



DEPARTMENT OF ENVIRONMENT  
AND  
NATURAL RESOURCES

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**  
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## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: January 3, 2011

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

## Environment & Natural Resources:

	DIVISION:	<u>Secretariat:</u>	
DENR-1.	ADMINISTRATIVE REFERENCE FILE:	.....	1
DENR-2.	RECORDS MANAGEMENT FILES:	.....	2

	DIVISION:	<u>ENVIRONMENTAL SERVICES</u>	
DENR-3.	AGREEMENTS, STATE/E.P.A.:	.....	3

### Air and Surface Water Quality:

DENR-4.	104(G) OPERATOR TRAINING:	.....	4
DENR-5.	401 AND 404 REVIEWS:	.....	4
DENR-6.	A & Q RULES AND REGULATIONS:	.....	5
DENR-7.	AIR EMISSION INVENTORY/AIR FEES:	.....	5
DENR-8.	AIR QUALITY AND RADON GRANT FILE:	.....	6
DENR-9.	AIR QUALITY PERMITS:	.....	6
DENR-10.	AIR QUALITY CONTRACT FILE:	.....	7
DENR-11.	AIR QUALITY CORRESPONDENCE:	.....	7
DENR-12.	AIR QUALITY MONITORING, SPECIAL STUDIES:	.....	8
DENR-13.	AIR QUALITY SAMPLES:	.....	9
DENR-14.	AIR QUALITY SITE FILES:	.....	10
DENR-15.	AIR QUALITY STATE IMPLEMENTATION PLAN:	.....	11
DENR-16.	BOARD OF MINERALS AND ENVIRONMENT:	.....	12
DENR-17.	COMPLIANCE DATA SYSTEM REPORTS:	.....	12
DENR-18.	CORRESPONDENCE, GENERAL:	.....	13
DENR-19.	COUNTY WASTEWATER FILES:	.....	13
DENR-20.	FEEDLOT ACTIVITIES:	.....	14
DENR-21.	GRAPHS, CALIBRATION:	.....	14
DENR-22.	MEASURED RADON CONCENTRATIONS:	.....	15
DENR-23.	MINUTES, AIR QUALITY REVIEW BOARD:	.....	15
DENR-24.	O AND M WASTEWATER TREATMENT PLANTS:	.....	16
DENR-25.	ON-SITE WASTEWATER INSTALLERS CERTIFICATION:	.....	16
DENR-26.	RADON GAS INFORMATION:	.....	17
DENR-27.	SWDS FILES:	.....	17
DENR-28.	TENNESSEE VALLEY AUTHORITY FILE:	.....	18
DENR-29.	TOPOGRAPHIC MAPS:	.....	18
DENR-30.	WASTEWATER TREATMENT AND PERMIT GUIDANCE CORRESPONDENCE:	.....	19
DENR-31.	WATER AND WASTEWATER OPERATOR COURSES:	.....	19
DENR-32.	WATER QUALITY MONITORING INFORMATION:	.....	20
DENR-33.	WATER QUALITY MONITORING NETWORK DATA:	.....	20
DENR-34.	WATER QUALITY REVIEWS:	.....	21

**Drinking Water:**

DENR-35. BOTTLED WATER FACILITIES: ..... 22  
DENR-36. CERTIFICATION, WATER AND WASTEWATER OPERATORS: 22  
DENR-37. ENVIRONMENTAL REVIEW LETTERS: ..... 23  
DENR-38. MINUTES, STATE BOARD OF CERTIFICATION: ..... 23  
DENR-39. PLANS AND SPECIFICATION APPROVAL LETTERS:..... 24  
DENR-40. PLANS AND SPECIFICATION INDEX CARDS:..... 24  
DENR-41. PUBLIC NOTIFICATIONS: ..... 25  
DENR-42. WATER AND WASTEWATER PLANS AND SPECIFICATIONS:. 25  
DENR-43. WATER PARAMETERS:..... 26  
DENR-44. WATER SUPPLY DATA ENTRIES OF PUBLIC WATER  
SYSTEMS: ..... 26

**Ground Water:**

DENR-45. ATP-BID PACKAGE: ..... 27  
DENR-46. CORRESPONDENCE, GENERAL: ..... 28  
DENR-47. GROUND WATER DISCHARGE PLANS:..... 28  
DENR-48. GROUND WATER FILES: ..... 29  
DENR-49. LUST TRUST PROJECTS: ..... 29  
DENR-49.1. MEETING MINUTES & CORRESPONDENCE FOR SERC: ..... 30  
DENR-50. SARA TITLE III- 302 TO 312:..... 30  
DENR-51. SARA TITLE III-TRI: ..... 31  
DENR-52. SOURCE WATER ASSESSMENTS: ..... 32  
DENR-53. SPILL REPORTS: ..... 33  
DENR-54. STORAGE TANKS: ..... 33  
DENR-55. STORAGE TANKS PLANS AND SPECIFICATIONS:..... 34  
DENR-56. SUPERFUND:..... 34

DIVISION: ENVIRONMENTAL SERVICES

OFFICE: OIL AND GAS

**Minerals and Mining:**

DENR-57. BONDS FORM 3 & 10: ..... 35  
DENR-58. INJECTION REPORT FORM 5A:..... 35  
DENR-59. ORGANIZATION REPORTS FORM 1: ..... 36  
DENR-60. PRODUCTION REPORT FORM 5:..... 37  
DENR-61. RULES AND REGULATIONS: ..... 37

DIVISION: Environmental Services

**Minerals and Mining:**

DENR-62. EXPLORATION PERMIT FIELD FILE: ..... 38  
DENR-63. EXPLORATION PERMIT FILE:..... 38  
DENR-64. MINING LICENSE FILES:..... 39

DENR-65.	MINING PERMIT FIELD FILE: .....	39
DENR-66.	MINING PERMIT FILES: .....	40
DENR-67.	MINING RULES AND REGULATIONS: .....	41
DENR-68.	MINUTES, BOARD OF MINERALS AND ENVIRONMENT: .....	42
DENR-69.	POLLUTION SOURCE FILES:.....	42

**Surface Water Quality:**

DENR-70.	DISCHARGE MONITORING REPORTS: .....	43
DENR-71.	POINT SOURCE TOTAL MAXIMUM DAILY LOADS: .....	43
DENR-72.	PRETREATMENT FILES: .....	44
DENR-73.	STORM WATER PERMITS:.....	44

**Waste Management:**

DENR-74.	ASBESTOS CERTIFICATION FORMS: .....	45
DENR-75.	ASBESTOS ENFORCEMENT CASES:.....	45
DENR-77.	ASBESTOS RENOVATION/DEMOLITION NOTIFICATIONS AND INSPECTIONS:.....	46
DENR-78.	MINUTES, BOARD OF MINERALS AND ENVIRONMENT, SOUND TAPES: .....	47
DENR-79.	REGULATIONS, SOUTH DAKOTA:.....	47
DENR-80.	SOLID WASTE FILES: .....	48
DENR-81.	SOLID WASTE PLANS AND SPECIFICATIONS: .....	48
DENR-82.	WASTE FACILITIES, REGULATED HAZARDOUS: .....	49

**Water Rights:**

DENR-83.	ADMINISTRATIVE RULES: .....	50
DENR-84.	BENCH MARKS:.....	50
DENR-85.	DAM INSPECTION REPORT FILES: .....	51
DENR-86.	DAM INVENTORY:.....	51
DENR-87.	DAM SAFETY BACKGROUND: .....	52
DENR-88.	DRY DRAW INDEX CARDS:.....	52
DENR-89.	DRY DRAW LOCATION NOTICES:.....	53
DENR-90.	IRRIGATION QUESTIONNAIRES: .....	53
DENR-91.	IRRIGATION QUESTIONNAIRE SUMMARIES:.....	54
DENR-92.	MAPS: .....	54
DENR-93.	MINUTES, WATER MANAGEMENT BOARD: .....	55
DENR-94.	MISCELLANEOUS REFERENCE FILE, WATER RIGHTS: .....	55
DENR-95.	OBSERVATION WELL FILES:.....	56
DENR-96.	ORDINARY HIGH/LOW WATER MARK AND OUTLET ELEVATION REPORTS:.....	56
DENR-97.	STREAM FILES: .....	57
DENR-98.	TEMPORARY PERMITS: .....	57
DENR-99.	TOPOGRAPHIC MAPS: .....	58
DENR-100.	VESTED DRAINAGE RIGHTS FILINGS: .....	58
DENR-101.	WATER PERMIT/RIGHT, COUNTY LIST:.....	59

DENR-102.	WATER PERMIT/RIGHT FILES:.....	59
DENR-103.	WATER PERMIT/RIGHTS, INDEX CARDS: .....	60
DENR-104.	WATER RIGHTS RECORD BOOK:.....	60
DENR-105.	WELL DRILLER LICENSES:.....	61
DENR-106.	WELL DRILLER'S REPORTS: .....	61
DENR-107.	WELL DRILLER'S VARIANCE:.....	62
DENR-108.	WITHDRAWAL NOTICES, US: .....	62

**DIVISION:                    Fiscal and Technical Assistance:**

**Fiscal:**

DENR-109.	CONTRACTS AND AGREEMENTS:.....	63
DENR-110.	EXPENDITURES FILE: .....	64
DENR-111.	FINANCIAL STATEMENTS:.....	64
DENR-112.	GRANT FILES:.....	65
DENR-113.	RECEIPT BOOKS:.....	65
DENR-114.	STATE REVOLVING FUND (SRF) FINANCIAL STATEMENTS:..	66
DENR-114.1.	SURPLUS PROPERTY FILES:.....	67

**Geological Survey:**

DENR-115.	AERIAL PHOTOGRAPHS:.....	68
DENR-116.	ARTESIAN WELL MAPS:.....	68
DENR-117.	GEOPHYSICAL WELL LOGS: .....	69
DENR-118.	ISOTOPE DATING:.....	70
DENR-119.	LITHOLOGIC LOGS: .....	70
DENR-120.	PRIVATE DRILLERS LOGS: .....	71
DENR-121.	SOIL SURVEY MAPS: .....	72
DENR-122.	SURVEY PROJECTS: .....	72
DENR-123.	WELL INVENTORY RECORDS:.....	73

**Water and Wastewater Funding:**

DENR-124.	CONSTRUCTION FACILITY PLANS: .....	74
DENR-125.	DISTRICT FILES:.....	74
DENR-126.	DISTRICT FORMATION PETITIONS: .....	75
DENR-127.	ENVIRONMENTAL IMPACT STATEMENTS:.....	75
DENR-128.	FINANCING FILES:.....	76
DENR-129.	GRANT/LOAN PROJECT FILE/CLEAN WATER SRF: .....	76
DENR-130.	GRANT/LOAN PROJECT FILES-CONSOLIDATED WATER FACILITIES:.....	77
DENR-131.	GRANT/LOAN PROJECT FILE/DRINKING WATER SRF: .....	77
DENR-132.	GRANT/LOAN PROJECT FILES-SOLID WASTE MANAGEMENT PROGRAM:.....	78
DENR-133.	GRANT PROJECT FILES/WASTEWATER CONSTRUCTION GRANTS: .....	78
DENR-134.	HYDROLOGY REFERENCE FILE: .....	79

DENR-135.	MAPS: .....	79
DENR-136.	MEETING BOARD PACKETS, BOARD OF WATER & NR: .....	80
DENR-137.	MEETING MINUTES AND SOUND TAPES, BOARD OF WATER AND NR: .....	80
DENR-138.	NEEDS SURVEY: .....	81
DENR-139.	ORIGINAL FORMS:.....	81
DENR-140.	POWER FILES: .....	82
DENR-141.	PRIORITY LIST/INTENDED USE PLAN:.....	82
DENR-142.	PROJECT FILES: .....	83
DENR-143.	RIVER FILES: .....	83
DENR-144.	RIVERS, WILD, SCENIC AND/OR SCENIC RECREATION DESIGNATION: .....	84
DENR-145.	RULES/REPORTS CONSTRUCTION INFORMATION: .....	84
DENR-146.	RURAL WATER SYSTEM FILES: .....	85
DENR-147.	SPECIAL PROJECTS:.....	85
DENR-148.	STATE WATER PLAN:.....	86
DENR-149.	STATE REVOLVING FUND LOAN FILES:.....	86
DENR-150.	US ARMY CORPS OF ENGINEERS FILE: .....	87

**Watershed Protection:**

DENR-151.	AGNPS MODEL INFORMATION: .....	88
DENR-152.	FISH FLESH ANALYSIS: .....	88
DENR-153.	GRANT FILE-LAKE PROTECTION AND REHABILITATION: ...	89
DENR-154.	GRANT FILE-POLLUTION PREVENTION: .....	89
DENR-155.	GRANT FILE-WATERSHED PROTECTION:.....	90
DENR-156.	LAKE FILE: .....	90
DENR-157.	NPS MINUTES: .....	91
DENR-158.	ORIGINAL FORMS:.....	91
DENR-159.	QUALITY ASSURANCE FILES: .....	92
DENR-160.	RESOURCE CONSERVATION AND DEVELOPMENT DISTRICTS: .....	92
DENR-161.	STATEWIDE LAKES ASSESSMENT:.....	93
DENR-162.	WATER QUALITY MONITORING REPORTS; LAKES AND STREAMS: .....	93
DENR-163.	WETLANDS FILE:.....	94

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

DEPARTMENT: Environment & NR  
DIVISION: Secretariat  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0073

<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>

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

**07-030**

This series may be arranged by subject matter and contains information used in the daily administration of the Department of Environment and Natural Resources. 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 regulation; 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: Correspondence is subject to archival screening prior to disposal.)

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

DEPARTMENT: Environment & NR  
DIVISION: Secretariat  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0073

<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>

**DENR-2. RECORDS MANAGEMENT FILES:**

**07-030**

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.

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0065

<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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**DENR-3. AGREEMENTS, STATE/E.P.A.:**

**07-030**

This series contains the yearly final agreement between the State and the Environmental Protection Agency (E.P.A.) for the administration of the federally funded program. Information may include: a copy of the formal agreement and working papers used to draw up agreement.

This record series is retained for reference to carry out the terms of the agreement. The originals are retained in the Division of Financial and Technical Assistance, Fiscal Office.

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

(Note: Previous record series number was DENR-7)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

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

**DENR-4. 104(G) OPERATOR TRAINING:**

**07-030**

This series is arranged chronologically, then alphabetically by facility name and contains 104(G) operator training grant information. Information may include: grant applications and work plans, correspondence, inspection reports, operator management evaluation final facility reports, and EPA guidance. This record series information is used in administering the 104(G) grant and to answer questions from facilities, consultants, and the EPA.

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

(Note: Previous record series number was DENR-42)

**DENR-5. 401 AND 404 REVIEWS:**

**07-030**

This series is arranged alphabetically by county and contains the 401 and 404 reviews. Information may include: applications and review letters. This record series is used to answer question on the 401 and 404 reviews.

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

(Note: Previous record series number was DENR-43)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-6. A & Q RULES AND REGULATIONS:**

**07-030**

This series contains information for developing new and updating existing rules and regulations. Information may include: scientific data, meeting notes, LRC review interim rule hearings, notices of public hearings, affidavits of publication of notices, written comments, and transcript of hearings. This record series serves to document the proper promulgation of rules and regulations pursuant to SDCL 34A-1 and SDCL 1-26.

**RETENTION:** Microfilm and maintain film for 50 years. Destroy after 50 years provided the rules are no longer in effect.

(Note: Previous record series number was DENR-197)

**DENR-7. AIR EMISSION INVENTORY/AIR FEES:**

**07-030**

This series is arranged alphabetically by facility and contains Title V of the Federal Clean Air Act pollutant source files. Information may include: operational reports, air emission calculations, correspondence, and receipts. This record series is maintained for preparing, calculating, and tracking emission inventories and annual air fees.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 10 years. Destroy after 11 years.

(NOTE: Destroy paper after the microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was DENR-198)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

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

**DENR-8. AIR QUALITY AND RADON GRANT FILE:**

**07-030**

This series is arranged chronologically and contains information concerning the administration of the Radon and Air Pollution Control Federal Grants. Information may include: grant application, grant amendments, grant documentation and reports. This record series is used for administering grants, for reference when requesting new grants, and for EPA audit purposes.

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

(Note: Previous record series number was DENR-12)

**DENR-9. AIR QUALITY PERMITS:**

**07-030**

This series contains a file for every air pollution source in the state. Information may include: a copy of the issued permit, blueprints of the source, inspection reports, stack test reports, compliance documents, quarterly monitoring reports, and general correspondence.

The files are categorized by: 1) Grain Elevators; 2) Incinerators; 3) Asphalt Batch Plants; 4) Meat Renders; 5) Concrete Products; 6) Mineral Producers; 7) Millworks; 8) Power Production; 9) Boilers; and 10) Miscellaneous. This record series is used to monitor the operations of these sources in regards to the pollution they emit.

**RETENTION:** Retain hard copy in office until the file is microfilmed. Retain updated microfilm file in office. Destroy microfilmed file 10 years after the source ceases operation.

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

(Note: Previous record series number was DENR-11)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-10. AIR QUALITY CONTRACT FILE:**

**07-030**

This series contains a reference copy of air quality contracts. Information may include: a copy of the contract, copies of vouchers, and general correspondence. This record series is maintained to fulfill the terms of the contract and to conduct oversight of contractor's performance.

**RETENTION:** Retain 3 years in office after terminated, then destroy provided the originals (copies of record) is maintained in the Division of Financial and Technical Assistance, Fiscal Office.

(Note: Previous record series number was DENR-13)

**DENR-11. AIR QUALITY CORRESPONDENCE:**

**07-030**

This series contains general air quality correspondence received by the office. Information may include: EPA letters, letters from the public, and general air quality correspondence. This record series is maintained to meet federal grant requirements and for public access.

**RETENTION:** Retain 4 years in office, then destroy provided no litigation, claim, audit, or continuing issues are pending.

When litigation, claim, audit, or continuing issues are pending, microfilm. Maintain film until all litigation, claim, audit findings, and continuing issues have been resolved and final action has been taken, then destroy.

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

(Note: Previous record series number was DENR-14)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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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**DENR-12. AIR QUALITY MONITORING, SPECIAL STUDIES:**

**09-005**

This series is arranged alphabetically and contains information on special air monitoring studies. Information may include: sampling plan, final report, general correspondence, and sampling data. This record series is maintained for public access and for future reference to the sampling data.

**RETENTION:** Retain in office until final financial status report is submitted, then transfer to storage for 3 years. Destroy after 3 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: When these records are sent to Records Management for storage, please use the date the final federal financial status report was submitted as the inclusive dates for the records transmittal.)

(Note: Previous record series number was DENR-15)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

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

**DENR-13. AIR QUALITY SAMPLES:**

**07-030**

This series is arranged chronologically by calendar year and contains air quality samples. Information may include: sample filters, recorder charts, general monitoring correspondence, and monitoring reports. This record series is used for future reference and if necessary for further analytical testing.

**RETENTION:** Retain samples 1 year in office cold storage, then transfer to storage for 4 years. Destroy after 5 years provided written approval has been obtained from the EPA authorizing the final disposition of the records.

Retain samples with concentrations greater than 50 micrograms per cubic meter in cold storage for 5 years. Destroy after 5 years provided written approval has been obtained from the EPA authorizing the final disposition of the records.

(Note: Previous record series number was DENR-16)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-14. AIR QUALITY SITE FILES:**

**07-030**

This series is arranged alphabetically and contains the public information files setup according to EPA standards concerning air monitoring in the State. Information may include: site description, site pictures, collected data, general site correspondence, and yearly reports. This record series is maintained for public access and for future reference.

**RETENTION:** Retain site information in office until site is closed, then transfer to storage. Destroy 5 years after site has been closed provided written approval has been obtained from the EPA authorizing the final disposition of the records.

(Note: Previous record series number was DENR-17)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-15. AIR QUALITY STATE IMPLEMENTATION PLAN:**

**07-030**

This series contains the air quality rules and regulations and the air quality State implementation plan submitted to the EPA for delegation of federal programs to the State. Information may include: rules and regulations, documentation to demonstrate rules and regulations were adopted properly, reference documents, state implementation plan submittals, and general correspondence. This record series is used to insure compliance with current rules and regulations and to maintain delegation of federal programs.

**RETENTION:** Retain current in office. Microfilm obsolete rules and regulations and reference documents and maintain permanently.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(NOTE: Paper subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-18)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

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

**DENR-16. BOARD OF MINERALS AND ENVIRONMENT:**

**07-030**

This series is arranged chronologically and contains rules and regulations, which have become superseded or obsolete. Information may include: rule description, reference documents, notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of the hearings. This record series is maintained to demonstrate the proper promulgation of the rules and regulations pursuant to SDCL 1-26, and to ensure compliance for individuals/facilities who have been grandfathered in under the old rule and regulation.

**RETENTION:** Retain current in office. Microfilm obsolete rules and regulations and maintain film permanently.

(Note: Previous record series number was DENR-201)

**DENR-17. COMPLIANCE DATA SYSTEM REPORTS:**

**07-030**

This series is arranged alphabetically by facility, then chronologically within the source category and contains the compliance data system reports. The reports are submitted quarterly and annually pursuant to State law, which requires certain air quality sources to monitor the ambient air. Information may include: meteorological data and monitoring data. This record series is maintained for historical purposes and for reference when processing future permits.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 50 years. Destroy after 51 years.

(Note: Previous record series number was DENR-199)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-18. CORRESPONDENCE, GENERAL:**

**07-030**

This series is arranged chronologically and may include: both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

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

(Note: Previous record series number was DENR-19)

**DENR-19. COUNTY WASTEWATER FILES:**

**07-030**

This series is arranged alphabetically by county name and contains the county on-site wastewater information. Information may include: on-site system plans, approvals, survey information, and correspondence. This record series is used in administering the States on-site system.

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

(Note: Previous record series number was DENR-20)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

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

**DENR-20. FEEDLOT ACTIVITIES:**

**07-030**

This series is arranged chronologically and contains information on the departments feedlot activities. Information may include: inspections, phone logs, correspondence, plans and specifications, review checklists, approval/disapproval letters, notices of completion, and certificates of compliance. This record series is used in administering the department's feedlot activities.

**RETENTION:** Plans and specifications, approval letters, notices of completion, and certificate of compliance: Retain 3 years in office, then microfilm, and maintain film for 42 years. Destroy microfilm after 45 years.

Inspections, phone logs, and correspondence: Retain 3 years in office, then transfer to storage for 2 years. Destroy after 5 years.

(Note: Previous record series number was DENR-22)

**DENR-21. GRAPHS, CALIBRATION:**

**07-030**

This series contains the graphs, which are used to calibrate the air test results. Information may include: the actual calibration graph for each site, the date of the calibration, and the raw data gathered to make this calibration. This records series is used to analyze air quality tests, which were taken at different air speeds, and to compare them with a common denominator.

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

(Note: Previous record series number was DENR-23)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-22. MEASURED RADON CONCENTRATIONS:**

**07-030**

This series is arranged numerically by zip code and contains radon concentrations measured in various type of buildings by the State Health Laboratory. Information may include: radon levels measured in homes, schools, and offices. This record series is maintained for trend analysis and specific mitigation purposes.

**RETENTION:** Retain 5 years in office, then microfilm. Maintain film 10 years in office, then transfer to Archives for final disposition.

(Note: Previous record series number was DENR-24)

**DENR-23. MINUTES, AIR QUALITY REVIEW BOARD:**

**07-030**

This series is arranged chronologically by meeting date and contains a copy of the Air Quality Review Board Minutes. Information may include: date of the meeting, agendas, summarization of the discussion, and signature of the Board secretary. The Program oversees the board, which addresses air quality issues on a local level. This record series is maintained for reference and review of the board meeting minutes.

**RETENTION:** Retain 50 years in office on microfilm, then destroy.

(NOTE: Paper and microfilm subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-200)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-24. O AND M WASTEWATER TREATMENT PLANTS:**

**07-030**

This series is arranged alphabetically by facility and contains the Operation and Maintenance Manual for each treatment facility in the state. Information may include: facility components, shop drawings, sketches of plant, and operators procedures. This record series is maintained for reference purposes.

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

(Note: Previous record series number was DENR-26)

**DENR-25. ON-SITE WASTEWATER INSTALLERS CERTIFICATION:**

**07-030**

This series is arranged alphabetically and contains information on on-site wastewater system installers. Information may include: exams, overall list of certified installers, and correspondence. This record series is used for installer certification.

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

(Note: Previous record series number was DENR-27)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-26. RADON GAS INFORMATION:**

**07-030**

This series contains information concerning radon gas information. Information may include: radon testing methods, mitigation techniques, and health effects. This record series is used as reference material for public information requests.

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

(Note: Previous record series number was DENR-28)

**DENR-27. SWDS FILES:**

**07-030**

This series contains SWDS permit information and is arranged alphabetically by permittee and then chronologically; except for SWD Industrial permittees, which are filed numerically by permit number. Information may include: applications, statements of basis, permits, inspections, monitoring reports, enforcement documents, and correspondence. This record series is used in administering the EPA delegated NPDES program.

**RETENTION:** Retain current in office, then microfilm upon permit expiration. Destroy 2 years after permit expiration.

(Note: Previous record series number was DENR-31)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

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

**DENR-28. TENNESSEE VALLEY AUTHORITY FILE:**

**07-030**

This series contains information concerning the Tennessee Valley Authority (TVA) and its current operation of the uranium mill in Edgemont, South Dakota. Information may include: TVA's clean up tailings, and semiannual release reports concerning radiation releases in Edgemont. This record series is used to monitor TVA's operation in Edgemont.

**RETENTION:** Retain 25 years on microfilm, then transfer to Archives permanently.

(Note: Previous record series number was DENR-32)

**DENR-29. TOPOGRAPHIC MAPS:**

**07-030**

This series is arranged by map key and contains topographic maps. Maps may include: topographic maps and wetland inventory maps. This record series are used for environmental reviews, SWDS, and water quality standards activities.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to Archives for final disposition.

(Note: Previous record series number was DENR-33)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-30. WASTEWATER TREATMENT AND PERMIT GUIDANCE**  
**CORRESPONDENCE:**

**07-030**

This series is arranged alphabetically and contains information on wastewater treatment and permit writing guidance. Information may include: correspondence with other States and the EPA. This record series is used for writing surface waster discharge permits.

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

(Note: Previous record series number was DENR-36)

**DENR-31. WATER AND WASTEWATER OPERATOR COURSES:**

**07-030**

This series is arranged chronologically and contains information on water and wastewater operator courses. Information may include: attendees, course outlines, schedules, and operators attendance records. This record series is used for documenting the courses and planning future courses.

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

(Note: Previous record series number was DENR-37)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

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

**DENR-32. WATER QUALITY MONITORING INFORMATION:**

**07-030**

This series is arranged chronologically and contains general information on surface water quality monitoring techniques. Information may include: 40 CFR 136, standard methods, and EPA guidance. This record series is used in maintaining the water quality monitoring network and for planning stream surveys.

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

(Note: Previous record series number was DENR-38)

**DENR-33. WATER QUALITY MONITORING NETWORK DATA:**

**07-030**

This series is arranged numerically by site number and then chronologically by date and contains surface water quality data collected at water quality monitoring network sites. Information may include the laboratory analysis reports. This record series is maintained to reconcile problems with data encoded in the STORET database.

**RETENTION:** Retain in office until encoded, then transfer to storage for 3 years. Destroy 3 years after encoded.

(Note: Previous record series number was DENR-39)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Air and Surface Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0317

<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>

**DENR-34. WATER QUALITY REVIEWS:**

**07-030**

This series is arranged numerically and contains water quality reviews. Information may include: applications and review letters. This record series is used to answer questions on projects that have received environmental reviews.

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

(Note: Previous record series number was DENR-40)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Drinking Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0074

<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>

**DENR-35. BOTTLED WATER FACILITIES:**

**07-030**

This series is arranged alphabetically by facility and contains documentation for each bottled water facility. Information may include: chemical analysis, surveys, correspondence, and plans and specifications. This record series is used for administrative purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 9 years. Destroy film after 10 years.

(Note: Previous record series number was DENR-44)

**DENR-36. CERTIFICATION, WATER AND WASTEWATER OPERATORS:**

**07-030**

This series is arranged alphabetically by operator name and contains the certification of water and waste water operators in South Dakota. Information may include: certification test results, renewal receipts, miscellaneous information on the operator, operator name, operator number, and examinations for certification. This record series is used to certify water and wastewater operators.

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

(Note: Document imaging system also exists.)

(Note: Previous record series number was DENR-45)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Drinking Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0074

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

**DENR-37. ENVIRONMENTAL REVIEW LETTERS:**

**07-030**

This series is arranged numerically by specification number and contains drinking water quality determination that this particular project will not have adverse environmental effects to drinking water in this area. Information may include: approval letters, requests, specification number, project title, date approved, and person receiving the letter. This record series is maintained for documentation of grants.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film 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 DENR-233)

**DENR-38. MINUTES, STATE BOARD OF CERTIFICATION:**

**07-030**

This series is arranged chronologically by date and may contain the minutes of the meeting of the State Board of Certification. This record series is used as a reference record of board action dealing with the certification of drinking water and wastewater operators.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 10 years. Destroy film after 11 years.

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

(Note: Previous record series number was DENR-47)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Drinking Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0074

<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>

**DENR-39. PLANS AND SPECIFICATION APPROVAL LETTERS:**

**07-030**

This series is arranged numerically by plan and specification number and contains the water and wastewater approval letters. Information may include: specification number, project title, date approved, and person receiving the approval letter. This record series is maintained for reference and documentation purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 2 years. Destroy after 3 years.

(Note: Previous record series number was DENR-228)

**DENR-40. PLANS AND SPECIFICATION INDEX CARDS:**

**07-030**

This series is arranged numerically by plans and specification number and contains the water and wastewater plans and specification index cards. Information may include: name of site, assigned plans and specification number, engineer's name, project title, date received, date approved, date approval letter was sent, and name of person receiving the approval. The information is used for administrative purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 49 years. Destroy film after 50 years provided the respective water and wastewater plans and specifications have been destroyed.

(Note: Previous record series number was DENR-48)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Drinking Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0074

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

**DENR-41. PUBLIC NOTIFICATIONS:**

**07-030**

This series is arranged numerically and contains notices informing the public a drinking water violation has occurred. Information may include: affidavit of publication, newspaper clipping of actual drinking water violation, correspondence with the newspapers, requests to publish notices as a "display advertisement", and copies of the public notice sent to the newspapers. This record series is maintained to administer and enforce the provisions of the Federal Safe Drinking Water Act requiring all customers of a public water supply system to know of any problems being faced by the public water system and to ensure safe drinking water is available to all users of public water supply systems.

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

(Note: Previous record series number was DENR-202)

**DENR-42. WATER AND WASTEWATER PLANS AND SPECIFICATIONS:**

**07-030**

This series is arranged numerically by plans and specification number and contains the oversized water and wastewater plans and specifications. Information may include: drawings for new or improved water and wastewater systems and detailed engineering specifications for each facility. This record series is maintained for administrative purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 49 years. Destroy film after 50 years.

(Note: Previous record series number was DENR-52)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Drinking Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0074

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

**DENR-43.    WATER PARAMETERS:**

**07-030**

This series is arranged alphabetically by site location, then chronologically and contains water parameters for facilities such as, drinking water facilities, beaches, wells, and pools. Information may include, but is not limited to: various pictures, sanitation surveys, correspondence, plans and specifications, approval letters, water test results, environmental fees, and schedules. Water test results may include, but are not limited to the readings of following: coliform, fluoride, common ions, lead/copper, VOCs, SOCs, THMs, IOCs, bactes, and RADs. This record series is used for administrative purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 10 years. Destroy after 11 years.

(Note: Previous record series number was DENR-46)

**DENR-44.    WATER SUPPLY DATA ENTRIES OF PUBLIC WATER SYSTEMS:**

**07-030**

This database series is arranged chronologically by quarter and contains the water supply data entries for public water systems. Information may include: parameter readings from tests ran on drinking water systems, EPA identification number, and site. This record series is maintained for administrative purposes.

**RETENTION:** Retain database current.

(Note: Previous record series number was DENR-53)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Ground Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0307

<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>

**DENR-45. ATP-BID PACKAGE:**

**07-030**

This series is arranged numerically and contains the bid package for the removal of underground petroleum storage tanks as related to the Abandoned Tank Program (ATP). Information may include: bid forms, proof of insurance, contracts, invoices, consultant records, correspondence, change orders, site sketches and descriptions, copies of public notices, and bid tabulations. This record series is used as a reference to the awarding of contracts for the removal of underground petroleum storage tanks.

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

(Note: A document imaging system also exists. Convert the digital images to microfilm when volume warrants.)

(Note: Previous record series number was DENR-53.1)

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

DEPARTMENT: Environment & NR  
 DIVISION: Environmental Services  
 OFFICE: \_\_\_\_\_  
 PROGRAM: Ground Water  
 RECORDS OFFICER: Rob Green  
 RM CUSTOMER #: 0307

<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>

**DENR-46. CORRESPONDENCE, GENERAL:**

**07-030**

This series is arranged alphabetically by employees name and then chronologically by date and contains letters and memorandums sent. This record series is used for occasional reference and documentation purposes.

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

(Note: Previous record series number was DENR-55)

**DENR-47. GROUND WATER DISCHARGE PLANS:**

**07-030**

This series is arranged alphabetically and then chronologically by date and contains the ground water discharge plans. Information may include but is not limited to: letters, memos, reports, and discharge applications. This record series is used as reference as the Ground Water Permits are required by CFR 74:03:16.

**RETENTION:** Retain in office until post-closure monitoring is complete, then microfilm and maintain microfilm for 10 years, then destroy.

(Note: Previous record series number was DENR-56)

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

DEPARTMENT: Environment & NR  
 DIVISION: Environmental Services  
 OFFICE: \_\_\_\_\_  
 PROGRAM: Ground Water  
 RECORDS OFFICER: Rob Green  
 RM CUSTOMER #: 0307

<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>

**DENR-48. GROUND WATER FILES:**

**07-030**

This series is arranged alphabetically by county and contains ground water files. Information may include, but is not limited to: memos; hydrology, geology, water resources data and reviews; and hydrogeologic reviews. This record series is used for occasional reference and regulatory requirements.

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

(Note: Previous record series number was DENR-57)

**DENR-49. LUST TRUST PROJECTS:**

**07-030**

This series is arranged numerically, then chronologically by date and contains the LUST Trust Project files. Information may include, but is not limited to: workplans; billing vouchers; letters; memos; and corrective action, assessment, and monitoring reports. This record series is maintained to comply with State and Federal rules.

**RETENTION:** Retain in office until project closes (end of contract), then microfilm. Maintain film for 7 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 DENR-58)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Ground Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0307

<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>

**DENR-49.1. MEETING MINUTES & CORRESPONDENCE FOR SERC:**

**08-010**

This series is arranged chronologically and contains the State Emergency Response Commission (SERC) minutes and correspondence. Information may include: meeting agendas, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning actions taken and for reporting purposes.

**RETENTION:** Microfilm and maintain film permanently.

**DENR-50. SARA TITLE III- 302 TO 312:**

**07-030**

This database and paper series is arranged alphabetically, then numerically and contains the SARA Title III-302 to 312 files. Information may include, but is not limited to: Emergency Planning Notification, Tier II forms, chemical lists, material safety data sheets, fee payment records, and LEPC lists. The information is maintained for facility and State compliance with EPCRA.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 5 years. Destroy film after 8 years provided written approval has been obtained from the EPA authorizing the final disposition of the records.

Retain database current.

(Note: Previous record series number was DENR-63)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Ground Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0307

<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>

**DENR-51. SARA TITLE III-TRI:**

**07-030**

This database and paper series is arranged alphabetically, then chronologically by date and contains the Superfund Amendments and Reauthorization Act (SARA) Title III-TRI files. Information may include, but is not limited to: Form R reports, fee payment records, and certification forms. This record series is maintained to keep facilities and the State in compliance with Emergency Planning and Community Right-To-Know Act (EPCRA).

**RETENTION:** Retain in office for 10 years, then microfilm and maintain film for 5 years. . Destroy film after 15 years provided written approval has been obtained from the EPA authorizing the final disposition of the records.

Retain database current.

(Note: Previous record series number was DENR-62)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Ground Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0307

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

**DENR-52. SOURCE WATER ASSESSMENTS:**

**07-030**

This series is arranged by subject matter and contains Source Water Assessments available for public information. Information may include: correspondence, contracts, assessments, supporting data, and reference material. This record series is used as Assessments are required by the Safe Drinking Water Act, and the Department of Environment and Natural Resources is federally required to make the information available to the public.

**RETENTION:** CONTRACTS: Retain 7 years, then destroy provided the contract has been terminated.

REFERENCE MATERIAL: Retain 2 years in office, then destroy.

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

(Note: Previous record series number was DENR-226)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Ground Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0307

<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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**DENR-53. SPILL REPORTS:**

**07-030**

This database and paper series is arranged numerically, then chronologically by date and contains spill reports. Information includes, but is not limited to: letters, memos, and reports on on-going investigations. This records series is used to track on-going investigations.

**RETENTION:** Retain current in office, then microfilm and maintain microfilm permanently.

(NOTE: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Previous record series number was DENR-64)

**DENR-54. STORAGE TANKS:**

**07-030**

This paper and database series is arranged numerically and contains facility registration forms. Information may include: facility identification number, owners name, facility location, number of tanks, size of tanks, other tank specifics, and status (open or closed). This record series is used to track fuel storage statewide in compliance with State and Federal regulations, and is used for updating and scheduling inspections.

**RETENTION:** Retain permanently in office.

(Note: Previous record series number was DENR-65)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Ground Water  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0307

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

**DENR-55. STORAGE TANKS PLANS AND SPECIFICATIONS:**

**07-030**

This series is arranged numerically by plans and specifications number and contains the underground and above ground storage tank plans and specifications. Information may include: drawings for new or upgraded storage tank systems and detailed engineering specifications for each facility. This record series is maintained for administrative purposes.

**RETENTION:** Microfilm and maintain film for 20 years. Destroy film after 20 years.

(Note: Previous record series number was DENR-66)

**DENR-56. SUPERFUND:**

**07-030**

This series is arranged chronologically by date and contains the superfund files. Information may include, but is not limited to: letters, memos, general site information, schedules, technical documents, and reports. This record series is maintained pursuant to Federal law 40 CRF, Chapter 1, Sections 35.6700 and 35.6705.

**RETENTION:** Retain in office until final "Financial Status Report" is submitted to the US EPA, then microfilm and maintain film for 10 years. Destroy film after 10 years provided written approval has been obtained from the EPA authorizing the final disposition of the records.

(Note: Previous record series number was DENR-67)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: Oil and Gas  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

<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>

**DENR-57. BONDS FORM 3 & 10:**

**07-030**

This series is arranged alphabetically and contains Plugging and Performance and Surface Restoration bonds. Information may include, but is not limited to: surety liability, list of wells covered, and correspondence. This records series is maintained for administrative purposes.

**RETENTION:** Retain in office 1 year after terminated, then microfilm and maintain film for 3 years, then destroy provided 4 years have passed since bonds have been terminated.

(Note: Previous record series number was DENR-300)

**DENR-58. INJECTION REPORT FORM 5A:**

**07-030**

This series is arranged chronologically and contains the operator reports of the amount of fluid injected into a well and the number of days injection occurred. Information may include, but is not limited to: date, operator name and address, farm or lease name, county, field, well number, status, days injected, fluid injected, and signatures. The reports assist in ensuring the wells are operating within the conditions of the permit. This record series is used for geologically, engineering and hydrological analyses; future indicators; industry needs; and historical purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 4 years. Destroy film after 5 years.

(Note: Previous record series number was DENR-302)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: Oil and Gas  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

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

**DENR-59. ORGANIZATION REPORTS FORM 1:**

**07-030**

This series is arranged alphabetically and contains the operator's organization reports. Information may include: company, organization or individual name; address; plan of organization; principal officers or partners, titles, and address; directors name and address; and board approval. This record series is maintained for reference, documentation, and historical purposes.

**RETENTION:** Retain current in office, then microfilm and maintain film for 2 years. Destroy film 2 years after superseded or obsolete.

(Note: Previous record series number was DENR-303)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: Oil and Gas  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

<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>

**DENR-60. PRODUCTION REPORT FORM 5:**

**07-030**

This series is arranged chronologically and contains operator reports of each months oil, gas, and water production. Information may include: date; operator name and address; farm or lease name; field; county; well number; status; amounts of oil, gas, and water taken from the well; and number of days amounts extracted from the well. This record series is used for geological, engineering and hydrological analyses; future indicators; industry needs; and historical purposes.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film for 4 years.. Destroy film after 5 years.

(Note: Previous record series number was DENR-304)

**DENR-61. RULES AND REGULATIONS:**

**07-030**

This series is arranged numerically by rule number and may contain: notices of public hearings, affidavits of publication of notices, written comments from the public and transcripts of hearing. These files are also filed with the Legislative Research Counsel and the Secretary of State. The files have little reference activity once the hearing has been held unless someone request a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Retain 1 year in office, then microfilm and maintain film in office for as long as the rules are in effect. Destroy film after 25 years provided rules and regulations have been superseded or become obsolete.

(Note: Previous record series number was DENR-305)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

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

**DENR-62. EXPLORATION PERMIT FIELD FILE:**

**07-030**

This series is arranged alphabetically by permit name and contains a copy of the permit application. Information may include: copy of permit, past inspections, and inspector's handwritten notes. This record series is used during actual on site inspections for reference of past inspection findings.

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

(Note: Previous record series number was DENR-71)

**DENR-63. EXPLORATION PERMIT FILE:**

**07-030**

This series is arranged alphabetically and contains both open and closed exploration files. Information may include, but is not limited to: permit issued, bond, annual reports, inspection reports, reclamation plan, maps plotting points of exploration, and correspondence. This record series is used to monitor exploration activities in South Dakota.

**RETENTION:** Retain active in office, then microfilm. Maintain film for 10 years, then destroy.

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

(Note: Previous record series number was DENR-72)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

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

**DENR-64. MINING LICENSE FILES:**

**07-030**

This series is arranged alphabetically by the construction aggregate operator name and contains both active and inactive mining license files. These files document the construction aggregate activity in South Dakota. Information may include, but is not limited to: copy of the mining license application, license issued, report of inspection at the mining operation, various correspondence concerning each legal description, and history of license renewals. This record series is used to monitor operations at each site.

**RETENTION:** Retain current in office, then microfilm. Maintain film for 5 years, then destroy provided 5 years have passed since the file has been closed.

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

(Note: Previous record series number was DENR-74)

**DENR-65. MINING PERMIT FIELD FILE:**

**07-030**

This series is arranged alphabetically by permit name and contains copies of the mining permit applications and inspections. Information may include: copies of the permit, past inspections, and inspector's handwritten notes. This record series is used during actual on site inspections for reference of past inspection findings.

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

(Note: Previous record series number was DENR-75)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

<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>

**DENR-66. MINING PERMIT FILES:**

**07-030**

This series is arranged alphabetically by mining permit name and contains the materials, which are used to administer mining activities within the State. Information may include, but is not limited to: copy of the permit issued, bond, inspection reports conducted at the mining operation, various correspondence concerning each permit, a history of permit renewals, plans and specifications, and maps. This record series is used to monitor operations at each of the mines.

**RETENTION:** Retain current in office, then microfilm. Maintain film for 5 years, then destroy provided 5 years have passed since the file has been closed.

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

(Note: Previous record series number was DENR-76)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

<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>

**DENR-67. MINING RULES AND REGULATIONS:**

**07-030**

This series is arranged numerically by rule number and may contain notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearing. These are also filed with Legislative Research Counsel and the Secretary of State. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

**RETENTION:** Retain 1 year in office, then microfilm. Maintain film in office for as long as rules are in effect, then destroy.

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

(NOTE: Retain original film at Records Management for 25 years. Destroy after 25 years provided superseded or obsolete.)

(Note: Previous record series number was DENR-77)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Minerals and Mining  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0314

<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>

**DENR-68. MINUTES, BOARD OF MINERALS AND ENVIRONMENT:**

**07-030**

This ring binder series contains the official minutes of the Board of Minerals and Environment. Information may include: date of the meeting, agendas, summarization of the discussion, and official signature of the Board secretary. This record series is maintained for documentation.

**RETENTION:** Retain permanently in office on microfilm.

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

(Note: Previous record series number was DENR-84)

**DENR-69. POLLUTION SOURCE FILES:**

**07-030**

This series is arranged alphabetically by operator name and contains the pollution source files. Information may include, but is not limited to: a copy of the permit application, permit issued, correspondence, inspections, stack tests, and enforcement actions. This record series is maintained for reference and administrative purposes.

**RETENTION:** Retain current in office, then microfilm. Destroy film 10 years after the facility ceases operations.

(Note: Previous record series number was DENR-78)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Surface Water Quality  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0315

<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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**DENR-70. DISCHARGE MONITORING REPORTS:**

**07-030**

This series is arranged chronologically by year, then alphabetically by facility and contains discharge monitoring reports on wastewater permits. Information may include: report date, permit number, outfall number parameters, and number of days of discharge. This record series is used to determine compliance with the Surface Water Discharge Permit.

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

(Note: Previous record series number was DENR-235)

**DENR-71. POINT SOURCE TOTAL MAXIMUM DAILY LOADS:**

**07-030**

This series is arranged alphabetically and contains information used to develop Total Maximum Daily Loading (TMDL) calculations for waterbodies in South Dakota. Information may include: scientific data, public notice affidavits, written comments on draft TMDLs, loading calculation documentation, and EPA approval letters. This record series is maintained for reference and administrative purposes.

**RETENTION:** Microfilm when volume warrants and maintain film for 7 years, then destroy.

(Note: Previous record series number was DENR-227)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Surface Water Quality  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0315

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

**DENR-72. PRETREATMENT FILES:**

**07-030**

This series is arranged alphabetically and contains both active and inactive pretreatment files for industrial pretreatment users and cities with pretreatment programs. Information may include: permits, discharge monitoring reports, correspondence, inspection reports, audit reports, annual reports and local ordinances. This record series is maintained for reference purposes and to meet federal requirements.

**RETENTION:** Microfilm when volume warrants and maintain film 7 years, then destroy.

(Note: Previous record series number was DENR-230)

**DENR-73. STORM WATER PERMITS:**

**09-005**

This series is arranged numerically by permit number and contains information for the general storm water permits. Types of permits include: Construction and Industrial. Information may include: Notice of Intent (NOI), supplemental data, letter of authorization, and Notice of Termination (NOT). This record series is maintained for administrative purposes.

**RETENTION:** PAPER: Scan and transfer paper to storage for 5 years, then destroy.

**ELECTRONIC IMAGES:** Retain current. Destroy electronic images 5 years after termination.

(Note: Previous record series number was DENR-225)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0070

<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>

**DENR-74. ASBESTOS CERTIFICATION FORMS:**

**07-030**

This series is arranged chronologically and contains asbestos certification forms. Information may include: name of applicant, height, weight, date of birth, address, name of company, and area of asbestos work to be certified in (i.e. planner, worker, supervisor). This record series is maintained as Certification is required by State law and rule to be able to conduct asbestos activity.

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

(Note: Previous record series number was DENR-82)

**DENR-75. ASBESTOS ENFORCEMENT CASES:**

**07-030**

This series is arranged chronologically and contains asbestos enforcement cases. Information may include: correspondence, legal action, settlement agreement, copies of checks, copies of receipts, violations, reports, and supporting documentation. This record series is maintained for legal purposes.

**RETENTION:** Microfilm when volume warrants and maintain film 7 years. Destroy after 7 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 DENR-229)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0070

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

**DENR-77. ASBESTOS RENOVATION/DEMOLITION NOTIFICATIONS AND INSPECTIONS:**

**10-006**

This series is arranged chronologically and contains asbestos inspections conducted throughout the state and the notification information regarding the renovation/demolition of asbestos containing property. Asbestos Inspections information may include: date of inspection, inspector's name, name of facility or building, inspection findings, and removal procedures. Asbestos Renovation/Demolition information may include: the source, date of activity, date of completion, name of company doing renovation/demolition work, and square footage of area affected. This record series is maintained pursuant to SDCL 34-44.

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

(Note: Previous record series number was DENR-83)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0070

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

**DENR-78. MINUTES, BOARD OF MINERALS AND ENVIRONMENT,  
SOUND TAPES:**

**07-030**

This series contains the verbatim voice recordings of meetings held by the Board of Minerals and Environment. This record series is maintained as records are transcribed into abbreviated minutes, which are approved monthly by the Board.

**RETENTION:** Retain 2 years in office, then transfer to Archives for final disposition.

(Note: Previous record series number was DENR-85)

**DENR-79. REGULATIONS, SOUTH DAKOTA:**

**07-030**

This series contains the rules and regulations for solid and hazardous waste and asbestos. Information may include: drafts of the rules, final rules, and the signed forms authorizing the establishment of these rules. This record series is used to maintain current rules and regulations and for management of the programs.

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

(Note: Previous record series number was DENR-87)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0070

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

**DENR-80. SOLID WASTE FILES:**

**07-030**

This series is arranged alphabetically by site and contains the documents used to administer solid waste disposal in the state. Information may include: inspection reports, complaints, permit information, photographs, and all necessary forms needed for the completion of the solid waste permit application. This record series is used to track the solid waste activities of each permitted facility and for completing the solid waste permit application.

**RETENTION:** Retain in office until facility is no longer operational, then microfilm. Maintain film for 10 years, then destroy.

(Note: Previous record series number was DENR-89)

**DENR-81. SOLID WASTE PLANS AND SPECIFICATIONS:**

**07-030**

This series contains the plans and specifications for solid waste facilities permitted in South Dakota. This record series is maintained as the plans and specification are used by staff in determining if a proposed facility meets all the required design criteria for the construction and operation of a solid waste facility.

**RETENTION:** Retain in office until facility is no longer operational, then microfilm. Maintain film for 10 years, then destroy.

(Note: Previous record series number was DENR-90)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Waste Management  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0070

<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>

**DENR-82. WASTE FACILITIES, REGULATED HAZARDOUS:**

**07-030**

This series contains the files of regulated facilities, which deal with hazardous waste. Information is broken down by facilities and may include: correspondence, telephone conversations, inspection reports, pictures, and field notes. The facilities are broken down by 1) Generators of hazardous materials, 2) Transporters of hazardous materials, and 3) Disposers of hazardous materials. This record series is used to monitor the operations in the state.

**RETENTION:** Retain in office on microfilm. Destroy film after 10 years provided files have been inactive for 10 years.

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

(Note: Previous record series number was DENR-91)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

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

**DENR-83. ADMINISTRATIVE RULES:**

**07-030**

This series is arranged chronologically according to chapter number and contains administrative rules. Information may include: draft changes to rules, rules as adopted by the Water Management Board, and all related documentation required by the rules promulgation procedure. This record series provides a history of changes to administrative rules implemented by the program. Current rule versions are filed with the Secretary of State and Legislative Research Council.

**RETENTION:** Retain current rules in office. Destroy 50 years after superseded or obsolete.

(Note: Previous record series number was DENR-92)

**DENR-84. BENCH MARKS:**

**07-030**

This series lists the location of bench marks by geographic location. Information may include: legal description, construction details, and the mean sea level elevation of the bench marks. This record series is maintained as bench marks are used for setting elevations of lake outlets, water levels, observation wells, and for resolution of water disputes.

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

(Note: Previous record series number was DENR-93)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

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

**DENR-85. DAM INSPECTION REPORT FILES:**

**07-030**

This series is arranged numerically by dam category and contains inspection reports. Information may include, but is not limited to: phase I inspection reports; other inspection findings; maps; plans and specification; hydrologic and geologic information; and correspondence. This record series is maintained for reference purposes.

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

(Note: Previous record series number was DENR-98)

**DENR-86. DAM INVENTORY:**

**07-030**

This database and paper series is arranged numerically and contains the master listing of dams needing to comply with the dam safety rules. Information may include: details of dams within the state regarding dam location, physical characteristics, and ownership. This record series is maintained for reference purposes.

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

(Note: Previous record series number was DENR-99)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

<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>

**DENR-87. DAM SAFETY BACKGROUND:**

**07-030**

This series is arranged according to topic and contains general reference materials. Information may include: hydrologic/geologic information, dam safety standards, inspection guidelines, and other State programs. This record series is an important resource for maintaining an up-to-date program and incorporating new procedures as applicable.

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

(Note: Previous record series number was DENR-100)

**DENR-88. DRY DRAW INDEX CARDS:**

**07-030**

This series is arranged alphabetically by county and contains the dry draw index cards. Information may include: the location of the dry draw dam, the owner's name, and the location notice number. This record series is used as a quick reference source to locate location notices.

**RETENTION:** Retain active files in office on microfilm. Destroy film after 50 years provided files have been inactive for 50 years.

(Note: Previous record series number was DENR-101)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

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

**DENR-89. DRY DRAW LOCATION NOTICES:**

**07-030**

This series is arranged according to legal description by county and contains locations notices. Information may include: name of owner, date of filing, legal description of diversion point, amount of water claimed, size of structure, and signature. This record series is maintained as holders of location notices have a water right to impound water.

**RETENTION:** Retain in office 1 year, then microfilm and maintain film for 49 years. Destroy film after 50 years provided files have been inactive for 50 years.

(Note: Previous record series number was DENR-102)

**DENR-90. IRRIGATION QUESTIONNAIRES:**

**07-030**

This series is arranged according to water permit/right number and contains irrigation questionnaires. Information may include: pump rate, hours/days pumped, crop grown, water source, type of irrigation equipment, and power source. This record series is used to manage existing water permits/rights and determine if water is available for additional uses.

**RETENTION:** Retain 2 years in office, then microfilm and maintain film permanently.

(Note: Previous record series number was DENR-103)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

<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>

**DENR-91. IRRIGATION QUESTIONNAIRE SUMMARIES:**

**07-030**

This series is arranged according to drainage basin, aquifer, and county; and summarizes the information in the irrigation questionnaires. Information may include: permit/right number, amount of water used, and amount of water appropriated from the water source. This record series is maintained for reference purposes.

**RETENTION:** Retain 2 years in office, then microfilm and maintain film permanently.

(Note: Previous record series number was DENR-104)

**DENR-92. MAPS:**

**07-030**

This series is arranged according to water permit/right number and contains the map(s) for each water permit/right. Information may include: the legal description of the water diversion point and acreage irrigated for irrigation permits. This record series is maintained as maps are part of the application for a water permit and assist with water permit investigations.

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

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

(Note: Previous record series number was DENR-106)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

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

**DENR-93. MINUTES, WATER MANAGEMENT BOARD:**

**07-030**

This series is arranged chronologically and contains the minutes of the State Water Management Board meeting. Information may include: contested case hearings conducted by the board, permitting issues, exhibits, adoption of rules, and any other issue under the board's jurisdiction. This record series is maintained to provide the official record of board proceedings.

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

(NOTE: Paper subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-107)

**DENR-94. MISCELLANEOUS REFERENCE FILE, WATER RIGHTS:**

**07-030**

This series is arranged according to subject matter and contains general and technical information concerning water permits/rights administration. Information may include: hydrology, flow records, irrigation, soils, pump specifications, water rights management, fees in other states, and water conservation. This record series is maintained as effective management of water resources requires use of current and comprehensive water rights-related reference materials.

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

(Note: Previous record series number was DENR-108)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

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

**DENR-95. OBSERVATION WELL FILES:**

**07-030**

This series is arranged according to observation well number and county. Information may include: water level readings, maintenance sheet, and water quality analyses for approximately 1,600 observation wells. This record series is used to quantify and manage the State's ground water resources.

**RETENTION:** Retain active in office on microfilm. Destroy 50 years after well no longer exists.

(Note: Previous record series number was DENR-109)

**DENR-96. ORDINARY HIGH/LOW WATER MARK AND OUTLET ELEVATION REPORTS:**

**07-030**

This series is arranged alphabetically by county for each lake with an established ordinary high water mark. Reports may include: elevation surveys, site observations, historical information, pictures, maps, and recommendations. This record series is maintained as reference for high water marks establish public access; low water marks establish property boundaries; and outlet elevations affect lake water levels.

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

(Note: Previous record series number was DENR-110)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

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

**DENR-97. STREAM FILES:**

**07-030**

This series is arranged according to subject matter concerning several streams in South Dakota such as: the James River, Rapid Creek, and Spearfish Creek. Information may include, but is not limited to: stream flow information, hydrology studies, water permit/right information, water use disputes, and general reference material. This record series is maintained to assist with management of water resources.

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

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

(Note: Previous record series number was DENR-112)

**DENR-98. TEMPORARY PERMITS:**

**07-030**

This series is arranged by date issued and by geographic region and contains temporary permits. Information may include: water source, amount of water needed, water use, diversion point legal description, and the permit holder. This record series is maintained for reference as temporary permits are issued to allow short term water use for construction projects such as: road construction or dewatering for building construction.

**RETENTION:** Retain current in office. Destroy after 2 years.

(Note: Previous record series number was DENR-113)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

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

**DENR-99. TOPOGRAPHIC MAPS:**

**07-030**

This series is arranged according to legal description and may contain topographic maps for all of South Dakota. Each map identifies surface topography with contour lines denoting mean sea level elevation and other surface features such as roads, parks, buildings, and landmarks. This record series is used as reference as maps are used for water permit investigations; water use and drainage disputes; safety of dams issues such as identifying dam locations and flood routing; and hydrologic analysis.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to archives for final disposition.

(Note: Previous record series number was DENR-114)

**DENR-100. VESTED DRAINAGE RIGHTS FILINGS:**

**07-030**

This series is arranged according to legal description by county and contains vested drainage rights. Information may include: name and address of owner, legal description of acreage drained and acreage receiving water, physical description of drainage works, and direction of water flow. This records series is maintained as reference as the holder of vested drainage rights have legal authority to maintain drainage works as described on the filing.

**RETENTION:** Retain permanently on microfilm.

(NOTE: Destroy paper after the microfilm has been inspected and approved to meet quality standards.)

(Note: Previous record series number was DENR-115)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

<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>

**DENR-101. WATER PERMIT/RIGHT, COUNTY LIST:**

**07-030**

This series is arranged alphabetically by county and contains a listing of all water permits/rights in each county. Information may include: brief summary of each water permit including the permit holder, amount of water appropriated, diversion point location, type of water use, and priority date. This record series is used to assist staff with preparing for permit investigations or assisting the public.

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

(Note: Previous record series number was DENR-116)

**DENR-102. WATER PERMIT/RIGHT FILES:**

**07-030**

This series is arranged numerically and contains the official record for each water permit/right. Information may include, but is not limited to: permit application, maps, fee receipts, test hole logs, transfers of ownership, staff report, chief engineer's recommendation, newspaper notice, petitions, and other supplemental information/correspondence. The water permit/right is similar to a property right and allows use of a specific amount of water for a specific beneficial use. Unless forfeited or abandoned, a water permit/right remains effective indefinitely. This record series is maintained for reference.

**RETENTION:** Retain permanently on microfilm.

(Note: Previous record series number was DENR-117)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

<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>

**DENR-103. WATER PERMIT/RIGHTS, INDEX CARDS:**

**07-030**

This index is arranged alphabetically by last name and by legal description and contains a summary of water permits/rights. Information may include: name of the permit/right holder, permit/right number, location of diversion point, type of use, amount of water appropriated and important dates (e.g. date issued, date to complete work, and date licensed). This record series is used by staff to determine if a permit/right exists and is used as a reference to basic information.

**RETENTION:** Retain in office 50 years after cancellation, then destroy.

(Note: Previous record series number was DENR-118)

**DENR-104. WATER RIGHTS RECORD BOOK:**

**07-030**

This bound book series is arranged numerically and contains old water rights. Information may include: water right holder, location of diversion, water source, amount of water claimed, and type of water use. This record series is maintained for reference as the books are being kept to assist with licensing old irrigation projects.

**RETENTION:** Transfer to archives for final disposition following completion of all investigations.

(Note: Previous record series number was DENR-119)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
PROGRAM: Water Rights  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0077

<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>

**DENR-105. WELL DRILLER LICENSES:**

**07-030**

This series is arranged numerically and contains well driller licenses. Information may include: well driller license applications, well drillers license, and other related file documentation. This record series is used to document experience with well construction, well construction standards, and licensed to complete work in South Dakota.

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

(Note: Previous record series number was DENR-120)

**DENR-106. WELL DRILLER'S REPORTS:**

**07-030**

This series is arranged according to legal description by county and contains well completion reports. Information may include: well location, depth of well, type of construction, water use, log of ground formations, pump rate, static water level, well owner, and well driller. This record series is used as reference as well completion reports document how a well is constructed and if the well meets construction standards; as well as providing hydrological, geological, and permitting information.

**RETENTION:** Retain 1 year in office, then microfilm. Retain film permanently in office.

(Note: Previous record series number was DENR-121)

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

DEPARTMENT: Environment & NR  
DIVISION: Environmental Services  
OFFICE: \_\_\_\_\_  
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RM CUSTOMER #: 0077

<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>

**DENR-107. WELL DRILLER'S VARIANCE:**

**07-030**

This series is arranged chronologically and contains variances concerning construction of wells. Information may include: name and address of owner, chief engineer's decision on variance request, description of variance request, and qualifications. A variance allows alternative well construction that is reasonable in the judgement of the chief engineer. This record series is maintained for reference purposes.

**RETENTION:** Retain 3 years in office, then microfilm. Destroy film after 50 years provided well is no longer in service.

(Note: Previous record series number was DENR-122)

**DENR-108. WITHDRAWAL NOTICES, US:**

**07-030**

This series is arranged numerically by US Withdrawal number. Information may include, but is not limited to: certificates, construction details, receipts, notices, and correspondence. A US Withdrawal is similar to a property right and allows use of a specific amount of water for a specific beneficial use. Unless forfeited or abandoned, the withdrawal remains effective indefinitely. This record series is used for reference purposes.

**RETENTION:** Retain in office on microfilm jacket system. Destroy 50 years after withdrawal has been forfeited, abandoned, or canceled.

(Note: Previous record series number was DENR-124)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0320

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

**DENR-109. CONTRACTS AND AGREEMENTS:**

**07-030**

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 maintained for reference and audit purposes.

**RETENTION:** Retain originals (copies of record) current in office, then microfilm and maintain film for 7 years. Destroy 7 years after terminated.

Retain reference copies current in office. Destroy terminated.

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

(Note: Previous record series number was DENR-128)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0320

<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>

**DENR-110. EXPENDITURES FILE:**

**07-030**

This series may contain: vouchers, requisitions, purchase orders, CRT's and correction vouchers. This record series is maintained for audit and administrative 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 DENR-130)

**DENR-111. FINANCIAL STATEMENTS:**

**07-030**

This series provides an overview of the agency's financial condition for a given period of time. Statements and working papers may include, but are not limited to: WEF Condition Statements, Fee Fund Financial Statements, and Accrual Documents. This record series is maintained for reference and 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 DENR-131)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0320

<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>

**DENR-112. GRANT FILES:**

**07-030**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information may include: grant applications, grant agreements, working papers, grant documentation, sub-recipient audit reports, and monitoring and account records. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

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

(Note: Previous record series number was DENR-132)

**DENR-113. RECEIPT BOOKS:**

**07-030**

This series contains forms issued to document the receipt of money. Receipts are renumbered and may include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of person receiving the money. This record series is maintained for audit purposes.

**RETENTION:** Retain full book 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 DENR-137)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0320

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

**DENR-114. STATE REVOLVING FUND (SRF) FINANCIAL STATEMENTS:**

**07-030**

The SRF Financial statements provide an overview of the SRF program's financial condition for a given year. Information may include, but is not limited to: Balance Sheets, Statements of Income and Retained Earnings, Cash Flow Statements, Trial Balances, working papers, and Drawdown and Payment Requests. This record series is maintained for reference and 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 DENR-140)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0320

**RECORD**

**R.D.B.  
AUTHORITY  
NUMBER**

**SERIES NO. TITLE---DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE**

**DENR-114.1. 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: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Geological Survey  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0064

<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>

**DENR-115. AERIAL PHOTOGRAPHS:**

**07-030**

This photographic series is arranged alphabetically by county, then by legal location and constitutes the central depository of aerial photographs for South Dakota. This record series is maintained for reference as the photographs are used for environmental impact surveying purposes.

**RETENTION:** Retain permanently.

(Note: Previous record series number was DENR-207)

**DENR-116. ARTESIAN WELL MAPS:**

**07-030**

This series is arranged alphabetically by county and may contains maps documenting the location of artesian wells. This record series is maintained for scientific research.

**RETENTION:** Retain permanently.

(Note: Previous record series number was DENR-208)

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

**DEPARTMENT:** Environment & NR  
**DIVISION:** Financial & Technical Assist.  
**OFFICE:** Geological Survey  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Rob Green  
**RM CUSTOMER #:** 0064

<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>

**DENR-117. GEOPHYSICAL WELL LOGS:**

**07-030**

This is a computer file and contains the graphs depicting the properties of geological formations at a particular site. Information on the graphs may include: name of the well, owner, location, drilling date, gamma measurements, spontaneous potential measurements, and single point resistivity measurements. This record series is maintained for scientific research purposes and for studying the earth's hydrological and geological formations.

**RETENTION:** Retain permanently.

(NOTE: Annually, tapes should be read to identify any loss of data to discover and correct the causes of data loss. For up to 1800 tapes, a 20% sample or a sample of 50 tapes, whichever is larger, should be read. If there are more than 1800 tapes, a sample of 384 tapes should be read. Tapes with 10 or more errors should be replaced and, when possible, lost data shall be restored. Before tapes are 10 years old, data should be copied onto tested and verified new tapes. Consider storing paper documentation about the tape contents in addition to the tape media. Contents of the paper documentation may include file headings and file structures. Additionally, documentation about the software and hardware necessary to process the tapes should be included.)

(Note: Previous record series number was DENR-213)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Geological Survey  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0064

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

**DENR-118. ISOTOPE DATING:**

**07-030**

This series is arranged by county and contains isotope analysis data. Information may include sampling data and sample age. This record series is maintained for scientific purposes and for interpreting hydrology and geology of an area.

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

(Note: Previous record series number was DENR-214)

**DENR-119. LITHOLOGIC LOGS:**

**07-030**

This paper series is arranged alphabetically by county, then by legal location; has a corresponding database; and contains geological information gathered from tests holes and wells drilled in South Dakota. Information may include: legal location, county, land owner's name, project, date, well driller's name, geologist's name, well type, ground surface elevation, casing top elevation, drill hole depth, total casing and screen, casing type, casing diameter, screen type, screen length, well maintenance date, electric logs (spontaneous potential, single point resistivity, gamma), sample logs, and notes. This record series is maintained as a reference to the geological and hydrological formations in South Dakota; and for reference, research and scientific purposes.

**RETENTION:** Retain permanently.

(NOTE: Only current information is encoded and maintained in the database. As information becomes superseded or obsolete, the database is updated with the most current information.)

(Note: Previous record series number was DENR-215)

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

**DEPARTMENT:** Environment & NR  
**DIVISION:** Financial & Technical Assist.  
**OFFICE:** Geological Survey  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Rob Green  
**RM CUSTOMER #:** 0064

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

**DENR-120. PRIVATE DRILLERS LOGS:**

**07-030**

This series is arranged alphabetically by county, then by legal location; has a corresponding database; and contains logs received from private drilling companies. Information may include: well location, well depth, well owner, address, well test data, type of construction, method of drilling, ground formation, remarks, and well driller. This record series is maintained for reference purposes; for collecting and preserving data with the respect to the occurrence, quantity, quality and hydraulic characteristics of underground water; and for identifying subsurface geological formations.

**RETENTION:** Retain permanently.

(Note: Annually, tapes should be read to identify any loss of data and to discover and correct the causes of data loss. For up to 1800 tapes, a 20% sample or a sample of 50 tapes, which ever is larger, should be read. If there are more than 1800 tapes, a sample of 382 tapes should be read. Tapes with 10 or more errors should be replaced and, when possible, lost data shall be restored. before the tapes are 10 years old, data should be copied onto tested and verified new tapes. Consider storing paper documentation about the tape contents in addition to the tape media. Contents of the paper documentation may include file headings and file structures. Additionally, documentation about the software and hardware necessary to process the tapes should be included.)

(Note: Previous record series number was DENR-217)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Geological Survey  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0064

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

**DENR-121. SOIL SURVEY MAPS:**

**07-030**

This series is arranged alphabetically by county and contains soil survey maps. Information may include: soil survey reports, photographs, and maps. This record series is maintained as reference as the information is sent from the Natural Resource Conservation Services (NRCS) for use by Geological Survey when doing research.

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

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

(Note: Previous record series number was DENR-220)

**DENR-122. SURVEY PROJECTS:**

**07-030**

This series is arranged chronologically by fiscal year, then by survey type (i.e. county, city) and contains financial information for survey projects completed by the program. Information may include: resource assessments, who paid, amount paid, amount contracted, effective dates, funding sources, and original contracts and agreements. This record series is maintained to ensure contracts and agreements have been satisfied and for auditing purposes.

**RETENTION:** Retain in office 6 years after project completion, 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 DENR-221)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Geological Survey  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0064

<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>

**DENR-123. WELL INVENTORY RECORDS:**

**07-030**

This series is arranged alphabetically by county and contains surveys completed by program personnel in regards to privately owned wells. Information may include: year private well was installed, well depth, location, and water quality. This record series is maintained for reference purposes; for collecting and preserving data with the respect to the occurrence, quantity, quality and hydraulic characteristics of underground water; and for identifying subsurface geological formations.

**RETENTION:** Retain permanently.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was DENR-224)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

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

**DENR-124. CONSTRUCTION FACILITY PLANS:**

**07-030**

This series contains the construction facility plans submitted for review by communities who are requesting grants/loans for wastewater treatment facility construction. Information may include: an engineering study that outlines construction alternatives to handle specific problems, the public participation documentation, and review letters from State and Federal agencies requesting comments on environmental impacts of the project. This record series is maintained for reference purposes.

**RETENTION:** Retain current projects in office, then microfilm and maintain film for 25 years. Destroy film 25 years after project completion.

(Note: Previous record series number was DENR-143)

**DENR-125. DISTRICT FILES:**

**07-030**

This series is arranged alphabetically by district type and then alphabetically by district and contains district files. District type may include, but is not limited to: Water Development Districts, Planning Districts, Watershed Districts, Water Use Districts, Irrigation Districts, and Sanitary Districts. Information may include: formation criteria, correspondence, district law, and proper procedures. This record series is maintained as reference material on each organized district in South Dakota.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy after 5 years.

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

(Note: Previous record series number was DENR-145)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-126. DISTRICT FORMATION PETITIONS:**

**07-030**

This series is filed alphabetically by district type and then alphabetically by district name. District type may include, but is not limited to: Irrigation Districts, Water Use Districts, Water Project Districts, and Watershed Districts. Information may include: original petition with signatures requesting formation, maps, boundaries, and project description. The petitions must be approved by the Board of Water and Natural Resources for formation. This record series is maintained for reference purposes.

**RETENTION:** Retain current in office, then microfilm. Destroy film after the District is dissolved or no longer exists.

(Note: Previous record series number was DENR-146)

**DENR-127. ENVIRONMENTAL IMPACT STATEMENTS:**

**07-030**

This series is arranged alphabetically by site and contains the environmental impact statements. Information may include the descriptions of ecological effects of proposed projects. This record series is used for reference and documentation purposes.

**RETENTION:** Retain in office until 1 year after project completion, then destroy.

(Note: Previous record series number was DENR-147)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-128. FINANCING FILES:**

**07-030**

This series is arranged chronologically by source and may contain, but is not limited to information on: bonding agents, federal agencies, state agencies, and other possible sources of funding for water development projects. This record series is used as a reference for water development funding sources.

**RETENTION:** Retain 2 years in office, then cull and destroy superseded or obsolete material.

(Note: Previous record series number was DENR-148)

**DENR-129. GRANT/LOAN PROJECT FILE/CLEAN WATER SRF:**

**07-030**

This series is arranged numerically by facility number and contains Clean Water SRF project files. Information may include: applications, agreements, contracts, correspondence, change orders, Operation and Maintenance (O & M)/ Plans and Specification (P & S)/user charges, inspections, and payments. This record series is maintained for reference purposes.

**RETENTION:** Retain 1 year in office after construction is completed, 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 DENR-231)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

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

**DENR-130. GRANT/LOAN PROJECT FILES-CONSOLIDATED WATER FACILITIES:**

**07-030**

This series is arranged alphabetically by project and contains the Consolidated Water Facilities Construction Fund Project Files. Information may include, but is not limited to: applications, signed agreements, contracts, change orders, operation and maintenance reports, user charge information, rate information, plans and specifications, general project correspondence, payments, and inspection reports. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy 5 years after project completion 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 DENR-149)

**DENR-131. GRANT/LOAN PROJECT FILE/DRINKING WATER SRF:**

**07-030**

This series is arranged numerically by facility number and contains Drinking Water SRF project files. Information may include: applications, agreements, contracts, correspondence, change orders, O&M/ P&S/ user charges, inspections, and payments. This record series is maintained for reference purposes.

**RETENTION:** Retain 1 year in office after construction is completed, 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 DENR-232)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

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

**DENR-132. GRANT/LOAN PROJECT FILES-SOLID WASTE MANAGEMENT PROGRAM:**

**07-030**

This series is arranged alphabetically by project and contains originals and copies of the Solid Waste Management Program Grant/Loan Project Files. Information may include, but is not limited to: applications, signed agreements, contracts, plans and specifications, general project correspondence, payments, inspection reports, UCC filing, and final project report. This record series is maintained for audit and administrative purposes.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy 5 years after project completion 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 DENR-150)

**DENR-133. GRANT PROJECT FILES/WASTEWATER CONSTRUCTION GRANTS:**

**07-030**

This series is arranged alphabetically by project and contains the originals and copies of Wastewater Construction Grant Project Files. Information may include: applications, agreements, contracts, correspondence, change orders, O & M/ P & S/user charge, inspections, and payments. This record series is maintained for audit purposes and for compliance with State and EPA guidelines.

**RETENTION:** Microfilm when volume warrants and maintain film for 20 years. Destroy 20 years after performance certification date, 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 DENR-151)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-134. HYDROLOGY REFERENCE FILE:**

**07-030**

This series is arranged alphabetically by site and contains the hydrology reference file. Information may include: data used for technical reference on climates, stream flow, and floods in South Dakota. This record series is maintained for administrative and historical purposes.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy after 10 years.

(Note: Previous record series number was DENR-152)

**DENR-135. MAPS:**

**07-030**

This series is arranged alphabetically by site and may contains maps of nearby states and bodies of water within each. This record series is maintained for administrative purposes.

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

(Note: Previous record series number was DENR-153)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-136. MEETING BOARD PACKETS, BOARD OF WATER & NR:**

**07-030**

This series is arranged chronologically by meeting date and contains the Board of Water and NR Meeting Board Packets. Information may include: board agendas and meeting material, which the Board has taken action on. This record series is maintained for reference purposes.

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

(NOTE: The Meeting Minutes are retained permanently on microfilm.)

(Note: Previous record series number was DENR-193)

**DENR-137. MEETING MINUTES AND SOUND TAPES, BOARD OF WATER AND NR:**

**07-030**

This series is arranged chronologically and contains the Board of Water and Natural Resources meeting minutes. Information may include: sound tapes, date of the meeting, 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 tapes 2 years in office, then erase and reuse tapes provided typed transcript has been approved by the Board. Retain transcribed minutes permanently on microfilm.

(NOTE: Paper subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-154)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-138. NEEDS SURVEY:**

**07-030**

This series is arranged alphabetically by community/site and contains the originals and copies of the Needs Survey used to determine the wastewater/infrastructure needs of communities in the state. Information may include, but is not limited to: community surveys, procedures followed, actual rankings, and computer printout of compiled survey information. This record series is maintained for administrative purposes and future development.

**RETENTION:** Retain 2 years in office after survey has been completed, then transfer to storage for 3 years. Destroy 5 years after survey has been completed.

(Note: Previous record series number was DENR-155)

**DENR-139. ORIGINAL FORMS:**

**07-030**

This series is arranged alphabetically by program and may contain the originals of forms used in the program. This record series is maintained for administrative purposes.

**RETENTION:** Retain in office until the projects/programs using the forms are obsolete. Destroy superseded or obsolete.

(Note: Previous record series number was DENR-156)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-140. POWER FILES:**

**07-030**

This series is arranged alphabetically and contains information on the development of water resources for use in power generation. Information may include: Oahe dam, administration, studies conducted, actual findings, and any pertinent information related to the power generation. This records series is maintained for administrative purposes.

**RETENTION:** Microfilm when volume warrants and maintain film 7 years, then destroy.

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

(Note: Previous record series number was DENR-160)

**DENR-141. PRIORITY LIST/INTENDED USE PLAN:**

**07-030**

This series is arranged chronologically and contains the information used to rank wastewater/infrastructure needs in a priority to assist funding decision. Information may include: ranking information, procedures to be followed, Board of Water and Natural Resources proceedings, public hearing information, and legal publication requirements. This record series is maintained for administrative purposes.

**RETENTION:** Retain 2 years in office, then destroy. Destroy after 2 years provided superseded or obsolete.

(Note: Previous record series number was DENR-161)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-142. PROJECT FILES:**

**07-030**

This series is arranged alphabetically by project name and may contain information on all current major or special projects in South Dakota. This record series is maintained for reference on formulating, financing, and operation the project.

**RETENTION:** Retain 5 years after project is developed or abandoned, then destroy.

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

(Note: Previous record series number was DENR-162)

**DENR-143. RIVER FILES:**

**07-030**

This series is arranged alphabetically and may contain the original and copies of any and all information about the rivers in South Dakota. This record series is used as a reference on water development.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film for 5 years. Destroy film after 10 years.

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

(Note: Previous record series number was DENR-164)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

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

**DENR-144. RIVERS, WILD, SCENIC AND/OR SCENIC RECREATION**  
**DESIGNATION:**

**07-030**

This series contains progress reports on nominated rivers. Information may include: nomination, studies, and designation approval. This record series is used as reference for water development.

**RETENTION:** Retain 2 years in office or until implementation or designation is complete, then destroy.

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

(Note: Previous record series number was DENR-165)

**DENR-145. RULES/REPORTS CONSTRUCTION INFORMATION:**

**07-030**

This series is arranged alphabetically and contains rules/reports pertaining to the construction of State and Federally funded facilities. Information may include, but is not limited to: Solid Waste Management grant rules, State Revolving Fund (SRF) loan information, Consolidated Water Facilities Construction grants/loans, Water and Environment Fund grants/loans, grant management handbook, and annual reports. This record series is used for office reference.

**RETENTION:** Retain current in office, then transfer to storage for 2 years. Destroy 2 years after superseded or obsolete.

(Note: Previous record series number was DENR-166)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-146. RURAL WATER SYSTEM FILES:**

**07-030**

This series is arranged alphabetically by water system and may contain information on each water system. This record series is maintained for water development and historical purposes.

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

(Note: Previous record series number was DENR-167)

**DENR-147. SPECIAL PROJECTS:**

**07-030**

This series contains studies on floods, potential flood areas in various parts of South Dakota, droughts, or drought information. This record series is retained for historical purposes.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy after 5 years.

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

(Note: Previous record series number was DENR-168)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-148. STATE WATER PLAN:**

**07-030**

This series is arranged chronologically by year, then alphabetically by application and contains the annual State Water Plan. Information may include: State Water Plan applications, annual plan developed by the department, annual plan approved by the Board of Water and Natural Resources to set priorities for water use in South Dakota. This record series is maintained for historical and administrative purposes.

**RETENTION:** Retain for 5 years, then destroy.

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

(Note: Previous record series number was DENR-169)

**DENR-149. STATE REVOLVING FUND LOAN FILES:**

**07-030**

This series is arranged alphabetically by name and contains a folder for each State revolving fund loan file. Information may include: loan application, board review work papers, loan transcript, and all correspondence related to the loan. The record series is maintained for tracking of loans and audit purposes.

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

(Note: Previous record series number was DENR-236)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Water and Wastewater Funding  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 0072

<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>

**DENR-150. US ARMY CORPS OF ENGINEERS FILE:**

**07-030**

This series is arranged alphabetically by project and may contain information on Corps' projects and activities. This record series is maintained for water development and historical purposes.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy 5 years after completion.

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

(Note: Previous record series number was DENR-170)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Watershed Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 1178

<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>

**DENR-151. AGNPS MODEL INFORMATION:**

**07-030**

This database/paper series is arranged alphabetically by watershed and contains agricultural nonpoint source information. Information may include: preliminary assessments of watersheds specific land use; soil data, residue, lake, and stream information within the watershed. This record series is used for administrative purposes.

**RETENTION:** Retain database current. Retain paper 5 years in office after project completion, then destroy.

(Note: Previous record series number was DENR-173)

**DENR-152. FISH FLESH ANALYSIS:**

**07-030**

This series is arranged alphabetically by site and contains fish flesh analysis. Information may include reference material and studies. This record series is used to determine specific levels of contaminants in South Dakota fish.

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

(Note: Previous record series number was DENR-176)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Watershed Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 1178

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

**DENR-153. GRANT FILE-LAKE PROTECTION AND REHABILITATION:**

**07-030**

This series is arranged alphabetically by project and contains the lake protection and rehabilitation grant file. Information may include: grant agreements, contracts, payments, match documentation, workplans, and interim reports relating to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

**RETENTION:** Retain current in office, then transfer to storage for 4 years. Destroy 4 years after completion 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 DENR-177)

**DENR-154. GRANT FILE-POLLUTION PREVENTION:**

**07-030**

This series is arranged alphabetically by project and contains the pollution prevention grant file. Information may includes: grant agreements, contracts, payments, match documentation, workplans, and interim reports related to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

**RETENTION:** Retain current in office, then transfer terminated to storage for 4 years. Destroy 4 years after termination 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 DENR-178)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Watershed Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 1178

<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>

**DENR-155. GRANT FILE-WATERSHED PROTECTION:**

**07-030**

This series is arranged alphabetically by project and contains the watershed protection grant file. Information may include: grant agreements, contracts, payments, match documentation, workplans, and interim reports related to the project. This record series is maintained for Federal audit purposes and State administrative purposes.

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

(Note: Previous record series number was DENR-179)

**DENR-156. LAKE FILE:**

**07-030**

This series is filed alphabetically by site and contains the lake file. Information may include water quality data from various sources. This record series is used for office reference.

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

(Note: Previous record series number was DENR-180)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Watershed Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 1178

<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>

**DENR-157. NPS MINUTES:**

**07-030**

This series is arranged alphabetically by organization/committee name and contains copies of minutes from each. Information may include: organization/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: Subject to archival screening prior to disposal.)

(Note: Previous record series number was DENR-181)

**DENR-158. ORIGINAL FORMS:**

**07-030**

This series is arranged alphabetically by program and may contain the originals of forms used in the program. This record series is maintained for administrative purposes.

**RETENTION:** Retain in office until the projects/programs using the forms are obsolete. Destroy superseded or obsolete.

(Note: Previous record series number was DENR-182)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Watershed Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 1178

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

**DENR-159. QUALITY ASSURANCE FILES:**

**07-030**

This series is arranged alphabetically and contains information used to meet EPA quality assurance standards in measuring water quality. Information may include: EPA evaluations, training material, and sample water quality test results. This record series is used to maintain accuracy in testing performed by the program.

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

(Note: Previous record series number was DENR-186)

**DENR-160. RESOURCE CONSERVATION AND DEVELOPMENT DISTRICTS:**

**07-030**

This series is arranged alphabetically by project, then by district and contains the resource conservation and development district files. Information may include: reference materials related to projects sponsored by the resource conservation and development district. This record series is used as a reference to specific projects underway by the division.

**RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy 5 years after terminated.

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

(Note: Previous record series number was DENR-187)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Watershed Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 1178

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

**DENR-161. STATEWIDE LAKES ASSESSMENT:**

**07-030**

This database/paper series is arranged alphabetically by site and contains lake assessments. Information may include raw data from 110 lake surveyed in South Dakota. This record series is used to determine the degree of eutrophication in lakes.

**RETENTION:** Retain database for the life of the lake. Retain paper 5 years in office, then destroy provided database has been verified.

(Note: Previous record series number was DENR-189)

**DENR-162. WATER QUALITY MONITORING REPORTS; LAKES AND STREAMS:**

**07-030**

This database/paper series contains active studies and reports used to monitor the water quality for lakes, streams and watersheds. Information may include: nonpoint source water quality problems; maps; water samples; testing results; and lake, stream, watershed name. This record series is maintained for administrative and historical purposes.

**RETENTION:** Retain paper current in office, then transfer to storage for 5 years. Destroy after 5 years.

Retain database permanently on disk.

(Note: Previous record series number was DENR-192)

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

DEPARTMENT: Environment & NR  
DIVISION: Financial & Technical Assist.  
OFFICE: Watershed Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Rob Green  
RM CUSTOMER #: 1178

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

**DENR-163. WETLANDS FILE:**

**07-030**

This series is arranged chronologically and contains folders of wetland information. Information may include but is not limited to: notes and data information from meetings with the State Technical Committee on Wetlands, grant proposals for EPA 104(b)(3) Wetland Grant Program, meeting notes and material from the SD Interagency Wetland Group and The Wetland Working Subgroup, promotional, and investigation and enforcement materials dealing with wetlands. This record series document progress of committee and group meetings and are required to track EPA grant awards. Investigations and enforcement information is useful to promote Wetland Conservation.

**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 DENR-195)