



DEPARTMENT OF AGRICULTURE

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 10, 2013

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.”

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; duplicate copies of state publications; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

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

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

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DIVISION: Administrative Records:*

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

DEPARTMENT: Agriculture
DIVISION: Administrative Records
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Susan Zilverberg
RM CUSTOMER #: 0226

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

010-44. ADMINISTRATIVE REFERENCE FILES:

07-058

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

RETENTION: FEDERAL CORRESPONDENCE and GRANT FILES: 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.

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

(Note: Department of Agriculture News Releases is subject to archival screening prior to disposal.)

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

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010-1. ADMINISTRATIVE RULES AND PROMULGATION FILES:

07-058

This series is most often arranged by subject matter and contains administrative rules and promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(NOTE: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided 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.)

(Consider maintaining on microfilm instead of paper and destroying paper after microfilm has been inspected and verified to meet quality standards.)

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010-2. AFFIRMATIVE ACTION PLANS:

07-058

This series is most often arranged chronologically and contains the plan developed by the agency for affirmative action. Information may include: correspondence, committee meeting notes, drafts of plans, and finalized plan of action. This record series is maintained to monitor compliance with existing affirmative action plans and to develop new affirmative action plans as needed.

RETENTION: AG PERSONNEL: Retain in office 2 years after superseded, then destroy provided no litigation is pending.

010-4. ASSOCIATIONS AND ORGANIZATIONS FILES:

07-058

This series is most often arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Information may include: minutes of the association or organization meetings, conference agendas, participants' names, and examples of other states' legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization.

RETENTION: Retain 2 years in office, then destroy.

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010-7. BANK STATEMENTS:

07-058

This series is most often arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information is maintained by the Finance Officer and may include: date of statement, canceled checks, deposit records and bank balances. This record series is maintained for checking account reconciliation with bank balances and for reference and 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.

010-13. CONTRACTS AND AGREEMENTS:

07-058

This series is most often arranged alphabetically and contains contracts and agreement in which the agency may have an interest. It also contains the agency's copy of contracts and agreements between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

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

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to work being performed.)

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010-20. GRIEVANCE FILES:

07-058

This series is most often arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and Bureau of Personnel findings (if applicable). This record series is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

RETENTION: MANAGERS: At your discretion retain copies 6 months, then destroy by shredding.

(Note: Bureau of Personnel maintains the originals.)

010-25. LEGISLATION FILES:

07-058

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

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

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010-27. MINUTES, BOARDS AND COMMISSIONS:

12-001

This series is most often arranged alphabetically by board/committee name, and contains copies of minutes from each. Information may include: board/committee name, dates of meetings, members present, topics discussed, actions taken and authorized signatures. Boards and Commissions may include, but are not limited to: State Fair Commission, SD American Dairy Association, SD Wheat Commission, SD Oilseeds Council, SD Soybean Research Council, SD Brand Board, SD Corn Utilization Council, State Conservation Commission, Weed and Pest Commission, and Seed Certification Board. This records series is maintained for reference concerning actions taken and for reporting purposes.

RETENTION: STATE CONSERVATION COMMISSION: Retain 20 years in EDMS, then destroy. Transfer scanned paper records to State Archives for final disposition.

ALL OTHERS: Retain 20 years, then destroy.

(Note: Subject to archival screening prior to disposal.)

010-28. MINUTES, DEPARTMENT COMMITTEES:

07-058

This series is arranged alphabetically by committee name and contains copies of minutes from committee meetings. Information may include: date, committee name, members present, and topics discussed. Copies are sent to the director to keep informed of committee actions and are used for reporting purposes.

RETENTION: Retain 4 years, then destroy.

(Note: Subject to archival screening prior to disposal.)

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010-29. MINUTES, OUTSIDE ASSOCIATIONS AND ORGANIZATIONS:

07-058

This series is arranged alphabetically by organization name and contains copies of minutes from each. Information may include: organization name, dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference purposes.

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

010-34. PERFORMANCE APPRAISALS:

07-058

These documents are most often arranged chronologically within the personnel file of every state employee. Information is maintained by the Bureau of Personnel and may include: checklist denoting the areas discussed and supervisor and employee comments. Evaluations are required to ensure communication between supervisors and employees and to provide documentation of an employee's performance. This record series is maintained for audit purposes pursuant to Equal Opportunity Commission requirement.

RETENTION: AGENCY MANAGERS: At your discretion retain 6 months, then destroy by shredding.

(Note: Transfer to Bureau of Personnel upon completion.)

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010-37. POLICY AND PROCEDURES, AGRICULTURE DEPARTMENT:

07-058

This series contains the current department procedures for each program area. Information may include: rough drafts, research material, and final copies of policies and procedures. This record series is maintained for historical and reference purposes.

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

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

(Note: Subject to archival screening prior to disposal.)

010-38. POLICIES AND PROCEDURES:

07-058

This series is most often arranged alphabetically by procedural name and contains the current procedure for each. Information may include: Bureau of Personnel policies and Bureau of Finance and Management policies. This record series is used to determine the proper course of action to take in certain situations.

RETENTION: Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated.

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010-42. RECEIPT BOOKS:

07-058

This series is most often arranged chronologically and contains forms issued to document the receipt of money. Receipts are maintained by the Finance Officer, are pre-numbered, and may include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This record series is maintained 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.

010-43. RECORDS MANAGEMENT FILES:

07-058

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

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

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

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010-46. RULES AND REGULATIONS:

07-058

This series is most often arranged alphabetically by agency name and contains copies of rules and regulations pertaining to each. Rules and regulations may include administrative rules promulgated by other departments that have a bearing on the daily operation of this agency (i.e. Bureau of Personnel, Bureau of Finance and Management, and Bureau of Administration). This record series is maintained for insuring compliance with current rules and regulations governing the administration and operation of the department.

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 4 years. Destroy 4 years after superseded.

010-48. STATUS REPORTS, DIVISION:

07-058

This series is most often arranged chronologically and contains reports coming from individual program managers. Information may include: highlights of individual programs. This record series is used to prepare to the Governor's Monthly Report.

RETENTION: AG SECRETARY: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

ALL OTHERS: Retain 1 year in office, then destroy.

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010-49. STATUS REPORTS, SECRETARY:

07-058

This series is most often arranged chronologically and contains monthly reports sent to the Governor summarizing reports of agency and agency programs. Information may include: highlight activities of agency programs, and personnel updates. This record series is maintained for administrative, reporting, and reference purposes.

RETENTION: AG SECRETARY: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(Note: Subject to archival screening prior to disposal.)

010-58. SURPLUS PROPERTY FILES:

09-012

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

RETENTION: Retain 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.

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010-57. VOUCHERS:

09-001

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 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.

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DEPARTMENT: Agriculture
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PROGRAM: _____
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011-1. AGRICULTURE STATISTICS:

07-058

This series contains statistics received from the United States Department of Agriculture annually. Information may include, but is not limited to: agricultural production; prices and cash receipts; and weather and farmland statistics. This record series is maintained for reference and much of the data has historical or research value.

RETENTION: Retain 15 years, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: Subject to archival screening prior to disposal.)

011-2. BOARD AND COMMISSION FILES:

07-058

This series contains the Board and Commission files. Information may include: letters of appointment for board and commission members and miscellaneous background information regarding each. This record series is maintained for historical and reference purposes.

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

(Note: Subject to archival screening prior to disposal.)

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011-3. CORRESPONDENCE, SECRETARY OF AGRICULTURE:

07-058

This series may contain both copies of letters sent and originals of letters and memorandums received. This record series is used to aid the Secretary of the Department of Agriculture in the implementation of the Department's specific goals and to document actions of the administrative head.

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

(Note: Subject to archival screening prior to disposal.)

011-4. STRATEGIC PLAN OF SD DEPARTMENT OF AGRICULTURE:

07-058

This series contains the five-year strategic plan for the entire department and is reviewed and revised annually by each program within the department. Information may include: mission statement, position statements for each division, goals and objectives, key strategies, and effective action plans for each division. This record series is maintained for sending final plans to the Governor and are used as a guide to budgeting, procurement, and application of new technology in State government.

RETENTION: Retain 5 years in office, then transfer to State Archives for final disposition.

(Note: File thirteen copies of the publication with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

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DEPARTMENT: Agriculture
DIVISION: Secretary
OFFICE: Agricultural Policy
PROGRAM: _____
RECORDS OFFICER: Susan Zilverberg
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011-5. AGRICULTURAL POLICY:

07-058

This series is arranged chronologically by date, then alphabetically by category and contains background information on various subjects such as wetlands, railroads, World Trade Organization (WTO), Genetically Modified Organisms (GMO), and EPA Regulations. Information may include, but is not limited to: executive summaries, white papers, position papers, fact sheets, and court cases. This record series is used in developing State policy/position on various Agricultural issues, and is used to provide up-to-date briefings to the Governor and Department Secretary.

RETENTION: Retain 7 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: Subject to archival screening prior to disposal.)

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DEPARTMENT: Agriculture
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11-6. SDCEC™ AUDIT FILES:

07-058

This series is arranged alphabetically by the name of the auditor and contains a folder for each producer that has been audited. Information may include, but is not limited to: audit forms, audit check lists, notices of inspection, audit results, and correspondence. Producer Audits are performed once each fiscal year to ensure producers are following all of the requirements of the program. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain 3 years in office, then transfer to storage for 2 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

11-7. SDCEC™ ENROLLMENT SPREADSHEET EMAILS:

07-058

This electronic folder contains the spreadsheets used to enroll cattle into the program. Information may include: Radio Frequency Identification (RFID) numbers, birthdates, and sex of the animals the producers want to enroll in their accounts. The spreadsheets are filed by year and must be submitted electronically to the department. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain files electronically for 5 years, then delete.

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

DEPARTMENT: Agriculture
DIVISION: Secretary
OFFICE: Ag Products Certification
PROGRAM: SDCEC™
RECORDS OFFICER: Susan Zilverberg
RM CUSTOMER #: 0226

<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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11-8. SDCEC™ INVOICE DATABASE:

07-058

This database series contains all of the billing information for the program. Information may include: account balances, payments received, and producer contact information. This record series is used to track the invoices that are billed and the payments made to the program. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain information for 5 years, then delete provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

11-9. SDCEC™ PRODUCER BILLING:

07-058

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include: the invoices that are billed for licensing, enrollment, and transfer fees; and the receipts of payments for these invoices. The invoices are billed out on a monthly cycle. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Agriculture
DIVISION: Secretary
OFFICE: Ag Products Certification
PROGRAM: SDCEC™
RECORDS OFFICER: Susan Zilverberg
RM CUSTOMER #: 0226

<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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11-10. SDCEC™ PRODUCER DATABASE:

07-058

This database series contains producer information. Information may include, but is not limited to: producer licensing, type of operation, contact information, invoices, receipts, Process Verified Program (PVP) documents, and audit information. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain current information in database. Update superseded or obsolete information as needed.

11-11. SDCEC™ PRODUCER LICENSING:

07-058

This series is arranged alphabetically by the last name and contains a folder for each producer in the program. Information may include, but is not limited to: applications, evaluation forms, license agreements, retag affidavits, handbook self-tests, renewal forms, and letters regarding license approvals and renewals. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Agriculture
DIVISION: Secretary
OFFICE: Ag Products Certification
PROGRAM: SDCEC™
RECORDS OFFICER: Susan Zilverberg
RM CUSTOMER #: 0226

<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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11-12. SDCEC™ PRODUCER PVP:

07-058

This series is arranged alphabetically by the last name and contains a folder for each producer that has completed Process Verified Program (PVP) training. Information may include: supplier profiles, training documentation, supplier audit records, and correspondence. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

11-13. SDCEC™ REFERENCE FILES:

07-058

This series contains SDCEC™ reference files. Information may include, but is not limited to: miscellaneous copies of reports, program manuals, Standard Operating Procedures (SOP) manuals, handbooks, publication, regulations, and other non-record materials of significance to the program. This record series is used for reference purposes and is maintained in accordance to ARSD 12:79:05.

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

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

DEPARTMENT: Agriculture
DIVISION: Secretary
OFFICE: Ag Products Certification
PROGRAM: SDCEC™
RECORDS OFFICER: Susan Zilverberg
RM CUSTOMER #: 0226

<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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11-14. SDCEC™ TRANSFER WARRANTY CERTIFICATES:

07-058

This series is arranged alphabetically by last name and contains a folder for each producer in the program. Information includes the transfer warranty certificates that are generated to track the movement of cattle to ensure their enrollment in the program. These certificates must be filed with the department to verify the cattle's source verification claim. This record series is maintained in accordance to ARSD 12:79:05.

RETENTION: Retain active files in office. Transfer inactive files to storage for 5 years. Destroy 5 years after inactive provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Agriculture
DIVISION: Secretary
OFFICE: Mediation
PROGRAM: Mediation
RECORDS OFFICER: Susan Zilverberg
RM CUSTOMER #: 0226

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

201-4. MEDIATION RECORDS (FARM MEDIATION BOARD):

96-016

This confidential series contains individual mediation case files. Information includes: requests for mediation, letters, and the mediator's case report. Information is maintained in accordance with South Dakota Farm Loan Mediation Program and pursuant to SDCL 54-13.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.