



PROCUREMENT MANAGEMENT

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: December 31, 2009

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

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

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

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

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

DEPARTMENT: Executive Management
DIVISION: Bureau of Administration
OFFICE: Central Services
PROGRAM: Procurement Management
RECORDS OFFICER: Marla Anderson
RM CUSTOMER #: 0027

<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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OPM-1. ADMINISTRATIVE REFERENCE FILE:

07-008

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

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

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

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

OPM-2. BID PROPOSALS AND TABULATIONS:

07-008

This series is arranged numerically by proposal number and contains information used to request and award bids. Information may include: invitations to bid, proposals returned by vendors, bid tabulation, and a list of vendors who received copies of bids. This record series is used for reference concerning the name of the vendor requesting the bid, the amount each vendor bid, and the vendor the bid was awarded.

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

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

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OPM-3. BOND LOGS:

07-008

This series is arranged numerically by date of receipt and contains a listing of all bonds received by the Program. Information may include: date received, control number, name of bidder, type and amount bond, expiration date, approval date, and bond or proposal number for each bond received. This record series is used to document all bonds received, to verify expiration dates, and to ensure bonds are for adequate amounts.

RETENTION: Retain 1 year in office, then microfilm and maintain film until all bonds have expired. Destroy film after all bonds have been expired.

(Note: Review film every 10 years for the expiration of the bonds. When all bonds on the roll of film have expired, destroy the roll.)

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

OPM-4. BONDS, ANNUAL:

07-008

This series is arranged numerically by vendor number and contains the actual bonds that are submitted by each. Information includes: vendor name, effective dates, expiration date, bond amounts, and authorizing signatures. The bonds are for a set amount and never varying.

RETENTION: Retain active in office, then microfilm. Maintain film for 6 years. Destroy 6 years after expired/unrenewed.

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

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OPM-5. BONDS, ANNUAL INDEX:

07-008

This electronic series is arranged alphabetically by vendor name and contains information concerning the “Bond, Annual” records. Information may include: vendor’s name, address, issuance date, expiration date, amount, control number, and bond number. This record series is used as a quick reference to the “Bond, Annual” and to ensure all vendors currently bidding are bonded.

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

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

OPM-6. BONDS, BID:

07-008

This series is arranged numerically by vendor name and contains bonds issued specifically for certain bid proposals. Information may include: vendor’s name and address, issuance date, expiration date, and amount. These bid bonds are valid for only one proposal, and if accepted, are superseded by performance.

RETENTION: Retain in office until either proposal is rejected or performance bond is received, then transfer to respective vendor.

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

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OPM-7. BONDS, PERFORMANCE:

07-008

This series is arranged numerically by vendor name and contains the actual performance bonds as issued by each. Information may include: vendor name, address, issuance date, expiration date, and amount. These bonds are maintained until each contract is successfully completed.

RETENTION: Retain in office until each contract is successfully completed, then return to vendor.

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

OPM-8. BOND, PERFORMANCE, BID AND ANNUAL DATABASE:

07-008

This electronic database series is arranged alphabetically by vendor name and contains information relating to each bond. Information may include: vendor's name, address, date issued, bond number, amount, proposal number, and date returned. This record series is used for reference to verify that bonds have been received prior to awarding a bid, and as reference concerning those bonds which have been returned to each vendor.

RETENTION: Retain database current. Delete superseded or obsolete information.

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

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OPM-9. CHECK LOGS:

07-008

This series is arranged chronologically by date received and contains a listing of all checks and credit card payments received from potential vendors. Information may include: date received, vendor name, type of check received (certified, cashiers, or money order), amount, and date returned. This record series is used for reference concerning checks received by the program, and those which have been returned or cashed.

RETENTION: Retain active in office. Transfer inactive to storage for 2 years. Destroy 2 years after inactive, 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 P&P-11.)

OPM-10. CITIBANK CREDIT CARD REPORTS:

07-008

This monthly issued series is arranged chronologically and contains reports generated by Citibank. Information includes: credit card account numbers, employee names, description of items purchased, date, and where the items were purchased. The information is used to track expenses charged by state employees and for audit purposes.

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

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

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OPM-11. CITIBANK STATEMENTS AND RECEIPTS, INTERNAL:

07-008

This series is arranged chronologically and contains Citibank statements and receipts for the Procurement Office expenditures. Information may include: dollar amount, due date, statement date, account number, name and address of cardholder, previous balance, and the amount of purchase. This record series is maintained for State and/or Federal audit purposes.

RETENTION: Retain 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was P&P-27.)

OPM-12. CORRESPONDENCE:

07-008

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

RETENTION: Retain 2 years in office, then destroy.

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

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OPM-13. CREDIT CARD USER PROFILES:

07-008

This series contains applications submitted for requests for a state credit card. Information may include: name, social security number, mothers maiden name, business address, business phone number, card holder number, and clearing center number. This record series is maintained for administering state credit cards to employees.

RETENTION: Retain in office until card has been terminated, then destroy 6 months after card has been terminated.

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

OPM-14. LEASES:

07-008

This series is arranged chronologically and contains the actual signed lease for equipment leased by the State. Information may include: effective dates, lessee name, leasee's name, length of lease, monthly cost, and authorized signatures. This record series is maintained for reference concerning the terms and conditions of each lease, and to negotiate future leases.

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

(Note: Previous record series number was P&P-15.)

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OPM-15. NOTICES, ANNUAL CONTRACT AWARDS:

07-008

This series is arranged alphabetically by vendor name and contains the original contracts and award notices as issued by the Program to award bids. Information may include: supply description, date awarded, buyer, effective dates, vendor name, contract number, supply number, and cost. This record series is maintained for reference concerning current costs, and when awarding new contracts.

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

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

OPM-16. PRODUCT INFORMATION, BUYERS':

07-008

This series is arranged alphabetically by product type and contains information relating to each. Information may include: research studies, correspondence, brochures, samples, and specifications. This record series is used for reference concerning specifications of each item bid, and for drafting new specifications.

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

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

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OPM-17. PURCHASE ORDERS AND RECEIVING VOUCHERS,
INTERNAL:

07-008

This series is arranged chronologically by date and contains the information documenting the purchase of goods and/or services by the Program. Information may include: copies of purchase orders, copies of receiving vouchers, and shipping documents. This record series is used to document all purchase orders placed by the Program for goods and services used in the office. The audit copies are maintained by the Bureau's Finance Officer.

RETENTION: Retain 1 year in office, then destroy.

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

OPM-18. RECORDS MANAGEMENT FILE:

07-008

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

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

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

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OPM-19. REQUISITIONS:

07-008

This series contains a formal request to order supplies or equipment as received from various agencies. Information may include: requesting agency name, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. The Program uses this information to prepare a Purchase Order which results in the purchase of the requested items. Information is maintained for documentation of items ordered.

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

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

OPM-19.1. SURPLUS PROPERTY FILES:

09-012

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

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

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OPM-20. VENDOR REGISTRATION INFORMATION:

07-008

This series is arranged alphabetically by vendor name and contains information submitted by the vendor to be placed on the registered bidder list. Information may include, but is not limited to: vendor name, address, types of good offered, years in business, correspondence received, forms sent, classification of items, vendor approval status, and other related information. This record series is used to document all vendors who have been approved to be on the registered bidder list to receive notification of bid opportunities, and as reference concerning vendors who stock certain categories of products.

RETENTION: Retain database current. Delete superseded or obsolete information.