



BUREAU OF INFORMATION  
AND  
TELECOMMUNICATIONS

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

PBM 01234

**RECORDS MANAGEMENT PROGRAM**

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c/o 500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: (605) 773-3589

**MEMORANDUM**

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: December 24, 2014

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, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; 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.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

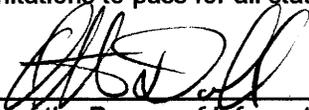
I, Otto Doll (name), acting in my position as Commissioner of the Bureau of Information and Telecommunications (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Bureau of Information and Telecommunications (department) consists of 29 pages and contains record series number(s) BIT-1 (consecutively re-numbered) through BIT-50.

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 Bureau of Information and Telecommunications (department) record series numbers(s) BIT-102, BIT-4 thru BIT-9, BIT-12, BIT-14 thru BIT-16, BIT-18 thru BIT-31, BIT-34 thru BIT-40, BIT-42 thru BIT-46, BIT-48 thru BIT-62, BIT-47, BIT-63, BIT-104, BIT-64 thru BIT-71, BIT-73 thru BIT-86, RAD-1 thru RAD-20, RAD-23 thru RAD-32, RAD-34 thru RAD-58, SDPB-1 thru SDPB-3, SDPB-6, SDPB-9 thru SDPB-14, SDPB-19, SDPB-21, SDPB-23, SDPB-26 thru SDPB-30, SDPB-32, SDPB-33, SDPB-35, SDPB-39, and SDPB-40.

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.

  
\_\_\_\_\_  
Otto Doll, Commissioner of the Bureau of Information and Telecommunications

6-18-07  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Signature, State Records Manager

6-27-07  
\_\_\_\_\_  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 28<sup>th</sup> day of June, 2007, 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

6-28-07  
\_\_\_\_\_  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Otto Doll (name), acting in my position as Commissioner of the Bureau of Information and Telecommunications (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 Bureau of Information and Telecommunications (department) consists of 2 pages and contains record series number(s) BIT-51 and BIT-52.

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 Bureau of Information and Telecommunications (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.



\_\_\_\_\_  
Otto Doll, Commissioner of the Bureau of Information and Telecommunications

11-24-09  
Date

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



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

12-10-2009  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 17<sup>th</sup> day of December, 2009, 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

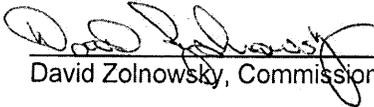
12-17-2009  
Date

# PETITION FOR AUTHORITY TO DESTROY RECORDS

I, David Zolnowsky, acting in my position as Commissioner of the Bureau of Information and Telecommunications, 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.

Authority is requested to delete "Records Retention and Destruction Schedule" Authorization of the Bureau of Information and Telecommunications; this request consists of 2 pages and contains record series numbers BIT-51 and BIT-52.

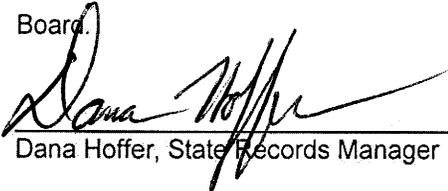
The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow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



\_\_\_\_\_  
David Zolnowsky, Commissioner - Bureau of Information and Telecommunications

11/14/2014  
Date

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



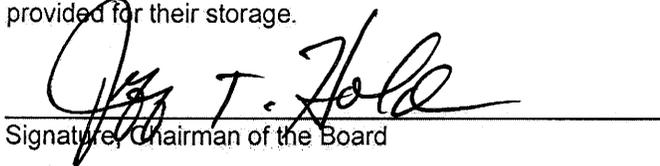
\_\_\_\_\_  
Dana Hoffer, State Records Manager

12/1/2014  
Date

\*\*\*\*\*

## DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 10<sup>th</sup> day of December, 2014, 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

12-10-2014  
Date

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

**DEPARTMENT:** Executive Management  
**DIVISION:** BIT  
**OFFICE:** Commissioner's Office  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Deb Larson  
**RM CUSTOMER #:** 0329

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**BIT-1. ADMINISTRATIVE REFERENCE FILES:**

**07-015**

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

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

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

(Note: Previous record series number was BIT-1.)

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

DEPARTMENT: Executive Management  
DIVISION: BIT  
OFFICE: Commissioner's Office  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0329

<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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**BIT-2. ADMINISTRATIVE RULES PROMULGATION FILES:**

**07-015**

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 for as long as rules are in effect, then destroy.

(Note: SDCL 1-26 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 legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARDS. Consider maintaining on microfilm instead of paper and destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was BIT-2)

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

**DEPARTMENT:** Executive Management  
**DIVISION:** BIT  
**OFFICE:** Commissioner's Office  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Deb Larson  
**RM CUSTOMER #:** 0329

<b><u>RECORD SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>R.D.B. AUTHORITY NUMBER</u></b>
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**BIT-3. AUDIT REPORTS:**

**07-015**

This series contains both Department of Legislative Audit reports and private audit reports concerning the expenditure and administration of funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the audit report.

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

(Note: Legislative Audit maintains reports permanently in office on microfilm.)

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

(Note: PBS consider microfilming when volume warrants.)

(Note: Previous record series number was BIT-3)

**BIT-4. CLIENT FILES, COMMISSIONER:**

**07-015**

This series is arranged alphabetically by agency and contains the Commissioner's client files. Information may include: letters, reports, reference information, proposals and plans, memorandums, mission statements, goals and objectives, key strategies, and effective action plans. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office. Destroy 1 year after the term of position has expired.

(Note: Cull files yearly to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was BIT-10.)

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

DEPARTMENT: Executive Management  
DIVISION: BIT  
OFFICE: Commissioner's Office  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0329

<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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**BIT-5. CONTRACTS AND AGREEMENTS:**

**07-015**

This series contains 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 kept for reference and audit purposes.

**RETENTION:** Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after 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.)

(Note: Previous record series number was BIT-11.)

**BIT-6. CORRESPONDENCE, FEDERAL:**

**07-015**

This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from any federal agency. The information is maintained for reference and for possible use when federal litigation, claims, and audits are pending.

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

(Note: Previous record series number was BIT-13.)

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

**DEPARTMENT:** Executive Management  
**DIVISION:** BIT  
**OFFICE:** Commissioner's Office  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Deb Larson  
**RM CUSTOMER #:** 0329

<b>RECORD SERIES NO.</b>	<b>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**BIT-7. GRANT FILES:**

**07-015**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information is maintained by the Finance Officer and may include: grant applications, working papers, grant documentation, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** NATIONAL TELECOMMUNICATIONS INFORMATION ASSOCIATION GRANTS: Retain current in office. Transfer terminated to storage for 10 years. Destroy after 10 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: Consider microfilming when volume warrants)

ALL OTHER GRANTS: 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.

(Note: Previous record series number was BIT-103.)

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

**DEPARTMENT:** Executive Management  
**DIVISION:** BIT  
**OFFICE:** Commissioner's Office  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Deb Larson  
**RM CUSTOMER #:** 0329

<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>R.D.B. AUTHORITY NUMBER</u></b>
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**BIT-8. RECORDS MANAGEMENT FILES:**

**07-015**

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.

(Note: Previous record series number was BIT-32.)

**BIT-9. REFERENCE MANUALS:**

**07-015**

This series contains reference manuals used in the daily operation of BIT. Manuals may include information pertaining to: software installation and operation, computer applications, standards, procedures, records, accounting, personnel, administrative procedures, training, procurement, and software instruction manuals. This record series is used for reference when questions or problems are encountered.

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

(Note: Previous record series number was BIT-33.)

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

**DEPARTMENT:** Executive Management  
**DIVISION:** BIT  
**OFFICE:** Commissioner's Office  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Deb Larson  
**RM CUSTOMER #:** 0329

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**BIT-9.1. 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.

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

DEPARTMENT: Executive Management  
DIVISION: BIT  
OFFICE: Data Center  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0109

<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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**BIT-10. ADMINISTRATIVE REFERENCE FILE:**

**07-015**

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

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

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

(Note: Previous record series number was BIT-41.)

**BIT-11. PRE-WALK THRU QUESTIONNAIRES:**

**07-015**

This ring binder series is arranged alphabetically by system. Information may include: the BIT form 259 and any documentation that pertains to specific information processing system that other State agencies wish to implement. This record series is maintained for constant reference regarding new and modified computer systems.

**RETENTION:** Retain in Technical Support Library for the life of the system. Destroy when obsolete.

(Note: Previous record series number was BIT-72.)

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

DEPARTMENT: Executive Management  
DIVISION: BIT  
OFFICE: Development  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0331

<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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**BIT-12. ADMINISTRATIVE REFERENCE FILE:**

**07-015**

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

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

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

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

DEPARTMENT: Executive Management  
DIVISION: BIT  
OFFICE: Telecommunications  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0332

<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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**BIT-13. ADMINISTRATIVE REFERENCE FILE:**

**07-015**

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

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

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

**BIT-14. BILLING SUMMARIES, AGENCY:**

**07-015**

These computer printout and paper series are generated monthly and contains information summarizing monthly telecommunication charges billed to each agency. Information on the computer printouts may include: agency name, work order charges, network service charges, aux charges, toll charges, and in-state and out-of-state charges. Information on the paper billings include: digital charges, alarms, and conference call charges. This record series is maintained to document amounts billed to agencies for telephone services and for 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.

(Note: Previous record series number was BIT-87.)

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DEPARTMENT: Executive Management  
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OFFICE: Telecommunications  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0332

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**BIT-15. CONFERENCE CALL DETAIL:**

**07-015**

This monthly series contains a summary of conference calls and the call detail for each State agency. Information may include: agency name, date, time, billing number, telephone numbers, and amount charged. This record series is maintained for monthly billing and audit purposes.

**RETENTION:** DETAIL: Retain 3 months in office, then destroy.

**ALL OTHER INFORMATION:** 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.

(Note: Previous record series number was BIT-88.)

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OFFICE: Telecommunications  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0332

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**BIT-16. FCC LICENSES:**

**07-015**

This series is arranged numerically by frequency and contains the official license issued to state agencies. Information may include: license information, type of radio service, call sign, FCC file number, mobile unit category identification, mailing address, technical specifications (FCC transmitter frequency, station class, number of units, emission designator, output power, effective radiated power, ground elevation, antenna height to tip, antenna latitude and longitude, area of operation for mobile units, control point telephone number), and special condition page. This record series is maintained to document the license process and to comply with FCC licensing regulations.

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

(Note: Every 5 years FCC licenses are renewed.)

(Note: Previous record series number was RAD-21.)

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 0332

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**BIT-17. FREQUENCY AUTHORIZATION:**

**07-015**

This series is arranged chronologically and contains information regarding local fire, police, and sheriff department and other governmental entity's radio frequency authorizations. Authorized frequencies are effective until canceled by the FCC, state radio, or are unused for one year. Information may include: correspondence, request for frequency authorization, name of user, frequency assigned, and standard letter of authorization. This record series is maintained for reference and frequency information is disseminated to other fire, police, or sheriff departments and other governmental agencies to facilitate communication between them.

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

(Note: Previous record series number was RAD-22.)

**BIT-18. LONG DISTANCE BILLING REPORTS:**

**07-015**

This monthly computer output microfiche (COM) contains the summary of all State government agency long distance telephone calls made in-state, out-of-state, and toll. Information may include: billing period, agency, an itemized listing of telephone calls made for that period, cost per call, and total cost per agency. This record series is used for quick reference to answer questions about billing. The audit information is maintained by each respective agency for four years.

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

(Note: Previous record series number was BIT-89.)

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Deb Larson  
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**BIT-19. MINUTES:**

**07-015**

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

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

(Note: Previous record series number was RAD-33.)

**BIT-20. PROJECT FILES:**

**07-015**

This Q&A database and paper series is arranged alphabetically by project name and contains information concerning projects currently being implemented by Telecommunications. Information may include: project name and status, copies of meeting minutes, correspondence, and plan drafts. This record series is used to administer and oversee various projects currently being studied by Telecommunications.

**RETENTION:** Retain current project in office. Transfer completed or abandoned to storage for 4 years. Destroy paper and erase database 4 years after completed or abandoned.

(Note: Previous record series number was BIT-90.)

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RECORDS OFFICER: Deb Larson  
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**BIT-21. RDT NETWORK CONTRACTS AND AGREEMENTS:**

**07-015**

This series is arranged alphabetically and contains the original daily working documents of contracts and agreements between RDTN and the Foundation Telecommunications Incorporated (FTI) Transponder Lease and Mitchell Technical Institute (MTI) Joint Powers Agreement. Information may include: terms and conditions, 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.

Retain reference copies current in office. Destroy superseded or obsolete.

(Note: Previous record series number was BIT-98.)

**BIT-22. RDT NETWORK INVOICES:**

**07-015**

This series is arranged chronologically and contains copies of RDTN invoices which provide daily access to budget versus billing information. Information may include: copies of invoices, copies of vouchers, and supporting documentation. This record series is maintained for reference and administrative purposes. The originals are maintained by BIT's Finance office.

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

(Note: Previous record series number was BIT-99.)

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RECORDS OFFICER: Deb Larson  
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**BIT-23. RDT NETWORK SATELLITE INFORMATION:**

**07-015**

This series is arranged alphabetically by site and contains RDTN Satellite Site information. Information may include, but is not limited to: site agreement, site application, equipment manuals, inventory, site name, city/town, site coordinator, phone number, fax number, and cable channel. This record series is used to track equipment in 84 studios/sites which are used and maintained daily.

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

(Note: Previous record series number was BIT-100.)

**BIT-24. RDT NETWORK TERRESTRIAL SITE INFORMATION:**

**07-015**

This series is arranged alphabetically by site RDTN Terrestrial Site information for fully interactive videoconference studios. Information may include, but is not limited to: site agreement, site application, equipment manuals, inventory, site name, city/town, site coordinator, studio capacity, and a map of the different sites. This record series is used to track equipment in 18 studios/sites.

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

(Note: Previous record series number was BIT-101.)

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RECORDS OFFICER: Deb Larson  
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**BIT-25. REVENUE AND EXPENDITURE REPORTS:**

**07-015**

These computer reports are generated monthly and contain information regarding all income and expenses for Telecommunications. Information may include: total income and administrative, switchboard, and network expenditures with recovery total. This record series is maintained for internal administrative decision making and as background documentation for 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.

(Note: Previous record series number was BIT-91.)

**BIT-26. SITE SURVEYS, TELEPHONE:**

**07-015**

This series is arranged alphabetically by agency name, and contains information gathered concerning the feasibility of installing State owned telephone facilities. Information may include: agency name, number of telephones, average local calls, average outgoing calls, current telephone capabilities, and current cost. This record series is used to determine the cost efficiencies of new telephone systems.

**RETENTION:** Retain 1 year in office after completion of study, then transfer to storage for 1 year. Destroy 2 years after completion of the study.

(Note: Previous record series number was BIT-92.)

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**BIT-27. STATE TELEPHONE NETWORK USAGE REPORTS:**

**07-015**

This computer printout series is generated monthly and contains the summary of telephone usage within the Telecommunications program. Information may include: telephone line number and an itemized list of calls by date, time, telephone number called, length of call, cost, city called, and total cost by number. This record series is used for telephone billing verifications.

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

(Note: Previous record series number was BIT-93.)

**BIT-28. TELEPHONE DIRECTORY, STATE:**

**07-015**

This series contains the printing master of the State of South Dakota Directory. Information may include: agency listings, facsimile listings, personnel listing, regional listings, legislators, dialing instructions, and billing information. This record series is maintained for documentation purposes. Copies are distributed to all State agencies through Central Supply.

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

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

(Note: Previous record series number was BIT-94.)

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RM CUSTOMER #: 0332

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**BIT-29. TROUBLE TICKET SYSTEMS AND REPORTS:**

**07-015**

This Q&A database is arranged both numerically by ticket number and alphabetically by city and contains individual trouble tickets regarding voice, data, video, PBX, personal computers, and network telecommunication problems. Reports are printed upon request. Information may include: ticket number, date, time, reported by, circuit number, department identification, call back number, type of service, problem reported, referred to carrier, date of service, charges, disposition, and additional notes. This record series is maintained to monitor telecommunication problems, for documentation, and for carrier accountability purposes.

**RETENTION:** Retain 1 year, then delete.

(Note: Previous record series number was BIT-95.)

**BIT-30. VENDOR INVOICES:**

**07-015**

This series is arranged chronologically by billing period and contains all related information used to determine monthly telephone usage costs for State government and joint ventures. Information may include, but is not limited to: vendor name, date, invoice number, detailed charges, and amount paid. This record series is used to determine amounts to bill each agency and as supporting documentation of amounts charged.

**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.

(Note: Previous record series number was BIT-96.)

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**BIT-31. WORK ORDERS (TELEPHONE SERVICE CHANGE REQUESTS):**

**07-015**

This Q&A database and paper series is arranged both chronologically and by vendor name and contains requests for telephone service change requests. Information may include: work request number, date ordered, vendor name, agency identification, description of changes requested, signature of the agency's telephone coordinator. This record series is maintained to document requests for telephone changes and for 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.

(Note: Previous record series number was BIT-97.)

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PROGRAM: TV/Radio  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 1199

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**BIT-32. ADMINISTRATIVE REFERENCE FILE:**

**07-015**

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

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

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

**BIT-33. AUDIENCE RESEARCH FILES:**

**07-015**

This series is arranged chronologically and contains information concerning audience demographics. Information may include: questionnaires, demographic statistics, and correspondence received from the public. This record series is maintained for determining the type of show that the majority of the audience would like to see and to determine what types of programs to acquire.

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

(Note: Previous record series number was SDPB-4.)

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**BIT-34. COMMITTEE FILES:**

**07-015**

This series is arranged alphabetically by committee name and contains information relating to all committees to which the program belongs. Committees may include: Transponder Location Committee, Advisory Board, South Dakota Educational Television Board, Friends of Broadcasting Board, and others. This record series is maintained for reference concerning recommendations and actions each committee makes.

**RETENTION:** Retain 4 years in office, then destroy.

(Note: Previous record series number was SDPB-5.)

**BIT-35. DAILY REPORTS, FEDERAL COMMUNICATIONS  
COMMISSION (FCC):**

**07-015**

This series is arranged chronologically by date received and contains copies of the FCC daily log of actions taken. Information may include: date, report number, action taken, and call letters. This record series is maintained for use by the program to determine what dates and actions were taken by the FCC concerning stations run by South Dakota Public Broadcasting.

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

(Note: Previous record series number was SDPB-7.)

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**BIT-36. DISCREPANCY REPORTS:**

**07-015**

This series is arranged chronologically and provides day-to-day listings of any noted problems or discrepancies with equipment or operating procedures. Information may include: date, time of discrepancy, description of discrepancy, and the steps taken to correct the discrepancy. This record series is maintained to document the fact the problem occurred and the steps taken to correct the problem or to try to avoid similar types of problems or discrepancies in the future.

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

(Note: Previous record series number was SDPB-8.)

**BIT-37. LICENSE APPLICATION/RENEWALS:**

**07-015**

This series is arranged alphabetically by site name and contains FCC documents, Federal Aviation Administration (FAA) documents, real estate documents, and technical documents. Information may include: applications for construction, for license to cover construction permits, for extension renewal, for aeronautical study, for tower registration; correspondence between the FCC, FAA, or other agencies and the agency; deeds; easements; options to purchase; plats; proofs of performance; coverage maps; transmitter and antenna information; and frequency studies. This records series is maintained to document the steps taken to receive licenses and for reference when completing new renewal applications. The FCC maintains the originals.

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

(Note: Previous record series number was SDPB-15.)

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**BIT-38. LICENSES, FCC:**

**07-015**

This series is arranged alphabetically and contains the actual license issued to South Dakota Public Broadcasting authorizing authority to operate television or radio stations, and microwave and translator units. Information may include: call signals, file number, licenses, effective dates, date of issue, and operation parameters. This record series is maintained to document the authority received by the FCC to broadcast.

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

(Note: Previous record series number was SDPB-16.)

**BIT-39. MEETING FILES:**

**07-015**

This series is arranged chronologically by date of meeting and contains information concerning the meetings of the Educational Television Board. Information may include: agendas, copies of previous Board meeting minutes, correspondence, expenditure reports, attachments, and other related information concerning the meeting. This record series is maintained for reference and planning purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

(Note: Previous record series number was SDPB-17.)

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**BIT-40. MINUTES, EDUCATIONAL TELEVISION BOARD:**

**07-015**

This series is arranged chronologically by date of meeting and contains the original approved minutes of the Education Television Board. Information may include: date, members present, topics discussed, actions taken, and authorized signatures. Copies of the meeting minutes are sent to the director and Board members. This record series is maintained for reference and documentation purposes.

**RETENTION:** Retain 5 years, then microfilm and maintain film permanently in office.

(Note: Previous record series number was SDPB-18.)

**BIT-41. NEWS REPORTS:**

**07-015**

This series is arranged chronologically by date of report and contains news reports broadcast each day. Information may include: transcripts, date broadcast, and name of author. This records series is maintained for news reporting accuracy, for court cases as needed, and for background and research.

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

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

(Note: Previous record series number was SDPB-20.)

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**BIT-42. NOTICES OF VIOLATIONS:**

**07-015**

This series is arranged chronologically and contains notices by the FCC of noncompliance of rules and regulations by South Dakota Public Broadcasting. Information may include: correspondence, notice of deviations, and response to charges. This record series is maintained to notify each of the broadcasters of noncompliance and the broadcasters' responses in correcting the discrepancies.

**RETENTION:** Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years.

(Note: Consider microfilming when volume warrants.)

(Note: Previous record series number was SDPB-22.)

**BIT-43. OPERATION LOGS:**

**07-015**

This series is arranged chronologically and is used to summarize equipment output every three hours. Information may include: date, time, and meter readings. This record series is maintained to comply with FCC mandates concerning documentation of equipment output for radio broadcasts.

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

(Note: Previous record series number was SDPB-24.)

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OFFICE: SD Public Broadcasting  
PROGRAM: TV/Radio  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 1199

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**BIT-44. OWNERSHIP REPORTS, FCC:**

**07-015**

This series is arranged chronologically and contains the yearly reports submitted to the FCC listing individuals on the Education Television Board. Information may include: name of applicant, call sign, names of members, office held, verification of citizenship, and occupation of each member. This record series is submitted to the FCC for reporting and disclosure purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

(Note: Previous record series number was SDPB-25.)

**BIT-45. PROGRAM LOGS:**

**07-015**

This series is arranged chronologically and provides a day-to-day and hour-by-hour account of programs broadcast on public radio. Information may include: date, time broadcast, verification of broadcast, name of program, program source, origination studio's name, method of taping, and comments. This record series is maintained to provide an itemized account of programs listed and to verify scheduled programs were broadcast.

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

(Note: Previous record series number was SDPB-31.)

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**BIT-46. PUBLIC INSPECTION FILES:**

**07-015**

This series is arranged chronologically by year and contains FCC mandated materials available for public review purposes. Information may include: authorizations, applications and related materials, contour maps, ownership reports and related materials, political files, annual employment reports, the public and broadcasting booklet, issues/program lists, donor lists, local public notice announcements, material relating to FCC investigations or complaints, and must-carry requests. This record series is maintained to fulfill requirements concerning the renewal of licenses for radio and television broadcasting and is subject to inspection by Federal authorities from the first day of broadcast.

**RETENTION:** POLITICAL FILES and DONOR LISTS: Retain 2 years, then destroy.

**ALL OTHER INFORMATION:** Retain current in office. Destroy superseded or obsolete provided final action has been taken.

(Note: Previous record series number was SDPB-34.)

**BIT-47. REGULATIONS, FCC:**

**07-015**

This series is arranged numerically by rule number and contains copies of FCC rules. Information may include: number, title, and contracts. This record series is maintained for reference purposes concerning rules governing radio broadcasting standards.

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

(Note: Previous record series number was SDPB-36.)

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

**BIT-48. RESOLUTIONS, EDUCATIONAL TELEVISION BOARD:**

**07-015**

This series is arranged chronologically and contains the original resolutions passed by the Education Television Board. Information may include: date of resolution, statement of resolution, narrative, and authorized Board Members' signatures. This record series is maintained to document any resolution passed or supported by the Board.

**RETENTION:** Retain 7 years in office, then destroy.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was SDPB-37.)

**BIT-49. SERVICE LOGS:**

**07-015**

This series is arranged chronologically and provides a listing of routine services which need to be performed on each piece of equipment. Information may include: equipment or system name, station, date, time, purposes, meter readings, comments and technician's signature. This record series is maintained to document the timely maintenance of equipment and to monitor for recurring discrepancies.

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

(Note: Previous record series number was SDPB-38.)

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

DEPARTMENT: Executive Management  
DIVISION: BIT  
OFFICE: SD Public Broadcasting  
PROGRAM: TV/Radio  
RECORDS OFFICER: Deb Larson  
RM CUSTOMER #: 1199

<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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**BIT-50. TOWER DATA FILES:**

**07-015**

This series is arranged alphabetically by location and provides information concerning the height of towers in each area. Information may include: area, ground elevation, and tower elevation. This record series is maintained to provide the public and makers of aeronautical maps with the height of towers in each location.

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

(Note: Previous record series number was SDPB-41.)