FILINGS:**

**19-010**

This series contains SR-22 (proof of financial responsibility) and SR-26 (cancellation of financial responsibility) forms filed with the Driver Licensing Program. Information may include: name of person covered, name of insurance company, policy number, date of insurance coverage and date of cancellation. The forms are submitted by drivers or their insurance company, when required, to verify automobile insurance coverage or cancellation thereof.

**RETENTION:** Paper forms are scanned into an EDMS, verified for readability, then destroyed after 3 months.

**ELECTRONIC:** Retain electronic documents in an EDMS for 3 years, then destroy provided the license has been reinstated.

(Note: Information is also manually entered as part of the individual's driver's history.)

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**DL-11. SUSPENSION AND REVOCATION CASE FILES:**

**19-010**

This electronic series includes such information as: notification of driver's license withdrawal, Police Demand Orders, suspension notice, related correspondence, copies of court orders, and possibly some license plates and driver licenses. The files are used to document actions taken against licensees with respect to suspension or revocation of driving privileges in the State.

**RETENTION: PAPER:** Records are scanned into an EDMS, verified for readability, then destroyed.

**ELECTRONIC:** Retain electronic files as part of the individual's driving record in an EDMS for the life of the driver, then destroy.

(Note: Statute of limitation on uncollectible restitution cases is 20 years pursuant to SDCL 32-35.)

**DL-12. VIOLATION RESTRICTION REPORT: Deleted from schedule, 12/19/2019.**

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OFFICE: Inspection Program  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0771

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**ISP-1A. INSPECTION REPORTS:**

**19-010**

This electronic series is filed alphabetically by establishment name contains copies of completed inspection reports. Information may include but is not limited to: name of establishment, owner, manager, contact information, date of inspection, name of inspector who completed the report, issues found, corrective action suggested, follow-up measures, etc. This information is maintained on the M:/drive.

**RETENTION:** Retain 3 years of reports for each establishment, then destroy.

**ISP-1. INSPECTION SCHEDULER:**

**19-010**

This paper and electronic series is maintained alphabetically by name of city or town and contains information regarding inspections conducted by our inspectors. Original paper reports are filed with their respective agencies. Information encoded into the database includes: name of establishment, address of establishment, contact person, last date of inspection, next date to be inspected. This scheduler is maintained to track inspections of establishments in South Dakota.

**RETENTION:** Retain current. Inactivate closed establishments.

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
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**WM-1. HEAVY SCALE & MASS FLOW METER TEST REPORTS:**

**19-010**

This paper and electronic series contains inspection report information submitted by the state heavy scale inspectors. The inspections are completed annually and contain: firm name, firm manager, date of report, type of scale, condition, approval/condemnation, amount paid and date paid. Files are maintained and updated frequently.

**RETENTION: PAPER:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

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

**WM-2. METROLOGY LABORATORY FILE:**

**19-010**

This paper and electronic series is maintained alphabetically by customer name and contains copies of all test reports for calibrations conducted in the Metrology Lab. Original paper reports are given to customer. Information may include: name of customer, address, contact person, date of inspection, fee charged for calibration, date paid, etc. This file is used to track the calibration of scales in South Dakota.

**RETENTION:** Retain 3 years in lab, then destroy.

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



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**WM-3. PLACED IN SERVICE REPORTS:**

**19-010**

This paper and electronic series is arranged chronologically by year, then alphabetically by establishment name within the file and contains Placed in Service Reports for establishments in South Dakota. Information may include: name of owner/operator, business name, date the report was completed, whether equipment was a new install, repair or reject equipment, manufacturer/model number, serial number, reading, remarks, name of serviceman, and service agency. This record series is used to document the date and maintenance of pumps, scales, or meters placed into service at establishments throughout South Dakota. Paper reports are scanned and saved electronically on the M:/ drive.

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

ELECTRONIC: Retain 4 years, then destroy.

**WM-4. REGISTRATION FILE, SERVICE AGENCIES:**

**19-010**

This paper series and corresponding Excel spreadsheet is arranged alphabetically by vendor name and documents the initial registration and annual renewal of service agencies authorized to perform service on scales in the State. Information may include: copy of the registration warrant, original vendor application, license to operate in the state, calibration reports, and any related correspondence. The corresponding Excel spreadsheet contains contact information for each vendor and the service agent registration number.

**RETENTION:** Retain active in office. Destroy 5 years after no longer active. Remove inactive company information from spreadsheet.

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

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**WM-5. RETAIL PUMPS, SCALES, AND METERS TEST REPORTS:**

**19-010**

This paper and electronic series contains inspection report information of pumps, scales and meters across the state by this program. Information on the reports includes: type of weights, value, sealed, adjusted, condemned, truck ID, type meter, readings as found, and readings as left. The reports are also used by the program to bill vendors for inspections performed.

**RETENTION: PAPER:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

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

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Hill  
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**VS-1. SUB-GRANTS:**

**19-010**

This series is arranged alphabetically by type of sub-grant and contains sub-grant information. Information may include: applications, budgets, reports, and information submitted by entities who apply and/or receive grants from the department. This record series is maintained for audit purposes.

**RETENTION:** Retain 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**VS-2. VICTIM'S COMPENSATION CLAIM FILES:**

**19-010**

This series is arranged numerically by file number and contains victim's compensation applications and related materials. Information may include: application, law enforcement reports, medical records, employment records, correspondence, and award documents. This record series is used to monitor payments and reimbursements, to analyze supplemental requests, for documentation of fraudulent claims, and for audit purposes.

**RETENTION:** Destroy 6 years after closed provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DPS-1A. 9-1-1 COORDINATION BOARD FILE:**

**11-005**

This series is arranged alphabetically and contains information used in the daily administration of the Board. Information may include, but is not limited to: financial reporting information; equipment lists; legislation; policies and procedures; rules and regulations; general correspondence; and any other related information to the operation of the Board. This record series is maintained for reference purposes.

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

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

**DPS-1B. 9-1-1 COORDINATION BOARD MEETING MINUTES:**

**19-010**

This paper and electronic series is arranged chronologically and contains the minutes of the 9-1-1 Coordination Board meetings. Information may include: copies of agendas, dates of meetings, members present, topics discussed, actions taken, and authorized signatures. This records series is maintained for reference concerning actions taken and for reporting purposes. Electronic documents are saved on the state 9-1-1 coordinator's H:/ drive. Electronic documents are posted on the OpenSD website.

**RETENTION: PAPER:** Retain 2 years in office, then destroy.

**ELECTRONIC:** Retain permanently.

(Note: Consider microfilming when volume warrants.)

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**DPS-1C. 9-1-1 SURCHARGE DISTRIBUTION REPORTS:**

**19-010**

This electronic series is arranged chronologically by month and year of preparation and contains information related to distribution of 9-1-1 surcharge funds. The two reports are called 9-1-1 County Distribution Detail Report (created in both .pdf and Microsoft Excel formats) and 9-1-1 Incentive Fund Distribution Report (created in .pdf format only). Information in the County Distribution Report includes: reporting period, number of telecom lines, wireless lines, VOIP lines, total lines, surcharge, admin fee, net surcharge, entity percent, entity amount, adjustment amounts, and total amount distributed. Information in the Incentive Fund report includes: PSAP name, reporting period, total PSAP share, share percent, PSAP amount, adjustment amounts and total amounts.

**RETENTION:** Retain electronic documents on N:/drive for 10 years, then destroy provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The electronic documents are also available to the public on the agency’s website.)

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**DPS-1. ADMINISTRATIVE REFERENCE FILE:**

**19-010**

This paper and electronic 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: policies and procedures; reference manuals; 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: Review files yearly to avoid a build-up of superseded or obsolete materials.)

**DPS-1.1. ADMINISTRATIVE RULES PROMULGATION FILES:**

**12-007**

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

**RETENTION:** Retain in office as long as the rules are in effect; then destroy.

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

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**DPS-1.2. ANNUAL FINANCIAL REPORT WORKING PAPERS:**

**15-011**

This series is arranged chronologically and contains Annual Financial Reports of South Dakota working papers. Information for each agency 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 to document background information, for reference when preparing the final publication, and for federal audit purposes.

**RETENTION:** Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**DPS-1.3. BUDGET FILES:**

**19-010**

This series is arranged chronologically and contains the yearly budget summaries for the agency. Information may include: mission statement, revenues, program performance indicators, amounts budgeted by sub-object, and narrative justifications. This record series is used throughout the year in monitoring program activities and for preparing future budget requests. The budget (Appropriations Bill) approved by the Legislature and signed by the Governor becomes law and is filed permanently with the Secretary of State.

**RETENTION:** Retain 5 years in office, then destroy.

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**DPS-3. CASH RECEIPTS:**

**19-010**

This series is most often arranged numerically by CRT number and is used to record cash and checks deposited in the State Treasury. Information may include: received from, date received, receipt number, dollar amount, and purpose received for. This record series is maintained for reference purposes, to monitor total revenues, and for audit purposes.

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

**DPS-4. CONTRACTS AND LEASE AGREEMENTS:**

**19-010**

This series is arranged alphabetically by agency name then chronologically by date and contains copies of contracts, lease agreements and memorandums of understanding between agencies in this department and other parties (originals are filed with the State Auditor’s Office). Information may include: request for contract, terms and conditions of the contract, lease, or agreement, effective dates, costs, funding sources, progress routing sheet, subrecipient vs. contractor checklist, sole source purchase request, certificates of insurance, SAM debarment information, etc. This file is kept for reference and audit purposes.

**RETENTION:** Retain current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigations, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Certificates of Insurance: Destroy expired certificates when new certificates are issued in replacement.)



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**DPS-4.1. CORRESPONDENCE, GENERAL:**

**19-010**

This paper and electronic series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for occasional reference and documentation.

**RETENTION:** Retain 2 years in office, then destroy.

**DPS-4.2. CORRESPONDENCE, SECRETARY:**

**19-010**

This series is arranged chronologically and contains both copies of letters and memorandums sent by and the originals of letters and memorandums received by the cabinet secretary for the Department of Public Safety. This record series is used for documentation and reference purposes by the Secretary.

**RETENTION:** Retain 2 years in office, then destroy.

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

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**DPS-4.3. ELECTRONIC MAIL:**

**20-016**

This non-record series contains e-mail sent or received by employees of the agency.

**RETENTION:** Effective September 4, 2020, retain according to statewide email policy. Emails over 2 years old will be automatically deleted from an employee's inbox, stored in folders, and sent mail. If an email needs to be retained longer than 2 years, then it must be kept in approved locations.

If the email message is required to be retained longer than 2 years, transition to another storage system and store by position or topic rather than by person. Retain based on content and apply the retention period covered by an existing record series listed in this manual.

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**DPS-5. GRANT FILES:**

**19-010**

This paper and electronic series is arranged by grant year and contains information concerning the administration of funded grants. Information is maintained by the specific program and may include: federal correspondence, grant applications, proposals, contracts, working papers, grant documents, monitoring reports, and financial records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain in office 1 year after the date of the close out letter from the federal agency, then transfer to storage for 2 years. Destroy after 3 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken or the Federal awarding agency has not provided notification to extend the retention period.

**REAL PROPERTY & EQUIPMENT PURCHASES WITH FEDERAL GRANT FUNDS:** Retain records for 3 years after the date of disposition, replacement, or transfer of equipment, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Financial records, supporting documents, statistical reports, and all other non-Federal entity records pertinent to a Federal award must comply with the retention requirements of 2 CFR § 200.333; and comply with the disposition instructions of 2 CFR § 200.313(e)).

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**DPS-2. LOCAL BANK ACCOUNT FILE/BANK LOG:**

**19-010**

This paper and electronic series is maintained to keep copies of information provided to the State Auditor and the State Treasurer reporting on local bank accounts that the Department may have. Information may include: cover letter to the Auditor and Treasurer and a copy of the "Information Sheet" which contains the account name, account number, bank location, average account balance, and authorized signatures. "Information Sheets" are required to be filed with the State Auditor and State Treasurer every two years. This series also includes actual statements, cancelled checks, copies of deposit slips, and an electronic database which is maintained as a record of local accounts. Information in the database includes: bank name, date of entry, date of deposit, location or description, a distribution of the deposited funds, adjusted amounts, total deposited amount, and current balance of the account. This information is used to reconcile with the actual "Bank Statements," and for audits.

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

**DATABASE:** Retain electronic information for 4 years, then purge and delete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**DPS-2.1. OPEN RECORDS REQUESTS:**

**19-010**

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

**DPS-6. RECORDS MANAGEMENT FILES:**

**19-010**

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

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

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

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**DPS-6.1. REQUEST FOR PROPOSALS (RFP):**

**19-010**

This series may contain RFPs for professional and non-professional services. Information may include: title of solicitation; proposal due date; RFP #; buyer's name and email address; agency name and address; primary contact information; vendor information; purpose of RFP; schedule of activities; number of copies to be submitted; offeror inquires; length of contract; terms and conditions of contracts; scope of work; proposal requirements and company qualifications; cost proposal; criteria for award selection, and authorized signatures. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 5-18D-20. Register of proposals for professional service contract--Confidential information. A register of proposals shall be prepared and maintained by any state agency issuing a request for proposals for a professional service contract. The register shall contain the names of any person whose qualifications were considered and the name of the person that was awarded the contract. Any professional service contract and the documentation that was the basis for the contract is public except for proprietary information which shall remain confidential. The qualifications and any other documentation of any person not issued a contract shall remain confidential.)

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**DPS-7. SUPERVISORY WORKING FILES:**

**19-010**

This series is most often arranged alphabetically by name and contains current information used in supervision of employees in the agency. Information may include: copies of applications for employment, letters of reprimand and commendation, performance review documentation, meeting notes, training records, and other information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during employee evaluation process.

**RETENTION:** SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working in department.

(Note: Originals are maintained by the Bureau of Human Resources in official personnel file.)

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

DEPARTMENT: Public Safety  
DIVISION: Secretariat  
OFFICE: Secretariat  
PROGRAM: Administration  
RECORDS OFFICER: Dawn Hill  
RM CUSTOMER #: 0120

<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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**DPS-7.1. SURPLUS PROPERTY FILES:**

**19-010**

This paper and electronic series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

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

**DPS-8. VOUCHERS:**

**07-038**

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 system.

**RETENTION:** Retain in office 1 year following the close of the fiscal year in which the voucher was issued, then transfer to storage for 2 years. Destroy after 3 years.