



GAME, FISH AND PARKS

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: January 6, 2010

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

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

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

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OFFICE: Director

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OFFICE: Wildlife

Administration:

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Engineering
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0151

<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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GFP-1. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is arranged by subject matter and contains information used in the daily administration of the program. Information may include: solar energy, park and playground equipment, United States Army Corp of Engineers "404" permits, penitentiary projects, geological surveys, supplies, master files, facility plans, campgrounds, maps, boating and map designs, ramps, docks, marinas, buoys, park histories and management reports, construction materials, and steel and wood products. This record series is maintained for reference purposes and is used when writing project specifications.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

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

GFP-2. FIELD NOTES, BOUNDARY:

07-060

This series is arranged alphabetically by county and contains the original engineering notes used to support plats, document boundaries of department owned lands, and to locate and clarify boundaries. Information may include: ledger notes, actual land surveys, distance angles, locations and sections, and road access information. This record series is maintained for reference of department-owned land.

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

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Engineering
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0151

<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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GFP-3. PLAN FILES, LEVEL ONE:

07-060

This series is arranged by project number and contains plan sheets, which contain drawings and notes describing the detail for individual construction or repair projects. The Game, Fish and Parks Department considers level one plan files as minor repair and/or minor construction projects with no federal funding. These projects are generally under \$25,000 with low design time, low risk, low administrative value, low fiscal value, and low legal value. This record series is maintained for short-term reference and documentation purposes. The audit records are maintained by the Game, Fish and Parks Fiscal Office in the "Project Files".

RETENTION: GFP ENGINEER: Retain 1 year in office, then destroy.

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

GFP-4. PLAN FILES, LEVEL TWO:

07-060

This series is arranged by project number and contains plan sheets, which contain drawings and notes describing the detail for individual construction or repair projects. The Game, Fish, and Parks Department considers level two plan files as repair and construction projects with federal aid funding or project agreement. These projects are generally less than \$50,000 with medium design time, and medium risk. The administrative, fiscal and legal values decrease with time. This record series is maintained for an intermediate period of time for reference and documentation purposes. The audit records are maintained by the Game, Fish and Parks Fiscal Office in the "Project Files".

RETENTION: GFP ENGINEER: Retain 4 years in office, then destroy.

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

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AUTHORIZATION FORM
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DIVISION: Administration
OFFICE: Administration
PROGRAM: Engineering
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0151

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GFP-5. PLAN FILES, LEVEL THREE:

07-060

This series is arranged by project number and contains plan sheets, which contain drawings and notes describing the detail for individual construction or repair projects. The Game, Fish and Parks Department considers level three plan files as major repair, renovations, or construction projects generally over \$50,000 in facility costs. These projects have substantial survey and design time and have substantial project risk. Information may include: floor plans, building elevations, site plans, roof plans, building detail sheets, electrical plans, and plumbing plans. This record series is maintained for long term reference and documentation purposes. The audit records are maintained by the Game, Fish and Parks Fiscal Office in the "Project Files".

RETENTION: Retain 4 years in office, then microfilm and maintain film for the life of establishment.

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

GFP-6. PLANS/MAPS, FACILITIES:

07-060

This series contains the standard master plans or maps of facilities such as: picnic shelters, bath houses, boat ramp planks, and toilet facilities. These facility maps are sent to cities, organizations, and agencies upon request. The facility plans are compiled by department personnel and are maintained for reference.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

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

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DIVISION: Administration
OFFICE: Administration
PROGRAM: Engineering
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0151

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GFP-7. PROJECT FILES, LEVEL ONE:

07-060

This series is arranged by project number and contains level one project files for construction or repair projects. The Game, Fish and Parks Department considers level one project files as minor repair and/or minor construction projects with no federal funding. These projects are generally under \$25,000 with low design time, low risk, low administrative value, low fiscal value, and low legal value. Information may include: survey notes, copies of contracts and agreements, bid specs, and correspondence. This record series is maintained for short term reference and documentation purposes. The audit records are maintained by the Game, Fish and Parks Fiscal Office in the "Project Files".

RETENTION: GFP ENGINEER: Retain 1 year in office, then destroy.

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

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DIVISION: Administration
OFFICE: Administration
PROGRAM: Engineering
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0151

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GFP-8. PROJECT FILES, LEVEL TWO:

07-060

This series is arranged by project number and contains level two project files for construction or repair projects. The Game, Fish and Parks Department considers level two project files as repair and construction projects with federal aid funding or project agreement. These repair projects are generally less than \$50,000 with medium design time and medium risk. The administrative, fiscal, and legal values decrease with time. Information may include: survey notes, copies of contracts and agreements, bid forms, bid specs, and correspondence. This record series is maintained for an intermediate period of time for reference and documentation purposes. The audit records are maintained by the Game, Fish and Parks Fiscal Office in the "Project Files".

RETENTION: GFP ENGINEER: At your discretion, retain 4 years in office, then destroy.

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Engineering
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0151

<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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GFP-9. PROJECT FILES, LEVEL THREE:

07-060

This series is arranged by project number and contains level three project files for construction, repair, or renovation projects. The Game, Fish and Parks considers level three project files as major repair, renovation, or construction projects generally over \$50,000 in facility costs. These projects have substantial survey and design time and have substantial project risk. Information may include: survey notes, copies of contracts and agreements, bid forms, bid specs, and correspondence. This record series is maintained for long term reference and documentation purposes. The audit records are maintained by the Game, Fish and Parks Fiscal Office in the "Project Files".

RETENTION: Retain 4 years in office, then microfilm and maintain film for the life of establishment.

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

GFP-10. PROJECT PHOTOGRAPH FILES:

07-060

This series contains photograph slides of various Program projects. The slides are used for reference.

RETENTION: Retain 2 years in office after completion of project, then destroy.

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

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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Finance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0340

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GFP-11. ACCIDENT REPORT FILES:

07-060

This series contains copies of information regarding accidents, incidents, or unsafe conditions (non-automobile) that have been reported by employees and others. Information in the reports includes: employee completing the report, date, time and place of occurrence, persons involved in the accident or incident, injury sustained, property damage, description of accident or incident, witnesses and signature of the employee/supervisor.

RETENTION: Retain in office 2 years, then destroy. Original forms are filed with the Office of Risk Management.

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

GFP-12. ADMINISTRATIVE REFERENCE FILE:

07-060

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; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; correspondence; and any other related information. This record series is maintained for reference purposes.

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

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

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

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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Finance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0340

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GFP-13. BAD CHECK FILES:

07-060

This series consists of checks written to the department with insufficient or no-account funds by individuals using the park system. The information is maintained by the division to attempt collection on the checks. Information may include: returned checks, a record of collection actions taken by the division, and related correspondence. This record series is maintained to document attempts to collect funds.

RETENTION: UNCOLLECTED: Retain in office until collected.

SUCCESSFULLY COLLECTED: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 year 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 GFP-15.)

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DIVISION: Administration
OFFICE: Administration
PROGRAM: Finance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0340

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GFP-14. BILLING FILES, AIRCRAFT:

07-060

This series is used to bill other state agencies for flight services provided by the department. Information may include: aircraft make and model, registration number, pilot's signature, oil change due dates, flight origination and destination, take-off and arrival times, total hours, number of landings, approach, statute miles, department, passenger names and agencies, flight billing authorization signatures, signature titles, and special instructions. This record series is maintained for billing and reference purposes. The audit copies are maintained by department fiscal office.

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

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

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

GFP-15. CASH RECEIPTS:

07-060

This series contains copies of receipts used to document funds received by the department for goods and/or services rendered. Receipts are used when depositing funds with the State treasurer. Information includes: payer, date, reason, receipt number, and signature. The files are maintained for audit purposes.

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

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

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DIVISION: Administration
OFFICE: Administration
PROGRAM: Finance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0340

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GFP-16. CONTRACT FILES:

07-060

This series contains contracts and agreements between the department and other parties. Information may include: terms and conditions of agreement, effective dates, cost, and funding sources. This record series is kept for reference concerning terms of the contracts.

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

Retain reference copies current in office. Destroy terminated.

(NOTE: SDCL 1-24A-1 Consulting contracts filed with State Auditor.)

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

GFP-17. INDIRECT COST PLAN NEGOTIATIONS FILES:

07-060

This series is generated by the division to determine the percentage figures of federal grants covering department overhead and expenses. The plans are sent to the United States Department of Interior regional office in Denver, Colorado, for review and approval. Information may include: indirect costs plans, agreement correspondence, and related supportive data. The files document rates applied to federal grants and support department documents such as ledgers and worksheets used in compiling the indirect cost plans.

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

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

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DIVISION: Administration
OFFICE: Administration
PROGRAM: Finance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0340

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GFP-18. INVENTORIES, CAPITAL ASSET:

07-060

This series may include: a copy of the central annual inventory printouts, file and maintenance forms which reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

RETENTION: Retain 2 years in office, and 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.

GFP-19. MINUTES, POLICY PLANNING MEETINGS:

07-060

These meeting minute copies document meetings held by the department policy planning committee. Information may include: date, those present at the meeting, meeting information, and signatures. The minutes are used for reference and to determine future department policies.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-26.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Finance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0340

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GFP-20. PROJECT FILES:

07-060

This series is arranged numerically and documents the management and fiscal analysis of the fiscal office of on-going programs in progress in each division. Information may include: financial and federal aid project information, state park revenues, fleet analysis, economy efficiency effectiveness studies, cash flow analysis, and fund analysis. This record series is used for financial management of division projects and for reference purposes.

RETENTION: Retain current in office. Transfer closed to storage for 4 years. Destroy 4 years after project is closed 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 GFP-28.)

GFP-21. VOUCHERS:

08-011

This series may contains: copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

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

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

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DEPARTMENT: Game, Fish, and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Licensing
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0212

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GFP-22. AGENT FILES:

07-060

This series is arranged alphabetically by agents name and contains accounting forms for each agent's account. Information may include: agents' name, account number, licenses issued, licenses sold, serial numbers, licenses returned, agent correspondence, and dated statement showing payments made. This record series is used to account for all licenses and monies collected and is maintained for financial accounting purposes.

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

(Note: Previous record series number was GFP-52.)

GFP-23. BIG GAME LICENSE APPLICATION CARDS:

07-060

This series contains original paper applications for all big game hunting license applications submitted for limited issue drawings by this program. Information may include: name, address, signatures, date, license number, and season unit-type information. This record series is used to document license applications, to prevent issuing licenses to unqualified hunters, and as evidence in court cases involving fraudulent license applications.

RETENTION: Retain current in office. Transfer expired to storage for 3 years. Destroy 3 years after expired.

(Note: Previous record series number was GFP-56.)

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DIVISION: Administration
OFFICE: Administration
PROGRAM: Licensing
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0212

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GFP-24. CAPTIVE GAME BIRD PERMIT APPLICATIONS:

07-060

This series contains the applications and subsequent permits issued for game bird domestication. The permits allow individuals to domesticate various game birds for profit or commercial use. The permits are renewed annually and contain: name, address, signatures, date, location of facilities, species, total fees submitted, and previous domestication permits issued (if any). This record series is used to issue domestication permits and to monitor game bird domestication operations in the State.

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 GFP-54.)

GFP-25. SPORTSMAN LICENSES:

07-060

This series contains copies of the South Dakota sportsman license, a comprehensive hunting and fishing license issued by the program. The license copies are maintained for audit purposes and for the courtesy service of replacing lost licenses. License information includes: name, address, date, signature and license number. The files are also used for reference.

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 GFP-61.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Property Management
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0165

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GFP-26. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained as a working reference file. Information may include, but is not limited to: special analysis files on selected issues, surplus property sale preparation material, operations manuals, various handbooks, miscellaneous specification catalogs, directories, procedural directives from the state purchasing and printing office, a listing of department personnel authorized to sign for federal state surplus property, and various other information.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete materials.)

(Note: Previous record series number was GFP-67.)

GFP-27. EQUIPMENT TITLES:

07-060

This series constitutes an inventory of all department equipment, except vehicles. The files contain the legal title to each piece of equipment and include such information as: license number, serial number, vehicle make and model, owner name and address, date, city, and county. This record series is used to document the department's ownership of the equipment.

RETENTION: Retain current vehicle titles in office. Transfer with vehicle when sold or transferred.

(Note: Previous record series number was GFP-77.)

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DIVISION: Administration
OFFICE: Administration
PROGRAM: Property Management
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0165

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GFP-28. MILEAGE AND GASOLINE REPORTS, DEPARTMENT:

07-060

This series contains monthly summaries received from the division concerning miles traveled and fuel used for the current reporting period. They are compiled and sent to the state travel coordinator for reporting purposes. The quarterly and year-end reports are also provided to the divisional directors and the department head.

RETENTION: Retain monthly summaries 2 years in office, then destroy.

Retain year-end summaries 4 years in office, then destroy.

(Note: Previous record series number was GFP-73.)

GFP-29. REQUISITIONS

07-060

A requisition is a formal request to order supplies or equipment. A copy is submitted to purchasing and printing resulting in a purchase order being prepared and submitted to a vendor. Requisitions list: requesting agency, fund coding, authorized signatures, description of items or service, cost amount, vendor name, quantity, and date of requisition. The information is used for reconciliation and audit purposes. This series contains requisitions for the entire department.

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 GFP-74.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Property Management
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0165

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GFP-29.1. 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
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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Property Management
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0165

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GFP-30. TRAVEL REQUESTS:

07-060

This series is arranged chronologically as requests are received from the various employees in the department. They contain copies of both in-state and out-of-state travel requests by department employees. Information includes: origin, destination, leave date, return date, leave time, return time, agency code, mode of travel, estimated miles, number of rider(s), driver's name, phone number, rider(s) name(s), purpose of travel, departure trip number, return trip number, license number, date of entry, and travel coordinator's name. For out-of-state requests data such as: estimated transportation costs, estimated meal cost, estimated lodging costs, any fee schedules, and miscellaneous fees are also provided. All employees who travel on state business prepare and submit these forms for approval prior to their departure. The forms are used for travel coordination purposes and for paying of travel expenses upon return.

RETENTION: Retain 6 months in office, then transfer to storage for 3 ½ 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 GFP-76.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Secretary
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0343

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GFP-31. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained as a working reference file. Information may include, but is not limited to: department/division strategy plans, library books, operational manuals, handbooks, South Dakota Codified Laws, Administrative Rules of South Dakota, fiscal reports, current organizational and staffing reports, correspondence, directives, policy and procedural documents from other agencies, copies of personal inventory listings, and topics of current concern to the office of the secretary. This record series is retained for reference.

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

(Note: The Department Secretary's Correspondence is subject to archival screening prior to disposal.)

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-79.)

GFP-32. AGENDAS, COMMISSION MEETINGS:

07-060

This file contains a monthly agenda and supporting information from the South Dakota Game, Fish and Parks Commission meetings. The file is used by the secretary to present items to the commissioners and as a reference to past meeting agendas.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-80.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Administration
OFFICE: Administration
PROGRAM: Secretary
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0343

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

GFP-33. MINUTES, MINUTES INDEX, COMMISSION MEETINGS:

07-060

This hard cover book series contains the original minutes and minute index of the South Dakota Game, Fish and Parks Commission meetings. The books contain: date, meeting minutes, list of those present at the meeting, presentations by directors, finalized rules, regulations, actions approved by the commission, and listing of topics discussed at each monthly meeting to aid in the search for prior action on subject matter.

RETENTION: Retain 5 years in office, then transfer to State Archives for permanent retention.

(Note: Previous record series number was GFP-84.)

GFP-34. MONTHLY REPORTS, GOVERNOR:

07-060

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

RETENTION: Retain 4 years in office, then destroy.

(NOTE: The Governor's Office transfers all departmental monthly reports to archives.)

(Note: Previous record series number was GFP-85.)

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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

<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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GFP-35. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is arranged by subject matter and contains information used in the administration of the Program. Information may include: bicycle trails, Lewis and Clark National Trail, conservation easements, land acquisition techniques, changes in division regulations, remote sensing, State Water Plan, nation-wide trail system, nation-wide river inventory, off-road vehicle trails, and abandoned railroad rights-of-way. This record series is maintained for reference purposes and is used in establishing and administering parks and recreation programs in the state.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-108.)

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

<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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GFP-36. AGENCY FILES, STATE AND FEDERAL:

07-060

This series is arranged by subject matter and contains information concerning various state and federal agencies the program deals with. Agencies may include: Game, Fish and Parks Department; Governor, Administrative Rules; Department of Education; the U.S. Department of Environmental Protection; and U.S. Forest Service, Bureau of Reclamation, Bureau of Indian Affairs, and Army Corps of Engineers. Information may include: policies and procedures, rule changes, and related correspondence. This record series is used for reference concerning the current rules, regulations, and policies relating to each of the agencies.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-109.)

GFP-37. CAMPGROUND PERMIT REFERENCE FILES:

07-060

This series documents public opinions on fee changes for state parks, state recreation areas, and state nature areas. Information may include: initial studies, public opinion on camping fees, and related correspondence. This record series is used to compare South Dakota's fees with fees charged by other States in order to remain competitive.

RETENTION: Retain 4 years in office, then destroy.

(Note: Previous record series number was GFP-110.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

RECORD		R.D.B.
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GFP-38. COMPLAINT FILES:

07-060

This series documents complaints received by the division concerning park and recreational facilities. Complaints may involve campgrounds, ranger, or facilities. This record series is used by the division to investigate complaints received and in responding to the complaint.

RETENTION: Retain 2 years in office, then destroy provided no further action by the Division is deemed necessary and no litigation is pending.

(Note: Previous record series number was GFP-111.)

GFP-39. COMPLIMENT FILES:

07-060

This series documents compliments received by the division concerning park and recreational facilities. Compliments may involve campgrounds, rangers and other park employees, or facilities. This record series is used for reference and to commend deserving employees.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-112.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

RECORD		R.D.B.
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GFP-40. CORRESPONDENCE, FIELD STAFF:

07-060

This series contains general correspondence between divisional employees and the administrator. This may include copies of letters and memorandums sent to employees and the originals of letters and memorandums received from employees. This record series is used for occasional reference concerning communications sent and received by the various employees.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-113.)

GFP-41. CORRESPONDENCE, UNSUCCESSFUL APPLICANTS:

07-060

This series may contain copies of letters and memorandums sent to unsuccessful applicants. This record series is used for occasional documentation concerning those individuals who were unsuccessful in securing a position with the division.

RETENTION: Retain 6 months in office, then destroy.

(Note: Previous record series number was GFP-114.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-42. GOVERNMENT LEASE AREAS:

07-060

This series constitutes the program's central file on government lease areas. Government lease areas may include, but are not limited to: Angostura, Farm Island, Lewis & Clark, Platte Creek, Shadehill, Snake Creek, Springfield, West Bend, and West Whitlock. Information may include: leases and agreements, concessions, marina receipts, management plans, receipts, expenditures, and correspondence. This record series is used for reference in the administration of division programs involving government lease areas.

RETENTION: Retain agreements, leases, easements and contracts current in office. Microfilm terminated and maintain film for 6 years. Destroy 6 years after termination provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-116.)

GFP-43. GEORGE S. MICKELSON TRAIL:

07-060

This series constitutes the program's central file on the George S. Mickelson Trail. Information may include: originals and copies of leases and agreements, correspondence, articles, newspaper clippings, pictures, history, and concessions. This record series is used in the administration of the George S. Mickelson Trail.

RETENTION: Microfilm and maintain film permanent.

(Note: Previous record series number was GFP-117.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-44. LAKESIDE USE AREAS FILES:

07-060

This series is arranged alphabetically by area name and contains lakeside use area files. Lakeside use areas may include, but are not limited to: Amsden, Bush's Landing, Clay County, Clear Lake, DeGrey, Dodge Draw, Enemy Swim, Forest City, Fort George, Four Mile/Bullhead, James River 1, James River 2, Joe Creek, Johnson's Point, Lake Byron North, Lake Bryron NW, Lake Carthage, Lake Faulkton, Lake Hendricks (South), Lake Vermillion South, LeBeau, Little Bend, Mina East, Mina West, Newell lake, North Bend, Rearing Ponds, Richmond Boat Ramp, Rose Hill, Sheps Canyon, South Blue Dog Lake, Spink Co. Dam, Sutton Bay, Thompsons Point, Twin Lakes (Sanborn Co.), Wall Lake, West Bridge, Antelpoe Creek, Bailey's, S. Angostrua, Lake Henry, Lake Oliver, Rocky Point (Orman Dam), spring Creek (Lighthouse Point), West Chamberlain (Cedar Shores), N.W. Pelican, Buryanek, Sand Creek, Tabor, and Lake Thompson. This series constitutes the program's central file on state lakeside use areas. Information may include: memorandums of agreement, leases and agreements, pictures, articles, newspaper clippings, and related correspondence. This record series is used for reference to administer and manage the Lakeside Use Areas.

RETENTION: Retain agreements, leases, easements, and contracts current in office. Microfilm terminated and maintain film for 6 years. Destroy 6 years after termination provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-118.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-45. MISSOURI RIVER DEVELOPMENT FILES:

07-060

This series constitutes the program's central file on the Missouri River Development project. Information may include: cost sharing agreements and contracts between the department and the United States Army Corps of Engineers, annual summary, related correspondence, and general information. This record series is used to manage and maintain various area along the Missouri River and in planning development projects.

RETENTION: Retain agreements, leases, easements, and contracts current in office. Microfilm terminated and maintain film for 6 years. Destroy 6 years after termination provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 2 years in office, then destroy.

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

(Note: Previous record series number was GFP-119.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-46. NATURE AREA FILES:

07-060

This series constitutes the program's central file on State nature areas. Nature areas include Beaver Creek and Adams. Information may include: articles, newspaper clippings, pictures, agreements, leases, and related correspondence. This record series is used to manage the nature areas.

RETENTION: Retain agreements, leases, easements, and contracts current in office. Microfilm terminated and maintain film for 6 years. Destroy 6 years after termination provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-120.)

GFP-47. ORGANIZATION FILES:

07-060

This series is arranged by subject matter and contains information about various organizations and/or groups the agency either belongs to or deals with. Organizations may include, but are not limited to: National Association of State Park Directors, National Recreation and Park Association, Old West Regional Commission, and South Dakota Campground Owners Association. This record series is used for reference concerning guidelines and procedures of each of these organizations.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-121.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

RECORD		R.D.B.
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GFP-48. PARK LICENSE & CAMPING PERMIT SALES HISTORY
REPORTS:

07-060

This series is arranged chronologically by calendar year and summarizes state park licenses and camper permits sold, and documents income the division has generated. Information may include: district number, entrance, camping totals. This record series is used as an aid when preparing budget to determine projected incomes.

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

ALL OTHER INFORMATION: 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 GFP-122.)

STATE OF SOUTH DAKOTA
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OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
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GFP-49. PARK REORGANIZATION FILES:

07-060

This series dates from 1956 to current and is used to document various state park reorganization projects, constituting a history of the Division. Information may include: memos, newspaper clippings, articles, and various meeting minutes. This record series serves as a history of the state park system.

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

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

(Note: Previous record series number was GFP-123.)

GFP-50. PARK VISITATION AND CAMPER USE FILES:

07-060

This series dates from 1959 to current and contains records concerning park visitations and camper use. The series contains the statistics for: state parks, recreational areas, reservoir recreational areas, and roadside parks. This record series is used in compiling annual reports and to answer inquiries from the public and Department personnel. The information is also provided to other state and federal agencies upon request. The information serves also a history of the state park system.

RETENTION: YEAR-END VISITATION REPORTS: Retain current in office. Destroy superseded or obsolete.

ALL OTHER INFORMATION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-124.)

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OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-51. POLICY MEMORANDA:

07-060

This ring binder series contains memoranda stating division policies. The series informs employees of Division policies and is sent to division field personnel and office program managers. This record series is used for reference to determine a course of action to pursue for certain situations.

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

(Note: Previous record series number was GFP-125.)

GFP-52. PUBLICATIONS:

07-060

This series contains various publications from other states and out-of-state park agencies. Publications may include, but are not limited to: "Nature Scape," "Park Maintenance Courier," and "American Land Forum." This record series is used by the program for reference concerning publications issued by other states.

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

(Note: Previous record series number was GFP-126.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-53. RECREATIONAL TRAIL FILES:

07-060

This series documents a study conducted by the department to establish an initial trail system in South Dakota. The South Dakota trails plan involves establishing snowmobile, hiking, and horseback trails in the State. Information may include: state and federal trail legislation and programs, reports, brochures, conference agendas, locations of trails, newspaper clippings, and related correspondence. This record series is used to list actions taken to develop these trails and to administer the program.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-127.)

GFP-54. REPORTS ON SURVEYS, STUDIES, AND QUESTIONNAIRES:

07-060

This series contains surveys, studies, and questionnaires either distributed by the division or received from out-of-state park and recreation agencies or organizations. This record series is used in comparing parks and recreation programs in South Dakota to similar programs in other States and to develop new ways to remain competitive with programs offered by neighboring States.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-128.)

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OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-55. STATE PARK REVENUE LEDGER:

07-060

This series documents incoming revenue or state percentages from concessions, trailer permits, and summer home permits in state park areas. The series constitutes a tickler file to all individuals paying concessions and permit fees. Information may include: amount, receipt number, reason, date, payer, and miscellaneous funds or revenue. This record series is used in compiling the annual report on government leased areas, and in answering inquiries about money received and checks that have been received. The audit information is maintained by the department Fiscal Office in the "Project Files".

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-129.)

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OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-56. STATE PARK FILES:

07-060

This series constitutes the program's central file on all state parks in South Dakota. State parks may include, but are not limited to: Bear Butte, Fisher Grove, Fort Sisseton, Hartford Beach, Lake Herman, Newton Hills, Lake Lakota, Oakwood Lakes, Palisades, Roy Lake East, Roy Lake West, Sica Hollow, Union County, and Horse Area. Information may include: originals and copies of leases and agreements, correspondence, articles, newspaper clippings, pictures, history, and concessions. This record series is used in the administration of the State Parks, to answer public inquiry, to distribute information upon request, and to write brochures published by the department.

RETENTION: Retain agreements, leases, easements, and contracts current in office. Microfilm terminated and maintain film for 6 years. Destroy 6 years after termination provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 2 years in office, then destroy.

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

(Note: Previous record series number was GFP-130.)

STATE OF SOUTH DAKOTA
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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

RECORD		R.D.B.
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GFP-57. STATE RECREATION AREAS FILES:

07-060

This series constitutes the program's central file on state recreation areas in South Dakota. state recreation Areas may include, but are not limited to: Big Sioux, Burke Lake, Cochrane, Lake Alvin, Lake Hiddenwood, Lake Louise, Lake Poinsett, Lake Vermillion, Little Moreau, Llewellyn John's, Mina, Pelican South, Pickerel Lake, Richmond, Sandy Shore, Swan Creek and Walker's Point. Information may include: original and copies of leases and agreements, pictures, and correspondence. This record series is used by the division in the management and administration of state recreation areas.

RETENTION: Retain agreements, leases, easements, and contracts current in office. Microfilm terminated and maintain film for 6 years. Destroy 6 years after termination provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-131.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0017

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GFP-58. WILD, SCENIC, AND RECREATIONAL RIVER FILES:

07-060

This series documents the process of nominating and acquiring "Wild," "Scenic," and "Recreational" designation of a river. Rivers can be designated as "Wild," "Scenic," and "Recreational," either on a State or Federal level. Information may include: Federal and State laws and regulations, nomination petitions, studies, public response, letters of support, public meeting information, and related correspondence.

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

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

(Note: Previous record series number was GFP-133.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-59. ADMINISTRATIVE REFERENCE FILES:

07-060

This series arranged by subject matter and contains information used in the administration of the program. Information may include: equipment rates, excise tax, federal government policies, civil rights, apportionment, appraisals and appraisers, Environmental Protection Agency (E.P.A.) dredging, Davis-Bacon Act, eligible costs, conversion of use-6F, handicapped information, eligibility reports and review, State Comprehensive Outdoor Recreation Plans (S.C.O.R.P.) from other states, statistics, South Dakota lakes, research manuals, and outdoor recreational trails. This record series is used for reference concerning the various topics studied by the division.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-134.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

<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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GFP-60. AGENDA, COUNCILS AND MEETINGS:

07-060

This bound series contains agendas from the Advisory Council on Outdoor Recreation and Natural Heritage Conservation meetings. The books date from 1966 and are used to document the funds approved or denied by the council for various projects. Information may include: names of communities applying for funds, priority rating, estimated program costs, project description, and decision. Grants usually carry a two-year deadline, but may be extended. The maximum grant deadline is five years. This record series is used for reference concerning actions taken by the Council.

RETENTION: Retain duplicate copies 2 years in office, then destroy.

Retain originals 10 years in office, then destroy.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was GFP-135.)

GFP-61. ANNUAL REPORTS:

07-060

This series is compiled by program employees as required by the federal government. Information may include: funds received, projects, future planning program, funds expended, and a review of the state program. The reports constitute the basis for submission of appropriation requests to the United States Congress by the Land and Water Conservation Fund (L.W.C.F.).

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-136.)

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OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-62. ATTORNEY GENERAL OPINIONS:

07-060

This file contains the official opinions handed down by the State Attorney General's Office concerning questions pertinent to the department or program. The information is used for occasional reference, and as support for administrative decisions made or actions taken.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: All Attorney General Opinions are published biennially in the Attorney General Report.)

(Note: Previous record series number was GFP-137.)

GFP-63. AUDIT REPORTS:

07-060

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

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

(NOTE: Legislative Audit maintains original audit reports.)

(Note: Previous record series number was GFP-138.)

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OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
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GFP-64. COMMUNITY OUTDOOR RECREATION ASSESSMENTS:

07-060

This series contains the “Community Outdoor Recreation Assessments” as compiled by the program and are used to document the primary recreation needs of a community. The Assessments are used to justify and obtain funds from the Land and Water Conservation Fund (L.W.C.F.). Information may include: local demand, standards, recommendations, methodology, social and economic factors, local factors, municipal facilities inventory and priority lists. The record series is used to prioritize those communities and their needs when issuing grants; and in applying for federal aid to be used in community recreation projects.

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 GFP-140.)

GFP-65. GRANT FISCAL BILLING INFORMATION BINDERS

07-060

This ring binder series documents Land and Water Conservation Fund (L.W.C.F.) grants administered to each community by this program. Information may include: ledgers, fiscal information on each grant, name of community or town, totals, billing information, project authorization date, and detailed grant report. This record series is used to document the funds awarded to each community and is used to monitor projects and the funds received.

RETENTION: Retain full binder 8 years in office after last entry, then destroy.

(Note: Previous record series number was GFP-142.)

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OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-66. GRANT PROJECT FILES, STATE:

07-060

This series documents all active state grant projects funded through the Land and Water Conservation Fund (L.W.C.F.). Information may include: requests for payment, correspondence, copies of federal agreements, amendments, fund amounts authorized, local agreement, bills submitted, and status of funds report. This record series is used in billing the federal L.W.C.F. for amounts used and for reference. It also documents the status of funds for active state grant projects.

RETENTION: Retain active in office. Microfilm inactive and maintain film 20 years. Destroy 20 years after inactive.

(Note: Previous record series number was GFP-143.)

GFP-67. GRANT PROJECT FILES, WITHDRAWN:

07-060

This series lists projects funded by the Land and Water Conservation Fund (L.W.C.F.) which have been withdrawn by the community. Information may include: application information, record of funds returned, letter of transmittal, correspondence, copies of federal agreements, funds authorized, and local agreements. This record series is maintained for future reference in the event that a withdrawn project is resubmitted at a later date.

RETENTION: Retain 1 year in office, then microfilm and maintain film for 19 years. Destroy after 20 years.

(Note: Previous record series number was GFP-144.)

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OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-68. INSPECTION REPORTS, (L.W.C.F.):

07-060

This series contains copies of inspection reports compiled by the program. Information may include: project title, project sponsor, project contact, project location, type of project, inspection, project information, project fund amount, project period, project scope, project evaluation, other facilities in city, follow-up action necessary, environmental information (sewer/water/lighting), general comments, signature, date of inspection, and date of previous inspection. This record series document the findings of on-site inspections, and is used to ensure the projects are properly completed.

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

(Note: Previous record series number was GFP-145.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-69. LOCAL (L.W.C.F.) GRANT PROJECTS:

07-060

This series contains all active or completed local grant projects funded through the Land and Water Conservation Fund (L.W.C.F.). Information may include: requests for payment, correspondence, copies of federal agreements, amendments, fund amounts authorized to spend, local agreement, bills submitted and status of funds report. This record series is used in billing the Federal L.W.C.F., for reference of fund status for active local grant projects, and to document completed projects.

RETENTION: Retain active in office. Microfilm completed project files and maintain film 20 years. Destroy 20 years after inactive.

(Note: Previous record series number was GFP-146.)

GFP-70. MAP FILES:

07-060

This series contains maps and plans of Land Water Conservation Fund (L.W.C.F.) projects. Information may include: name, description, and layouts. This record series is used by the program for planning and project management.

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

(Note: Previous record series number was GFP-147.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-71. MINUTES, GOVERNOR'S COUNCIL MEETINGS:

07-060

This series contains minutes from the Governor's Advisory Council on Outdoor Recreation and Natural Conservation meetings. Information may include: historical documents, dates of meetings, names of those present, meeting minutes, and authorized signatures. This record series is used to document any grants and funds distributed by the advisory council.

RETENTION: Retain 5 years, then microfilm and maintain permanently on microfilm.

(Note: Previous record series number was GFP-148.)

GFP-72. OUTDOOR RECREATION PLANS (SOUTH DAKOTA):

07-060

This bound series is generated by the program and distributed upon request. It constitutes a comprehensive summary of outdoor recreation in South Dakota. Information is compiled to establish eligibility for Land and Water Conservation Fund (L.W.C.F.) grants and to obtain federal funds. Information may include: resources, resident and nonresident demands, needs, and recommendations. This record series is used by program employees for reference and to write new plans.

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

(Note: Previous record series number was GFP-149.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-73. PLANNING REGION FILES:

07-060

This series contains planning region files used by the program in compiling "Community Outdoor Recreation Assessments," and in distribution of grant funds to communities. Information may include: maps and plans, population figures, community recreation plans, summary of community needs, unique features, background, existing facilities, recreation deficiencies, and five-year development plans. This record series is used as a source of reference when communities submit requests for grant and project approval. The program refers to the files to ensure that projects requested by the community are priority items.

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

(Note: Previous record series number was GFP-150.)

GFP-74. PROJECT FILES (L.W.C.F.):

07-060

This series documents federal funds and obligations and what project land areas are eligible for the program. Land involved includes both local and state projects funded through the Land and Water Conservation Fund (L.W.C.F.). Information may include: requests for payment, correspondence, maps, copies of property titles, copies of federal agreements, amendments, local agreements, bills submitted, status of funds report, and funds authorized. This record series is used to administer the various projects funded by the L.W.C.F.

RETENTION: Retain 1 year in office, then transfer 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 GFP-151.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-75. RECREATIONAL TRAIL PLANS (SOUTH DAKOTA):

07-060

This series is compiled by the program and lists all recreational trails in South Dakota. Information may include: South Dakota Trails system, area resources, land management agencies, non-land management agencies, trail criteria, special concerns, maps, tables, and figures. The plan constitutes a comprehensive summary of the Recreational Trails Program. This record series is used to establish eligibility for Land and Water Conservation Fund (L.W.C.F.) grants and programs, for obtaining federal grants, and to determine grant priorities.

RETENTION: Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded 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 GFP-152.)

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AUTHORIZATION FORM
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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: L.W.C.F.
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0019

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GFP-76. SNOWMOBILE TRAIL FILES (SOUTH DAKOTA):

07-060

This bound series is generated by the program and lists all snowmobile trails in South Dakota. Information may include: lands and laws; user program information; user consideration; special concerns; conclusions; recommendation; resources; and state, local, and public lands which may be used. This information constitutes a comprehensive summary of snowmobile trails and snowmobiling in South Dakota. This record series is used to establish eligibility for Land and Water Conservation Funds (L.W.C.F.) grants and programs and to obtain federal funds.

RETENTION: Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded 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 GFP-153.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Operations and Maintenance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0020

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GFP-77. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is arranged by subject matter and contains information used in the administration of the program. Information may include: bond schedules, training needs assessment, law enforcement, department rules and regulations, out-of-state park and recreation policies, law enforcement training, bug problems, speeches, management plans, trails, South Dakota laws, administrative manuals, check writing, electrical camp pads, maintenance, visitor center proposal ideas, state and federal water sample regulations, well lists, two-way radios, emergency/disaster plan, Fort Sisseton festival, and out-of-state camping permits. This record series is maintained for reference purposes and is also used to answer inquiries from the public.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-155.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Operations and Maintenance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0020

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GFP-78. CONTRACT FILES:

07-060

This series contains reference copies of contracts and agreements between the program and other parties. Information may include: terms and conditions of agreements, effective dates, costs, and funding sources. This record series is maintained for reference concerning the terms and conditions of the contracts. The department fiscal office maintains the original.

RETENTION: Retain contract copies current in office. Destroy terminated or obsolete.

(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 in 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 GFP-156.)

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RECORDS RETENTION &
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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Operations and Maintenance
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0020

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GFP-79. FEE REFERENCE FILES:

07-060

This series dates from 1976 and is used to monitor park and recreational fees charged in South Dakota compared with fees charged in other states. Information may include: park license sales and camping permit fees, publication listing fees, daily park entrance permit fees, area camping and park fees charged, telephone surveys, correspondence, and related information. This record series is used to answer inquiries about park fees and as a reference to past park and recreation fees charged by the state.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-158.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

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GFP-80. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is arranged by subject matter and contains information used in the administration of the program. Information may include: south Dakota history, park policy, recreation cooperatives, state recreation, federal recreation information, out-of-state park statistics, speeches, snowmobile programs, state campgrounds, equipment guarantees, organization and management manuals, tourists, winter recreation, monthly reports by division employees, fuel consumption reports, play equipment, program ideas, and State Water Plan. This record series is used for reference concerning public inquires and administration of the program.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

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GFP-81. CAMPGROUND AND VISITATION STATISTIC RECORDS:

07-060

This database series dates from 1971 and contains campground and visitation statistics submitted to the program by state park managers. The files record park visitation and campground use and are used in park management and planning. Information may include: visitations, district number, total visitations of people, total camping units, amount of camping refunds, name of the units, number turned away, campground occupancy percentage, number of people per unit, times over capacity, campground statistics, park visitation charts, and holiday visitation counts. The statistics are submitted monthly by park managers and are used in compiling campground and visitation summaries. This record series is also encoded into a data processing system and summarized in the "Park Visitation Reports."

RETENTION: Retain in office until encoding has been verified to be accurate and complete, then destroy.

DATABASE: Retain 10 years, then delete.

(Note: Previous record series number was GFP-163.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

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GFP-82. HANDICAPPED REFERENCE FILES:

07-060

This series contains information concerning renovations made at state park and recreation areas to make them accessible to handicapped individuals. The files are used in altering park and recreation areas to accommodate the handicapped. Information may include: booklets from State agencies, federal fact sheets, architectural barrier information, plan proposals, cost figures, State studies, and related information from the State and Federal governments. This record series is used for reference when making plans to renovate various portion of state parks.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-165.)

GFP-83. LAND ACQUISITION FILES:

07-060

This series constitutes the division's central file of all potential land acquisitions and documents and monitors land acquired by the department. Information may include copies of: land purchased by the department, technical reconnaissance reports (T.R.R.), memorandums, notes, bargain sale information, and conservation easement materials. This record series is used for reference purposes.

RETENTION: Retain 5 years in office after land acquisition has been accepted or rejected by the department, then destroy.

(Note: Previous record series number was GFP-166.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

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GFP-84. LONG RANGE PLANS:

07-060

This series contains long range plans as issued by the program. They are used for acquisition and development of parks. Long range plans compiled include: state parks, recreation areas, and a comprehensive park system plans. Information may include: maps, purpose of the plan, goals and objectives of the plan, inventory, figures, visitations reports, proposed acquisitions and development, descriptions, management guidelines, public involvement in planning, and park system needs. This record series is used for management purposes and for periodic revisions.

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

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

(Note: Previous record series number was GFP-167.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

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GFP-85. PARK AND CAMPGROUND SURVEYS:

07-060

This series contains park and campground surveys conducted by the division. The surveys are used to better manage and maintain state park and recreation areas and to provide better park and recreation facilities and service. Information may include: park user satisfaction survey, traffic count survey, fall user survey, license survey, campground questionnaire, Camper's Club, and related questionnaires. This record series is also used to compile project priorities, in planning improvements, and in correcting situations.

RETENTION: ANNUAL SUMMARIES: Retain 10 years in office, then destroy.

ALL OTHER INFORMATION: Retain 5 years in office, then destroy.

(NOTE: Consider microfilming the annual summaries when volume warrants.)

(Note: Previous record series number was GFP-168.)

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OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

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GFP-86. PARK FILES, POTENTIAL:

07-060

This series lists land in South Dakota with the potential for becoming a state park or recreation area. Information may include: plans, designs, proposals for development, and evaluations. This record series documents the sites of potential park land, either private or state-owned.

RETENTION: Retain 20 years in office on microfilm. Destroy after 20 years.

(Note: Previous record series number was GFP-169.)

GFP-87. PARK PLAN FILES:

07-060

This series contains originals and copies of all oversized state park and recreation area plans. The plans are used for frequent reference in park planning. Information may include: county outline maps, cooperative park plans, facility plans, state park and recreation area plans, tracings (master copy of the plans), and consultant plans. This record series is used for reference concerning placement and constructions at the various parks.

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

(Note: Previous record series number was GFP-170.)

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DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

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

GFP-88. PARK SYSTEM INVENTORY BINDERS:

07-060

This ring binder series contains information regarding park system inventory. Information may include: visitations, date (year), number of campers, number of picnic tables, service facilities, playground equipment, park activities, camping sites, and swimming beaches. The inventory is conducted approximately every four years. This record series is used for reference by program employees to answer inquiries about park facilities and to provide information upon request about state park and recreation areas.

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

(Note: Previous record series number was GFP-171.)

GFP-89. PHOTOGRAPHS, AERIAL:

07-060

This series contains oversized aerial photographs of all state parks. These photographs are used for reference and for planning purposes. The photographs date from 1976 and are updated every five to ten years. Superseded photographs are sent to division field officers.

RETENTION: Retain current in office. Destroy superseded or obsolete photographs not sent to field officers.

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

(Note: Previous record series number was GFP-172.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Planning
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0156

<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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GFP-90. PROJECT FILES, MISCELLANEOUS PLANNING:

07-060

This series documents miscellaneous planning projects undertaken by the division. Information may include: preliminary reports, capital improvement sheets, specifications, summary sheets, and related correspondence. This record series constitutes a working file of various planning projects in the State. Projects may include, but are not limited to: sedimentation problems, rip-rapping, trails, recreation area development, watersheds, campground development, water systems, trail improvements, lake access, and use policies.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-173.)

GFP-91. SPECIAL STUDY FILES:

07-060

This series documents special short and long-range projects involving the program. The files contain studies compiled by the division on various park and recreation projects. Information may include: computer printouts, maps, correspondence, literature, and reference materials. Studies may include, but are not limited to: Sioux Falls recreational trails, Farm Island ski beach, lake surface planning and zoning on public waters, motor boat fuel fund, vandalism control, and Shadehill cabin leases. This record series constitutes a working file for special projects and is used for project management and planning.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-174.)

STATE OF SOUTH DAKOTA
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Recreation Trails
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0022

<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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GFP-92. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is arranged by subject matter and contains information used in the administration of the program. Information may include: horseback riding, wildlife harassment, trails fund, trail development, warming shelters, liabilities, state division of tourism, regulations relating to recreational trails and snowmobiling, Nation Trails Council, abandoned railroads, cross-country skiing, canoeing, trail bikes, South Dakota Snowmobile Association, United States Forest Service, and environmental impact statements. This record series is used for reference concerning public inquiries and administration of the program.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-176.)

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RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Recreation Trails
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0022

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-93. LAND LEASE PROGRAM REFERENCE FILES:

07-060

This series contains information regarding the land lease program. Information may include: total list of land leases, copies of instructional manual, and related details and information. The actual land leases are maintained in the "Program Files." This record series is used for convenience of reference concerning the land lease program.

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

(Note: Previous record series number was GFP-179.)

GFP-94. NON-RESIDENT TEMPORARY PERMITS:

07-060

This series documents the application and subsequent issuance of non-resident temporary permits. The permits allow a non-resident to operate a snowmobile in South Dakota. The actual permits are sold by the county treasurer. Information may include: copies of legislation requiring the temporary permits, correspondence with the county treasurers, and copies of receipts. This record series is used to document the receipt of funds collected for issuance of these permits.

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 GFP-180.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Recreation Trails
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0022

RECORD		R.D.B.
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GFP-95. ORGANIZATION FILES:

07-060

This series is arranged by subject matter and contains information about various organizations and/or groups the agency belongs to or deals with. Organizations may include, but are not limited to: the Governor's Advisory Council, South Dakota Snowmobile Association, and the International Snowmobile Industry Association (I.S.I.A.). Information may include: name and address lists of members, correspondence, meeting minutes copies, notifications of meetings, findings of fact, state programs, snowmobile noise levels, safety, energy and gas consumption, newsletters, and miscellaneous papers. This record series is used for reference concerning guidelines and procedures of each of these organizations.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-181.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Recreation Trails
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0022

<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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GFP-96. PROGRAM FILES:

07-060

This series constitutes the program's central file on the snowmobile and recreational trail program in the state. Information may include: original leases and agreements, snowmobile program materials, correspondence, and a list of land lease programs with various snowmobile clubs and landowners. This record series is used for documentation, reference, and in program management and administration.

RETENTION: Retain original leases and agreements current in office. Microfilm terminated and maintain film for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: 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 GFP-182.)

GFP-97. SAFETY TRAINING FILES:

07-060

This series documents the safety training program administered by the program. Information may include: out-of-state safety program materials, correspondence, program origin information, number of students, and records on various clubs sponsoring a snowmobile safety course. This record series is used to train snowmobile safety instructors.

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

(Note: Previous record series number was GFP-183.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Visitor Center
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0023

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GFP-98. DISPLAY PHOTOGRAPHS FILES:

07-060

This series contains photographs of various displays at state parks and recreation areas in the State. The photographs are used in producing, revising displays, and for occasional reference.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-185.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Visitor Center
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0023

<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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GFP-99. INTERPRETATION REFERENCE FILES:

07-060

This series documents the interpretation programs of state park and recreation areas. Information may include: inventories, vendor information, requisitions, and correspondence concerning interpretive equipment such as: audio-visual equipment, cassette recorders, ecological props, films and filmstrips, slides, and copies of numerous publications. Topics may include, but are not limited to: amphitheaters, children, edible activities, handicapped, elderly, exhibits, festivals/special events, history, music, natural dyes, new games, newspapers, photography, signs shy interpretation, trails, vandalism, winter activities, amphibians and reptiles, insects, arts/crafts, bicycles, birds boating/canoeing, camping/backpacking, energy, fires, fish, geology, Native Americans, mammals, maps, plants, taxidermy, water, weather, and environmental education. The record series is used to plan and administer interpretive activities and to assist state park managers in conducting interpretive programs.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-187.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Visitor Center
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0023

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GFP-100. INTERPRETIVE PLAN REFERENCE FILES:

07-060

This series constitutes a record and evaluation of the program's interpretation projects. Information may include: memorandums, evaluations, recommendations, future direction, goals and objectives, facilities needed, standards, themes, roles and responsibilities of division personnel, and definitions. This record series is used to compile the State Park System Plan Guide, which involves goals to: utilize parks, encourage park use, promote public understanding, increase environmental education, maximize and enrich visitor use, and stimulate visitor interest and support.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-188.)

GFP-101. INVENTORIES, AUDIO-VISUAL EQUIPMENT:

07-060

This series contains a convenience record of department owned audio-visual equipment currently in use at park and recreation areas in the State. Information may include: signatures, description, State user number, serial number, purchase cost, purchase date, and condition. This record series is maintained for property management and accountability purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-189.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Visitor Center
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0023

RECORD		R.D.B.
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GFP-102. INVENTORIES, PAMPHLETS:

07-060

This series contains a listing of brochures, mailers, guidelines, pamphlets, and slide shows generated by the division. This record series is used for reference when ordering additional pamphlets and in supplying pamphlets to park and recreation areas in the state.

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

(Note: Previous record series number was GFP-190.)

GFP-103. INVENTORIES, VISITOR CENTERS:

07-060

This series is used to document and monitor items (artifacts) at the state park and recreation area visitor centers. This record series is maintained for property management accountability purposes of items not on the central inventory system.

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

(Note: Previous record series number was GFP-191.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Visitor Center
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0023

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GFP-104. JUNIOR NATURALIST PROGRAM FILES:

07-060

This series documents the junior naturalist program in South Dakota. Upon completion of the informal program or session, qualifying participants are awarded a junior naturalist badge and certificate. The junior naturalist program is coordinated by state park managers and geared for children. The files include: badges, certificates, correspondence, and related information.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-192.)

GFP-105. KODALITH NEGATIVES:

07-060

This series contains the negatives of "Slide Program Script Files" and copies of displays in state park and recreation facilities. The files document slide program scripts and display copies used in state park and recreation areas. This record series is used for reference purposes.

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

(Note: Previous record series number was GFP-193.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Visitor Center
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0023

RECORD		R.D.B.
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GFP-106. PHOTOGRAPHY AND SLIDE FILES:

07-060

This series contains photographs and slides of state park and recreation facilities. This record series is used for publicity brochures by the Department of Tourism, to submit to newspapers, and for other public relations purposes. The files also contain proofs and negatives of various slides and photographs.

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

(Note: Cull photos to prevent a build-up of superseded or obsolete.)

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

(Note: Previous record series number was GFP-194.)

GFP-107. PRESS RELEASES:

07-060

This series contains press releases and newspaper clippings on South Dakota park and recreation areas. The files are circulated through the division in order to inform personnel of division activities. The press releases are also used for reference.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-195.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Parks and Recreation
OFFICE: Parks and Recreation
PROGRAM: Visitor Center
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0023

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GFP-108. RESOURCE INFORMATION FILES:

07-060

This series is used for reference and contains resource materials for: interpretive displays, brochure art work, South Dakota history, Native Americans, Geology, Angostura, Union County, Beaver Creek, Shade Hill, SICA Hollow, feature stories, Burke Lake, Hartford Beach, Hiddenwood, Fisher Grove, Fort Sisseton, Bear Butte, Farm Island, Palisades, Newton Hills, Oakwood, Yankton, and Lake Herman. This record series is used for reference in compiling brochures, pamphlets, guides, mailers, and other publications. Resource information may include: brochures, photographs, maps, memorandum, notes, reports, art work and brochure graphics, copies of articles, drawings, and artifact materials.

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

(Note: Previous record series number was GFP-196.)

GFP-109. VOLUNTEER, EVENTS, AND FINANCIAL RECORDS:

07-060

This series contains volunteer, events, and financial records for state parks. Information may include: volunteer contact information, hours worked, liability papers for volunteer who work in state parks, a record of the number attending special events, event sponsors, copies of bids for grants, and copies of bills for visitor service. This record series is maintained for reference purposes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-198.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Conservation Officer
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0026

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-110. ACCIDENT REPORT, BOATING:

07-060

This series contains copies of the standard boating accident reports issued by the department. Information on the form includes: owner name and address, description of the boat, description of the accident, description of the injuries, property damages, and a description of other vessels involved (if any). They are reviewed here for reference by the conservation officer concerning boating accidents occurring within their district.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-199.)

GFP-111. ACTIVITY REPORTS, MONTHLY:

07-060

This series contains a copy of the monthly report sent by the conservation officer to the Game, Fish and Parks regional office. Information on the report includes summaries of management activities, law enforcement, and public relations work. The reports are used to keep the regional office appraised of activities for each conservation officer in the region and to complete monthly reports to the division office.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-200.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Conservation Officer
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0026

<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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GFP-112. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is arranged alphabetically by topic and contains administrative reference files. Topics in the file may include, but are not limited to: boating laws, federal regulations, state regulations, commercial fishing contracts for area, fish and game records, equipment and vehicle reports, federal conservation agencies, fish stocking reports, law enforcement organizations, fur dealers, blood poisoning/steel shot, pheasant restoration management, domesticated wild animal permits, hunter safety instructors for area, waterfowl banding, and workshops attended. This record series is maintained for convenience of reference for the conservation officer.

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

(Note: Previous record series number was GFP-201.)

GFP-113. APPLICATION LISTS, SUCCESSFUL (PRINTOUT):

07-060

This computer printout series is generated by the state office and used by the conservation officer as a check against forgery of licenses within the area. The printout is arranged alphabetically by licensee name, and includes: name, address, city, state, tag number, general license number, drawing, type, year, hunting unit, and preferences claimed (if any). Previous printouts may be referred to by the conservation officer when determining whether mounted animals have been bagged properly.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-202.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Conservation Officer
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0026

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GFP-114. ATTORNEY GENERAL OPINIONS:

07-060

This file contains official opinions handed down by the State Attorney General's Office concerning questions pertinent to conservation officers. They are used for occasional reference, and for support of decisions made and actions taken by conservation officers.

RETENTION: Retain 3 years in office, then destroy.

(Note: All Attorney General Opinions are printed in the Attorney General Report biennially.)

(Note: Previous record series number was GFP-203.)

GFP-115. COMMERCIAL FISHING ACTIVITIES FILE:

07-060

This file is maintained for convenience of reference by the conservation officer. It is used as a ready source concerning topics related to commercial fishing activities within the area. Information in the file may include, but is not limited to: copies of commercial fishing contracts, reports of catch, reports of sale, dates of catch, dates of sale, effects of catch, and type of fish caught. All information is duplicated in the state office.

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

(Note: Cull series at least once each year to avoid build-up of obsolete material.)

(Note: Previous record series number was GFP-204.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Conservation Officer
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0026

RECORD		R.D.B.
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GFP-116. GAME HUNTER REPORT CARD ANALYSIS:

07-060

This series contains copies of reports sent from the state office to the conservation officer for his review. They deal with success ratios for hunting within the area. Information on the report includes: unit, county, type of season, number of reports, reporting days, days hunted, total license sales, projected kill, and projected days hunted. Information may be used by the conservation officer for year-to-year comparisons of hunting success ratios.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-206.)

GFP-117. HUNTER CASUALTY/INJURY REPORTS (ER-3):

07-060

This series contains a copy of the casualty report filled out by the conservation officer for any injury due to the discharge of a hunting firearm. The form includes: general information, shooter, victim, and casualty facts. Reports are kept for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-207.)

STATE OF SOUTH DAKOTA
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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Conservation Officer
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0026

RECORD		R.D.B.
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GFP-118. LAND MANAGEMENT FILES:

07-060

This series is maintained for convenience of reference concerning land management within his area. Topics of the file may include, but are not limited to: leases, noxious weed control activities, rent collections, plans and projections, wildlife surveys, correspondence, and aerial photographs. It is used to keep the conservation officer abreast of current land management plans and actions taken and will be needed if a new conservation officer comes into the area.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-208.)

GFP-119. PERMITS, BOAT DOCK (VARIANCE):

07-060

This series contains a convenience copy of boat dock permits issued by conservation officers pursuant to ARSD 41:04:04. They are arranged alphabetically by dock owner name and include: name, address, location of boat dock, description of dock, whether commercial or privately owned, variance approved, remarks, expiration date, date issued, and authorized signatures. This copy is kept by the conservation officer for reference to boat dock variances permitted. The original permit is kept by the region office.

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

(Note: Previous record series number was GFP-209.)

STATE OF SOUTH DAKOTA
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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Conservation Officer
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0026

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-120. PRIVATE SHOOTING PRESERVES FILE:

07-060

This series is maintained for convenience of reference by conservation officers concerning various private shooting preserves within the area. The file is arranged alphabetically by topic and includes: game releases, maps, permits, preserve check records, and related information. The file is maintained as a ready source of information since the conservation officers are entrusted with the regulation of private shooting preserves.

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

(Note: Previous record series number was GFP-210.)

GFP-121. SEASON PROPOSALS, EVALUATION REPORTS & WILDLIFE ASSESSMENTS:

07-060

This series contains a copy of the evaluation reports sent annually to the state office by the conservation officer. Reports are used by the state office for setting game harvest limits and season lengths. Information on the reports may include: maps of county, density reports, game population counts, density guidelines, county wildlife assessments, and season evaluations.

RETENTION: Retain 10 years in office, then destroy.

(Note: Previous record series number was GFP-211.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Conservation Officer
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0026

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

GFP-122. VEHICLE/EQUIPMENT REPORTS (GP-WLF-008):

07-060

This series contains a convenience copy of the standard form sent to the state office concerning activities of the various pieces of department equipment used by the conservation officer. They are arranged chronologically by reporting month and include: month, year, inventory number, vehicle license number, equipment type, make, model, driver/operator, description of activities, amount and cost of gasoline, odometer readings, day, project code, miles or hours on the project, totals, regular maintenance, and major parts and repairs needed.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-213.)

GFP-123. VIOLATION CASE FILES:

07-060

This series contains a file for every arrest and possible subsequent conviction for wildlife related infractions. The standard forms in the file may include, but are not limited to: complaint or preliminary information, report of interview, intelligence report, and disposition report. The originals of all forms are maintained by the state office. Copies in this series are maintained by the conservation officer for convenience of reference purposes during the investigation and/or trial.

RETENTION: Retain in office for 2 years after closed, then destroy provided no appeal is pending.

(Note: Previous record series number was GFP-214.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

<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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GFP-124. ACCOUNTING REPORTS, FEDERAL AID:

07-060

This monthly computer printout series constitutes an itemized report of all expenditures for approved federal aid projects. The printouts are used to claim reimbursements from the United States Fish and Wildlife Service for federally assisted project costs and for audit purposes. The reports provide accountability for project costs and contain year-to-date, current month, individual cost, and new year-to-date figures for: salary and benefits, travel expenses, vehicle and equipment rental, and materials and supplies. The printout is used for reference by program employees.

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

(NOTE: Consider requesting data on computer output microfiche (COM) and maintaining fiche in office the entire 5 years prior to disposal.)

(Note: Previous record series number was GFP-215.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

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

GFP-125. AGREEMENTS, ENDANGERED SPECIES:

07-060

This series documents the cooperative agreement between the department and the United States Fish and Wildlife Service for management of endangered species. Information may include: copies of agreements, pertinent regulations, scientific literature, agency reports, and related correspondence. The series is used for reference to the agreements and in the administration of the cooperative management of endangered species.

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

(Note: Previous record series number was GFP-216.)

GFP-126. APPORTIONMENT LEDGER AND REVERSION RECORDS:

07-060

This ledger series monitors federal aid received by the Department for wildlife restoration and sport fish restoration projects. The ledger provides financial status information for the programs and includes: balance, obligations, unused balance, approval, and short-term credits. Information lists and monitors the unused balance of apportionments and documents the current status of unobligated federal funds.

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 GFP-217.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-127. APPORTIONMENTS:

07-060

This series documents federal apportionments awarded to the program, and involves federal projects administered by the program. Information may include: notification of apportionments and apportionment shares. The files are used by the division in federal aid planning.

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 GFP-218.)

GFP-128. AUDIT REPORTS:

07-060

This series contains Department of Legislative Audit reports and federal audit reports concerning the expenditure and administration of federal aid funds received for wildlife restoration and sport fish restoration programs. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains copies of the audit reports.

RETENTION: Retain 3 years in office, then destroy, provided all litigation claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was GFP-219.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-129. CERTIFICATION OF PAID LICENSE HOLDERS:

07-060

This series documents the number of paid fish and game license holders in South Dakota. Information is used to determine the formula for federal aid amounts received and contains: working papers, correspondence, and methodology used in counting paid license holders. The number of paid license holders in the state determines the amount of federal aid the department receives. The information provides certification to the United States Department of Interior in order to receive funds.

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 GFP-221.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

<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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GFP-130. EQUIPMENT USE AND RENTAL REPORTS:

07-060

This computer printout series lists maintenance and operation costs for all of the division's vehicles and equipment. The data is used to calculate annual rental rates to be applied when the vehicles and equipment are used on an approved federal aid project. The records are also used in evaluating the performance of vehicles and equipment and to determine the overall condition of the fleet. Information on the monthly report includes: license number, life-to-date miles/hours, quarts of oil used, maintenance cost, gas used, gas cost, district, monthly maintenance report, and equipment analysis report. The division charges various federal agencies on a monthly basis for vehicle and equipment expenses incurred in federal aid projects.

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

(NOTE: Consider receiving data on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was GFP-223.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

<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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GFP-131. INDIRECT COST PROPOSALS:

07-060

This series documents percentage figures or rates of federal grants covering department overhead and expenses. The proposals list the rates applied to federal grants and, in case of a federal audit, supports department documents such as ledgers and worksheets used in compiling the indirect cost plans. Information may include: indirect cost plans, agreement correspondence, related information, and copies of the indirect cost proposals. The originals are maintained by the department fiscal office. These copies are used for reference.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-227.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

RECORD		R.D.B.
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GFP-132. LAND ACQUISITION FILES, FEDERAL ASSISTANCE:

07-060

This ring binder series lists land acquired by the department with federal funds. It is a requirement of the United States Fish and Wildlife Service and serves as an index to lands purchased with federal aid. The files are used for reference and documentation and contain: county, name of area, project number, land description, location, section, township, land seller, purchase price, and easements.

RETENTION: Retain permanently in office on microfilm.

(Note: Previous record series number was GFP-228.)

GFP-133. LETTER OF CREDIT DOCUMENTS:

07-060

This series contains notification of fund amounts authorized in the letter of credit account of the United States Treasury for each year. The letter of credit documents the funds remaining in the account for use by the division. The notification is published yearly and contains: letter of credit and related correspondence. This record series is used for reference and in financial planning of projects.

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 GFP-229.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

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GFP-134. NOTIFICATION OF UNUSED FEDERAL FUNDS:

07-060

This series lists unused or excess federal funds remaining from federal aid projects. Information may include: project number, amount of unused funds, and applicable program. This record series documents the unobligated funds, which are transferred into an apportionment fund account.

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 GFP-230.)

GFP-135. PROJECTS FILES, DEVELOPMENT:

07-060

This series is arranged by project number and contains development project files. Information may include: application for federal assistance, project descriptions, requests for project approvals, pertinent documents, project contracts, performance reports, miscellaneous information, and related correspondence. This record series is maintained to monitor project development and for audit purposes.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 18 years. Destroy film after 20 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 GFP-231.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

RECORD		R.D.B.
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GFP-136. PROJECTS FILES, NON-DEVELOPMENT:

07-060

This series is arranged by project number and contains non-development project files. Information may include: application for federal assistance, project descriptions, requests for project approvals, pertinent documents, project contracts, performance reports, miscellaneous information, and related correspondence. This record series is used for research, surveys, and education.

RETENTION: Retain 2 years in office, then transfer to storage for 5 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 GFP-232.)

GFP-137. REQUEST FOR PAYMENT-LETTERS OF CREDIT:

07-060

This series documents division requests to the Federal Dispersment Center in Denver, Colorado for project funds. The funds requested are reimbursements for projects receiving federal aid. The files are used to make corrections on the "Federal Aid Accounting System" if necessary, for reference to amounts requested, and for 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 GFP-233.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

RECORD		R.D.B.
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GFP-138. VEHICLE/EQUIPMENT USE REPORTS:

07-060

This series is used when compiling the "Equipment Use and Rental Report" as source documents for the "Federal Aid Accounting System." Reports are generated monthly by vehicle/equipment operators throughout the division and include: inventory number, equipment, gas used and cost, odometer readings, vehicle model and name, maintenance report, and project code (if applicable). This series constitutes the official vehicle/equipment use report required by State law and is essential in calculating vehicle/equipment rental rates required by federal regulations.

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 GFP-236.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Director
PROGRAM: Federal Aid
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0039

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-139. VEHICLE LISTS:

07-060

This computer printout report lists all vehicles entered in the "Federal Aid Accounting System." The list documents division vehicles presently entered on the "Federal Aid Accounting System" and is used as a cross-reference or index to the vehicles. It may also be used as a proof document since the "Federal Aid Accounting System" can only accept vehicles registered or listed with the division. Information on the printout includes: rental rate, license number, description, division, region district, and inventory.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: consider requesting this series on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was GFP-237.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-140. ACTIVITY REPORTS, MONTHLY:

07-060

This series contains copies of activity reports sent monthly to the state office. They are used to summarize the activities and goals of the region. The reports are arranged chronologically by month, and include: date, region, and a list of accomplishments during the month. The state office compiles the reports from the various regions into a state-wide report.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-238.)

GFP-141. ADMINISTRATIVE REFERENCE FILE:

07-060

This file is maintained for convenience of reference by regional office personnel. It is arranged alphabetically by subject matter, and may include: regulations, wildlife studies, population data, maps of the area, plans for various structures in the area, conservation officer arrests, hunter surveys, habitats, refuges and reserves, noxious weed control, rodent and predator control, and federal Fish and Wildlife Service.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-239.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

RECORD		R.D.B.
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GFP-142. BUDGETARY ACCOUNTING PRINT-OUTS:

07-060

This series may contain copies of daily, weekly, monthly, and year-end computer printout reports. They are used to monitor and reconcile fiscal year receipts and expenditures. The state office maintains the electronic reports for fiscal and audit purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-240.)

GFP-143. CORRESPONDENCE, GENERAL:

07-060

This series contains both copies of letters and memorandums sent and the originals of letters and memorandums received by the regional office. They are used for occasional reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-242.)

STATE OF SOUTH DAKOTA
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

RECORD		R.D.B.
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GFP-144. GAME FISH & HABITAT FEDERAL AID:

07-060

This file contains reports written by regional offices and submitted to the state office. They are arranged alphabetically by species or area and include: date of report, dates report covers, record of progress, studies to be conducted in the future, and a list of what has been done and the results of the project. Past reports are maintained here for reference to what has been done concerning various projects within the region.

RETENTION: Retain 10 years in office, then destroy.

(Note: Previous record series number was GFP-245.)

STATE OF SOUTH DAKOTA
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

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GFP-145. HUNTING & FISHING SEASON REGULATIONS & HANDBOOKS:

07-060

This series contains a copy of the hunting season regulations distributed by the state office. They are used here for reference to current and past season regulations and lengths. The file constitutes a comprehensive list of all regulations and amendments for the particular year.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-246.)

GFP-146. HUNTING, FISHING, TRAPPING & BOATING:

07-060

This file contains copies of various rules and regulations for surrounding states and Canada. They are used primarily for answering public inquiries concerning across border rules and regulations.

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

(Note: Previous record series number was GFP-247.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

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GFP-147. HUNTERS SAFETY COURSE LIST:

07-060

This file contains a copy of lists of hunters safety course participants in the area. Lists are used to duplicate cards when they are lost by the public. The file is arranged chronologically by course date and includes: name, address, town, sponsoring organization, name of student, age of student, and student address. The courses are required for children between the ages of twelve through sixteen before they can obtain a hunting license. The state office also maintains the card file.

RETENTION: Retain 4 years in office, then destroy.

(Note: Previous record series number was GFP-248.)

GFP-148. INVENTORY, CAPITAL ASSETS:

07-060

This series may include: a copy of the "Central annual Inventory" printouts, file maintenance forms which reflect changes in the inventory, and inventory procedures manual, and surplus property received and transferred forms. The file is maintained for property management and accountability purposes. The state office keeps the original files for audit purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-249.)

STATE OF SOUTH DAKOTA
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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

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GFP-149. LAKE CONTOUR MAPS:

07-060

This file contains copies of various contour maps for lakes within the region. They are used by regional office personnel when working on or around the various lakes and provided to the public for their use. The state office also maintains a copy of the maps.

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

(Note: Previous record series number was GFP-250.)

GFP-150. LAND RECORDS (FIVE YEAR MANAGEMENT PLAN):

07-060

This series is arranged alphabetically by county and contains the original five-year plan developed by regional personnel. Plans are used to track projected and past land development with the area. Information may include: general data, legal description of land, classification, present management of facilities, summary and special problems, objectives in management, property plots, capital improvement summaries, food plots, identification data, development schedule, and progress statements. The state office maintains a copy of the plan.

RETENTION: Retain 10 years in office, then destroy.

(Note: Previous record series number was GFP-251.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

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GFP-151. LEASE FILES, AGRICULTURAL & GRAZING:

07-060

This series contains copies of leases and agreements between the state office and private individuals for the leasing of grazing of agricultural lands owned by the State. They are used here for reference when determining amount of lease payments to be received or expiration dates. Information in the file may include: inclusive dates of the lease, legal description of land, rental terms, cropping system used, range capacity, terms of the lease, approval and execution, authorized signatures, amount due from lease (if any), and amount paid to date. They are used when determining "Five Year Management Plans." The state office maintains the original leases for audit and documentation purposes.

RETENTION: Retain current in office 5 years, then destroy superseded or obsolete.

(Note: Previous record series number was GFP-252.)

GFP-152. LEGISLATION FILES:

07-060

This series constitutes the regional office's central file of all proposed legislation and legislation from previous years. Items in the file may include: resource material, copies of House and Senate bills, national legislation, preliminary bill drafts, and final drafts of proposed legislation. The information is used for bill drafting and submission during a legislative session.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-253.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

<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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GFP-153. NOXIOUS WEED CONTROL WORKSHEETS:

07-060

This series contains worksheets for various noxious weed control projects undertaken by the region. Worksheets are used as documentation to what has been done concerning the control of noxious weeds and for budgeting future weed control. Information on the sheets includes: county, date, area, section, township, range, acres under control, chemical control, method of application, and cultural control.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-254.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

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

GFP-154. REQUISITIONS:

07-060

A requisition is a formal request to order supplies or equipment. A copy is submitted to Procurement Management resulting in a purchase order being prepared and submitted to a vendor. Requisitions list: the requesting agency, fund coding, authorized signatures, description of item or service, cost amount, vendor name, quantity, and date of requisition. Copies in this series are maintained for convenience of reference. The state office keeps the original for audit purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-256.)

GFP-155. SEASONAL POSITION FILE:

07-060

This series may contain copies of résumés, BOP information, credentials, and job application forms. Information includes: name of applicant, address, education, training, and experience. The file is maintained as a source of information when filling vacant seasonal positions with the regional office when they occur.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-257.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-156. VEHICLE REPORTS:

07-060

This series contains copies of the vehicle reports submitted to the state office. They are used on the regional level for making monthly gas consumption reports and year-end summaries. The reports are arranged numerically by equipment number and include: inventory number, license number, equipment, make, model, driver, description of activities, day, gasoline, odometer reading, project code, miles or hours, and totals for the month. The state office maintains a copy of the report for audit purposes.

RETENTION: Retain in office for life of vehicle with Department. Destroy when respective vehicle is surplus or salvaged.

(Note: Previous record series number was GFP-259.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

<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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GFP-157. WALK-IN AREA CONTRACTS:

07-060

This series contains 2 separate files containing active and cancelled contracts for lands leased to the department as walk-in areas. Contracts are renewed on an annual basis. Active contracts are kept within a file system maintained by the Office of Technical Service and Research, Land Program in the Pierre. The active contract files may contain contracts several years old, as these are contracts with land currently enrolled into the walk-in program.

RETENTION: Retain current in office for 3 years, then destroy superseded or obsolete.

(Note: Previous record series number was GFP-261.)

GFP-158. WATERFOWL ACCESS CONTRACTS:

07-060

This series contains contracts for lands leased to the department as Lower Oahe Waterfowl Access Areas. Contracts are renewed on an annual basis. Active and cancelled contracts are kept and maintained by the Office of Technical Service and Research, Land Program in the Pierre.

RETENTION: Retain all current contracts in office. Destroy cancelled, superseded or obsolete contracts after 3 years.

(Note: Previous record series number was GFP-262.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Regional Supervisor
PROGRAM: Regional Operations
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0038

<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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GFP-159. WILDLIFE SPECIES INFORMATION FILES:

07-060

This series is arranged alphabetically by species name and contains a file for each species of wildlife within the region. They are used by regional office personnel for histories and current status of various wildlife in the State. Information may include: harvest data, trapping and tagging, habitat, food habits, population studies, and inter-breeding results. The information is used by a variety of Wildlife Division personnel when conducting studies or research on the various species. The state office also maintains a species file.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-263.)

GFP-160. WILDLIFE SURVEYS, MINING OPERATIONS:

07-060

This series is arranged alphabetically by company name and contains the original surveys done concerning the effects on wildlife from various mining operations within the region. Surveys are kept to ensure compliance with restrictions placed on the mine operations by the regional office. Information may include: cover letter, contract or agreement, terms of the contract and agreement summaries, survey information, and related correspondence. The state office keeps the original contracts for audit and documentation purposes.

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

(Note: Previous record series number was GFP-264.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Inter-Agency
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0346

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

GFP-161. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained for occasional reference and documentation. It may contain such items as: pamphlets, brochures, booklets, catalogs, price lists, leaflets, and other publications. Topics in the file may include: South Dakota engineering standards, Energy Transportation Systems, Inc. (E.T.S.I.), aqueduct manuals, Custer State Park master plan, outdoor recreation in South Dakota, Black Hills watersheds, manuals, and organization management information. This record series is used for reference concerning these various topics.

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

(NOTE: Cull material at least once each year to avoid a build-up of superseded or obsolete materials.)

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Inter-Agency
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0346

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-162. CORRESPONDENCE:

07-060

This series may contain both copies of letters and memorandums sent and originals of letters and memorandums received. The file is used for occasional documentation and reference.

RETENTION: Retain 2 years in office, then destroy.

(NOTE: Review for possible inclusion in the "Project Files" prior to disposal.)

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

GFP-163. ENVIRONMENTAL IMPACT STATEMENTS:

07-060

This series is maintained to monitor and control the impact of state projects on the environment. Information on the statements may include: description of project benefits and reports of project impact on the environment, including fish, wildlife, timber resources, and parks and recreation areas. The statements are reviewed by the program and new information is compared to previous data in order to monitor and determine the project's impact on the environment.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 8 years. Destroy film after 10 years.

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Inter-Agency
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0346

<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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GFP-164. MAP FILES:

07-060

This series consists of various maps from the department, United States Army Corps of Engineers and Bureau of Reclamation, and other governmental agencies. Project maps may include, but are not limited to: irrigation, Oahe, Big Bend, channel modifications, lake restoration, water pollution control, Missouri River, natural resources, and water supply. They are used for reference in projects concerning fish and wildlife impacts.

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

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

GFP-165. MINERAL DEVELOPMENT FILES:

07-060

This series is maintained to monitor how mineral development in the State affects wildlife. The Department of Water and Natural Resources licenses development companies and issues permits to allow development in areas of South Dakota. This program reviews the development company's plans of operation to determine effects on wildlife. The program then gives recommendations for approval or conditions of operations in the mineral development project. Information includes: copies of results the Wildlife Division surveys on mineral development sites, development restriction concerning wildlife, literature, related correspondence, and confidential mineral exploration permits, uranium permits, and mining permits.

RETENTION: Retain 2 years in office then transfer to storage for 4 years. Destroy after 6 years.

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

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Inter-Agency
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0346

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-166. ORGANIZATION FILES:

07-060

This series is maintained for convenience of reference to various organization and/or groups the agency either belongs to or deals with. Organizations in the file may include, but are not limited to: National Wildlife Federation, National Audubon Society, International Association of Fish and Wildlife Agencies, Ducks Unlimited, Water Congress, the Boundary Waters Commission, etc. This record series is used for reference concerning organization information.

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

(Note: Cull files at least once each year to avoid build-up of superseded or obsolete material.)

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

GFP-167. PROJECT FILES:

07-060

This series constitutes the program's central series of fish and wildlife related projects in the State and projects in other states which overlap into South Dakota. Information is arranged alphabetically and contains: correspondence, reports, and related project data. Projects may include, but are not limited to: Belle Fourche Irrigation, Big Stone, Mud Creek Watershed, New Underwood Dam, Marne, Webb Pipeline, and Energy Transportation Systems, Inc. (E.T.S.I.). This record series is used for reference concerning project status.

RETENTION: Retain 1 year, then microfilm and maintain film for 19 years in office after completion or abandonment. Destroy film 20 years after completion or abandonment.

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

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Inter-Agency
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0346

RECORD		R.D.B.
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GFP-168. STATE REGULATIONS AND LAWS:

07-060

This series contains various State laws, rules, and regulations concerning the Game, Fish and Parks Department. This record series is used for reference to insure compliance with State laws and regulations involving department projects.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

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

GFP-169. TASK/ASSIGNMENT FILES:

07-060

This series contains special assignments and/or projects assigned to this office by the department. The projects may include, but are not limited to: dam safety, sediment problems, and various research projects. This record series is used for reference concerning special projects and tasks undertaken by this office.

RETENTION: Retain 1 year in office after completion, then transfer to storage for 4 years. Destroy after 5 years.

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Inter-Agency
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0346

<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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GFP-170. VOUCHERS:

07-060

This series may contains: copies of direct vouchers, receiving vouchers, non-cash vouchers and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

RETENTION: Retain 1 year in office, then destroy.

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Water Permits
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0016

<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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GFP-171. “404” PERMIT APPLICATION FILES:

07-060

This series contains original “404” permit applications submitted to the United States Army Corps of Engineers by the department. The information documents applications for the “404” permits which are issued by the Corps to grant permission to conduct a project or activity on Corps land. The files may include: violation, miscellaneous permits, comments, permit information, Corps rules and regulations, general information, permits not answered, lists of individuals requesting “404” permits, and related correspondence. The actual “404” permit application contains information such as: applicant name; name and address of applicant; date; name, address, and title of authorized station; proposed activity and activity purposes; name, address, and telephone numbers of adjoining property owners; location of proposed activities; name of waterway; tax assessor’s description (if known); approval and certification; previous activity denial; remarks or additional information; and authorized signatures. The department maintains these files to document their request for the permit and the Corps response to the request.

RETENTION: Retain active in office. Transfer inactive, denied, or withdrawn to storage for 1 year. Destroy 1 year after inactive, denied, or withdrawn.

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

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Water Permits
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0016

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-172. “404” PERMITS, AUTHORIZED:

07-060

This series contains standard “404” permits authorized by the United States Army Corps of Engineers. They give the department authority to proceed with an activity, program, or project on land owned by the Corps. The files are arranged alphabetically, and contain: maps, letters of authorization, letters of permission, and related correspondence. The files are used to document the permission granted by the Corps.

RETENTION: Retain active in office. Transfer inactive to storage for 1 year. Destroy 1 year after inactive.

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

GFP-173. “404” PERMITS INDEX:

07-060

This ring binder series dates from 1974 and constitutes an index to the “404” permit application files.” This series documents “404” permits issued/denied to the department by the United States Army Corps of Engineers. These lists are generated monthly by the Corps and contain: application number, name of applicant, activity and location, and action. The lists of permits issued/denied are sent to department field personnel and are maintained for reference by Program employees.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-102.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Water Permits
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0016

<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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GFP-174. AQUATIC NUISANCE PERMIT FILES:

07-060

This series contains permits issued by the program for aquatic weed control and related correspondence. The aquatic nuisance permits are issued to landowners or other agencies requesting permission to conduct aquatic weed control measures. Information on the permits includes: permit number, name and address of applicant, date, chemical, body of water, date of proposed action, signatures, suggested precautions, and time period in which the permit is valid. They are used to document those individuals who have received permission from the program to use such measures.

RETENTION: Retain 1 year in office after closed, then destroy.

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

GFP-175. IRRIGATION PROJECT FILES:

07-060

This series documents various irrigation projects conducted throughout the State. Information may include: re-regulatory reservoirs, Garrison Irrigation Project, Oahe Irrigation Project, fact sheets, United States Department of Interior, Wildlife Plan, and related correspondence. This record series is used to administer the irrigation programs and to monitor their operation.

RETENTION: Retain active in office. Transfer inactive to storage for 1 year. Destroy 1 year after inactive.

(Note: Previous record series number was GFP-105.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Resource Support
PROGRAM: Water Permits
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0016

RECORD		R.D.B.
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GFP-176. WATER RIGHTS FILES:

07-060

This series is arranged alphabetically by county and contains original State water licenses, applications for permits, and certification works. Information may include: hearing records, Water Management Board meeting agendas, water rights statute information, and related correspondence. This record series is used to document the State's water rights to lakes, dams, and water sets in South Dakota. This information is also available in Department of Water and Natural Resources and Division of Water Rights.

RETENTION: Retain permanently in office on microfilm.

(Note: Previous record series number was GFP-107.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-177. ACTIVITY REPORTS:

07-060

This series constitutes the quarterly activity summary of the Department. Information may include: meetings attended, federal aid projects, public relation office administration, contract fish removal, region report summaries, regional boundary maps, and law enforcement information. This record series is maintained for reference purposes concerning department activities.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-265.)

GFP-178. ADDRESS LISTS:

07-060

This list contains names and addresses of groups, organizations, and individuals with whom the program corresponds. The list is used in mailing information to contracting parties, and in mailing "South Dakota Fisheries Dingell-Johnson (D-J) Reports." The file also contains a department directory used in contacting department personnel.

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

(Note: Previous record series number was GFP-266.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

<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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GFP-179. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained for convenience of reference and documentation. It may contain, but is not limited to such topics as: Dingell-Johnson (D-J) and Pittman-Robertson (P-R) program information, D-J and P-R computer printout listings, fisheries statistics, publication lists, water quality behavior, administrative manuals, federal aid research reports, United States Fish and Wildlife Service index, Garrison Diversion Study, water atlas, state geological surveys, ground water investigation hearing reports, water pollution investigation, iron resources, biological problems in water pollution, water problem facts, South Dakota Water Plan, wildlife management techniques, interim reports to Congress, fishery reports from other states, publication indexes, transactions of the American Fisheries Society, federal aid manuals, federal aid in fish and wildlife, Sport Fishery Abstracts, Fishery Bulletin, planning information, biological services program, allocation of fishery resources, bibliographies, Deerfield Dam and Reservoir, Whitewood Creek, fisheries and fishery manuals, pesticides, reclaimed ponds, land management annual report, land use planning, mosquito control program, meandered lakes, monetary value of fish, remote sensing, national lake system, national grasslands, chemical renovation, administrative goals and accomplishments, filing system, computer records, energy consumption records, lake names, Energy Transportation System, Inc. (ETSI), survey of fishing and hunting, permits, private fish hatcheries, purchasing and printing, workshop information, and questionnaires. This record series is used for reference purposes.

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

(NOTE: Cull material at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-267.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

<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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GFP-180. ANNUAL REPORTS:

07-060

This bound series, which dates from 1955, contains annual reports summarizing department activities and financial status. Information may include: annual financial reports, executive staff, statement of assets, reserves and cash fund balances, statement of revenue, statement of changes in fund, cash balances, general fund information, budget, expenditures, encumbrances, balances, and ten-year analysis of fund balances. This record series is used for reference. The audit copies are maintained in the department fiscal office.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-268.)

GFP-181. BLUE DOG HATCHERY FILES:

07-060

This series was used in the construction and planning of the now completed Blue Dog Hatchery. The files contain: vouchers, cost of construction, correspondence, requisitions, water analysis, soil and topographical maps, equipment needs, rearing ponds, proposals, agreements, and progress reports. The information has little reference value since construction of the hatchery has been completed.

RETENTION: Immediate transfer to storage for 5 years. Destroy after 5 years.

(Note: Previous record series number was GFP-269.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

<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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GFP-182. BUDGETARY ACCOUNTING PRINTOUTS:

07-060

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures. They may include: Daily Revenue and Journal Voucher Detail Report, Daily Transaction Register, Status Register, Activity Budget Status, Weekly Sub-Fund Report, Advance Travel-Accounts Receivable, Transaction Progress Report, Monthly Revenue and Journal Voucher Detail Report, Revenue Analysis Report, General Ledger Trial Balance, Sub-Fund General Ledger Trial Balance, Monthly Expenditure Report, and Object/Sub-Object Summary. The audit copy is maintained in the Department fiscal office.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: Consider receiving data on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was GFP-270.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

<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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GFP-183. CATALOGS, VENDORS

07-060

The series is arranged alphabetically by topic and contain catalogs submitted to the program by various vendors. The catalogs include descriptions and price lists for products including, but not limited to: boats, chemicals, clothing netting, electronics, filters, fish feeders, power equipment, ice chests, trout food, lab equipment, fish tags, fish shockers, pups, hatchery supplies, weed cutter, and water treatment equipment. The catalogs are used for reference and ordering purposes.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-272.)

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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

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GFP-184. COMMERCIAL FISHING FILES:

07-060

This series lists fishing equipment permits issued by the program and permits or contracts awarded to individuals to harvest rough fish from State fisheries. Information may include: weekly fish market brochures, list of commercial fisheries, fisheries statistics, negotiations, harvesting contracts, equipment permits, legislation, contracting procedures, policies, cost analysis, gill net information, fish fry legislation, Native American fishing rights, Inland Commercial Fisheries Association information, catch summaries, statistics, and related correspondence. The files are also used for reference to commercial fishing in the State.

RETENTION: Retain 2 years in office, then destroy.

Retain original contracts and permits current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

(Note: Previous record series number was GFP-273.)

GFP-185. CONTOUR MAPS:

07-060

This series contains contour maps of lakes that have been surveyed in South Dakota. Information may include: symbols, shoreline, depth contours, roads, marshes, grazing lands, public access, buildings, bridge, lake acreages, and scale. These maps are used for reference when planning projects and are also used by the public for fishing and hunting.

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

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

(Note: Previous record series number was GFP-274.)

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PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

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GFP-186. CONTRACT FILES:

07-060

This series contains both copies and originals of contracts and agreements between the division and other parties. Information includes: terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and documentation purposes.

RETENTION: Retain reference copies current in office. Destroy terminated or obsolete.

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

(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 must be filed with the Office of State Auditor prior to the work being performed.)

(Note: Previous record series number was GFP-275.)

GFP-187. CORRESPONDENCE:

07-060

This series contains both copies of letters and memorandums sent and originals of letters and memorandums received. The file is used for occasional documentation and reference.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-276.)

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OFFICE: Technical Service and Research
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RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

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GFP-188. DINGELL-JOHNSON REPORT INDEXES (S.D. FISHERIES):

07-060

This ring binder series constitutes an index of South Dakota Fisheries (Dingell-Johnson) Reports. Information may include: Game, Fish and Park number, federal aid number; title; author's name; and year. This index is used to determine other information when only the Game, Fish and Parks number is known.

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

(Note: Previous record series number was GFP-277.)

GFP-189. DINGELL-JOHNSON REPORTS (S.D. FISHERIES):

07-060

This series, which dates from 1952, contains copies and originals of South Dakota Fisheries Reports. The reports, also known as Dingell-Johnson (D-J) reports, are sent out to various parties upon request. The reports are arranged alphabetically and are used for reference by program employees. Information may include: statewide fisheries survey, fisheries management, survey of public waters, Black Hills trout stream study, chemical rehabilitation of lakes, lake fishery investigations, watershed and stream improvement studies, eutrophication of South Dakota lakes, and progress and completion reports.

RETENTION: Retain in office on microfilm for 20 years, then destroy.

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

(Note: Discontinue the practice of keeping multiple copies of the reports after 3 years.)

(Note: Previous record series number was GFP-278.)

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PROGRAM: Fish
RECORDS OFFICER: Mary Healy
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GFP-190. FARM POND PROGRAM FILES:

07-060

This series contains agreements between the department and private landowners in which the department agrees to stock the pond or lake and the landowner gives the public access to the stocked pond. Information may include: farm pond study, farm pond requests received, farm pond program contracts, and stocking information. This record series is used for reference.

RETENTION: Retain original contracts current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

Retain balance 2 years in office, the destroy.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was GFP-280.)

GFP-191. FISHING LICENSE REFERENCE FILES:

07-060#

This series contains fishing license requirements of other States and is used to justify existing and proposed license fees in the State. Information may include: license sales, fishing license requirements of other states, South Dakota fishing license fees, night fishing material, statistics, free-fishing information, and related correspondence. This record series is used for reference when determining state fishing license fees.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-281.)

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PROGRAM: Fish
RECORDS OFFICER: Mary Healy
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GFP-192. FISHING REGULATIONS:

07-060

This series contains information regarding fishing regulations. Information may include: recommendations; regulations; related South Dakota Game, Fish and Parks Commission actions; brochures; fiscal impact statements; and information sheets. This series is used by the Division when determining and proposing future fishing regulations and for reference to State regulations.

RETENTION: Retain current in office. Destroy superseded or obsolete

(Note: Previous record series number was GFP-282.)

GFP-193. FISHING REGULATIONS, OUT-OF-STATE:

07-060

This series contains fishing regulations of other States and is used to compare South Dakota's fishing laws with laws of other States. The files are arranged alphabetically and are maintained for reference to answer inquiries concerning out-of-state fishing regulations and to review South Dakota's laws.

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

(Note: Previous record series number was GFP-283.)

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GFP-194. FISH MANAGEMENT FILES:

07-060

This series is maintained to monitor and manage fish populations in South Dakota. Information may include: fish species abbreviation lists, fish collection, fish exchange, fish display for the State Fair, history of species, fish introduction, rare and endangered species, fish scale envelope, fish scale service, fish samples, fish rescue, fish tagging, and dead fish problems. This record series is also used for reference concerning fish management programs.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-284.)

GFP-195. FISH REFERENCE FILES:

07-060

This series is arranged alphabetically by topic and is maintained for occasional reference and documentation. It may contain such items as: reports, bulletins, articles, booklets, and memos. The series contains various information on fish and is also used to answer public inquiries and questions from department employees.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-285.)

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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

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GFP-196. FISH SPECIES DISTRIBUTION AND MANAGEMENT FILES:

07-060

This series lists fish species distributions in South Dakota. The information is used as reference to fish distribution and management in the State and may contain: graphs, copies of articles, fish species in South Dakota, and related reference materials.

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

(Note: Consider compiling this series in final form, and eliminating the file as it now exists.)

(NOTE: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-286.)

GFP-197. FISH STOCKING FILES:

07-060

This series is maintained to document the fish stocking program in South Dakota. Information may include: stocking evaluations, stocking recommendations, notes, stocking net covers, articles, Black Hills management policy, coding form, stocking needs, stocking schedules, United States Fish and Wildlife farm ponds, walleye stocking schedule, federal hatcheries warm requests, fish rescue stocking and distribution, and federal fish stocking requests. This record series is used to administer the program.

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

(Note: Previous record series number was GFP-287.)

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PROGRAM: Fish
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RM CUSTOMER #: 0152

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GFP-198. FISH STOCKING REPORTS:

07-060

This ring binder series, which dates from 1919, constitutes the State's fish stocking summary. The binder contains: fish stocking reports, species and size, state, federal, report prepared and submitted by, total, size designations, and type of stocking. The information is used for reference and documentation.

RETENTION: Retain 20 years in office, then destroy.

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

(NOTE: Microfilm when volume warrants.)

(Note: Previous record series number was GFP-288.)

GFP-199. FISH STOCKING SCHEDULES:

07-060

This series is arranged chronologically and documents fish stocking conducted in the State. Information may include: hatchery; date; name of water and planting area; number, kind, and size scheduled; county code; number; state/federal; number, kind, and size stocked; and remarks or special instruction. This record series is used in monitoring the fish stocking program.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-289.)

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OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

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GFP-200. FISH STOCKING SLIPS:

07-060

This series documents the actual fish stocking conducted by State fisheries. The stocking slips contain: name of water, county, region, date, type of stocking, species, size and number, fish obtained from, temperature in tank, condition of fish, time in transit, comments, name of deliverer. The series is used for reference concerning fish stocking conducted.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-290.)

GFP-201. GAME, FISH, AND PARKS COMMISSION ACTION ITEMS:

07-060

This bound series dates from 1964 and documents South Dakota Game, Fish and Parks Commission actions as they pertain to the Division. The files are used for reference and contain: copies of commission minutes, action items, and rules and regulations approved by the Commission. The originals are maintained in the department's Technical Services and Research Law Office and the department secretary's office.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-291.)

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GFP-202. GENERAL INFORMATION FILES, FISHERIES:

07-060

This series contains general reference concerning fisheries. Information may include, but is not limited to topics such as: lake aeration, age and growth, fish bait, fish eggs, eradication, farm ponds, diseases, electro-fishing, ice houses, net repair, planning, navigable waters, oil absorbent, stream management and improvement, progressive fish culturist, Black Hills flood, fish cages, fishing guides, fish farming, and fish habitat. This record series is used for general reference when researching such topics.

RETENTION: Retain 2 years in office, then destroy.

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-292.)

GFP-203. HATCHERY FILES:

07-060

This series contains information related to hatchery operation and planning. Information may include: hatchery survey needs, inspection tour notes, ledgers, reports, federal fish, rearing pond information, water analysis, and related correspondence. This record series is used to help better manage the State's fish hatcheries.

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

(Note: Previous record series number was GFP-293.)

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PROGRAM: Fish
RECORDS OFFICER: Mary Healy
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GFP-204. IN-STREAM FLOW FILES:

07-060

This series documents the completed in-stream flow project in South Dakota. The information is used in management and planning of the project and in compiling the "South Dakota Fisheries Report" on the project. The project report was submitted to the United States Department of Interior and contains: State report, analysis report of in-stream flow, memos, maps, final reports, notes, and beneficial uses of in-stream flows. Since the project is completed, this file monitors flows and levels of rivers and streams.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-294.)

GFP-205. INVENTORIES, CAPITAL ASSETS:

07-060

This series may include: a copy of the central annual inventory printouts, file maintenance forms which will reflect changes in the inventory, an inventory procedures manual, and surplus property received and transferred forms. The series is maintained for property management and accountability purposes. The audit copy is maintained in the program of property management.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: Consider receiving "Central Annual Inventory Report" on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was GFP-295.)

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PROGRAM: Fish
RECORDS OFFICER: Mary Healy
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GFP-206. LAKE FILES:

07-060

This series constitutes the program's central file on every lake in South Dakota. The files are used in the planning and management of fisheries and lakes and may include: management plan; lake surveys; lake summaries; netting summaries; biological, chemical and physical data such as temperature, chemical and oxygen surveys, water chemistry, and water analysis; orders; water permits; land acquisition forms; fish stocking information; commercial fishing statistics; South Dakota Game, Fish and Parks Commission activity reports; maps; reports; and related correspondence. They are maintained as a central library of South Dakota lake information.

RETENTION: Retain permanently in office on updatable microfilm jackets.

(Note: Previous record series number was GFP-296.)

GFP-207. LAKE INVENTORY FILES:

07-060

This ring binder series constitutes an inventory of all lakes in South Dakota. The information is arranged alphabetically by county and includes: name of water, legal description, depth, size, management class, access area, facilities, and ownership. This record series is used for reference to all lakes in the State.

RETENTION: Retain in office on updatable microfilm jackets for 20 years, then destroy.

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

(Note: Previous record series number was GFP-297.)

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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

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GFP-208. LAND ACQUISITION FILES:

07-060

This series documents land acquired by the department for fishery related uses, Information may include: land acquisition reports, number of acres, total cost, cost per acre, date, location, vendor name, special provisions, and related correspondence. The information is used to document the acquisition of land owned by the Department for fishery related matters and is used for reference when doing similar acquisitions.

RETENTION: Retain in office until land is sold or transferred to another party, then destroy.

(Note: Previous record series number was GFP-298.)

GFP-209. LEGISLATION FILES:

07-060

This series constitutes the program's central file of all proposed legislation and legislation from previous years. Information may include: resource material, bill tracking printout, copies of House and Senate bills, national legislation, preliminary bill drafts, and final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during a legislative session.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-299.)

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GFP-210. MISSOURI RIVER DEVELOPMENT PLANS:

07-060

This series is used to document the initiation of the Missouri River Development Plan and the subsequent management of the plan. Information may include: reservoir information, monthly status reports, spawning materials, sub-impoundment information, artificial reef improvements, and spawning station reports. This record series is used to oversee the administration of the plan.

RETENTION: Retain current in office. Transfer completed projects to storage for 5 years. Destroy 5 years after project completion.

(Note: Previous record series number was GFP-300.)

GFP-211. MISSOURI RIVER WATER LEVEL RECOMMENDATIONS:

07-060

This series, which dates from 1970, contains copies of the minutes from the ad-hoc committee of the American Fisheries Society. This committee prepares Missouri River reservoir water level recommendations. The files are maintained to record the water level recommendations and for reference by program employees. This series also contains memos and information on the Missouri River Water Development Plan.

RETENTION: Retain 2 years in office, then destroy

(Note: Previous record series number was GFP-301.)

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GFP-212. ORGANIZATION FILES:

07-060

This series is maintained for convenience of reference to various organizations and/or groups the agency belongs to or deals with. Organizations may include, but are not limited to: Walleye Angler Association, Bass Research Foundation, Black Hills Bass Bandits, Trout Unlimited, American Fisheries Society, and Great Plains Fishery workers. The files are used for reference concerning the various organizations the department deals with and the functions of each.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-302.)

GFP-213. PADDLEFISH REFERENCE FILES:

07-060

This series is maintained for reference concerning paddlefish populations in the State. Information may include: paddlefish egg information, paddlefish symposium, miscellaneous reports, articles written by department employees, and related correspondence. The file also contains Paddlefish research contract between the department and other parties and the findings of all research.

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

Retain balance 2 years in office, then destroy.

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was GFP-303.)

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PROGRAM: Fish
RECORDS OFFICER: Mary Healy
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GFP-214. PERIMETER ROAD FILES:

07-060

This series documents Oahe Dam perimeter road projects. The files are used in project management and planning and contain: maps, management information, notes, books, plans, and related correspondence. This record series is used to administer the plan and to draw future plans.

RETENTION: Retain in office until project has been completed, then transfer to storage for 5 years. Destroy 5 years after project completed.

(Note: Previous record series number was GFP-304.)

GFP-215. PHOTOGRAPHS:

07-060

This series contains photographs of subjects such as: stock dams, fisheries, and rivers. The photographs are used for reference when writing articles and/or giving speeches. Photographs themselves are also maintained in the department information and education office.

RETENTION: Immediate transfer to the program of Information and Education for screening and final disposition.

(Note: Previous record series number was GFP-305.)

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PROGRAM: Fish
RECORDS OFFICER: Mary Healy
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GFP-216. POLICY REFERENCE FILES:

07-060

This series is maintained for occasional reference and documentation of policies enacted by the department, state fisheries, and the South Dakota Game, Fish and Parks Commission. The policies are used by the program to administer and manage fisheries in the State, and to insure that correct procedures are followed by the program.

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

(Note: Previous record series number was GFP-306.)

GFP-217. POLLUTION INFORMATION FILES:

07-060

This series contains a file for each reported case of water pollution in the state. Information may include: fish kill reports, contamination data, articles, and related correspondence. This record series is maintained to document the effort put forth by the program to minimize the pollution and to encourage fish population.

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

(Note: Previous record series number was GFP-307.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Fish
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0152

<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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GFP-218. PRIVATE POND STOCKING AGREEMENTS FILES:

07-060

This ring binder series is maintained to document all private ponds which have been stocked by the department. Information may include: applicant's name and address, pond location, pond description, date of construction, years previously stocked, species previously stocked and still present, species requested, reason stocking is needed, agreements, signatures, date, instructions for applicant, and stocking criteria. This record series is used to ensure the terms of the agreements are honored by the department and the land owners, and for reference to inform the public of private ponds which are open to public fishing.

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

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was GFP-308.)

GFP-219. PROPOSED DAM FILES:

07-060

This series lists proposed dams in South Dakota and contains their respective building plans. Information may include: management information, dam and watershed dam proposals, and related correspondence. This record series is used to ensure that no fish species will be harmed by the proposed construction and for future stocking of game fish.

RETENTION: Retain 5 years in office after last activity, then destroy.

(Note: Previous record series number was GFP-309.)

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GFP-220. PUBLICATION FILES:

07-060

This series contains copies of various publications including the “Conservation Digest” and the Department newsletters—“The Last Word,” and “Game, Fish and Parks News.” The publications are generated both in and out of office, and are used for reference by program employees to keep up-to-date on current topics. The originals are maintained in the department Information and Education office.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-310.)

GFP-221. REQUISITIONS:

07-060

A requisition is a formal request to order supplies or equipment. A copy is submitted to the state Procurement Management office resulting in a purchase order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of item or service, cost amount, vendor name, quantity, and date of requisition. This record series is used for reconciliation purposes, and the audit copy is maintained in the department property management office. This copy is maintained to ensure receipt of the ordered equipment or supplies.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-311.)

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GFP-222. RESERVOIR FILES

07-060

This series is arranged alphabetically by reservoir name and includes information on the various reservoirs in South Dakota. Information may include: United States Army Corps of Engineers monthly water level reports; reservoir operations; fish management, analysis, and spawning; and related correspondence. This record series is used to monitor the various projects on Lake Oahe and Big Bend.

RETENTION: Retain permanently in office on updatable microfilm jackets.

(NOTE: Cull files of all obsolete or duplicated materials prior to microfilming.)

(Note: Previous record series number was GFP-312.)

GFP-223. RESERVOIR MAPS (STATE):

07-060

This series contains maps of reservoirs in the State. Information may include: name of reservoir, shoreline information, and map legend. This record series is used for reference and provide a detailed picture of state reservoirs.

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

(Note: Previous record series number was GFP-313.)

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GFP-224. RIVERS AND STREAMS INDEXES:

07-060

This ring binder series constitutes a cross-index to the "Rivers and Streams File." Information may include: criteria, aquatic habitat classification, classification comments, State name, county, stream, state code, and location. It is used as a cross-index.

RETENTION: Retain current in office. Destroy when respective "Rivers and Streams Reference Files" are destroyed.

(Note: Previous record series number was GFP-314.)

GFP-225. RIVERS AND STREAMS FILES:

07-060

This series is arranged alphabetically by river and stream name and contains a folder for each river and stream in South Dakota. Information may include: river drainage reports, aquatic habitat value classification, water quality reports, and related correspondence. This information constitutes a comprehensive break-down of all rivers and streams in the State and of their various tributaries.

RETENTION: Retain permanently in office on updatable microfilm jackets.

(NOTE: Cull files of duplicate or superseded material before filming.)

(Note: Previous record series number was GFP-315.)

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RECORDS OFFICER: Mary Healy
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GFP-226. SPAWNING OPERATION FILES:

07-060

This series documents spawning operation in the state and is used for planning and management of spawning operation. Information may include: spawning and stocking techniques, spawning cost, spawning schedules, notes, hatchery reports, spawning arrangements, spawning operation information, spawning and hatchery data, and related correspondence.

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

(Note: Previous record series number was GFP-316.)

GFP-227. STREAM CHANNELIZATION FILES:

07-060

This series documents stream channelization programs in South Dakota. Information may include: record of proceedings, stream channelization incidents, permit information, water quality standards, reports and articles, development review, and related correspondence. This record series used in planning and monitoring channelization projects.

RETENTION: Retain current in office. Transfer completed projects to storage for 3 years. Destroy 3 years after completion.

(Note: Previous record series number was GFP-317.)

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GFP-228. STUDENT THESIS REPORT INDEXES:

07-060

This ring binder series constitutes an index to "Student Thesis Reports." Information may include: number, title, subject, and author name. The series is used as a cross-reference to "Student Thesis Reports."

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

(Note: Previous record series number was GFP-318.)

GFP-229. STUDENT THESIS REPORTS:

07-060

This series contains theses submitted by graduate students working to obtain a masters degree. Information may include: title of the theses, subject, author's name, and the text of the report. The theses are submitted to the program for review purposes and are used for frequent reference by the division. Copies are available from the State Library in Pierre.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-319.)

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GFP-230. WATER PLANS (STATE):

07-060

This series contains copies of the State Water Plan. This plan which is proposed by the State of South Dakota, constitutes a broad program for managing water in the state. Information may include; water laws, policy, reports, rules and regulation, related information, and correspondence. This program uses the file for managing fishery aspects of the State Water Plan.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-322.)

GFP-231. WATER QUALITY PROGRAM FILES:

07-060

This series documents the results of water quality tests for water in South Dakota. Information may include: water quality standards, programs, statistics, and related correspondence. This record series is used to monitor South Dakota water quality.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-323.)

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GFP-232. WEED CONTROL REFERENCE FILES:

07-060

This series is maintained for occasional reference and documentation related to weed control. It may contain such items as: brochures, pamphlets, correspondence, articles, newspaper clippings, State laws, policies, procedures, and coordination information. This record series is also used to administer aquatic weed control in the state.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-324.)

GFP-233. WILDLIFE HABITAT IMPROVEMENT PROGRAM FILES:

07-060

This series documents the Wildlife Habitat Improvement Program, which involves agreements between the division and landowners. The agreements deal in such areas as: allowing land to lie fallow, using land for wildlife shelters, tilling land in a specific manner, and tree planting. The files contain contracts and agreements with the landowners involved with the program. This record series is used to monitor and administer the improvement program.

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

(NOTE: Consider microfilming when volume warrants.)

(Note: Previous record series number was GFP-325.)

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GFP-234. WINTER OXYGEN TEST RESULTS:

07-060

This series, which dates from 1950, contains winter oxygen tests conducted on each lake in South Dakota. Information may include: county name, lake name, depth at which the sample was taken, ice conditions, percentage of snow coverage, date of sample, and remarks. This information is used in trend analysis, to determine lake conditions, to determine stocking activities based on the water oxygen content, and to conduct lake restoration activities if necessary.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-326.)

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OFFICE: Technical Service and Research
PROGRAM: Game
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0040

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GFP-235. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained for occasional reference and documentation. It may contain, but is not limited to, topics such as: botany; chemistry; cranes; antelope; sheep; shotguns; quail; ducks; waterfowl; non-game animals; wildlife deprivation and animal damage control; big game; energy; and federal wildlife publications and reports on game, hunting, pheasants, upland game, water flow management, shelter areas, and wildlife species in South Dakota. The files are also used to answer inquires from the public and program employees.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-327.)

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PROGRAM: Game
RECORDS OFFICER: Mary Healy
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GFP-236. CENTRAL FLYWAY COUNCIL FILES:

07-060

The Central Flyway Council is a ten-state coalition which monitors the status of migratory birds. These files are used to coordinate efforts of South Dakota and other states involved with the central flyway, to note the effects of past and present central flyway regulations, and for trend analysis. The Central Flyway Council includes a technical committee, which makes recommendations on management, including hunting regulations, to the U.S. Fish and Wildlife Service. A program employee is a member of this technical committee. The files are used to coordinate surveys in order to monitor species population, to determine hunting regulations, and to conduct research projects. The program submits recommendations to the coalition for approval by the United States Fish and Wildlife Service. This information is also maintained by appropriate field personnel.

RETENTION: Retain 2 years in office, then transfer to storage for 4 years. Destroy after 6 years.

(Note: Previous record series number was GFP-328.)

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GFP-237. DISEASE AND POISON REFERENCE FILES:

07-060

This series is maintained for occasional reference and documentation. The files contain: disease and poison information concerning game and appropriate treatments, recent and current pesticide poisoning of game birds, test results, effects of pesticides on wildlife, descriptions of instances, findings of fact, and problems with pesticides. The files document State occurrences of wildlife poisoning and diseases.

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

(Note: Previous record series number was GFP-329.)

GFP-238. DOVE SURVEYS:

07-060

This series contains dove surveys completed for the United States Fish and Wildlife Service. The surveys tabulate the number of doves seen, number of doves heard calling, and the total number of calls/coos. The information is used as an index to spring breeding populations of mourning doves and includes maps of sighting routes used in counting the doves.

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

Retain remainder 2 years in office, then destroy.

(Note: Previous record series number was GFP-330.)

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GFP-239. ENDANGERED SPECIES FILES:

07-060

This series documents species currently classified as endangered by the State, and species in South Dakota classified as endangered by the United States government. Information may include: literature, copies of results of recent and current State programs, and survey results. This record series is used to monitor endangered species throughout the State.

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

(Note: Previous record series number was GFP-332.)

GFP-240. FEDERAL AID FILES:

07-060

This series is used as a guide by the program in conducting bird and animal surveys in order to qualify for federal aid, for reference, and in compiling the annual report. Information may include: recent and current research and management studies approved for federal aid, cost reimbursement, proposed studies, and current activity reports. The files also include federal aid reports used in grant application, which list available federal funds for specific projects. This record series is used to monitor current projects and to develop new projects.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-333.)

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GFP-241. FUR DEALER RECORDS:

07-060

This series constitutes a record of licensed private fur dealers in South Dakota. The files also document state-wide fur harvests and the economic value and are used to monitor licensed fur dealers. The files include original records of fur transactions submitted by fur dealers and original fur harvest summaries. This record series is used for reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-334.)

GFP-242. FUR DEALER REPORTS:

07-060

This series contains fur dealer reports compiled from individual confidential fur reports as submitted to the program by fur dealers in the State. Information may include: species name, number, average price, total value, and total. These annual fur dealer reports are incorporated into annual game management reports on fur bearers and are used to monitor fur harvests and fur business in South Dakota.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-335.)

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GFP-243. GAME MANAGEMENT REPORTS:

07-060

These game management report booklets are compiled by division field personnel and are reviewed by the program before publication. The files contain annual South Dakota and Pittman-Robertson project progress and completion reports on topics including, but not limited to: antelope, deer, pheasant, grouse, partridge, mountain goat, elk, raptors, ducks, wetlands, Canada geese, and quail. Each report contains: abstract, appendix tables, study objectives, game inventories, analysis of report, maps, spotlight surveys, and related data. The information is used to summarize yearly game management practices in the State.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-336.)

GFP-244. GAME POPULATION INFORMATION FILES:

07-060

This series is arranged alphabetically by species and contains game survey field forms and survey results prepared by division conservation field officers and submitted to the program. Information may include: name of species, sign of animals, counts of sightings, number of call/coos heard, and any evidence of animals and their numbers. This population date is used as reference when compiling the annual report.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-337.)

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GFP-245. HUNTING SEASON REFERENCE FILES:

07-060

This series is maintained to review new hunting license forms, in planning hunting seasons, to monitor season changes, and for reference. Information may include: copies of past and current big game license application forms; South Dakota Game, Fish and Parks Commission actions; staff recommendations on hunting seasons; original fiscal impact statements; hunting literature and literature sources; and original harvest summaries. The fiscal impact statements are required by law and are used to note the effect that a new hunting regulation has on department income by recording the net increase or decrease in revenue.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-338.)

GFP-246. LEAD POISONING/STEEL SHOT REFERENCE FILES:

07-060

This series is maintained for occasional reference and documentation. The information is used in: developing future lead poisoning/steel shot program, determining the effectiveness of steel shot, monitoring lead poisoning of game, and answering public inquiries.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-339.)

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GFP-247. MINUTES, CENTRAL FLYWAY MEETINGS:

07-060

This ring binder series contains copies of the central flyway meeting minutes. The file dates from 1961, and includes: date, meeting minutes, presentations, and a list of those present at the meeting. The minutes are used for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-340.)

GFP-248. MISSOURI RIVER AERIAL WATERFOWL SURVEYS:

07-060

These surveys document the migration of ducks, geese, and other migratory waterfowl. The surveys locate bird populations and record the number of birds sighted, species of birds spotted, and location sighted. Past surveys are used for reference concerning migrating trends and in developing a migratory summary. These surveys are conducted weekly for a period of time each autumn by the division.

RETENTION: Retain in office on microfilm for 30 years, then destroy.

(NOTE: Microfilm when volume warrants.)

(Note: Previous record series number was GFP-341.)

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GFP-249. ORGANIZATION FILES:

07-060

This series is maintained for convenience of reference to various organizations and/or groups the agency belongs to or deals with. They may include, but are not limited to: United States Fish and Wildlife Service, Bureau of Reclamation, National Wildlife Federation, Wildlife Society, the Nature Conservancy, National Wildlife Association, Ducks Unlimited, and Pheasants Unlimited. This record series is used for reference concerning information on each organization.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-342.)

GFP-250. PUBLICATIONS/NEWSLETTERS:

07-060

This series contains copies of various publications and newsletters including: "The Conservation Digest," "The Last Word," "Game, Fish, and Parks News," the Game, Fish and Parks Commission newsletter, and general divisional letters. The publications and newsletters are used for reference to keep program employees informed on department activities.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-343.)

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GFP-251. REFUGE FILES:

07-060

This series documents wildlife refuges in South Dakota. Information may include: legal descriptions, maps, land owner consent forms, public comments, original petitions by the public to establish a refuge, and Game, Fish, and Parks Commission actions. This record series is used to monitor refuges in the State, determine if refuges are serving their intended purpose, and review the refuge program periodically.

RETENTION: Retain for the life of the refuge, then destroy.

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material. Consider maintaining on updatable microfilm jackets instead of paper.)

(Note: Previous record series number was GFP-344.)

GFP-252. WILDLIFE HABITAT REFERENCE FILES:

07-060

This series is used for convenience of reference and documentation. Information may include: wetland drainage, wetlands habitat inventory, irrigation projects, stream channelization, land management methods, rights-of-way, programs on public and private lands, habitat evaluation, and wild habitat needs. This record series is maintained as a resource when conducting studies and drafting reports.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-346.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Game
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0040

<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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GFP-253. WILDLIFE REVIEW FILES:

07-060

This series, which dates from the 1970s, contains lists of publications issued by various Federal wildlife agencies. The review is published by the United States Department of the Interior and contains: date, number, publication name, author, article, and title. This record series is a reference source for locating articles.

RETENTION: Retain 10 years in office, then destroy.

(Note: Previous record series number was GFP-347.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

RECORD		R.D.B.
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GFP-254. “404” PERMIT FILES:

07-060

This series contains original “404” permits issued to the division by the United States Army Corps of Engineers. Information on the permit includes: application number, name of applicant, activity, location, and action requested. These permits grant permission to conduct an activity or project on Corps land.

RETENTION: Retain electronic copies on CD in office for 5 years, then destroy.

(Note: Previous record series number was GFP-348.)

GFP-255. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained for occasional reference and documentation. The files may contain, but are not limited to such topics as: boat docks, emergency haying and grazing program, county allotments, historical data, five-year management plan, United States Forest Service, controlled burning, energy crisis, supply companies, weather summaries, range management, pesticides, strategy plans, outdoor recreation, Department training handbooks, Bureau of Land Management regulations, tree planting, federal aid regulations, and habitat seed supply. Information is used for reference when compiling reports and studies.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-349.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

RECORD		R.D.B.
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GFP-256. AGENCY FILES, STATE AND FEDERAL:

07-060

This series is maintained to document the various State and federal agencies this program deals with. Agencies may include: Farm Services Agency (FSA), United States Fish and Wildlife Service, and the United States Army Corp of Engineers. Actions of these State and federal agencies may correspond, overlap, or involve the Program. The files are used by the Program in land management and resource planning.

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

Retain contracts current in office.

(Note: Previous record series number was GFP-350.)

GFP-257. APPLICATION FILES, FEDERAL ASSISTANCE AMENDMENTS:

07-060

This series contains applications for Federal Assistance (A.F.A.) amendments. Information includes: maps, correspondence, state number, project number, amendment and section number. They are used for reference in applying for federal aid for land management project amendments.

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

(Note: Previous record series number was GFP-351.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-258. ATLAS FILES:

07-060

This series consists of an atlas for each county in South Dakota. The atlases contain: maps, tables, charts, and plats. They are used for reference by this program and by parks and recreation for determining specific locations of lands.

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

(Note: Previous record series number was GFP-352.)

GFP-259. BUREAU OF LAND MANAGEMENT FILES:

07-060

This series documents the department's dealings with the Bureau of Land Management (B.L.M.). The file includes: B.L.M. policies and regulations, coal lease information, land classifications, B.L.M. land applications, and related correspondence. This record series is used for reference concerning terms and agreements of leases.

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

(Note: Previous record series number was GFP-354.)

STATE OF SOUTH DAKOTA
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-260. CONTRACT FILES:

07-060

This series contains both copies and originals of contracts and agreements between the program and other parties. Information includes: terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference purposes concerning the terms and conditions of the contracts and agreements.

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

Retain reference copies current in office. Destroy terminated.

(NOTE: SDCL 1-24A-1 Consulting contracts filed with State Auditor.)

(Note: Previous record series number was GFP-355.)

GFP-261. DEEDS:

07-060

This series is arranged alphabetically by county and documents department purchase and ownership of land. Information may include: vendor, quitclaim deed, amount paid, date, partial release, deed, agreement for the purchase of lands, acknowledgement of individual, and related correspondence. The files are used to document ownership of land by the department.

RETENTION: Microfilm and scan to CD. Maintain film and CD's permanently.

(Note: Previous record series number was GFP-356.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-262. EASEMENT REQUIREMENT FILES:

07-060

This series contains requirements for easements dealing with department land use. Information may include: resolutions, proposals, agreements, related correspondence, and the actual easements between the department and other parties. This record series is used to insure that the terms of easements granted for department-owned lands are honored.

RETENTION: Microfilm and scan to CD. Maintain film and CD's permanently.

(Note: Copies are also recorded at the County Court House.)

(Note: Previous record series number was GFP-358.)

GFP-263. FEDERAL AID REPORTS (ANNUAL):

07-060

These reports are compiled by the program and submitted to the United States Fish and Wildlife Service Federal Aid office. The reports are compiled annually and contain management and development reports. Information may include: correspondence, reports, related information, and pertinent statistics. The federal reports are required because of various cost-sharing agreements for programs administered by this office. The information is also used in an annual land management report.

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

(Note: Previous record series number was GFP-359.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-264. FIVE-YEAR PLANS:

07-060

These reports are compiled by the division, and constitute a five-year statement of department land management and development purposes. Information may include: perspective, location, statement of need, situations, objectives, plans and time and cost estimates. The reports are used for reference purposes when administering the plan and for updating the plan yearly.

RETENTION: Microfilm and scan to CD. Maintain film and CD's for 15 years, then destroy.

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

(Note: Previous record series number was GFP-360.)

GFP-265. HERBICIDE REPORTS, FEDERAL:

07-060

This series contains reports of spraying conducted by the department on federal land rented by the department. Information includes: date, objective, pesticide, application, sensitive areas, remarks, and related correspondence. The spraying is conducted twice a year, and reports are submitted by the department to the United States government.

RETENTION: Retain 4 years in office, then destroy.

(Note: Previous record series number was GFP-361.)

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DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

RECORD		R.D.B.
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GFP-266. INVENTORIES, CAPITAL ASSETS:

07-060

This series may include: a copy of the central annual inventory printouts, file maintenance forms which will reflect changes in inventory, an inventory procedures manual, and surplus property received and transferred forms. The information is maintained for property management purposes. The audit copies are maintained in the Department Property Management office.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-362.)

GFP-267. LAKE ACCESS FILES:

07-060

This series is maintained for reference concerning lake access throughout the state. Information may include: notes, forms, sanitation and safety reports, drawings of facilities, fisheries management and development report, motor boat fuel fund, priority and acquisition needs, budget worksheets, lake access maintenance schedules, memorandums of agreements, development project materials, and lake access management and development fund. The files contain all relevant information and materials concerning access to lakes in the State.

RETENTION: Microfilm and scan to CD. Maintain film and CD's permanently.

(Note: Previous record series number was GFP-363.)

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-268. LAND ACQUISITION FILES:

07-060

This series consists of land acquisition reports, land acquisition goals of the division, and land acquisition maps and agreements. Information may include: land administered by the department, statewide totals, taxes on game production, areas acquired, and State land sold or exchanged. These files constitute the program's central file of all Division land acquisitions. This record series is used for reference purposes to document acquisitions.

RETENTION: Microfilm and scan to CD. Maintain film and CD's permanently.

(Note: Previous record series number was GFP-364.)

GFP-269. LAND APPRAISAL REPORTS

07-060

This series contains appraisal reports on lands purchased by the Game, Fish and Parks Department. Information may include: maps, land location, sub-division of land, appraisal summary, and land description. The appraisals are conducted by a contractor, and are used for tax assessment purposes and to record department land values.

RETENTION: Retain 5 years in office then destroy.

(Note: Previous record series number was GFP-365.)

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AUTHORIZATION FORM
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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-270. LAND MANAGEMENT REFERENCE FILES:

07-060

This series lists state and federal laws and regulations concerning land management practices. The files are used in establishing division land management policies and may contain: questions presented, answers, discussion, Attorney General reports, copy of the actual law or regulation, and South Dakota Game, Fish and Parks commission policies relating to land management. The files serve as a general resource concerning land management questions.

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

(Note: Previous record series number was GFP-366.)

GFP-271. LEASES AND CONTRACTS, FEDERAL:

07-060

This series contains copies of leases between the State and the Army Corps of Engineers for federal land leased by the department. Information may include: amount of acres leased, rental terms, length of lease, name and address of tenants, county and area, and terms of lease. This record series is used as reference to Corps land leased by the department over which this program has jurisdiction.

RETENTION: Retain copies current in office. Destroy terminated or obsolete.

Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 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 GFP-367.)

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

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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-272. LEASES, STATE:

07-060

This series contains copies of leases between the department and other parties. The leases are arranged alphabetically by area and tenant, and have been previously approved by the State Conservation Office. Information may include: county name and area, amount of acres leased, rental terms, cropping systems, terms of leases, range capacity, approval and execution comments, length of leases, and name and address of the tenant. This record series is used to insure that the terms and conditions of the leases are fulfilled by both parties.

RETENTION: Retain current electronic copies in office. Delete terminated or obsolete after 5 years.

(Note: Previous record series number was GFP-368.)

GFP-273. MAP FILES:

07-060

This series includes ring binders and standard files containing maps of: department owned land, land use patterns, South Dakota counties, county highways, crops grown, recreational areas, rivers, lakes, and the United States. The files also contain various atlases used for reference by program employees.

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

(Note: Previous record series number was GFP-369.)

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RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-274. MEANDERING LAKE FILES:

07-060

This series documents meandering lakes which are bodies of water which are too deep to be surveyed. Since the lake was not surveyed, a legal description of the lake does not exist and the lake cannot be privately owned. Titles to these lakes are subsequently held by the State. Information includes: statistics, notes, descriptions of lakes, and related correspondence. They are used to answer disputes surrounding ownership and control of meandering lakes on private land and in determining use of meandered lakes.

RETENTION: Retain electronic copy on CD 3 years in office, then microfilm and maintain film permanent.

(Note: Previous record series number was GFP-370.)

GFP-275. PROJECT/STUDY SUMMARIES, YEAR-TO-DATE:

07-060

This computer printout series is generated by the Wildlife Division, Federal Aid Office. The printout contains a financial summary of projects and studies conducted by the department in a given year. Information may include: project/study, salary and benefits, travel expenses, vehicle/equipment rental, materials and supplies, contract, total expended, amount budgeted, and project name. The printout is used in this office for reference by program employees.

RETENTION: Retain 1 year in office, then destroy

(NOTE: Consider receiving data on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was GFP-371.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-276. TAX FILES:

07-060

This series documents tax assessments on department lands. The files are a record of the tax amounts due to the counties. Information may include: land description, section number, township name, legal description, range, acreage, assessed valuation, total tax, and invoice number. This record series is used to determine tax liability due each county.

RETENTION: Microfilm and scan to CD. Maintain film and CD's permanently.

(Note: Previous record series number was GFP-372.)

GFP-277. TAX RECEIPT FILES:

07-060

This series documents county taxes paid to the various counties where land is owned by the department. Information may include: notes, tax receipts, and assessments from the Director of Equalization. This record series is used to document that taxes have been paid.

RETENTION: Retain electronic copies 4 years in office, then destroy.

(Note: Previous record series number was GFP-373.)

STATE OF SOUTH DAKOTA
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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-278. TECHNICAL RECONNAISSANCE REPORTS:

07-060

This series contain Technical Reconnaissance Reports (TRRs) compiled by State Conservation Officers. The TRRs are conducted on land areas that the department may want to acquire or use. The reports include: name of area, legal description, classification, narrative, ownership and owner's name, acres, general location, field representative, plats, notes, and outline drawings. These comprehensive land reports are used for reference by the department in land acquisition and land use programs.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-374.)

GFP-279. TENANT PAYMENT LEDGERS:

07-060

This ring binder series documents receipt of payment of rent by tenants on department-owned land. Information may include: tenant name and address, date, item, debit, credit, balance, and area. The series documents payment received from land tenants and is maintained for audit purposes.

RETENTION: Retain 5 years in office then destroy.

(Note: Previous record series number was GFP-376.)

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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Land
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0041

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GFP-280. WEED SPRAY REPORTS:

07-060

This ring binder series documents weed spraying conducted on department owned land in South Dakota. Information may include: chemical used, acres involved, conditions, chemicals per acre, weeds sprayed for, and date. This record series is used to document any herbicides applied to department owned land.

RETENTION: Retain full binder 2 years in office, then destroy.

(Note: Previous record series number was GFP-378.)

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DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

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GFP-281. ACCIDENT FILES, BOATING:

07-060

This series contains original boating accident reports. The files document boating accidents occurring in the state where over \$1000 damage and/or a fatality was reported. The files are used to compile yearly accident reports and include: United States Coast Guard report, address and name of boat operator, address and name of boat owner, date of accident, accident data, accident description, signatures, newspaper clippings, state accident report, county sheriff's report, and autopsy report (if applicable). Boating accident reports are issued to attorneys, insurance companies, and the Coast Guard upon request. The department also uses these files to review rules and regulations concerning boating safety.

RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years providing no litigation is pending.

(Note: Previous record series number was GFP-379.)

GFP-282. ACCIDENT REPORTS, HUNTING:

07-060

This series dates from 1953 and contains reports of hunting accidents occurring in the State. Information may include: accident summaries, hunter casualty report forms, name and addresses of victims and person firing the guns, type of casualty, facts, signatures, county, state, and date of casualty. A compilation of the accident reports are submitted to the North American Association of Hunter Safety Coordinators. This record series is used to answer inquires and to provide statistics and information upon request.

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

(Note: Previous record series number was GFP-380.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD

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GFP-283. ADMINISTRATIVE REFERENCE FILE:

07-060

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; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; 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 yearly to avoid a build-up of superseded or obsolete materials.)

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PROGRAM: Law
RECORDS OFFICER: Mary Healy
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GFP-284. ADMINISTRATIVE RULES, PROMULGATION FILES:

07-060

This series may contain the notice of public hearings, affidavits of notice of publication, written comments from the public, supportive information, staff comments, recommendations, and transcripts of the Game, Fish and Parks Commission meetings. These administrative rules are generated by the department and adopted by the Game, Fish and Parks Commission. The files are used to document the promulgation of South Dakota Administrative Rules as they apply to the department. Information is used for reference, and serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain permanently in office on microfilm.

(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 filed with the Secretary of State before January 12, 1981.)

(Note: Previous record series number was GFP-381.)

STATE OF SOUTH DAKOTA
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RECORDS OFFICER: Mary Healy
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GFP-285. ARREST DISPOSITION:

07-060

This ring binder series documents all arrests made by State Conservation Officers. Information may include: date, violator's name, violation, arresting officer's name, amount fined, and remarks. The reports are compiled by the division, and sent to conservation officers and department field officers quarterly for reference and as an aid in law enforcement.

RETENTION: Retain full binder 2 years in office, then destroy.

(Note: Previous record series number was GFP-382.)

GFP-286. ATTORNEY GENERAL FILES:

07-060

This series documents legal cases relating to the department and division and subsequent dealings with the South Dakota Attorney General's Office. Legal case files may include personnel and land suits and park user license fees. Information may include: admission of services, correspondence, affidavits, case reports, legal answers, and filings with the clerk of courts. This record series is used to document the completion of all court cases initiated by the department.

RETENTION: Retain current in office. Microfilm closed or resolved cases and maintain film for 7 years. Destroy 7 years after case is closed or resolved.

(Note: Previous record series number was GFP-383.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

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

GFP-287. BOND SCHEDULES:

07-060

This yearly ring binder series lists the fines and penalties for violations of laws and regulations concerning the department. The offenses or violations include: boating, State park and recreation areas, vehicle offenses on public lands, hunting, fishing, and furbearer. These schedules are compiled by state judicial circuits and are used by department law enforcement personnel for reference when issuing fines to violators.

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

(Note: Previous record series number was GFP-384.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

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

GFP-288. CORRESPONDENCE, GENERAL:

07-060

This series may contain computer files, written copies of letters and memorandums sent and the originals of letters and memorandums received. The files are used for occasional documentation and reference.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-386.)

GFP-289. CORRESPONDENCE, UNITED STATE COAST GUARD:

07-060

This series may include both copies of letters and memorandums sent and the originals of letters and memorandums received from the United States Coast Guard. The file is used for occasional documentation and reference.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-387.)

GFP-290. CROSSBOW PERMITS:

07-060

These permits are issued to individuals permanently incapable of using a bow and arrow due to the loss of or use of one or loss of both arms, caused by birth defect, injury, disease, or confinement to a wheelchair. The application lists the name and address of the permittee, date of birth, and issue date. The permits are issued for a four-year period. The application includes a written/signed narrative from a licensed physician or chiropractor on their office letterhead, verifying the applicant's examination and the extent of his/her disability/injuries.

RETENTION: Retain current in office, then destroy.

(Note: Previous record series number was GFP-388.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

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

GFP-291. DISABLED HUNTER PERMITS:

07-060

These permits are for individuals who are paraplegic or otherwise physically unable to walk or step from a motor vehicle with or without the aid of crutches, braces, or other mechanical support. The disabled hunter permit allows an individual to shoot from a stationary motor vehicle under the limitations provided in this permit. The application lists: the name and address of the permittee, date of birth, and issue date. The permits are issued for a temporary period up to four years period. The nonresident applications and some resident applications may include a written/signed narrative from a licensed physician or chiropractor on their office letterhead, verifying the applicant's examination and the extent of the disability/injuries.

RETENTION: Retain current in office, then destroy.

(Note: Previous record series number was GFP-389.)

GFP-292. DISPOSITION FILES:

07-060

This series contains original arrest tickets issued by State Conservation Officers and department field officers to individual violators. Information on the ticket includes: name, date of birth, judge's name, type of court, defendant's name, address, offense, date arraigned, plea entered, evidence confiscated, and receipt number of confiscated evidence. The files document receipts for confiscated evidence and are used to document the disposition of confiscated evidence.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 5 years. Destroy film after 7 years provided no litigation is pending.

(Note: Previous record series number was GFP-390.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

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

GFP-293. DOMESTICATION LICENSE FILES:

07-060

This series documents the issuance of domestication licenses by the program. Information may include: license applications, copies of past and present licenses, reports of all sales, history of past licenses, and pertinent legislation. Domestication licenses permit an individual to raise or breed protected species in captivity. The licenses are issued annually.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-391.)

GFP-294. FEDERAL AID PERFORMANCE REPORTS:

07-060

This series documents South Dakota's hunting and boating safety programs to the United States government in order to satisfy federal aid requirements involving this program. Information may include: state name, project title, period covered, project objectives, and remarks. The reports are issued annually and are used for reference by the program to insure compliance with the requirements.

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 GFP-393.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

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

GFP-295. FISCAL IMPACT STATEMENTS:

07-060

This series explains the financial impact of existing or proposed division rules and is submitted to the Bureau of Finance and Management for review. Information may include: state agencies, revenue increases/decreases, explanation of rules, and fiscal impact. The fiscal impact statements constitute a summary of how existing and proposed rules impact the department.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-394.)

GFP-296. HISTORICAL SPECIAL EVENT FILES:

07-060

This series documents the issuance of historical special event permits by this program. Information may include: event permits, correspondence, related information, and descriptions of the events. These permits allow an individual or organization to conduct a special event such as a boat show or regatta in state waterways. The department uses them for reference and to monitor compliance with the terms of the permits issued.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-395.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

<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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GFP-297. INSTRUCTOR EVALUATIONS:

07-060

This series contains hunter safety instructor evaluations conducted by the division to ensure that instructors are fully qualified. Information may include: name, location, date, pre-class setup, promptness, appearance, ability to maintain class order, speaking ability, knowledge of subject, sincerity and interest, use of visual aids, enthusiasm, ability to teach on the 6th grade level, score, and suggestions made to instructors. This record series is used to reevaluate instructors on a yearly basis.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-396.)

GFP-298. INSTRUCTOR FILES:

07-060

This series documents hunting and boating safety instructors currently certified by the State. Information may include: name, address, height and weight, age, the phone number, test of hunter safety, occupation, and driver license number. The files constitute the division's only record of instructor certification and tests taken by instructors in becoming certified.

RETENTION: Retain 3 years in office after inactive, then destroy.

(Note: Previous record series number was GFP-397.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-299. INSTRUCTOR LEDGERS:

07-060

This ring binder ledger series documents classes and number of students taught by hunting and boating safety instructors. Information may include: name, address, certification date, classes taught, and number of students instructed. The ledger is used for reference in compiling yearly summaries and reports on the number of students instructed.

RETENTION: Retain individual instructor sheets 3 years in office after last activity, then destroy.

(Note: Previous record series number was GFP-398.)

GFP-300. INSTRUCTOR REFERENCE FILES, (SUPERVISOR):

07-060

This ring binder series contains the names and addresses of hunting and boating safety instructors. The binders also includes the name and address of the instructors' supervisors and date of instructor certification. The information is arranged alphabetically by county name, and is used for reference. Information is also available in the "Instructor Files" and "Instructor Ledgers."

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

(Note: Previous record series number was GFP-399.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD		R.D.B.
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GFP-301. INVESTIGATION CASE FILES:

07-060

This series documents investigations of various hunting violations in the state. Investigations may involve violations such as fraudulent hunting licenses and illegal hunting methods. The information may include: court evidence, information, copies of licenses, bills of sale, and related correspondence. This record series is used by the program in conducting the investigations and in convicting violators

RETENTION: Retain active in office. Microfilm closed or resolved cases and maintain film for 7 years. Destroy 7 years after closed or resolved.

(Note: Previous record series number was GFP-400.)

GFP-302. LEGAL ADVISORY FILES:

07-060

This series is arranged alphabetically by topic and contains related information concerning interpretations of administrative rules and/or policies. Information may include: original inquires, complaints, information on specific topics, and the department's response to them. This record series is used during case investigations, court proceedings, and other proceedings for reference concerning department policy.

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

(Note: Previous record series number was GFP-401.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD		R.D.B.
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		<u>NUMBER</u>

GFP-303. LEGISLATION FILES:

07-060

This series constitutes the Program's central file of all proposed Legislation and enacted legislation from previous years. Information may include: resource material, bill tracking printouts, copies of House and Senate bills, national legislation, preliminary bill drafts, and final drafts of proposed legislation. The information is used for bill drafting, submission, and tracking during a legislative session.

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

(Note: Previous record series number was GFP-402.)

GFP-304. LICENSE REVOCATION FILES

07-060

This computerized series contains a list of individuals who have had their hunting, fishing, and/or fur bearing license revoked by the department. This series is updated monthly and includes: name, license, date revoked, date able to renew, and arresting officer's name. This list is sent to Division field personnel for reference concerning those individuals not licensed to hunt in the State.

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

(Note: Previous record series number was GFP-403.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD		R.D.B.
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		<u>NUMBER</u>

GFP-305. LIQUIDATED DAMAGE FILES:

07-060

This series contains a record of payments by individuals for poaching violations. Information may include: violator's name, state conservation officer's report, conservation officer ticket, date, record of fine payment, and related correspondence. The information is used to document the receipt of money by the state for damages or to replace the poached animal. This record series is maintained for audit purposes.

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

(Note: Previous record series number was GFP-404.)

GFP-306. MAILING LISTS:

07-060

This series is used in mailing South Dakota Game, Fish and Parks Commission rules and regulations to State Conservation Officers. It contains the names and addresses of: state conservation officers, and licensed domestication holders and taxidermists.

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

(Note: Previous record series number was GFP-405.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD		R.D.B.
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GFP-307. NATIVE AMERICAN REFERENCE FILES

07-060

This series is used for occasional reference and documentation concerning wildlife management on Indian Reservations in the State. Information may include: court decisions, treaty information, agreements, jurisdiction, reservation files, and related correspondence. Information is also used to aid the reservation in establishing wildlife policies.

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

Retain agreements current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

(Note: Previous record series number was GFP-406.)

GFP-308. NEWS RELEASES

07-060

This series contains program news releases concerning hunting and boating safety. The news releases are submitted to various newspapers and publications in the state. The computerized files are maintained to avoid duplication of articles written and submitted and contain a copy of the actual news release. News releases are submitted by the division as a public service.

RETENTION: Retain current in office, then destroy.

(Note: Previous record series number was GFP-407.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

<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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GFP-309. ORGANIZATION FILES:

07-060

This series is maintained for convenience of reference to various organizations and/or groups the agency belongs to or deals with. Organizations may include, but are not limited to: National Association of State Boating Law Administrators, North Central States Boating Law Administrators, North Central International Association of Boating Law Administrators, Bow Hunter Education Foundation, National Rifle Association, Midwest Association of Game and Fish Law Enforcement Officers, Federal Law Enforcement Coordinating Committee, South Dakota and Minnesota boundary meetings, and Bureau of Indian Affairs. The file is used for reference concerning actions taken by the various organizations.

RETENTION: Retain current in office, then destroy.

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-408.)

GFP-310. PRIVATE SHOOTING PRESERVE HARVEST AND RELEASE RECORDS

07-060

These record sheets document the release and harvest records for the private shooting preserve permittees in the state (SDCL 41-10-17) (ARSD 41:09:01:05.01). The record sheets document the daily bird releases and harvest records of the permittee. The information on the game release record includes the date of each bird release, number of each species released, and the source of the birds. The game harvest record includes operator's name, date of each hunt, hunter's name, address, hunting license number, and the number of marked and released bird species harvested each hunting day.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-409.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

<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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GFP-311. PROPOSED ADMINISTRATIVE RULES OF SOUTH DAKOTA FILES:

07-060

This series contains rules proposed by the Wildlife Division and submitted to the Legislative Research Council (LRC) for editing and review. After the rules are reviewed by LRC, they are then finalized by the Game, Fish and Parks Commission. The files contain copies of the edited rules and related correspondence with the Commission. The information has little reference value once the rules have been promulgated. The promulgated rules are also maintained by this program.

RETENTION: Retain current in office, then destroy, after promulgation.

(Note: Previous record series number was GFP-410.)

GFP-312. RANGE BUILDING FILES:

07-060

This series contains plans of gun ranges built in the State and proposed range building plans. Information is arranged alphabetically by town and contains: photographs of range facilities, agreements, environmental assessment reports, proposals, copies of contracts, and related correspondence. The files also contain cooperative agreements between the program and gun or sportsmen clubs. The agreements allow the program to use a specific range facility for division hunting safety courses.

RETENTION: Retain contracts and agreements current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

Retain balance 1 year in office, then destroy.

(Note: Previous record series number was GFP-411.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

<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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GFP-313. SALVAGE-MARKING (BANDING) PERMITS:

07-060

This series documents the permits for salvage-marking and/or banding issued by the division. The files contain the annual permits which include: name, address, permission number, expiration date, authorized signature, issue date, description of permission, and department seal. This allows an individual to salvage dead species or mark and/or salvage-marking and/or band protected species. The permit for salvage-marking and/or banding is granted by this program pursuant to SDCL 41-3-9.

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

(Note: Previous record series number was GFP-412.)

GFP-314. SCIENTIFIC COLLECTOR'S LICENSES:

07-060

This series documents the application and subsequent licensure of scientific collectors in the State. The licenses permit an individual to collect a protected species or other species for scientific purposes. The licenses are issued annually pursuant to SDCL 41-6-32 and contain applications for scientific collector's licenses. Information may include: date of request, fee name of applicant, address, institution or association sponsoring the collection, scientific purpose and justification, species needs, common name, numbers, geographic vicinity of collection, disposition of specimens, list of federal permits currently held, and authorized signatures. The files are used for reference concerning those collectors licensed in the State.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-413.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

<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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GFP-315. SPECIAL EVENTS AND FISHING TOURNAMENT PERMITS:

07-060

These application involve events taking place on State lands and public waters (SDCL 42:08:1.1) (ARSD 41:09:15). Any event involving more than 50 participants must obtain a free permit for the event. SDCL 42-8-54 also mandates that regattas, boat races, marine parades, tournaments, and exhibitions require a special events permit to conduct the activity. A fishing tournament (open water or ice) is an organized competitive angling event involving 20 or more boats or, if boats are not involved, 50 or more people, conducted on public waters of this State for the purpose of awarding prizes or for personal gain or promotional consideration. These applications list the name and address of the permittee, type of event, event date(s) and event location.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-414.)

GFP-316. TRAINING FILES:

07-060

This series may contain information on employees who receive training. Information may include: name of employee, subject or agenda of the training, dates of attendance, class letter, description of the curriculum, in-service training for office personnel, talks, speeches, out-of-state training material, and a copy of the letter of attendance. Information is used to document the training each employee in the division has received; for review when authorizing future training of division employees; and in training state conservation officers, maintenance personnel, animal damage control personnel, and department pilots.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-416.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD		R.D.B.
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GFP-317. TRAINING FILES, LAW ENFORCEMENT:

07-060

This series contains information used in training law enforcement officers and includes: officer name, training agenda, training records which include date, subject matter, hours and/or scores, curriculum, and instructors names as required by state law and court rulings.

RETENTION: Retain in office for the duration of the officer's employment, then destroy.

(Note: Previous record series number was GFP-417.)

GFP-318. WILDLIFE COLLECTION AND DOMESTICATION FILES:

07-060

This series documents the wildlife collection and domestication program in the State. The files are used to monitor wildlife collection and domestication activities and contain original activity reports of collectors. The information is maintained to administer the program and for reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-418.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Law
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0042

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-319. WORKSHOP REFERENCE FILES:

07-060

This series documents workshops attended by program employees and is used for reference purposes. Information may include: program names, receipts, agendas, notes, and related correspondence. This record series is used for evaluating the effectiveness of certain workshops attended by employees.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-419.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Resource Plan
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0043

<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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GFP-320. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained for convenience of reference and documentation. The files may include, but are not limited to such topics as: department regulations, environmental statements, economics, human dimensions reports, public involvement reports, resource planning, department history, and "The Conservation Digest." It is used as a reference resource when researching various topics.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-420.)

GFP-321. AGENCY FILES, (STATE/FEDERAL/INDEPENDENT):

07-060

This series is maintained for reference concerning various State, Federal, and independent agencies this program deals with. Agencies include: Energy Conservation Policy Plan for South Dakota, Civil Defense, Conservation Committee, and Rural Development Committee; federal agencies include: Bureau of Outdoor Recreation, United States Army Corps of Engineers, United States Fish and Wildlife Service, United States Forest Service, Oahe, National Assessment on Wildlife Society, and Planning Agencies. The files are used to complete the "Strategic Plan," and contain: reports generated by the various agencies, lake information, planning information, and economic impact reports.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-421.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Resource Plan
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0043

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

GFP-322. CORRESPONDENCE:

07-060

This series may contain both copies of letters and memorandums sent and the originals of letters and memorandums received. The file is used for occasional documentation and reference.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-423.)

GFP-323. HUMAN DIMENSIONS REPORTS:

07-060

This series contains copies of human dimensions study reports and associated documents.

RETENTION: Retain final report 5 years in office, then destroy.

Retain working papers and computations 6 months in office, then destroy.

(Note: Previous record series number was GFP-425.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Resource Plan
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0043

<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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GFP-324. SPECIAL PROJECT FILES:

07-060

This series documents special projects involving this Program. Projects may include, but are not limited to: Accreditation Card Program, a program to revamp the process for licensing hunters and anglers; the 1978 Inter-Departmental Reorganization; license options and proposals for license fee increases; time studies; Wildlife division management and resource projects; scenic and recreational river proposals for the Missouri and James Rivers; the Recreation and Wildlife portion of the State water plan (Vol. IV); inventory of department-owned or managed land; and issues affecting the State supply and demand of hunting and fishing. This record series is used for reference to administer and plan special projects related to this program.

RETENTION: Retain current in office. Transfer terminated or completed projects to storage for 3 years. Destroy 3 years after terminated or completed.

(Note: Previous record series number was GFP-426.)

GFP-325. STRATEGIC PLAN BINDERS:

07-060

This ring binder series is compiled every three years and contains a comprehensive management plan for developing the wildlife resources in South Dakota. Developing the strategic plan is the main objective of this Program and contains: history and authority, objectives, department goals, division management missions, economics of resource management, wildlife plans, problems in management, and proposed strategies. The binders are used to reference the plan which has been formulated.

RETENTION: Retain full binder 6 years in office, then destroy.

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

(Note: Previous record series number was GFP-427.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Resource Plan
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0043

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

GFP-326. STRATEGIC PLANNING DOCUMENTS:

07-060

This series is maintained for convenience of reference and is used in compiling the "Strategic Plan." Information may include, but is not limited to such topics as: examples of plans, copies of various agency plans, and related documents.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-428.)

GFP-327. STRATEGY PLAN REFERENCE FILES (DEPARTMENT):

07-060

This series is used for reference in compiling the Department Strategy Plan. Information may include: Department goals and objectives; Department organization charts, South Dakota Game, Fish and Parks Commission Policies; Department policies; and legal reviews. This record series is used for reference when updating the plan.

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

(Note: Previous record series number was GFP-429.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Technical Service and Research
PROGRAM: Resource Plan
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0043

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

GFP-328. STUDENT THESIS REPORT BOOKS:

07-060

This bound book series contains Master Theses submitted for review by graduate students at South Dakota State University to the program for review. The reports are arranged alphabetically by author and cover terrestrial as well as aquatic wildlife subjects. They are also used for reference by division personnel. Copies are available from the State Library in Pierre.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was GFP-430.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

<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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GFP-329. ADMINISTRATIVE REFERENCE FILES:

07-060

This series consists of the working files for the director and assistant directors. The files include, but are not limited to: copies of correspondence, division policy, requests for information and jobs, interview scoring sheets, regional reports of monthly activities, requests for out-of-state and in-state travel, special projects, inventory listings and transfers, hunting season reference, some minutes of the Game, Fish and Parks Commission, and other related information. The files are used to document decisions and actions taken, to make recommendations to the commission, to follow up on questions from the public and other agencies, to implement policy decisions, and to document the progress on various tasks and assignments.

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

(NOTE: Cull files at least once a year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-432.)

GFP-330. AGENCY FILES, STATE AND FEDERAL

07-060

This series is maintained to document the division's involvement with other divisions within the department, other state and federal agencies, the Governor's Office, and state legislators and federal congressmen. Information may include: drafts of letters, information from state government programs, names and addresses of legislators, commission minutes, and policies from various state agencies. This record series is used to document involvement with other agencies.

RETENTION: Retain 2 years in office, the destroy.

(Note: Previous record series number was GFP-433.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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

GFP-331. CENTRAL FLYWAY FILES:

07-060

This series documents South Dakota's participation in the Central Flyway Plan. The Central Flyway is a ten-state coalition established by the United States Fish and Wildlife Service to monitor and coordinate efforts to manage the migratory bird resources in the central portion of the United States. The files are used to document South Dakota's coordination of bird management with other States involved with this program.

RETENTION: Retain 2 years in office then microfilm and maintain film for 5 years. Destroy after 7 years.

(Note: Previous record series number was GFP-435.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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

GFP-332. CONTRACT FILES:

07-060

This series contains both copies and originals of contracts and agreements between the division and other parties. Information may include: terms and conditions, effective dates, costs, and funding sources. This record series is kept for documentation concerning the terms and conditions of the contract.

RETENTION: Retain contract copies current in office. Destroy terminated or obsolete.

Retain original contracts current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(NOTE: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the Stat 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 GFP-436.)

GFP-333. CORRESPONDENCE:

07-060

This series may contain both copies of letters and memorandums sent and originals of letters and memorandums received. Correspondence includes: division goals and directives, and public comments. Information is used for occasional reference and documentation

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-437.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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

GFP-334. ENVIRONMENTAL MASTER FILES:

07-060

This series is used for: reference in administering projects or programs, preparing letters, answering requests for information, public relation purposes such as preparing speeches or talks, office review of research reports, and general reference related to environmental issues. The files contain: reports, technical papers, research letters, general reference material, articles, research bulletins, pertinent statistics, copies of newspaper articles from the program of information and education, and related correspondence. File topics include, but are not limited to: aquatic insects, aquatic plants, endangered species, energy, James River, Lake Eutro, stream pollution, and water quality.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-439.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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

GFP-335. FISH MASTER FILES:

07-060

This series is used for: reference in administering projects or programs, preparing letters, answering requests for information, public relation purposes such as preparing speeches or talks, office review of research reports, and general reference. The files contain: reports, technical papers, research letters, general reference material, articles, research bulletins, pamphlets, copies of newspaper articles from the department's information and education office, statistics, and related correspondence. File topics may include, but are not limited to: bass, border water meeting, commercial, creek surveys, farm ponds, gear, hatchery, Iowa fish, pan fish, parasites and diseases, reservoir, river fish, salmonids, spawning, stocking, and walleye-sauger.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-440.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

<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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GFP-336. INVENTORIES, CAPITAL ASSET:

07-060

This series may include: a copy of the central annual inventory printouts, file maintenance forms which will reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The series is maintained for property management and accountability purposes. The audit copy is maintained by the department's property management office.

RETENTION: Retain 1 year in office, then destroy.

Retain current procedures manual in office. Destroy superseded or obsolete.

(NOTE: Consider receiving data on computer output microfiche (COM) instead of paper.)

(Note: Previous record series number was GFP-441.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

<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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GFP-337. LAND MASTER FILES:

07-060

This series is used for: reference in administering projects and programs, preparing letters, answering requests for information, public relation purposes such as preparing speeches or talks, office review of research reports, and general reference. The files contain: reports, technical papers, research letters, general reference material, articles, research bulletins, pamphlets, copies of newspaper articles from the department's information and education office, and related correspondence. File topics include, but are not limited to: habitat programs, Habitat Evaluation Plan (H.E.P.), lake access, out lands, roads, water bank, and wetlands.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-442.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-338. LAW MASTER FILES:

07-060

This series is used for: reference in dealing with Game, Fish and Park's law enforcement issues, preparing letters, answering requests for information, public relation purposes such as giving speeches or talks, office review of research reports, and general reference. Information includes: policies, copies of Divisional Acts, reports, technical papers, research letters, general information and reference material, articles, research bulletins, pamphlets, copies of newspaper articles from the Department's Information and Education office, statistics, and related correspondence. File topics include, but are not limited to: fish law, game law, Native American Case law, legislation, public relations, studies pertaining to the Division of Wildlife, training, and to others. Information is used for reference and documentation.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-443.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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

GFP-339. MINUTES, COMMISSION MEETINGS:

07-060

This series contains copies of the South Dakota Game, Fish and Parks Commission meeting minutes. Information may include: date, meeting minutes, list of those present at the meeting, presentations of directors, and the finalized rules and regulations approved by the commission. This record series is used for reference and documentation. The originals are maintained by the department secretary.

RETENTION: Retain 1 year in office, then destroy.

(NOTE: Consider discontinuing this practice as it is duplicated by the Department's Technical Services and Research Law Office, and the Department Secretary.)

(Note: Previous record series number was GFP-444.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-340. MISSOURI RIVER DEVELOPMENT REFERENCE FILES:

07-060

This series constitutes the program's central file of the Missouri River Development Project. The project is a large program consisting of approximately twenty-three smaller projects. This series contains a folder for each of the individual projects, which are used by the division to administer and coordinated the various development projects. Information may include: construction permits, copies of contracts, design contracts, vouchers and expenditure reports, and design and other related correspondence. Current projects include, but are not limited to: Foster Bay, Grand River, Blue Blanket, Spring Creek, Oahe Downstream, Farm Island, fishery facilities, Missouri River reservoir access, and capital development. This information is also duplicated in the capital development and maintenance section when the project is completed.

RETENTION: Retain current in office. Destroy completed provided complete files are maintained by the capital development and maintenance section.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-445.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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GFP-341. ORGANIZATION FILES:

07-060

This series is maintained for convenience of reference to various organizations and/or groups the agency either belongs to or deals with. Organizations may include, but are not limited to: South Dakota High Plains Wildlife Association, American Fisheries Society, National Wildlife Federation, Midwest Association, and International Association of Fish and Wildlife Agencies. This record series is used for occasional reference.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-446.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

<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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GFP-342. PROJECT FILES, COOPERATIVE:

07-060

This series documents fish and wildlife projects administered and completed in cooperation with various government agencies and universities. The information is used for reference to projects and may contain: budgeting information, study outlines, specific reports, contract copies, and related correspondence. The cooperative project topics may include, but are not limited to: Gregory County pump back storage, Muskie research and university fish research. The files document agreements with the government agencies or universities for contract services to conduct research or other projects.

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

(NOTE: Consider discontinuing the practice of keeping contract copies here as it duplicates what is already being maintained in the Federal Aid Office.)

(Note: Previous record series number was GFP-447.)

GFP-343. PUBLIC REQUEST FILES:

07-060

This series is arranged alphabetically by requestor's name and is used in answering various requests for information. Information may include: wildlife resolutions, information on environmental issues, information on agreements with Native American tribes, and steel shot information. This record series is used to document the answer given to the various requests.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-448.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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

GFP-344. RECOMMENDATIONS, COMMISSION MEETINGS:

07-060

This series is used by the Program in developing State hunting season rules and regulations. The proposed rules are then submitted to the South Dakota Game, Fish and Parks Commission for approval. They are used to monitor the current status of regulations and commission action taken and documents the regulations proposed by the division. The information also serves as a working file in developing future rules and regulations.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-449.)

GFP-345. REGIONAL ACTIVITY REPORTS, MONTHLY:

07-060

These monthly reports are generated by the division's regional office personnel and are circulated throughout the division for review. Information may include: monthly activities reports, statistics, and related correspondence. The reports are used to monitor the regional personnel and to keep the division informed of regional office activities.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-450.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

<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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GFP-346. REQUISITIONS:

07-060

A requisition is a formal request to order supplies or equipment. A copy is submitted to Procurement Management resulting in a purchase order being prepared and submitted to a vendor. Requisitions list: requesting agency, fund coding, authorized signatures, description of item or service, cost amount, vendor name, quantity, and date of requisition. The audit copy is maintained by the department fiscal office.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-451.)

GFP-347. RESEARCH REFERENCE FILES:

07-060

This series is used by the division's assistant director in administering research projects related to the Technical Services and Research Program and in handling the administrative aspects of research projects. Information in the file includes: quarterly reports, inventory of research equipment, technical services and research memo, and related correspondence. File topics may include, but are not limited to: Dingell-Johnson (D.J.) reports, federal aid memos, future problems, Ordway planning, public relations reports, research articles, R.R.C. technical services and research meetings, and university. The files are used for reference and documentation.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-452.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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

GFP-348. SPECIAL REPORT FILES:

07-060

This series contains reports prepared on various subjects of studies conducted by this Program or other Conservation agencies. The files are used for reference, and report topics may include, but are not limited to: pheasant population fluctuations, quail season, antelope, and episodic disease of deer.

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

(Note: Previous record series number was GFP-453.)

GFP-349. TECHNICAL SERVICES AND RESEARCH REFERENCE FILES:

07-060

This series records technical services and research projects overlapping the functions and responsibilities of the wildlife administration program. The files are used for reference and to coordinate technical services and research projects involving the division of wildlife administration program. Information may include: copies of engineering contracts, program information, and related correspondence.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-454.)

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

DEPARTMENT: Game, Fish and Parks
DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

<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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GFP-350. TRAVEL REQUESTS:

07-060

This series is arranged chronologically as requests are received from the various employees in the division. It contains a copy of both in-state and out-of-state travel requests by division employees. Information on the forms may include: origin, destination, leave date, return date, leave time, return time, agency code, mode of travel, estimated miles, number of rider(s), driver's name, phone number, rider(s) name(s), purpose of travel, departure trip number, return trip number, license number, date of entry, and travel coordinator's name. For out-of-state requests, data such as: estimated transportation costs, estimated meals, estimated lodging costs, any fee schedules, and miscellaneous fees are also provided. All employees who travel on state business prepare and submit these forms for approval prior to their departure. The forms are used for travel coordination purposes and for paying of travel expenses upon return. The originals are maintained in the department fiscal office.

RETENTION: Retain 6 months in office, then destroy.

(Note: Previous record series number was GFP-456.)

GFP-351. UNIFORM COMMITTEE FILES:

07-060

This series records activities and decisions of the department's uniform committee. The committee reviews uniforms furnished to Game, Fish and Parks employees and sets uniform standards. The file contains: Department employees required to wear uniforms, when uniforms will be worn, and uniform description. The information is used for reference by uniform committee members and division employees.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-457.)

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DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Administration
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0150

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GFP-352. WILDLIFE SUBJECT FILES:

07-060

This series constitutes the program's central file concerning wildlife topics. They are arranged alphabetically and include such topics as: archery; bighorn sheep; black bird; Missouri River Basin; natural resources; pheasant; safety; proposals; maps; preliminary reports; central flyway information; and duck stamp information. The information is used for reference to answer inquiries from the public and various agencies on wildlife issues.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-459.)

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DIVISION: Wildlife
OFFICE: Wildlife
PROGRAM: Animal Damage Control
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0044

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GFP-353. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained for convenience of reference. Topics may include, but are not limited to: coding manual, trapping laws and regulations, fur bearers, environmental impact statements, nature magazines, remote sensing, administrative manuals, wildlife damage control, United States Fish and Wildlife Service, prairie dog control, coyote population, fox, bobcat, rodent control, raccoon, skunk, badger, and imports by other state agencies. They are used for information concerning each topic.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-460.)

GFP-354. AERIAL HUNTING PERMITS:

07-060

This series contains aerial hunting permits issued to South Dakota resident pilots by the program. The permits are necessary to conduct aerial hunting in the State and contain: hunting permit applications, aerial hunting complaints filed, and related correspondence. Information on the permit application includes: name and address of applicant, land owner, county in which applying for permit, pilot certificate date, medical certificate, aircraft data, date, and signature of applicant pilot. These aerial hunting permits are used to issue aerial hunting licenses to qualified applicants.

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

(Note: Previous record series number was GFP-461.)

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OFFICE: Wildlife
PROGRAM: Animal Damage Control
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0044

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GFP-355. AERIAL HUNTING REPORTS:

07-060

These quarterly reports are compiled by department pilots to record: number of foxes and coyotes taken, number of hours flown, date, county and general locations where animals were taken, name, landowner where animals were taken, name of gunner, pilot permit number, and signature of pilot. The information is used to compile an annual report which is sent to the Federal Regional Office in Denver, Colorado; the United States Fish and Wildlife Agent in Pierre; and the United States Interior Department in Washington, D. C.

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

Retain annual reports 4 years in office, then destroy.

(Note: Previous record series number was GFP-462.)

GFP-356. ANIMAL DAMAGE REPORTS:

07-060

These quarterly and annual reports are generated from information in these reports and the "Field Reports." Information may include: dates; statistics; tables; totals of foxes/coyotes taken by animal damage control trappers and private aircraft; total coyotes killed by month; coyotes killed by month in air and ground operations; summaries; cattle, sheep, and recurring complaints; South Dakota livestock and resource losses; and fur receipts returned to the Game and Fish fund. The various reports are also sent to the South Dakota Sheep Growers Association, predator districts, and other private organizations.

RETENTION: Retain quarterly reports 2 years in office, then destroy.

Retain annual reports 4 years in office, then destroy.

(Note: Previous record series number was GFP-463.)

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OFFICE: Wildlife
PROGRAM: Animal Damage Control
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0044

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GFP-357. CORRESPONDENCE:

07-060

This series may contain both copies of letters and memorandums sent and originals of letters and memorandums received. The file is used for occasional documentation and reference.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-465.)

GFP-358. EXPENDITURE REPORTS:

07-060

These monthly reports consist of expenditures by the district as used to reconcile with the budgetary accounting printouts. This report originates from the division of wildlife, federal aid office, and is used for reference in compiling budgets, in comparing seasons, and to check the year-to-date spending in order to adjust expenditures to the fiscal year amount remaining.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-467.)

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OFFICE: Wildlife
PROGRAM: Animal Damage Control
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0044

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GFP-359. FIELD ACTIVITY REPORTS, ANIMAL DAMAGE:

07-060

This series contains activity reports submitted to the Program by field personnel which are used to compile "Animal Damage Reports." The reports are compiled bi-weekly and contain three areas of information; 1.) Bio Data Animal Damage Control (A.D.C.) and Flight Report. Bio Data includes: date, target, non-target, age, location of kill, A.D.C. trapper signature, species, if aerial related, sex of the animal, and how animal was taken. 2.) A.D.C. aspect damage (by coyote, fox, beaver, or other animal); location; estimated cost in dollars; A.D.C. trapper signature, type of compliance; economic loss and remarks and, 3.) flight report includes: daily report of district flown by office pilots, animals killed, species, sex and age of each animal, number of animals observed but not killed, dens found, landowner/operator, A.D.C. trapper signature, number of hours, animals taken by plane, flight time/district, and remarks. The files are also used for reference and reporting purposes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was GFP-468.)

GFP-360. FLIGHT REPORTS:

07-060

This series documents aerial hunting conducted by Animal Damage Control (A.D.C.) pilots and gunners. These monthly reports document how many animals are taken in aerial hunting and monitor aerial hunting. The information is also used to justify the A.D.C. hunt program and for reference. Information may include: number of animals taken, adult or pup, numbers observed, pilot's name, and trapper's name.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-469.)

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RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0044

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GFP-361. HEARING FILES, ENVIRONMENTAL PROTECTION AGENCY:

07-060

This bound series documents the hearing proceeding surrounding the use of compound 1080, sodium fluoroacetate. The poison was banned by the Environmental Protection Agency (E.P.A.) in 1974, and this file includes proposals to lift the ban of the compound's use. Information may include: conclusions, responses to proposals, evidence, and arguments. This record series is used for reference and to monitor the case proceedings.

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

(Note: Cull series at least once each year to avoid build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-470.)

GFP-362. PERFORMANCE APPRAISALS:

07-060

This series contains the standard Bureau of Personnel performance appraisal forms showing a statement of standards and responsibilities for each field employee and the immediate supervisor's evaluation of the employee's performance. Performance appraisals are required by administrative rule and are used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of career service employees for unsatisfactory job performance. The audit copy is maintained in the department's personnel office.

RETENTION: Retain 3 years in office, then destroy by shredding.

(Note: Previous record series number was GFP-471.)

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RECORDS OFFICER: Mary Healy
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GFP-363. PERSONNEL ACTIVITY REPORTS, FIELD:

07-060

This series documents field personnel activities other than trapping. They are submitted to the Program monthly by East River field personnel and quarterly by West River field personnel. Information may include: talks and demonstrations given; radio, newspaper, and television announcements and appearances; number in attendance; place visited; and topic of talk or demonstration. The reports are used for reference to monitor field personnel.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was GFP-472.)

GFP-364. VEHICLE REPORTS:

07-060

This series is used to monitor vehicle use by the program. The reports include: month, name, gallons of fuel used, amount of miles per month per trapper, and automobile or airplane used. The reports are used for occasional reference and documentation. A copy of the report is also maintained in the federal aid office.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was GFP-474.)

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PROGRAM: Information and Education
RECORDS OFFICER: Mary Healy
RM CUSTOMER #: 0342

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GFP-365. ADMINISTRATIVE REFERENCE FILES:

07-060

This series is maintained for convenience of reference. Information may include, but is not limited to, such topics as: deer hunting, pheasant hunting, wildlife, game, fish, reference books, and encyclopedias. This record series is used when researching various topics.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

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

GFP-366. BROCHURE/BOOKLET FILES:

07-060

This series contains brochures, booklets, leaflets, pamphlets, and other publications generated by the department. The brochures are sent out to the public upon request; copies of the brochures are stored in the office for convenience of mailing. Copies are also stored in a department warehouse. The files are used for reference by department personnel.

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

(NOTE: File thirteen copies of publications with the State Library pursuant to SDCL 14-1A-3, and one copy with the State Archives.)

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

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GFP-367. CAMERA-READY COPY FILES:

07-060

This file consists of layouts or copies (wax-copies) of brochures and pamphlets issued by the division. The wax-copy is the original of the brochures and pamphlets and is ready for printing. The layouts are maintained in order to print additional brochures and pamphlets when and if needed. The printed brochures and pamphlets are sent out to the public upon request.

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

(NOTE: Cull layouts at least once each year to avoid a build-up of superseded or obsolete materials.)

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

GFP-368. CONSERVATION DIGEST:

07-060

This series, which dates from 1910 contains original copies of the "South Dakota Conservation Digest." This publication is published by the department and is used for occasional reference by department employees. The publications are also used to answer public inquiries and to send information to individuals upon request.

RETENTION: Retain history file in office. Retain overstock copies one year in office, then destroy.

(NOTE: File thirteen copies of publications with the State Library pursuant to SDCL 14-1A-3, and one copy with State Archives.)

(Note: Previous record series number was GFP-35.)

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GFP-369. CONTRACT FILES:

07-060

This series contains copies of contracts and agreements between the program and other parties. Information may include: the terms and conditions of agreements, effective dates, costs, and funding sources. This record series is kept for reference concerning terms and conditions of the contracts.

RETENTION: Retain 6 years in office. Destroy 6 years after terminated or obsolete.

(NOTE: SDCL 1-24A-1 requires that a copy of all consulting contracts be filed with the State Auditor within 5 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 GFP-36.)

GFP-370. CORRESPONDENCE FILES:

07-060

This series may contain both copies of letters and memorandums sent and or originals of letters and memorandums received. The file is used for occasional documentation and reference.

RETENTION: Retain 2 years in office, then destroy.

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

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RECORDS OFFICER: Mary Healy
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GFP-371. INVENTORY, CAPITAL ASSETS:

07-060

This series may include: a copy of file maintenance forms which will reflect changes in the inventory, and inventory procedures manual, and surplus property received and transferred forms. This series is maintained for property management and accountability purposes. The audit copy is maintained at surplus property management office.

RETENTION: Retain 1 year in office, then destroy.

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

GFP-372. NEWSLETTER FILES:

07-060

This series contains bound copies of the "Game, Fish and Parks News." The newsletters report weekly newsworthy happenings concerning the Game, Fish and Parks Department and other outdoor recreational activities. It is prepared and sent weekly to the news media. The copies are maintained for reference.

RETENTION: Retain electronic file in office for 4 years, then delete.

(NOTE: File 13 copies of the publication with the State Library pursuant to SDCL 14-1A-3 and file one copy with the State Archives.

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

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GFP-373. NEWSLETTER MAILING LISTS:

07-060

This word processing file series is used to maintain and print mailing addresses for the various newsletters issued by the Program. The file is used to maintain an up-to-date listing of addresses of individuals receiving department newsletters.

RETENTION: Retain current mailing lists on-line. Delete superseded or obsolete.

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

GFP-374. NEWSPAPER CLIPPING FILES:

07-060

This series contains copies of newspaper clippings related to the Game, Fish and Parks Department. The clippings are taken from newspapers in the State and are arranged chronologically. The file is used to make copies of articles upon request or for reference by department employees. These articles are circulated throughout the department to inform employees of department activities.

RETENTION: Retain 1 year in office, then destroy.

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

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GFP-375. ORGANIZATION FILES:

07-060

This series is maintained for convenience of reference to various organizations and/or groups with which the agency either belongs to or deals, such as the Black Hills and Badlands Association and other wildlife and nature organizations. The file may also contain notations of donations and funds given to the group(s) by the division.

RETENTION: Retain electronic file in office. Delete superseded or obsolete.

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

GFP-376. PHOTOGRAPH PRINT FILES:

07-060

This series consists of photographic prints. They are used in magazines, newspapers, various department publications, and by other appropriate state agencies. Some of the photographs may have been printed from the "Photographic Negative."

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

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

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

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GFP-377. PROOF SHEET FILES:

07-060

This series contains proof sheets of negatives and “Photographic Negatives.” The proof sheets include the corresponding negative number, and are used when referring to negatives. This series is also used to find a specific negative in order to print a photograph or slide.

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was GFP-45.)

GFP-378. PROUD ANGLER FILES:

07-060

This series documents the department’s Proud Angler Award program. The award is given to all qualifying fishermen and includes: weight of fish, location of catch, authorized signatures, and date of catch. The files are arranged alphabetically by fish species and are used to document awards given to anglers.

RETENTION: Retain 1 year in office, then destroy.

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

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GFP-379. SLIDE FILES:

07-060

This series contains photographic slides used in department slide shows, magazines, various publications, and by other appropriate State agencies. The series is arranged by subject and may include black and white or color photographic slides.

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

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

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

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

GFP-380. STATE RECORD FISH FILES:

07-060

This series is arranged alphabetically by fish species and documents record fish caught in South Dakota waters. Information may include: species, weight, name and address of angler, signatures, date of catch, location of catch, scale operator, total length, type of line, and type of bait. The series constitutes the certification by the State of the record fish caught.

RETENTION: Retain current and historic information in office.

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