LEGISLATIVE RESEARCH COUNCIL

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

Printed on Recycled Paper

DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF ADMINISTRATION

PMB 01234

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

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 16, 2011

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

According to Administrative Rule 24:52:11:01, <u>any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction.</u> The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. <u>This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions:</u> 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.

TO RECORDS DESTRUCTION BOARD
PETITION FOR AUTHORITY TO DESTROY RECORDS

This request is made by the the undersigned Terry C. Anderson

as Director of the Legislative Research Council (title)

of the State of South Dakota, pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01 - 02.

The records petitioned to be destroyed are described with particularity in that certain "Record Retention and Destruction Schedule Authorization of Legislative Research Council ,"

consisting of 18 pages, and containing designations as follows: Records Series Numbers LRC-1 (consecutively numbered) through LRC-35 , a copy of which Schedule is attached hereto, and made a part hereof by reference as if set forth herein in full.

The authority requested is to destroy, as to each and every record described in the said attached Schedule, at the expiration of the time therein provided for the retention of each of the said records, severally, in any type of storage.

The organizational structure of the Legislative Research Council is set forth in the said attached Schedule and the purpose for which the several records were kept and any previous Board action in reference thereto is likewise set forth.

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

Terry C. Anderson — SIGNATURE

10-25-89 — DATE

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

Mary Helen Bunson — SIGNATURE, STATE RECORDS MANAGER

12-15-89 — DATE

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 20th day of December , 19 89 , and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

SIGNATURE, CHAIRMAN OF THE BOARD

12-21-89 — DATE

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, James Fry (name), acting in my position as Director of the Legislative Research Council (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Legislative Research Council (department) consists of 8 pages and contains record series number(s) LRC-1.1, LRC-17.1, LRC-19.1, LRC-28.1, LRC-31.1, LRC-31.2, LRC-31.3, and LRC-33.1.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Legislative Research Council (department) record series numbers(s) N/A.

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

James Fry, Director of the Legislative Research Council — 11/22/2011 Date

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

Dana Hoffer, State Records Manager — 12-7-2011 Date

****

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Signature, Chairman of the Board — 12-15-11 Date

TABLE OF CONTENTS

LEGISLATIVE RESEARCH COUNCIL:

Research and Analysis:

LRC-1. ADMINISTRATIVE REFERENCE FILES: 1
LRC-1.1. ADMINISTRATIVE RULES: 2
LRC-2. ALTER BILLING FILES: 3
LRC-3. APPROPRIATION CARRY-OVER FILES: 3
LRC-4. AUDIT REPORTS: 4
LRC-5. BOARD MEMBER FILES: 4
LRC-6. BOARD MEMBER MEETING LOGS: 5
LRC-7. BUDGET FILES: 5
LRC-8. BUDGET REQUESTS: 6
LRC-9. BUILDING PLANS AND SPECIFICATIONS: 6
LRC-10. CASH DRAWER RECAPITULATION: 7
LRC-11. CASH RECEIPT TRANSMITTALS: 7
LRC-12. COLLECTION REPORTS: 8
LRC-13. CONTRACTS AND AGREEMENTS: 8
LRC-14. CONTRACTS, STATE (NOTICE OF AWARDS): 9
LRC-15. DOCUMENTS ROOM BILLINGS: 9
LRC-16. EQUIPMENT FILES: 10
LRC-17. FINANCIAL STATEMENTS: 10
LRC-17.1. INTERIM MINUTES, HOUSE AND SENATE: 11
LRC-18. INVENTORY, CAPITAL ASSETS: 12
LRC-19. IRS FORM 1099 REPORTS: 12
LRC-19.1. ISSUE MEMORNADUMS: 13
LRC-20. JOURNAL VOUCHERS: 13
LRC-21. LEAVE BALANCE PRINTOUTS: 14
LRC-22. LEAVE REQUESTS: 14
LRC-23. MSA/BUDGETARY ACCOUNTING REPORTS: 15
LRC-24. PAYROLL/PERSONNEL ACTION FORMS (PA 32S): 15
LRC-25. PERSONNEL FILES: 16
LRC-26. PERSONNEL/PAYROLL REPORTS: 17
LRC-27. POLICIES AND PROCEDURES: 17
LRC-28. PROPERTY MANAGEMENT FILES: 18
LRC-28.1. PUBLICATIONS: 19
LRC-29. PURCHASE ORDERS: 19
LRC-30. RECEIPT BOOKS: 20
LRC-31. REQUISITIONS, CAPITAL ASSETS: 20
LRC-31.1. SESSION MINUTES, HOUSE AND SENATE: 21
LRC-31.2. SOUTH DAKOTA REGISTER: 22
LRC-31.3. SURPLUS PROPERTY FILES: 23

LRC-32. TIME SHEETS: 23
LRC-33. TRAVEL REQUESTS:..... 24
LRC-33.1. UPDATES:..... 24
LRC-34. VOUCHERS:..... 25
LRC-35. WORKERS COMPENSATION FILES: 25

STATE OF SOUTH DAKOTA	**DEPARTMENT:**	**Legislative**
RECORDS RETENTION &	**DIVISION:**	**Legislative Research Council**
DESTRUCTION SCHEDULE	**OFFICE:**	**Legislative Research Council**
AUTHORIZATION FORM	**PROGRAM:**	**Research and Analysis**
(Std Form RM-1 Rev 1/03)	**RECORDS OFFICER:**	**Jim Fry**
	RM CUSTOMER #:	**0118**

RECORD SERIES NO.	**TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE**	**R.D.B. AUTHORITY NUMBER**
LRC-1.	**ADMINISTRATIVE REFERENCE FILES:**	
	This series contains information used by the accountant for convenience of reference in the daily operation of the accounting division. Information may include but is not limited to: copies of correspondence and memorandums, budget requests, journals, operations guides, technical reference manuals, and other information of interest or benefit to the accountant. The file is used as a central depository for reference materials used to answer questions concerning each topic and for planning purposes.	**89-010**
	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.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-1.1.	**ADMINISTRATIVE RULES:**	
	This series is arranged chronologically by year, then numerically within and contains administrative rules promulgated by various state government entities as authorized by the South Dakota Legislature. This record series is maintained for historical research. State law requires the Legislative Research Council to publish the rules, and the originals are filed with the SD Secretary of State.	**11-010**

RETENTION: Microfilm and maintain film permanently.

(NOTE: Retain paper as space permits or approximately 5 to 10 years, then destroy.)

(NOTE: SDCL 1-26-7 states in part, that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. SDCL 1-26-6,8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-2.	**ALTER BILLING FILES:**	**89-010**

This series is arranged chronologically and alphabetically and contains Automated Legal Text Editing and Retrieving (ALTER) computer usage billings. Information includes: name of state agency or private individual, actual computer time utilized, actual storage, billing costs, total amount billed, and on-line bill status reports. The information is maintained for reference, for documenting amount billed, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to RM storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

LRC-3.	**APPROPRIATION CARRY-OVER FILES:**	**89-010**

This series documents the carry-over of appropriated funds from one fiscal year to the next. Information includes: copies of purchase orders, requests for appropriations carry-overs, agency name, appropriation code, budgetary code, total carry-over amount requested, agency control number, purchase order or contract number and amount, description, purchase order or contract date, justification, authorized signature, and budgetary approval signature. The information is used to document the process followed when funds are carried forward from one fiscal year to the next and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to RM storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-4.	**AUDIT REPORTS:**	
	This series contains both Department of Legislative Audit and private 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 report. **RETENTION:** Retain 3 years in office, then destroy provided 1 year has passed since an independent post-audit report has been received. (NOTE: Legislative Audit maintains reports permanently in office on microfilm.)	**89-010**
LRC-5.	**BOARD MEMBER FILES:**	
	This ring-binder series is arranged alphabetically and contains information regarding individual members of the Executive Board of the Legislative Research Council. Information includes: copies of letters of appointment, terms, expiration dates, and correspondence. It is maintained to document member appointments to the board and other related information pertaining to each. **RETENTION:** Retain active in office. Transfer terminated to RM storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received. (NOTE: Subject to archival screening prior to disposal.)	**89-010**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-6.	**BOARD MEMBER MEETING LOGS:**	**89-010**

This ring-binder series is arranged alphabetically and contains information used to reimburse individual members of the Executive Board of the Legislative Research Council. Information includes: name, meetings attended, purposes of the meeting, dates, mileage information, expenses paid, and check number. The information is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to RM storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

LRC-7.	**BUDGET FILES:**	**89-010**

This series is arranged chronologically and contains yearly budget summaries for the program. Information may include: budget requests, budget drafts, operating budgets, and related working papers. The information is used throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 3 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-8.	**BUDGET REQUESTS:**	**89-010**

This series is arranged chronologically and contains the budget requests from the various programs throughout the department. Information includes: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. The information is used to formulate the newest budget request for the program and for reference to determine budget amounts from previous years.

RETENTION: Retain 3 years in office, then transfer to storage for 7 years. Destroy after 10 years.

LRC-9.	**BUILDING PLANS AND SPECIFICATIONS:**	**89-010**

This series contains scale drawings of building plans and specifications of all mechanical and engineering construction projects. The series is used to determine rent cost of space occupied, for floor layout and design reference, and for federal audit purposes. Building plans and specifications are maintained permanently on microfilm in the Office of the State Engineer.

RETENTION: Retain current plans in office. Transfer to RM storage for 4 years. Destroy after 4 years provided 1 year has passed since a federal or independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-10.	**CASH DRAWER RECAPITULATION:**	**89-010**

This daily series contains cash drawer recapitulation used during legislative sessions. Information includes: date, cash count denomination totals, stamp inventory, total sales, total ticket redemptions, and cashier signature. The information is maintained for reconciling with bank statements and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to RM storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

LRC-11.	**CASH RECEIPT TRANSMITTALS:**	**89-010**

This series is arranged chronologically and contains the standard forms used to deposit funds in the State Treasury. Information includes: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. The information is maintained to document and credit each account with the amounts deposited. The State Treasurer's office maintains the originals.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-12.	**COLLECTION REPORTS:**	**89-010**

This computer printout series is arranged chronologically and contains delinquent accounts receivable collection reports. Information includes: date, computer run parameters, amount of last billing, payments or credit transactions, amount due, aging (current, 30, 60, 90 days and over), grand totals, and other totals as ordered in the parameters. The information is maintained for reference purposes.

RETENTION: Retain 1 year in office, then transfer to RM storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

LRC-13.	**CONTRACTS AND AGREEMENTS:**	**89-010**

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

RETENTION: Retain originals current in office. Transfer terminated to storage for 7 years. Destroy 7 years after terminated.

Retain copies current in office. Destroy terminated.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-14.	**CONTRACTS, STATE (NOTICE OF AWARDS):**	**89-010**

This series is arranged alphabetically by item type and contains a copy of the contract awarded by the State Purchasing and Printing Program. Information includes: supply name, day ordered, buyer name, telephone number, contractor name and address, contract number, itemized listing of goods for sale, and prices. The information is maintained for reference when ordering supplies on State contract.

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

LRC-15.	**DOCUMENTS ROOM BILLINGS:**	**89-010**

This computer diskette and paper record series is arranged alphabetically by state agency or private individual and contains documents room billings for: postage, bills and journals, official directory and rules of the Senate and House of Representatives (also known as the Red Book), bill status reports, journal indices, bound copy of the final Legislative day's bill status, and copies of the bill index. Information includes: name, date, item description, and amount of billing. The information is maintained for reference and audit purpose.

RETENTION: Retain 1 year in office, then transfer to RM storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-16.	**EQUIPMENT FILES:**	**89-010**

This series is arranged alphabetically by equipment name and contains information concerning equipment owned by the Legislative Research Council. Information may include but is not limited to: equipment identification (name, model number, serial number, and specifications), location, vendor name, and operation manuals. The information is maintained as a quick reference concerning the equipment features when repairs are made and to document the need for equipment replacement.

RETENTION: Retain in office for life of equipment. Destroy when equipment is declared surplus or sold.

LRC-17.	**FINANCIAL STATEMENTS:**	**89-010**

Financial statements provide an overview of the Legislative Research Council's financial condition for a given year. Information may include but is not limited to: balance sheets; statement of revenues, expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. The statements are maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, the transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-17.1.	**INTERIM MINUTES, HOUSE AND SENATE:**	**11-010**

This series is arranged alphabetically by committee, then chronologically within each committee and contains the original written minutes of the legislative committees that meet throughout the year or during the interim period between the annual legislative sessions. Information may include: committee name, agenda, dates of meetings, members present, topics discussed, handouts, actions taken and authorized signatures. This records series is maintained for historical research. These minutes are also available via LRC's website, but the electronic copy does not contain any of the written materials that were distributed to committee members.

RETENTION: Microfilm and maintain film permanently.

(NOTE: Bind original documents into books and maintain books as space permits or approximately 20 years, then destroy.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-18.	**INVENTORY, CAPITAL ASSETS:**	**89-010**

This series is arranged chronologically and contains information regarding the agency's assets. Information may include: a copy of the Central Annual Inventory printout, file maintenance forms which reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. The information is maintained for property management and accountability purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

Retain procedures manuals current in office. Destroy obsolete or superseded.

(NOTE: Consider receiving Central Annual Inventory on computer output microfiche (COM) instead of paper and maintaining fiche in office the full 4 years prior to disposal.)

LRC-19. **IRS FORM 1099 REPORTS:** **89-010**

This annual series contains IRS form 1099 used to report the names of vendors who were paid more than six hundred dollars during the year. Information includes: vendor's name, vendor's address, date, and total amount paid for labor. The information is disseminated to the vendor and the Internal Revenue Service.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-19.1.	**ISSUE MEMORNADUMS:**	**11-010**

This series is arranged numerically by issue number and contains the original memorandums written by the Legislative Research Council staffers to provide members of the Legislative with in-depth information on current issues confronting them. This records series is maintained for historical research. These memorandums are also available on LRC's website.

RETENTION: Microfilm and maintain film permanently.

(NOTE: Retain paper as space permits or approximately 20 years, then destroy.)

LRC-20.	**JOURNAL VOUCHERS:**	**89-010**

This series is arranged numerically and contains prenumbered journal vouchers used to document production entries, correction entries, and financial statement entries. Information includes: date, reference number, description, general ledger number, account title, debit/credit amounts, unit of measure, explanation, total units, corrections, adjustments, and signatures (prepared by, received by, and entered by). This information is maintained for reporting and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-21.	**LEAVE BALANCE PRINTOUTS:**	**89-010**

This biweekly computer report contains employee names, social security numbers, number of hours of leave earned, hours of leave used, and the balance of leave hours still available for use. It is used for reference to determine if an employee can be granted leave permission for the number of hours he/she has requested.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

(NOTE: Consider receiving data on computer output microfiche (COM) instead of paper and maintaining fiche in office the entire 4 years prior to disposal.)

LRC-22. LEAVE REQUESTS: **89-010**

This series is arranged alphabetically by name of employee and contains the standard forms used to request annual or sick leave. Information includes: name of employee, leave days requested, hours requested, purpose, type of leave, and employee's and supervisor's signatures. Leave requests are used for payroll and audit purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-23.	**MSA/BUDGETARY ACCOUNTING REPORTS:**	**89-010**

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include but is not limited to: Daily Revenue 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 Journal Voucher Detail Report, Revenue Analysis Report, General Ledger Trial Balance, Sub-Fund General Ledger Trial Balance, and Monthly Expenditure Report. They are kept for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

(NOTE: Consider receiving data on computer output microfiche (COM) and maintaining fiche in office the entire 4 years prior to disposal.)

LRC-24.	**PAYROLL/PERSONNEL ACTION FORMS (PA 32s):**	**89-010**

This pink standard Bureau of Personnel form is arranged chronologically and contains the information used to initiate and adjust changes in salaries, classifications, position numbers, and other information. Information includes: social security number, date, address, effective date, base pay, position number, hire date, and any changes in data. This information is used to document any changes requested on the data base and to insure accuracy of changes. The Bureau of Personnel maintains the original and the agency's copy of the record is filed in the respective "Personnel Files."

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-25.	**PERSONNEL FILES:**	
	This series is arranged alphabetically by name and contains a folder for each employee in the agency. Information may include but is not limited to: applications for employment, personal data sheets, personnel action notices (PA 32s), position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. They are maintained to review work history of former employees who apply for work and for audit purposes.	89-010
	RETENTION: Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.	
	(NOTE: Consider maintaining in office on updatable microfilm jackets instead of paper.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-26.	**PERSONNEL/PAYROLL REPORTS:**	**89-010**

This series consists of biweekly computer printout reports concerning payroll and personnel. Reports may include but are not limited to: Accumulated Earnings and Tax Report, Leave Account Balances, Payroll Authorization, Payroll Register, Payroll Distribution Register, and Personnel Probationary Report. The information is used to check the accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

(NOTE: Consider receiving data on computer output microfiche (COM) instead of paper and maintaining fiche in office the entire 4 years prior to disposal.)

LRC-27. POLICIES AND PROCEDURES: **89-010**

This series is arranged alphabetically by procedural name and contains the current procedure for each. Information includes: Bureau of Personnel policies; and Bureau of Finance and Management policies. The information is used to determine the proper course of action to take in certain situations.

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

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-28.	**PROPERTY MANAGEMENT FILES:**	**89-010**

This series is arranged chronologically and documents all property maintained by the agency. Information may include: copies of the federal and state 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 information is maintained for property management and accountability purposes.

RETENTION: Retain Central Annual Inventory and maintenance forms 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

Retain inventory procedures manual current in office. Destroy obsolete or superseded.

(NOTE: Consider receiving Central Annual Inventory on computer output microfiche (COM) and maintaining fiche in office the entire 4 years prior to disposal.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-28.1.	**PUBLICATIONS:**	**11-010**

This series is arranged chronologically by year and contains all the original publications issued by the Legislature. This records series is maintained for historical research. Many publications are available on LRC's website. In fact, many of them are only available electronically.

RETENTION: Microfilm and maintain film permanently.

(NOTE: Bind original documents into books and maintain books as space permits or approximately 20 years, then destroy.)

LRC-29. PURCHASE ORDERS: **89-010**

This series is arranged numerically and contains copies of all purchase orders issued by the division. Information may include but is not limited to: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, unit cost, and total cost. The information is used for reference concerning all supplies and materials ordered, to determine delivery dates, and for reordering and billing purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-30.	**RECEIPT BOOKS:**	**89-010**

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

RETENTION: Retain full book 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

LRC-31.	**REQUISITIONS, CAPITAL ASSETS:**	**89-010**

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

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-31.1.	**SESSION MINUTES, HOUSE AND SENATE:**	**11-010**

This series is arranged chronologically by year, then alphabetically by committee within each house and contains the original written minutes of the legislative standing committees in both the SD Senate and SD House that meet during the annual legislative sessions. Information may include: committee name, agenda, dates of meetings, members present, topics discussed, handouts, actions taken and authorized signatures. This records series is maintained for historical research. These minutes are also available via LRC's website, but the electronic copy does not contain any of the written materials that were distributed to committee members.

RETENTION: Microfilm and maintain film permanently.

(NOTE: Bind original documents into books and maintain books as space permits or approximately 5 years, then destroy.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-31.2.	**SOUTH DAKOTA REGISTER:**	
	This series is arranged chronologically by year and contains the original South Dakota Register, which is published by the Legislative Research Council at periodic intervals (usually weekly). Information may include: notices of proposed rules, notices of rules filed with the Secretary of State, and information relating to the executive actions. The LRC is required to publish the SD Register pursuant to SDCL 1-26A-1. This record series is maintained for research and is a useful reference for those searching for Administrative Rules. Since 1997 the SD Register is also available on LRC's website and interested parties may subscribe to the SD Register.	**11-010**
	RETENTION: Microfilm and maintain film permanently.	
	(NOTE: Destroy paper after microfilm has been inspected and verified to meet quality standards.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-31.3.	**SURPLUS PROPERTY FILES:**	**11-010**

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.

LRC-32.	**TIME SHEETS:**	**89-010**

This series is arranged chronologically and contains completed time sheets submitted by program employees. Information includes: name, social security number, pay period ending date, days worked, days off, hours worked, hours off, total hours for the period, and signatures of employees and the supervisor. They initiate the payroll process and document hours worked by program employees.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-33.	**TRAVEL REQUESTS:**	**89-010**

This series contains copies of both in-state and out-of-state travel requests. Information includes: origin, destination, leave date, return date, leave time, return time, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. Out-of-state travel requests also include: estimated transportation costs, estimated meal costs, estimated lodging costs, any fee schedules, and miscellaneous fees. 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 travel expenses upon return. The State Auditor maintains the original out-of-state travel request with the original voucher for four years.

RETENTION: Retain 1 year in office, then destroy.

LRC-33.1.	**UPDATES:**	**11-010**

This series is arranged chronologically by year and contains issues of newsletters known as the “LRC Update”. It is distributed to members of the Legislature weekly during the legislative session and periodically in between sessions. The newsletter provides information to members on upcoming events, and also provides necessary logistical and other miscellaneous information. This record series is maintained for historical reference.

RETENTION: Microfilm and maintain film permanently.

(NOTE: Retain paper as space permits or approximately 20 years, then destroy.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
LRC-34.	**VOUCHERS:**	
	This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. **RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.	**89-010**
LRC-35.	**WORKERS COMPENSATION FILES:**	
	This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information includes: employer information, employee information, information relating to the on-the-job injury, and doctor reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor, Division of Labor and Management. **RETENTION:** Retain 1 year in office after claim settled, then transfer to storage for 3 years. Destroy 4 years after claim settled provided that no litigation is pending. (NOTE: The State Division of Labor and Management maintains these files on microfilm for 15 years.)	**89-010**