



## BOARD OF NURSING

### 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

**RECORDS MANAGEMENT PROGRAM**  
104 S Garfield Avenue  
c/o 500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: (605) 773-3589  
Fax: (605) 773-5955

## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: January 8, 2010

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.

# TABLE OF CONTENTS

## Board of Nursing:

BON-1.	ACCOUNTS PAID FILE: .....	1
BON-2.	ADMINISTRATIVE REFERENCE FILES:.....	1
BON-3.	ADMINISTRATIVE RULES PROMULGATION FILES: .....	2
BON-4.	ADVANCE PRACTICE FILES: .....	3
BON-5.	ANESTHETIST FILES, NURSES: .....	3
BON-6.	AUDIO TAPES OF DISCIPLINARY MEETINGS: .....	4
BON-7.	AUDIT REPORTS: .....	4
BON-8.	BANK STATEMENT: .....	5
BON-9.	BOARD OF NURSING MAINFRAME RECORDS: .....	5
BON-10.	CASH DISBURSEMENT ACCOUNT LEDGER:.....	6
BON-11.	CONTRACTS AND AGREEMENTS:.....	6
BON-12.	DISCIPLINARY FILES: .....	7
BON-13.	DISCIPLINARY FILES, DISMISSED CLAIMS: .....	7
BON-14.	DISCIPLINARY REPORTS, NATIONAL: .....	8
BON-15.	DUPLICATE LICENSE REQUESTS: .....	8
BON-16.	EXAMINATION APPLICATIONS, FAILURES:.....	9
BON-17.	FINANCIAL STATEMENTS:.....	10
BON-18.	INCOMPLETE ADVANCE PRACTICE LICENSURE FILES:.....	10
BON-19.	INCOMPLETE ENDORSEMENT FILES:.....	11
BON-20.	LEASE FILES: .....	11
BON-21.	LEDGERS, ACCOUNTING: .....	12
BON-22.	LICENSE FILES, LPN/RN:.....	12
BON-23.	LICENSE LAPSED LISTING:.....	13
BON-24.	MINUTES, BOARD OF NURSING:.....	13
BON-25.	NOTICES, LAPSED: .....	14
BON-26.	PERFORMANCE APPRAISALS: .....	14
BON-27.	PURCHASE ORDERS: .....	15
BON-28.	RECEIPTS: .....	15
BON-29.	REFRESHER COURSE FILES: .....	16
BON-30.	RENEWAL APPLICATIONS: .....	16
BON-31.	REQUESTS FOR INACTIVE STATUS, RN/LPN:.....	17
BON-32.	REQUISITIONS: .....	17
BON-33.	SERIAL NUMBER ASSIGNMENT LOG, INACTIVE STATUS: .....	18
BON-34.	SOUTH DAKOTA FINANCIAL SYSTEM REPORTS: .....	19
BON-35.	STUDIES, NURSING: .....	20
BON-35.1.	SURPLUS PROPERTY FILES: .....	20
BON-36.	SURVEYS/SITE VISITS:.....	21
BON-37.	TRANSCRIPTS, DEFUNCT: .....	21

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-1. ACCOUNTS PAID FILE:**

**07-045**

This series is arranged chronologically and contains copies of vouchers with attached invoices and bills received from various vendors for goods and services provided to the Board of Nursing. This record series may also include: travel vouchers, bank account registers, bank statements, monthly check registers, purchase journals, and monthly available funds reports. This record series document all authorized expenditures made by the Board and 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.

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

**BON-2. ADMINISTRATIVE REFERENCE FILES:**

**07-045**

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, general correspondence and property management information; monthly reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; and 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 BON-3.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-3. ADMINISTRATIVE RULES PROMULGATION FILES:**

**07-045**

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comments from the public, transcripts of hearings, and final decisions. Files have very 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 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 instructions required by the 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.)

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

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-4. ADVANCE PRACTICE FILES:**

**07-045**

This series is arranged alphabetically by name and contains all related documentation on Certified Nurse Practitioner (CNP), Certified Nurse Midwife (CNM), Certified Registered Nurse Assistant (CRNA), and Certified Nurse Specialist (CNS) licensees. Information may include: name, copy of the license issued, the application, credentials, correspondence, and a copy of the practitioner agreement form. This file serves to document all CNPs and CNMs who have been approved by the Medical Board and the Board of Nursing as being certified to act as a practitioner. This record series is used to renew advanced practice nursing licenses.

**RETENTION:** Retain 2 years in office, then microfilm and maintain film for 73 years. Destroy after 75 years.

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

**BON-5. ANESTHETIST FILES, NURSES:**

**07-045**

This series is arranged alphabetically by nurse's name and contains the documentation of all nurses who are certified to give anesthetics. Information may include: a copy of the certificates issued, miscellaneous correspondence, the application for certification, and a copy of the notice of certification laps letter. This record series is used to document those nurses who are certified to give anesthetics.

**RETENTION:** Retain active in office. Transfer inactive to storage for 3 years. Destroy 3 years after inactive.

(Note: Consider microfilming when volume warrants.)

(Note: Previous record series number was BON-6.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-6. AUDIO TAPES OF DISCIPLINARY MEETINGS:**

**07-045**

This series is arranged alphabetically by licensee's name and contains audio tapes of disciplinary meetings. This record series is used to transcribe meeting notes for the purpose of disciplinary investigation.

**RETENTION:** Retain 60 days after final disposition has been sent to the licensee, then destroy provided no pending litigation.

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

**BON-7. AUDIT REPORTS:**

**07-045**

This series is arranged chronologically and contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of state funds. This record series is maintained for identifying problem areas and discrepancies so that corrective measures can be taken. The auditing agency also maintains a copy of the report.

**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.

(Note: Legislative Audit maintains the original audit reports.)

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-8. BANK STATEMENT:**

**07-045**

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statement, canceled checks, deposit records, and bank balances. This record series is used for checking account reconciliation with bank balances and with the Purchase Journal, and 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.

(Note: Previous record series number was BON-9.)

**BON-9. BOARD OF NURSING MAINFRAME RECORDS:**

**07-045**

This computer series is arranged numerically by license or certificate number and contains the actual license information for each licensee or certificate holder under the jurisdiction of the South Dakota Board of Nursing. These records are stored on the state's mainframe computer. Information may include: name, address, date of birth, social security number, license or certificate number, licensure status, education, and exam information. This record series is maintained for verification and licensure purposes.

**RETENTION:** Retain 75 years, then delete.

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-10. CASH DISBURSEMENT ACCOUNT LEDGER:**

**07-045**

This electronic database is arranged numerically by check number and is used to record all checks issued by the Board of Nursing each month. Information may include: date issued, payee name, check number, amount of the check, and budgetary accounting codes. 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.

(Note: Previous record series number was BON-12.)

**BON-11. CONTRACTS AND AGREEMENTS:**

**07-045**

This series contains contracts and agreements between the Board of Nursing 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 current in office. Destroy 6 years after terminated provided no litigation is pending.

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-12. DISCIPLINARY FILES:**

**07-045**

This series is arranged alphabetically by nurse's name and contains documentation relating to disciplinary actions. Information may include: name of nurse, complaint, results of investigation, and the action taken by the Board of Nursing. This record series is maintained to document disciplinary actions taken.

**RETENTION:** Retain 15 years in office, then microfilm and maintain film for 60 years. Destroy after 75 years.

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

**BON-13. DISCIPLINARY FILES, DISMISSED CLAIMS:**

**07-045**

This series is arranged alphabetically and contains written complaints concerning either practical or registered nurses. Information may include: the complaint letter, the investigative materials and final decision, and general correspondence relating to the investigation. This record series maybe used to demonstrate a pattern of behavior by a nurse in a disciplinary investigation.

**RETENTION:** Retain 10 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: Also see "Disciplinary Files" for substantiated complaints.)

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-14. DISCIPLINARY REPORTS, NATIONAL:**

**07-045**

This series is arranged chronologically by date received and contains copies of the disciplinary reports as issued by the National Council of the State Boards of Nursing. Information may include: nurse's name, social security number, date of birth, license number, and comments relating to the disciplinary action taken against nurses licensed in South Dakota by other state Boards of Nursing. This record series is used for screening purposes to track nurses that may try to move from state to state to avoid licensure sanctions.

**RETENTION:** Screen reports for South Dakota licensure status, then destroy.

(Note: Previous record series number was BON-19.)

**BON-15. DUPLICATE LICENSE REQUESTS:**

**07-045**

This series is arranged chronologically and contains the standard form used by nurses who request a copy of their original license. Information may include: name, address, license number, type of license, and an explanation of the need for a duplicate license. The copy in this file is returned to the Board of Nursing by the requester to document receipt of the copy.

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

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-16. EXAMINATION APPLICATIONS, FAILURES:**

**07-045**

This series is arranged chronologically by date received and contains the applications of applicants who fail the examination. Information may include: name, social security number, date of birth, address, place of birth, name or nursing school graduating from, a listing of previous education, an affidavit, and applicant's signature. This record series is maintained to document those applicants who failed to pass their test the first time, but are allowed four more chances within a three year period to pass. The applications for those who pass are transferred to the "License Files, LPN/RN."

**RETENTION:** Retain unsuccessful applications 1 year in office after the last examination, then destroy.

(Note: Successful examination applications are transferred to the appropriate "License Files, LPN/RN").

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-17. FINANCIAL STATEMENTS:**

**07-045**

This series is arranged chronologically by date and provides an overview of the Board's financial condition for a given fiscal year. Information may include: balance sheets, statement of revenues, expenditures, and changes in fund balances (budgeted and actual); statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. This record series is maintained for reference and audit purposes.

**RETENTION:** Retain 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 BON-23.)

**BON-18. INCOMPLETE ADVANCE PRACTICE LICENSURE FILES:**

**07-045**

This series is arranged alphabetically by last name according to specialty and contains requests for initial advance practice licensure from the South Dakota Board of Nursing. Information may include: an application, transcripts, verification of education, verification of certification, collaborate agreement, and receipt for fees received by the Board. This record series is used to make advanced practice licensure decisions.

**RETENTION:** Retain 1 year in office from the date of initial application, then destroy.

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-19. INCOMPLETE ENDORSEMENT FILES:**

**07-045**

This series is arranged alphabetically by last name and contains requests for endorsements from the South Dakota Board of Nursing. Information may include: an application, transcripts, verification of current licensure in another state, and receipt for fees received by the Board. This record series is used to make licensure decisions regarding out of state applicants.

**RETENTION:** Retain 1 year in office from the date of initial application, then destroy.

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

**BON-20. LEASE FILES:**

**07-045**

This series contains both copies and originals of all leases entered into by the Board of Nursing for such things as office space and equipment. Information may include: terms and conditions of the leases, effective dates, cost, and funding sources. The details of the leases are reviewed to ensure adequate funding is available to cover the cost required in the lease agreement. This record series is used to verify the accuracy of the cost computations in the agreement.

**RETENTION:** Retain originals current in office. Transfer terminated to storage for 5 years. Destroy 5 years after terminated.

Retain reference copies current in office. Destroy terminated.

(Note: File one copy of all space agreements with the Bureau of Administration, Space Management Program.)

(Note: Previous record series number was BON-28.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-21. LEDGERS, ACCOUNTING:**

**07-045**

This electronic ledger series is arranged numerically by account number and contains accounting ledgers. Information may include: account number, date of transaction, cross reference number, debits to each account, credits to each account, and remaining balances. This record series is used to document the receipt and expenditures of all funds by the Board.

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

(Note: Previous record series number was BON-29.)

**BON-22. LICENSE FILES, LPN/RN:**

**07-045**

This series is arranged numerically by license number and contains related documentation for all licensed practical nurses and registered nurses licensed by the Board of Nursing. Information may include: an application, the results of the State Board of Nursing examination, notification of name changes, and other related information. This record series is maintained to document those individuals who are certified to practice nursing within the state.

**RETENTION:** Retain 75 years in office on microfilm, then destroy.

(Note: Microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was BON-30.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-23. LICENSE LAPSED LISTING:**

**07-045**

This computer printout series is arranged alphabetically by name and contains a listing of all certified nurses whose license have lapsed. Information may include: name, license number, address, if endorsed, effective dates, and date of last activity. This record series is used for reference to determine whose licenses have lapsed.

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

(Note: Consider receiving information on Computer Output Microfiche (COM) instead of paper.)

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

**BON-24. MINUTES, BOARD OF NURSING:**

**07-045**

This series is arranged chronologically by meeting date and contains the original minutes from meeting of the Board of Nursing. Information may include: the recorded proceedings, the date of the meeting, meeting agendas, and the signature of the secretary. This record series is used to document the proceedings and actions taken by the Board.

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

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-25. NOTICES, LAPSED:**

**07-045**

This series is arranged alphabetically by name and contains a Xerox copy of the letter sent to individuals who allowed their licenses to lapse. Information may include: date sent, name, address, a copy of the renewal certificate, and a copy of the expired license. This record series is used to document the Board's attempt to encourage people to renew their certification.

**RETENTION:** Retain un-renewed certificates 1 year in office, then destroy.

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

**BON-26. PERFORMANCE APPRAISALS:**

**07-045**

This series is 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 requirements.

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

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

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

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-27. PURCHASE ORDERS:**

**07-045**

This series is arranged numerically and contains copies of all local purchase orders issued by the Board. Information may include: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, unit cost, and total cost. This record series is maintained for reference concerning all supplies and materials ordered, to determine delivery dates, for reordering, and for billing 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.

(Note: Previous record series number was BON-39.)

**BON-28. RECEIPTS:**

**07-045**

This series is arranged chronologically by date and contains copies of receipts prepared to document cash received. Information may include: payer's name, 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.

(Note: The white (original) copy is returned to the payer. The blue or yellow copies are filed with a duplicate bank deposit slip.)

(Note: Previous record series number was BON-40.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-29. REFRESHER COURSE FILES:**

**07-045**

This series is arranged alphabetically by name and contains related information for individuals enrolled in refresher courses. Information may include: general correspondence, inquiries, refresher course check list, a list of courses taken, and the results of those courses taken. This record series is used to document those people who take refresher courses to become recertified.

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

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

**BON-30. RENEWAL APPLICATIONS:**

**07-045**

This series is arranged chronologically by license renewal date and contains the renewal application and employment verification for each RN and LPN requesting a renewal. This information is entered into the Board of Nursing's computer system and is maintained for reference purposes.

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

(Note: Previous record series number was BON-42.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-31. REQUESTS FOR INACTIVE STATUS, RN/LPN:**

**07-045**

This series is arranged alphabetically by name and contains the standard inactive status request forms as completed by licensed practical nurses and registered nurses requesting inactive status. Information may include: date of the request, requester's name, type of inactive status requested, and signatures. This record series documents a person's request to be placed on inactive status, and is used for reference purposes. This information is also found in the nursing computer system.

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

(Note: Previous record series number was BON-43.)

**BON-32. REQUISITIONS:**

**07-045**

This series contains a copy of the formal requests to order supplies and equipment. The original is submitted to the State Purchasing and Printing Program in Pierre, which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This record series is maintained for reconciliation purposes.

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

(Note: Previous record series number was BON-44.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-33. SERIAL NUMBER ASSIGNMENT LOG, INACTIVE STATUS:**

**07-045**

This electronic series is arranged numerically by serial number and contains a listing of each inactive status serial number assigned. Information may include: serial number assigned, name of person requesting the inactive status, and license number. This record series is used to determine the next available serial number to assign to those people who request inactive status.

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

(Note: Previous record series number was BON-46.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-34. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:**

**07-045**

These daily, weekly, monthly\*\*, and year-end\*\* computer output microfiche (COM) reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: revenue and journal voucher reports\*, open purchase order reports, available funds reports\*, revenue analysis reports, state general ledger trial balance\*, bank reconciliation reports\*, employee receivable reports\*, warrant register reports\*, encumbrance detail reports\*, accounts payable reports\*, project reports\*, cash center reports\*, object/sub-object reports\*, budget adjustment reports, Special Bureau of Administration revenue reports, agency funds activity reports\*, company 8,000 trial balance by center\*, encumbrance balance reports\*, and special travel expenditure reports. 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.

(Note: The asterisk (\*) indicates reports maintained permanently on microfilm or COM by the Bureau of Finance and Management. (\*\*)  
Many of the June monthly reports serve as the year-end reports.)

(Note: Previous record series number was BON-47.)

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

DEPARTMENT: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-35. STUDIES, NURSING:**

**07-045**

This series is arranged alphabetically by topic and contains studies relating to nursing matters completed by both the Board of Nursing and those commissioned by private firms. Information may include: introduction, management overview, results of data review, analysis of the review, and recommendations. This record series is useful in decision making and is used for reference concerning topics of a similar nature.

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

(Note: Previous record series number was BON-48.)

**BON-35.1. 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: Health  
DIVISION: Boards  
OFFICE: Nursing  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Kari Weisbeck  
RM CUSTOMER #: 0005

<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>
------------------------------------	---	--

**BON-36. SURVEYS/SITE VISITS:**

**07-045**

This series is arranged chronologically by year, then alphabetically by school name and contains surveys and studies of nursing schools in South Dakota. Site visits are conducted every four years. Information may include: name of school, date of visit, comments and recommendations by the Board, and final survey report. This record series is used for approval of nursing education programs at these facilities.

**RETENTION:** Retain the 2 most current site visits in office, then destroy.

(Note: Previous record series number was BON-50.)

**BON-37. TRANSCRIPTS, DEFUNCT:**

**07-045**

This series is arranged alphabetically by the name of the defunct nursing school, chronologically by graduation date, then alphabetically by student's name and contains the student's transcripts for nursing schools that have been closed. Information may include: the facility name, student's name, date of admission, date of graduation, and an itemized listing of courses taken and the grades received for each. The Board of Nursing serves as the primary keeper of these transcript files which were received from facilities that were once certified, but have since been closed. The Board will also provide copies to those students requesting them.

**RETENTION:** Retain 75 years in office on microfilm, then destroy.

(Note: Previous record series number was BON-51.)