



FLEET & TRAVEL MANAGEMENT

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 31, 2009

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

FLEET & TRAVEL MANAGEMENT:

FTM-1. ADMINISTRATIVE REFERENCE FILE:.....	1
FTM-2. BILLING RECORDS, FLEET AND TRAVEL MANAGEMENT:	2
FTM-3. CORRESPONDENCE, GENERAL:.....	2
FTM-4. DOT HIGHWAY MAINTENANCE SHOP BILLINGS:	3
FTM-5. E J WARD FUELING SYSTEM:.....	3
FTM-6. EQUIPMENT MANAGEMENT SYSTEM (EMS) DATABASE RECORDS:	4
FTM-7. JOURNEY SYSTEM DATABASE RECORDS:.....	4
FTM-8. RECORDS MANAGEMENT FILES:	5
FTM-8.1.SURPLUS PROPERTY FILES:.....	6
FTM-9. TRAVEL REQUESTS (PRIVATE VEHICLE AUTHORIZATION):.....	7
FTM-10. VEHICLE MASTER FILES:	8
FTM-11. VOYAGER WEEKLY BILLINGS AND PAID INVOICES:.....	9

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Central Services
PROGRAM: Fleet & Travel Management
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0324

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

FTM-1. ADMINISTRATIVE REFERENCE FILE:

07-007

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

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 Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

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FTM-2. BILLING RECORDS, FLEET AND TRAVEL MANAGEMENT:

07-007

These monthly computer printouts are generated by the on-line mileage logs and mileage ledgers and provide summaries of the amount each agency is billed monthly for travel costs per vehicle number and total vehicle miles driven. Information may include: agency name, date of travel, driver's name, destination, vehicle number, total miles driven per trip, rate charged per mile, cost of each trip, and total department cost. Other reports can be generated upon request which summarizes miles driven by each driver. This record series is used for billing purposes, for statistical information concerning miles driven by each agency, and to ensure equal distribution of use for all vehicles.

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 FTM-1.)

FTM-3. CORRESPONDENCE, GENERAL:

07-007

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

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was FTM-3.)

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FTM-4. DOT HIGHWAY MAINTENANCE SHOP BILLINGS:

07-007

This series is arranged chronologically by month and contains Department of Transportation (DOT) highway maintenance shops billings. Information may include: non-cash voucher, accounts receivable billing report, and accounts receivable issuance receipts. This record series is used to verify bills received from the shops, to monitor expenses, and for audit purposes.

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

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

FTM-5. E J WARD FUELING SYSTEM:

07-007

This series is arranged chronologically by month and contains the State billing for fuel purchases at State fueling sites. Information may include: date, time, pump, type of fuel, volume, cost per volume, odometer reading, vehicle equipment ID, and grand total of all equipment ID's. This record series is used to verify purchases made, track expenses, and for audit purposes.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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FTM-6. EQUIPMENT MANAGEMENT SYSTEM (EMS) DATABASE RECORDS:

07-007

This mainframe computer database series contains information regarding state owned vehicles monitored by Fleet and Travel Management's Equipment Management System. Information may include, but is not limited to: vehicle number, purchase information, mileage, fuel and oil usage, service, maintenance, repairs, reconditioning, and vehicle disposal records. This record series is maintained for reference and is used to determine when a vehicle should be declared surplus or sold.

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

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

FTM-7. JOURNEY SYSTEM DATABASE RECORDS:

07-007

This mainframe computer database series contains information regarding Fleet and Travel Management's journey system. Information may include, but is not limited to: driver's name, passenger(s) name(s), agency, date of travel, and vehicle number. This record series is maintained for reference and is used to coordinate travel among all state agencies.

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

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

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

07-007

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

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

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

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FTM-8.1. 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.

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FTM-9. TRAVEL REQUESTS (PRIVATE VEHICLE AUTHORIZATION):

07-007

This series is arranged chronologically by approval date and contains copies of travel requests documenting Fleet and Travel Management's authorization for state employees to use their private vehicles to travel on State business. Information may include: date, agency name, budgetary coding, date of travel, and authorized signatures. A copy is returned to each respective agency. This record series is maintained to document approval was granted by Fleet and Travel Management and for verification to the State Auditor's office that the payment can be processed.

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

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

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FTM-10. VEHICLE MASTER FILES:

07-007

This series is arranged numerically by vehicle number and contains all related information for vehicles owned by the State Fleet and Management program. Information may include: vehicle identification, vehicle title, fleet management system entry documents, purchase information, copy of requisition, dealer's invoice, registration information, maintenance records, all money orders, Fuel Plus fuel usage records, minor maintenance (with a copy of the receipt), vehicle monthly reports, vehicle work orders, driver assignments or reassignments (contact person), condition documentation (new vehicles), condition reports, surplus or reassigned, requests for permanent assignment of state vehicles, vehicle reassignment forms, vehicle disposal records, and various other information related to each vehicle. This record series is used to provide a history of all repairs made to each vehicle, to document proof of ownership, and to determine cost efficiencies of reconditioning.

RETENTION: Retain vehicle title current in office. Transfer when respective vehicle has been sold or declared surplus.

Retain all other records current in office. Destroy when respective vehicle has been sold or declared surplus.

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

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FTM-11. VOYAGER WEEKLY BILLINGS AND PAID INVOICES:

07-007

This series is arranged chronologically by week and contains the Voyager Fleet weekly reports and monthly billings. Information may include: exception report, unit audit report, and the billing support report. This record series is used to verify purchases made for specific vehicles, track expenses, and for audit purposes.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 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 FTM-6.)