



SCHOOL AND PUBLIC LANDS

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

RECORDS MANAGEMENT PROGRAM

104 South Garfield
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: January 19, 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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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Administration
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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

OSPL-1. ADMINISTRATIVE RULES, PROMULGATION FILES:

07-028

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain in office on microfilm until rules are repealed, then destroy.

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

(Note: The previous record series number was SPL-0002.)

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RECORD		R.D.B.
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OSPL-2. ANNUAL REPORTS:

07-028

This series is generated annually pursuant to SDCL 5-1-14 and contains annual reports. Information may include: transactions of the office, condition of the school and public lands, and all funds arising from the sale and leasing of school and public lands. Copies are available for distribution to the Legislature upon request.

RETENTION: Retain permanent in office on microfilm.

(Note: File thirteen copies of all state publications with the State Library pursuant to SDCL 14-1A-3.)

(Note: The previous record series number was SPL-0003.)

OSPL-3. ATTORNEY GENERAL OPINIONS:

07-028

This series contains the official opinions handed down by the State Attorney General's Office concerning questions pertinent to the Department of School and Public Lands. This record series is used for occasional reference, and as support for administrative decisions made and actions taken.

RETENTION: Retain 1 year in office, then destroy.

(Note: All Attorney General's Official Opinions are printed in the Biennial Report of the Attorney General.)

(Note: The previous record series number was SPL-0004.)

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OSPL-4. AUDIT REPORTS:

07-028

This series may contain both Department of Legislative Audit as well as 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 reports.

RETENTION: Retain 3 years in office, then destroy.

(Note: The previous record series number was SPL-0005.)

OSPL-5. BUDGETARY ACCOUNTING PRINTOUTS:

07-028

These daily, weekly, monthly, and year-end computer printout reports are used to monitor and reconcile fiscal year receipts and expenditures. Information 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, and Monthly Expenditure Report. 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: The previous record series number was SPL-0006.)

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OSPL-6. BUDGET FILES:

07-028

This series may contain: budget requests, operating budgets, and related working papers. This record series is used for reference throughout the year in monitoring program activities, and when preparing future budget requests.

RETENTION: Retain 3 years in office, then destroy.

(Note: The previous record series number was SPL-0007.)

OSPL-7. CORRESPONDENCE, GENERAL:

07-028

This series may contain both copies of letters and memorandums sent, and 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: The previous record series number was SPL-0009.)

OSPL-8. CORRESPONDENCE, GOVERNOR:

07-028

This series may contain both copies of letters and memorandums sent to the Governor from the Department of School and Public Lands, and originals of letters and memorandums received from the Governor's Office. This record series is used for occasional reference and documentation.

RETENTION: Retain 5 years in office, then destroy.

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

(Note: The previous record series number was SPL-0010.)

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OSPL-9. INVENTORY, CAPITAL ASSETS:

07-028

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. This record series 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 all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain manuals current in office. Destroy superseded or obsolete.

(Note: The previous record series number was SPL-0012.)

OSPL-10. LEGAL CASE FILES:

07-028

This series contains legal cases involving the Department and other entities which are of interest to the Commissioner of School and Public Lands. Information may include: correspondence, opinions, case citings, and clippings from newspapers and periodicals.

RETENTION: Retain 5 years in office after closed, then destroy provided no appeal is pending.

(Note: The previous record series number was SPL-0014.)

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RECORDS OFFICER: Dena McCaskell
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OSPL-11. PAYROLL/PERSONNEL REPORTS:

07-028

This series consists of several bi-weekly computer printout reports concerning payroll and personnel. Reports may include, but are not limited to: Accumulated Earnings and Tax Report, Leave Accounting Balances, Payroll Authorization, Payroll Register, and Payroll Distribution Register. This record series is used to check the accuracy of the payroll system to insure proper expenditure of salary and benefit money, and to insure sufficient accurate data on hours worked and compensation received is being generated for retirement 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: Consider receiving data on computer output microfiche (COM) instead of paper.)

(Note: The previous record series number was SPL-0016.)

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OSPL-12. PERFORMANCE APPRAISALS:

07-028

This series contains the standard performance appraisal forms showing a statement of standards and responsibilities for each 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.

RETENTION: Retain 3 years in office, then destroy by shredding.

(Note: The previous record series number was SPL-0017.)

OSPL-13. PERSONNEL FILES:

07-028

This series contains a folder for each employee in the Department of School and Public Lands. Information may include, but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, letters of reprimand and commendation, authorizations for payroll deductions, service record, notice of resignation, W-4 forms, and supervisor's report of employee separation. This record series serve as a history of the employee's service.

RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 2 years. Destroy 2 years after terminated provided sufficient data on hours worked and compensation received has been maintained by the Department of Labor, Division of Retirement and Insurance.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was SPL-0018.)

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OSPL-14. REQUISITIONS:

07-028

This series contains a copy of formal request to order supplies or equipment. The original is submitted to the Office of Procurement Management 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 and 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: The previous record series number was SPL-0019.)

OSPL-14.1. 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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OSPL-15. TRAVEL REQUESTS:

07-028

This series is arranged chronologically as requests are received from the various employees in the Department and contains a copy of both in and out-of-state travel requests for Department employees. Information 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, depart trip number, return trip number, license number, date of entry, and travel coordinator's name. For out-of-state requests information may include: estimated transportation costs, estimated meals 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. This record series is used for travel coordination purposes, and for paying of travel expenses upon return.

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: The previous record series number was SPL-0021.)

STATE OF SOUTH DAKOTA
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OFFICE: School and Public Lands
PROGRAM: Administration
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-16. VOUCHERS:

07-028

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: the reason for which the money was expended, the amount, the fund expended from, date, who the funds went to or what account they were transferred to, and the authorized signatures. This record series is used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and 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: The previous record series number was SPL-0022.)

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DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Investments
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-17. APPORTIONMENT FILE, COMMON SCHOOL:

07-028

This series documents school districts receipt of money according to the apportionment schedule. Information may include: receipts, worksheets, vouchers, amount allocated, Average Daily Membership (ADM), and worksheets used in apportionment.

RETENTION: Retain 10 years, then destroy.

(Note: The previous record series number was SPL-0023.)

OSPL-18. BANK ACCOUNTS FILE (LOCAL):

07-028

This series documents authorized depositors and contains information regarding the closing and opening of accounts. Information may include: correspondence, authorization letters, and names of those signing signature cards. 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: The previous record series number was SPL-0024.)

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OSPL-19. BANK STATEMENTS (CLEARING HOUSE):

07-028

This series documents the deposit of funds in a clearing account prior to a permanent fund deposit. Information may include: bank name, deposit receipts, account number, and bank statements. This record series is used for revenue generated primarily from oil and gas royalties.

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: The previous record series number was SPL-0025.)

OSPL-20. ESCHEAT FILE:

07-028

This series documents monies received, interest earned, and land in the possession of the Department of School and Public Lands through an escheat action. Information may include: stock certificate, substitute form 1099, correspondence, and receipts. An escheat is the reversion of property to the state in the event that there is nobody competent to inherit it.

RETENTION: Retain 20 years in office after receipt of the probate order, then microfilm and maintain film for 10 years. Destroy film 30 years after receipt of probate.

(Note: The previous record series number was SPL-0029.)

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OSPL-21. INVESTMENT FILE, TREASURER'S:

07-028

This series contains updates on the investment file. Information may include: date of purchase of financial instruments, description, par value, rate, customer, principal, interest, total cost, and maturity date. The State Treasurer also maintains this information.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

(Note: The previous record series number was SPL-0031.)

OSPL-22. INVESTMENT MAINTENANCE REPORT:

07-028

This computer printout series is arranged chronologically and provides a listing of updates made to the "Investment File, Treasurer's". Information may include: loan number, due date, borrower, maturity date, accrued interest, fees, total cost, current balance, and the interest rate. This record series is used for account reconciliation and 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: The previous record series number was SPL-0032.)

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OSPL-23. INVESTMENT PORTFOLIOS (LOAN FILE):

07-028

This series is arranged numerically in sets of fifty and documents the purchase and payment of loans; and their terms and conditions. Information may include: mortgage insurance certificate, mortgage note, assignment of mortgage, promissory note, insurance endorsement, payment documentation, secondary participation guaranty agreement, vouchers, and original collateral documents. This record series is used for account reconciliation and audit purposes.

RETENTION: Retain 10 years after satisfaction, then destroy.

(Note: The previous record series number was SPL-0033.)

OSPL-24. LOAN LISTING BY INTEREST RATE AND TYPE:

07-028

This computer printout series provides a ready reference to loans by interest rate and type. Information may include: interest rate, loan number, borrower name, maturity date, purchase date, value of purchase, premium or discount, fees, investment total cost, current balance, and servicing bank. 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: Consider receiving data on computer output microfiche (COM) instead of paper.)

(Note: The previous record series number was SPL-0034.)

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OSPL-25. MORTGAGE LOAN ACTIVITY SURVEY:

07-028

This form series (S-134) is generated voluntarily to contribute statistics to the Bureau of Census concerning mortgage loan activity. Information may include: property type, type of mortgage loan, beginning outstanding balance, loan originations, loan purchases, loan sales, long term mortgage loans, construction loans, land development loans, grand total, and mortgage loan commitments.

RETENTION: Retain 1 month in office, then destroy.

(Note: The previous record series number was SPL-0035.)

OSPL-26. PAYMENTS LISTINGS REPORT:

07-028

This computer printout series provides a detailed history of loan payments. Information may include: loan type number, investment total cost, principal payment, interest, investment purchase, current balance, document date, and document number. This report is generated monthly with a fiscal year-end report summarizing the year's payment activities. This record series is used for reconciliation and audit purposes.

RETENTION: YEAR-END REPORT: Retain in office for life of loan, then transfer to storage for 4 years. Destroy 4 years after loan has been terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

MONTHLY REPORTS: Retain 1 year in office, then destroy.

(Note: Consider microfilming existing year-end reports and receiving future data on computer output microfiche (COM) instead of paper.)

(Note: The previous record series number was SPL-0036.)

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OSPL-27. PAYMENTS ON LOANS REPORT:

07-028

This computer printout series documents payment or lack of and is used to notify loan holders of delinquent status. Information may include: payment date, loan type, current balance, last payment received date, and servicing bank. This record series is used for reconciliation and 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: The previous record series number was SPL-0037.)

OSPL-28. RECEIPT BOOK CASH:

07-028

This receipt book series contain copies of receipts documenting cash received by the Department of School and Public Lands. Information may include: payer, amount, date, purpose, and signature of issuer. This record series provides an account for cash payments deposited in the State Treasury, and are kept for audit purposes.

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

(Note: The previous record series number was SPL-0038.)

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OSPL-29. TAX ANTICIPATION NOTES:

07-028

This series contains working papers for the Tax Anticipation Notes (TAN) program. Information may include, but is not limited to: correspondence, securities, resolutions, copies of contracts and agreements, and any other material necessary to guarantee the funding of promissory notes for TAN project.

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: The previous record series number was SPL-0170.)

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OSPL-30. ABSTRACTS, PUBLIC LANDS:

07-028

This microfilm jacket series documents the property history of land owned by the State of South Dakota, and the Department of School and Public Lands. Information may include, but is not limited to: quit claim deeds, date of sales, mortgage foreclosure papers, legal description, and grantor and grantee names. This record series is used to show property history and provide documentation to the transfer of land.

RETENTION: Retain permanent in office on microfilm.

(Note: The previous record series number was SPL-0040.)

OSPL-31. APPLICATIONS, SCHOOL HOUSE SITE:

07-028

This series documents the application by a school district for a school house site on state land. Information may include: legal description, affidavit of clerk, and consent of residents. This record series is used for reference and documentation purposes.

RETENTION: Retain 2 year in office, then destroy.

(Note: The previous record series number was SPL-0041.)

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OSPL-32. BADLANDS PATENT EXCHANGE:

07-028

This series documents the proposed exchange of Vahalle land in a proposal that would exchange federal land for state land. Information may include: correspondence, patents, exchange documents, and worksheets. This record series is used for reference in this still pending exchange.

RETENTION: Retain 10 years in office after exchange, then destroy.

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

(Note: The previous record series number was SPL-0042.)

OSPL-33. BILLS OF SALE:

07-028

This series is arranged alphabetically by county and contains the legal size bills of sale that document the sale of improvements on school and public lands. Information may include: county, purchaser, county official, price, description of improvement, date, commissioner's signature, and signature of the Governor. This record series is used for reference and 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: The previous record series number was SPL-0043)

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OSPL-34. CONDEMNATION CASE FILES:

07-028

This series is arranged numerically by civil case number and documents the condemnation of state land. Information may include: map, correspondence, tract register, consideration, legal description, admission of service, civil case number, and notice in condemnation.

RETENTION: Retain permanent in office on microfilm.

(Note: The previous record series number was SPL-0044.)

OSPL-35. CORNER RECORDS FILE:

07-028

This series contains the public record of when and where land corners were established within the State. Information may include: county, legal description, date, and page number. This record series is used as a point of reference for surveying.

RETENTION: Retain permanent in office.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was SPL-0045.)

OSPL-36. DEEDS, CONVEYANCE OF EASEMENTS/RIGHT OF WAY:

07-028

This series contains deeds conveying an interest in real estate for easements, right of way, and small tracts. Information may include: legal description of property deeded, date, signatures of parties, and name of county. This record series is used to document ownership.

RETENTION: Retain permanent in office on microfilm.

(Note: The previous record series number was SPL-0046.)

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OSPL-37. DISPUTED LANDS FILE:

07-028

This series documents those land parcels where mineral ownership is in dispute. The information is compiled from title records and deeds and may include: county, legal description, and federal patent number. This record series is used for reference and documentation.

RETENTION: Retain 3 years in office after last activity, then destroy.

(Note: The previous record series number was SPL-0047.)

OSPL-38. EASEMENTS FILE:

07-028

This series documents any easements of land under State agency ownership. Information may include: legal description, name of agency exercising ownership, and type of easement. This record series is used for reference purposes.

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

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was SPL-0048.)

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OSPL-39. EXCHANGE AGREEMENTS:

07-028

This series documents the legal description of land to be exchanged and the approximate equal value of such land. Information may include: identification of each party involved in the exchange; status of party's ownership or ability to provide title to the land, reservations, and outstanding interest; appraised value of land; cash equalization; time schedule by which the exchange and payment of cash equalization must be made; assignment of responsibility for performance of required functions and for cost associated with processing the exchange; a grant of permission by each party to physically examine the land; presence of hazardous material; hold harmless clause; and conveyance of acceptance title. This record series is used or maintained for reference purpose.

RETENTION: Retain permanently in office.

(Note: Consider microfilming when volume warrants.)

OSPL-40. EXPERIMENT STATION FILES:

07-028

This series contains a proposal to exchange common school lands for educational and charitable lands. Information may include: worksheets, proposals, and correspondence. This record series is used for reference purposes.

RETENTION: Retain 10 years, then destroy.

(Note: The previous record series number was SPL-0049.)

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OSPL-41. INDEMNIFICATION, 16 AND 36 FILE:

07-028

This series documents the indemnification of the State of South Dakota for sections 16 and 36 of each township. Information may include: worksheets, correspondence, appraisals, legal case file, and a list of indemnified lands. This record series is used as a base for determining the value of in lieu lands and the estimated value of school lands.

RETENTION: Retain 5 years in office, then destroy.

(Note: The previous record series number was SPL-0052.)

OSPL-42. INDEMNIFIED, SCHOOL LANDS FILE:

07-028

This series contains a copy of the list of lands to be indemnified in agreement with the U.S. Bureau of Land Management. Information may include: list number, number of acres, approved date, in lieu selections, and worksheets. State Archives maintains the original file listing lands to be indemnified.

RETENTION: Retain 5 years in office after final indemnification, then destroy.

(Note: The previous record series number was SPL-0053.)

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OSPL-43. LAND EXCHANGE FILE:

07-028

This series documents proceedings regarding the exchange of Federal land for State lands. Information may include: list of land parcels, laws pertinent to land exchange, master plan, work plan, and correspondence. This record series is used for reference and documentation 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: The previous record series number was SPL-0054.)

OSPL-44. LAND LISTS, RESERVATIONS:

07-028

This series provides a list of all school lands on the Cheyenne River Indian Reservation. Information may include: county, section, township, range, lease, address, and year of lease. This record series used for reference by the Department of School and Public Lands.

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

(Note: The previous record series number was SPL-0055.)

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OSPL-45. MAPS AND CHARTS:

07-028

This series contains oversize maps and charts showing State surface and mineral ownership and surface management quadrangles. Information may include: terrain, slope, aspect, altitude, vegetation, ownership, land exchange, work maps, and Indian Reservations. This record series is used for reference purposes.

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

(Note: The previous record series number was SPL-0056.)

OSPL-46. MAPS, EASEMENTS, AND RIGHT OF WAYS:

07-028

This series contains maps, easements, and right of ways. Information may include: type of easement, legal description of location of easement, scale, and date mapped. This record series is maintained to fulfill the requirements of SDCL 5-4-3, which requires that maps of easements and right of ways on State land be filed with the Commissioner of School and Public Lands.

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

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

(Note: The previous record series number was SPL-0057.)

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OSPL-47. MAPS, FILES WORK:

07-028

This series contains maps of federal agency holdings in the State. Maps may include: Fort Pierre National Grasslands, Custer National Forest, Black Hills National Forest, and Grand River National Forest. This record series is used for surface management.

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

(Note: The previous record series number was SPL-0058.)

OSPL-48. MAPS, LAND:

07-028

This series contains maps of both State and Federal lands used to document land exchanges between the State and Federal Government. This record series is used for reference and documentation purposes.

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

(Note: The previous record series number was SPL-0059.)

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OSPL-49. OPTIONS TO PURCHASE MATERIALS:

07-028

This series documents the receipt of payment for materials removed from school lands. Information may include: option to purchase document, mineral receipt, copy of check issued to School and Public Lands, signature of Commissioner of School and Public Lands, date, and note of settlement. This record series is used for reference and audit purposes.

RETENTION: Retain 5 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: The previous record series number was SPL-0060.)

OSPL-50. PLAT BOOKS, RAILROAD:

07-028

This oversized book series documents railroad right of ways on school and public lands. Information may include: a legal description of the land mapped and markings to indicate right of way locations. This record series is used for documentation and reference purposes.

RETENTION: Retain permanent in office on microfilm.

(Note: The previous record series number was SPL-0061.)

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OSPL-51. PLAT BOOKS, SURFACE:

07-028

This oversize book series is arranged alphabetically by county and shows land ownership by townships. Information may include, but is not limited to: township, range, section, class, and owner name. This record series is used for reference purposes.

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

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

(Note: The previous record series number was SPL-0062.)

OSPL-52. PLATS, MINERAL TITLE:

07-028

This series serves a reference to surface ownership and mineral ownership by legal description. Information may include: legal description, status of public domain, and mineral title. This record series is used for reference and documentation purposes.

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

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

(Note: The previous record series number was SPL-0063.)

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OSPL-53. RAILROAD ABANDONMENT FILES:

07-028

This series contains information documenting the abandonment of railroad right-of-way. Information may include: original permit to abandon railroad, correspondence, and maps. This record series is used for occasional reference.

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

(Note: Microfilm subject to Archival screening prior to disposal.)

(Note: The previous record series number was SPL-0064.)

OSPL-54. RAILROAD DEEDS (QUIT CLAIM):

07-028

This series contains deeds used to convey land to the State when the railroads went broke. Information may include: legal description, date, and the signature of the trustee of the rail road. This record series is used for documentation and reference purposes.

RETENTION: Retain 10 year in office, then destroy.

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

(Note: The previous record series number was SPL-0065.)

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

DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Administration
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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

OSPL-55. TAX BASE DEPLETION ACRES FILES:

07-028

This series documents the compensation of counties for un-taxed State owned lands. Information may include: county, legal description, original receipt, receipt number, year, and signature of County Treasurer. This record series is used for reference and 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: The previous record series number was SPL-0066.)

OSPL-56. TIMBER LAND FILE:

07-028

This series documents potential timberland under public domain. Information may include: legal description, acres, and type of timber. This record series is used for reference and documentation.

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

(Note: The previous record series number was SPL-0069.)

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AUTHORIZATION FORM
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DEPARTMENT: School and Public Lands
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OFFICE: School and Public Lands
PROGRAM: Land Administration
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

RECORD		R.D.B.
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OSPL-57. VAHALLE REFERENCE FILE (BADLANDS EXCHANGE):

07-028

This series documents the mineral and surface exchange due to South Dakota from the Federal Government. Information may include: copies of SDCL, worksheets, correspondence, selection of land, Game Fish and Parks information, rural credit information, and information regarding the Custer State Park Board. This record series is used for reference and documentation purposes.

RETENTION: Retain 10 years in office, then destroy.

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

(Note: The previous record series number was SPL-0070.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-58. ADMINISTRATIVE REFERENCE FILE:

07-028

This series is arranged alphabetically by topic and contains information used in the daily administration of the program. Information may include, but is not limited to topics such as: sociology, geographical planning, outdoor recreation, controlled burning, and fisheries. This record series is maintained for convenience of reference by the Land Leasing Agent.

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: The previous record series number was SPL-0071.)

OSPL-59. ADMINISTRATIVE RULES, FINALIZED:

07-028

This series contains a complete set of all Administrative Rules promulgated for use in the Department of School and Public Lands. This record series is maintained for reference and documentation.

RETENTION: Retain current in office. Transfer superseded or repealed to storage for 5 years. Destroy 5 years after superseded or repealed.

(Note: The previous record series number was SPL-0072.)

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DEPARTMENT: School and Public Lands
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OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

RECORD		R.D.B.
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OSPL-60. AERIAL PHOTOS:

07-028

This series is arranged by flight number and contains aerial photos. Information may include: section, township, range, flight number, date taken, land boundaries, range and soil sites, improvements, acres, and price. This record series is used to evaluate range sites when determining stocking rates and are also useful in determining the location of any improvements erected on the land.

RETENTION: Retain current in office. Transfer superseded or obsolete to Archives for permanent retention.

(Note: The previous record series number was SPL-0073.)

OSPL-61. AERIAL PHOTOS INDEX:

07-028

This 8 1/2" x 14" book series serves as an alphabetical index by county to the "Aerial Photos" file. Information may include: county, section, township, range, and photograph number. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Transfer superseded or obsolete to Archives for permanent retention.

(Note: The previous record series number was SPL-0074.)

STATE OF SOUTH DAKOTA
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OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

RECORD		R.D.B.
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OSPL-62. AERIAL PHOTOS, ORDER FILE:

07-028

This series documents missing photos in the "Aerial Photo" file. Information may include: vendors, types of photos, and addresses. This record series is used to order duplicate photos to keep the file current.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0075.)

OSPL-63. ANNUAL REPORT WORKING PAPERS:

07-028

This series contains the working papers used in preparing the annual report. Information may include: worksheets, rough drafts, and reference material. This record series is used 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: The previous record series number was SPL-0076.)

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RECORDS RETENTION &
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AUTHORIZATION FORM
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DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-64. APPRAISAL WORKSHEET (GRAZING):

07-028

This series is arranged alphabetically by county and documents the compliance with State statute requiring an appraisal of grazing land for the animal unit month carrying capacity. Information may include: year of leasing, county, page, legal description, number of acres, price per acre, photo number, principal species present on range site, percent of present vegetation that is climax or desirable for the site, inspector's name, date, animal unit months per acre, degree of use, totals, and remarks. The forms are color coded by geographical area with blue representing the western area, green the central, and pink the east central.

RETENTION: Retain 20 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was SPL-0077.)

OSPL-65. EXPIRED LEASE REPORT:

07-028

This computer printout series lists all property on which leases have expired. Information may include: county number, tract number, lease number, name, address, section, township, range, description, terms, option Animal Unit Months acres, and price per acre. This record series is used in preparing for the lease sale.

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

(Note: The previous record series number was SPL-0081.)

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

RECORD		R.D.B.
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OSPL-66. GRAZING FEE STUDY, FEDERAL:

07-028

This series is arranged alphabetically by county name and documents the study performed by the federal government for use in assessing grazing fees on Bureau of Land Management and National Forest land. Information may include: correspondence and a copy of the study. This record series is used for reference purposes.

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

(Note: The previous record series number was SPL-0082.)

OSPL-67. GRAZING LAND VALUATION FILES:

07-028

This series is arranged chronologically by valuation date and documents the lease fee and real estate value of grazing and agricultural land. Information may include: land values by crop reporting districts, date of valuation, and informational sheets supplied by the federal government. This record series is used for documentation and reference purpose.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0083.)

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DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

RECORD		R.D.B.
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OSPL-68. GRAZING LEASES, SCHOOL LAND ACREAGE:

07-028

This series contains grazing leases and accompanying information. Information may include: permit to place improvements on state land, county, class, number of lease, lessee, legal description, animal unit month carrying capacity, signature of the lessee and the Commissioner of School and Public Lands, date, and any assignments made. This record series is maintained for determine property rights.

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

(Note: The previous record series number was SPL-0084.)

OSPL-69. INDEX, LAND LEASED:

07-028

This 5" x 7" card series is arranged alphabetically by lessee name, then by county and serves to reference tracts of state land leased. Information may include: address, base number, year of lease, class of land, and legal description. This record series is maintained for reference purposes.

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

(Note: The previous record series number was SPL-0085.)

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DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-70. INVENTORIES OF SCHOOL LAND ACREAGE:

07-028

This series provides a listing by county and by class of the amount of land under control of the Department of School and Public Lands. Information may include: class, date, expired leases, un-leased, total, and an inventory list by fiscal year. This record series is used for documentation and reference purpose.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0086.)

OSPL-71. INVENTORY LISTS, PUBLIC LANDS:

07-028

This series serves to reference to all public lands in the State. Information may include: legal description, type of instrument, administered by, and indexing number. This record series is used for reference and documentation.

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

(Note: The previous record series number was SPL-0087.)

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DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-72. LAND SALES AND LEASES, COMPARATIVE:

07-028

This series contains reference material for comparisons of land and lease rates in other States. Information may include: list of states, lease rates, effective dates, and terms and conditions of agreement. This record series is maintained for reference purposes.

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

(Note: The previous record series number was SPL-0088.)

OSPL-73. LEASE BLOTTER REPORT:

07-028

This computer printout series is arranged numerically by county code number and contains the lease blotter report. Information may include: county, animal unit months, easements, rental amount per acre and total, received amount, received date, lease number, lessee, and receipt number. This record series serves as a reference to the number of acres of State land within a county and who they are leased to.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0089.)

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RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-74. LEASED ID LIST REPORT:

07-028

This computer printout series is arranged numerically by county number and contains the leased ID list report. Information may include: lessee name, ID number, county, land class, lease number, legal description, and tract number. This record series used as a reference to the lessee name and identification number.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0090.)

OSPL-75. LEASEHOLD TAX LESSEE LIST REPORT:

07-028

This computer printout series is arranged alphabetically by county name and provides documentation for the county to tax leased school land. Information may include: lessee names and addresses, county, and legal description. This information is also maintained by the respective County Auditor.

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: The previous record series number was SPL-0091.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-76. LEASEHOLD TAX LISTINGS:

07-028

This series contains the leasehold tax listings. Information may include: stamp, seal, list of land in the county owned by the Department of School and Public Lands, the name of the leaseholder, and the signature of the Commissioner. This record series is used to notify the County Treasurers of leased land so that they can tax the lease holder.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0092.)

OSPL-77. LEASINGS HELD BY COUNTY AUDITOR:

07-028

This series contains certification of leasings held by the County Auditor. Information may include: legal description, item, acres, Animal Unit Months (AUM's), price per acre, name, and address. This record series is used for reference and documentation purposes.

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

(Note: The previous record series number was SPL-0093.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-78. LESSEES, LIST OF:

07-028

This series contains a list of lessees of school and public land in every county. Information may include: copies of correspondence from the Commissioner to County Auditors, list of tracts leased, lessee, address, legal description, and number of acres. The Commissioner submits this list to the respective County Auditor pursuant to SDCL 5-11-1.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0094.)

OSPL-79. MAINTENANCE UPDATE REPORT:

07-028

This computer printout series documents changes in lease status such as assignment or termination of a lease and changes in animal unit months. Information may include: animal unit months, addresses, lessee, and legal description. This record series is used for reference and 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: The previous record series number was SPL-0095.)

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RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-80. NEW AUM RATE ENTRY REPORT:

07-028

This computer printout series contains the new Animal Unit Months (AUM) rate entry report. Information may include, but is not limited to: county, class, name, address, location, number of acres, number of animal unit months, and date. This record series is used to document the AUM assessment or any change in the AUM assessment.

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

(Note: The previous record series number was SPL-0096.)

OSPL-81. OPTIONAL RENEWAL LIST REPORT:

07-028

This computer printout report documents the leases of land parcels due for optional renewal. Information may include: county, lease number, name, address, description, tract number, lease date, term, option, animal unit months (AUM), acres, and price per acre. This record series is used for reference purposes.

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

(Note: The previous record series number was SPL-0097.)

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RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-82. RECEIPTS, LEASE:

07-028

This pink colored paper series contains the lease receipts received from the County Treasurer to document the receipt of lease payments. Information may include: land class, contract number, payment, interest, added interest, total each contract, grand total, County Treasurer's signature, and date. This record series is used 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: The previous record series number was SPL-0098.)

OSPL-83. SOIL SURVEYS:

07-028

This series contains soil surveys that document soil status. The surveys are used to determine animal unit months and for use in appraising the land value. Information may include: maps, indexes, soil types, environmental factors, references, and information on the use and management of soils. This record series is used for reference and documentation purposes. Much of the information is duplicated at the United States Department of Agriculture, Soil Conservation Service.

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

(Note: The previous record series number was SPL-0099.)

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OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-84. TECHNICAL GUIDE BINDER:

07-028

This ring binder series serves as a reference for determination of range conditions. Information may include: map, areas, major species, grasses, and soil composition. This record series is useful in range management.

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

(Note: The previous record series number was SPL-0100.)

OSPL-85. TRACT BOOKS:

07-028

This oversize book series contains documentation on all land presently or previously owned by the State. Information may include: class, section, township, range, acres, remarks, sale number, and patent number. This record series is used for reference and documentation purposes.

RETENTION: Retain full book 1 year in office, then microfilm and maintain film permanently in office.

(Note: Transfer original books to Archives for permanent retention after microfilming.)

(Note: The previous record series number was SPL-0101.)

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OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-86. TRACT FORMS, INFESTED LAND:

07-028

This series contains documentation of infestation of land tracts owned by the State and is useful in estimating the budget for weed and pest control in managing the infestation. Information may include: county, legal description, lessee, type of infestation, estimated acres, adjacent land infested, land history, comments, map of the infested area, date, and signature of the inspector. This record series is used for reference and documentation purposes.

RETENTION: Retain 20 years in office, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was SPL-0102.)

OSPL-87. UN-LEASED ACRES REPORT:

07-028

This series contains a report of all un-leased acres under control of the Department of School and Public Lands. Information may include: county, land class, section, township, range, tract, animal unit months, and acres. This record series is used for documentation and reference purpose.

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

(Note: The previous record series number was SPL-0103.)

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DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Leasing
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-88. WORK PLANS:

07-028

This series contains the work plans for the Department of School and Public Lands. Information may include: broad objectives and goals to be met by the staff in this Department. This record series is used for reference purposes.

RETENTION: Retain 5 years in office, then destroy.

(Note: The previous record series number was SPL-0104.)

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DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Sales
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

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OSPL-89. ABSTRACTS OF SCHOOL LAND SALES:

07-028

This series contains documentation of the sale of school land as clerked by the County Auditor. Information may include: preliminary sales agreement, correspondence, affidavit of publication, land sale lists, name of purchaser, legal description, acres, land class, appraised value, amount per acre, total, down payment, balance, County Treasurer receipt number, contract number, annual payment due, and the signature of the County Auditor.

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

(Note: The previous record series number was SPL-0105.)

OSPL-90. AFFIDAVITS OF PUBLICATION:

07-028

This series contains the affidavits of publication for lease or land sale dates. Information may include: voucher number, proof of publication, and date of publication. 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: The previous record series number was SPL-0106.)

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

DEPARTMENT: School and Public Lands
DIVISION: School and Public Lands
OFFICE: School and Public Lands
PROGRAM: Land Sales
RECORDS OFFICER: Dena McCaskell
RM CUSTOMER #: 0080

RECORD		R.D.B.
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OSPL-91. APPRAISALS, STATE PROPERTY:

07-028

This series contains the appraisals of State property used to determine the value of State real estate. Information may include: physical description of state land, who appraised, comments, and appraised value. This record series is used for reference purposes.

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

(Note: The previous record series number was SPL-0107.)

OSPL-92. CONTRACTS BLOTTER:

07-028

This series contains a listing of every contract of sale held throughout the State. Information may include: county; purchaser's name and address; acres; legal description; total principal unpaid; interest due; total; receipt number; payment date; and any additional information. This record series is used for reference and documentation purposes.

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

(Note: The previous record series number was SPL-0108.)

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OSPL-93. CONTRACTS FOR SALE OF SCHOOL LANDS:

07-028

This series contains copies of contracts that are returned by the purchaser when the contract has been fulfilled. Information may include: contract number, name, date, legal description, county, land class, and patent number. The Department of School and Public Lands issues a patent for the land after the terms of the contract have been fulfilled. The patent number is recorded on the contract which is then microfilmed and the paper is destroyed.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0109.)

OSPL-94. CONTRACTS FOR SALE OF STATE LANDS:

07-028

This series contains original contracts by county of all sales of State lands. Information may include: contract number, date of sale, county, land class, name of purchaser, legal description, acres, amount, sold for, amount paid down, amount due, purchaser signature, correspondence, and the signature of the Governor and Commissioner. This record series is used for documentation and reference purpose.

RETENTION: Retain in office until contract terms have been fulfilled, then microfilm and maintain film for 20 years. Destroy 20 years after terms have been fulfilled and patent number has been issued and recorded.

(Note: The previous record series number was SPL-0110.)

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OSPL-95. CONTRACTS, PAID UP:

07-028

This computer printout series is generated annually and contains a list of all contracts paid up during the year. Information may include: county, land class, contract number, and name. 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: The previous record series number was SPL-0111.)

OSPL-96. COUNTY AUDITOR'S CERTIFICATION FILE:

07-028

This series contains the notification from the County Auditor of school and public lands to be sold in that respective county. Information may include: a land sale list and a certificate of posting. This record series is used for reference purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0112.)

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OSPL-97. DELINQUENT ACCOUNT LIST:

07-028

This series contains a list of delinquent accounts used to generate dunning letters. Information may include: county code, land class, contract number, name, date of last payment, principal due, and amount due. This information is duplicated in the "Contracts Blotter".

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: The previous record series number was SPL-0113.)

OSPL-98. LAND BUYER LIST REPORT:

07-028

This computer printout series contains the land buyer list report. Information may include: identification number, name, address, county number, land class, and contract number. This record series is used to generate an annual billing for land owned by the Department of School and Public Lands and contracted for sale.

RETENTION: Retain 1 year in office, then destroy.

(Note: The previous record series number was SPL-0114.)

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OSPL-99. LAND SALE FILE:

07-028

This series generated annually and contains the land sale file which documents the appraisal of land to be sold. Information may include: map, notes, soil survey information, and Department of Revenue and Regulation real estate transfer forms. This record series is used for reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: The previous record series number was SPL-0115.)

OSPL-100. LOSS AMORTIZATION FILE:

07-028

This series contains the amortization of loans sold at a loss. Information may include: working papers, amount amortized, description of land, loss, and total remaining to be amortized per year and per quarter. This record series is used for reference and 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: The previous record series number was SPL-0116.)

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OSPL-101. MASTER FILE EDIT/UPDATE REPORT:

07-028

This series contains the master file edit/update report, which is used to make changes in the "Master Paid Accounts History File" of payments or name changes. Information may include: county code, county number, land class, contract number, and changes. This record series is used for audit and account reconciliation 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: The previous record series number was SPL-0117.)

OSPL-102. MASTER PAID ACCOUNTS HISTORY FILE:

07-028

This series contains the history of all accounts currently paid up. Information may include: records read, total history paid off accounts, and the total remaining on master file. The information is duplicated in the "Contracts, Paid Up" record series.

RETENTION: Retain 6 months in office, then destroy.

(Note: The previous record series number was SPL-0118.)

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OSPL-103. OUTSTANDING BALANCES ON CONTRACT REPORT:

07-028

This series contains the outstanding balances on contract reports, which serves as a reference to money still owed on contracts for the sale of land. Information may include: land class, county, and amount outstanding. This record series is used for audit purposes. Land sales are usually contracted for with a twenty year payback.

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: The previous record series number was SPL-0119.)

OSPL-104. PATENTS (DEEDS):

07-028

This series contains patent deeds, which document land ownership and is issued upon surrender of the contract by the purchaser. Information may include: seal, amount, legal description, date, and parties. This record series is used for reference and documentation.

RETENTION: Retain permanent in office on microfilm.

(Note: The previous record series number was SPL-0120.)

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OSPL-105. PATENTS PENDING:

07-028

This series contains contracts for land that final payment has been received on and is now awaiting surrender of contract from purchaser for issuance of patent. Information may include: date contract paid off, correspondence, and a copy of the contract.

RETENTION: Retain until patent is issued to purchaser, then transfer to "Patents (Deeds)" file for permanent retention on microfilm.

(Note: The previous record series number was SPL-0121.)

OSPL-106. PUBLIC LAND ABSTRACTS INDEX:

07-028

This 5" x 8" card file series contains the public land abstracts index. Information may include: legal description, file number, folio number, and name on warranty deed. This record series used to reference the "Abstracts, Public Lands".

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

(Note: The previous record series number was SPL-0122.)

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OSPL-107. ADMINISTRATIVE REFERENCE FILE:

07-028

This series contains a reference file for the Department of School and Public Lands' administrative rules and a file on other State's administrative rules to assist in rule revision. Information may include: correspondence, and copies of this and other States administrative rules. This record series is maintained for reference purposes.

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

(Note: The previous record series number was SPL-0124.)

OSPL-108. AGREEMENTS, FEDERAL EXPLORATORY UNITS:

07-028

This series contains original agreements between the Department of School and Public Lands and other parties to share expenses in exploring in designated federal exploratory units. Information may include: unit, landowners, company, agreement, signatures of parties to agreement, legal description, and terms and conditions. This record series is maintained for reference purpose.

RETENTION: Retain in office until terminated, then transfer to storage for 3 years. Destroy 3 years after termination provided no litigation is pending.

(Note: The previous record series number was SPL-0125.)

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OSPL-109. AGREEMENTS, POOLING:

07-028

This series contains agreements allowing the Department of School and Public Lands to pool holdings of oil and natural gas. Information may include: correspondence, history of lease, schematic of multi-lease agreement, and an original contractual agreement signed and dated by all parties. This record series is used for reference purpose.

RETENTION: Retain in office until terminated, then transfer to storage for 3 years. Destroy 3 years after termination provided no litigation is pending.

(Note: The previous record series number was SPL-0126.)

OSPL-110. AGREEMENTS, SECONDARY RECOVERY UNITIZATION:

07-028

This series contains agreements documenting participation in secondary recovery units and their amount of unit shares. Information may include: maps, correspondence, original agreement, terms and conditions, signatures of parties, and legal description of land. This record series is used for documentation and reference purpose.

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

(Note: The previous record series number was SPL-0127.)

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OSPL-111. ASSESSMENT FILES, SURFACE DAMAGE:

07-028

This series contains assessment documentation to surface damage on school and public lands. Information may include: original agreement, correspondence, amount of damage, signature of parties, and legal description. This record series is used to determine reimbursement amounts for the State and the lessee.

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

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was SPL-0128.)

OSPL-112. ASSIGNMENT BOOK, OIL AND GAS:

07-028

This series is arranged chronologically and contains the oil and gas assignment book. Information may include: lease number, county, book number, page, date, notary signature, legal description, lessee signature, and witness's signature. This record series is used to cross-reference oil and gas assignments on school and public lands. Much of this information is duplicated in the original leases which are maintained by this department.

RETENTION: Retain in office for life of lease, then transfer to storage for 3 years. Destroy 3 years after lease has expired.

(Note: The previous record series number was SPL-0129.)

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OSPL-113. AUDIT REPORTS, ROYALTY:

07-028

This series contains royalty payments received by the Department of School and Public Lands. Information may include: working papers, correspondence, and the completed report. This record series is kept 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: The previous record series number was SPL-0131.)

OSPL-114. BILLS OF SALE, OIL AND GAS:

07-028

This series is the actual bill of sale issued to the purchaser of the oil and gas lease prior to the issuance of the oil and gas lease. Information may include: county, date, section, township, range, item number, applicant, successful bidder, number of acres, rental fee, lease number, date paid, signature of the Commissioner, and total due on this tract. This record series is maintained in the Department as the lessee may make assignments to the lease at any time during the duration of the lease.

RETENTION: Retain in office until terminated, then microfilm and maintain for 50 years. Destroy microfilm 50 years after terminated.

(Note: The previous record series number was SPL-0133.)

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OSPL-115. CASH RECEIPT TRANSMITTAL:

07-028

This series contains the cash receipt transmittals which document payments received and deposited with the State Treasury. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount. The original and two copies are forwarded to the State Treasurer along with receipts deposited. This record series is kept for reference and 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: The previous record series number was SPL-0134.)

OSPL-116. COAL INFORMATION FILE (ADMIN. REFERENCE):

07-028

This series contains information compiled by the Department of School and Public Lands to be used in the event of commercial coal mining within the State. Information may include: administrative rules from other States that mine coal, newspaper and periodical clippings, and reference material provided by the U. S. Department of Interior. This record series is maintained for reference purposes.

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

(Note: The previous record series number was SPL-0135.)

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OSPL-117. CORRESPONDENCE, PROSPECTING PERMITS:

07-028

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

RETENTION: Retain 5 years in office, then destroy.

(Note: The previous record series number was SPL-0137.)

OSPL-118. DISPUTED LAND FILES, FEDERAL/STATE:

07-028

This series contains information on those land parcels where mineral ownership is in dispute. Information may include: correspondence, copies of deeds, county, legal description, and federal patent number. This record series is used for reference when dealing with land parcels where mineral ownership is questionable.

RETENTION: Retain 15 years in office after last activity, then destroy.

(Note: Consider microfilming when volume warrants.)

(Note: The previous record series number was SPL-0138.)

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OSPL-119. EASEMENT, OIL PIPELINE:

07-028

This series contain information on the granting of a pipeline easement on school or public land. Information may include: map, payment, easement, and correspondence. This record series is used for documentation and reference purpose.

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

(Note: The previous record series number was SPL-0139.)

OSPL-120. LAND USE REFERENCE FILE:

07-028

This series contains reference material on land use planning. Information may include: coal, forestry, agriculture, urban, and industrial information. This record series is used for occasional reference, and as support for administrative decisions made and actions taken.

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

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

(Note: The previous record series number was SPL-0141.)

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OSPL-121. LEASE CARDS, OIL & GAS (CANCELLED):

07-028

This 5" x 8" card series is arranged alphabetically by county and contains cancelled oil and gas lease cards. Information may include: company name, address, date, legal description, amount of lease, lease number, royalty, and producing wells. This record series is used as a cross reference by section and range to which lands were previously leased.

RETENTION: Retain 50 years in office, then destroy.

(Note: The previous record series number was SPL-0142.)

OSPL-122. LEASE CARDS, OIL & GAS (CURRENT):

07-028

This series contains the lease payments or cancellation of the lease. Lease payments are not reflected on the lease document. Information may include: date, legal description, corporation name, amount of payment, and receipt number. This record series is used for documentation and reference purpose.

RETENTION: Retain 50 years in office, then destroy.

(Note: The previous record series number was SPL-0143.)

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OSPL-123. LEASES, OIL & GAS (CANCELLED):

07-028

This series is arranged numerically by county and contains cancelled oil and gas leases. Information may include: date, lessee name, address, land description, rental amount, signature of the Commissioner and the oil company representative, lease number, approval date, and notary seal. This record series is essential in performing of title searches.

RETENTION: Retain until a completed series of one hundred has been completed, then microfilm and maintain film in office for 50 years. Destroy microfilm after 50 years.

(Note: Transfer original documents to Archives for permanent retention after microfilming.)

(Note: The previous record series number was SPL-0144.)

OSPL-124. LEASES, OIL & GAS (CURRENT):

07-028

This series contains leases between the Department of School and Public Lands and lessees and any assignments made. Information may include: costs, effective dates, terms and conditions of agreements, and funding sources. This record series is used for audit and reference purpose.

RETENTION: Retain in office until cancelled, then transfer to "Leases, Oil & Gas (Cancelled)" file to be microfilmed and maintained for 50 years.

(Note: The previous record series number was SPL-0145.)

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OSPL-125. LEASES, PRODUCING (ROYALTY PAYMENTS):

07-028

This series is arranged numerically lease number and contains royalty payments for producing leases. Information may include: corporation name, address, original lessee, lease number, date, legal description, acres, and payment dates. This record series is used to determine the royalty payment status of producing wells.

RETENTION: Retain in office until no longer producing, then transfer to the "Leases, Oil & Gas (Current)" file to be microfilmed and maintained for 50 years.

(Note: The previous record series number was SPL-0146.)

OSPL-126. LEGAL SETTLEMENTS FILE:

07-028

This series contains the legal settlements file. Information may include: copies of related cases, correspondence, and legal papers. This record series is used as a ready reference to pertinent legal questions that may arise in the Department of School and Public Lands.

RETENTION: Retain 5 years in office after settlement, then destroy.

(Note: The previous record series number was SPL-0147.)

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OSPL-127. LESSEE FILE INDEX:

07-028

This series contains the file index cross-references for lessee name and computer number. Information may include: name, address, and computer number. This record series is used to reference lessee information when updates to the system are required.

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

(Note: The previous record series number was SPL-0148.)

OSPL-128. LICENSES, MINING (EXPIRED):

07-028

This series contains mining licenses issued by the Department of School and Public Lands that have expired. Information may include: date, terms and conditions, and signatures of both parties. This record series is used for occasional reference and documentation.

RETENTION: Retain 7 years in office after expiration, then destroy.

(Note: The previous record series number was SPL-0149.)

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OSPL-129. MINERAL LAND LIST BY COUNTY REPORT:

07-028

This computer printout series contains the mineral land list by county report, which documents the status of State owned minerals. Information may include: terms and conditions of lease, amount, township, range, section, plat, land class, lease number, lease issue date, lease expiration date, royalty date, original lease, name, address, city, state, zip, and receipt number. This record series is used for reference and 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: The previous record series number was SPL-0151.)

OSPL-130. NEWS RELEASES STATE GEOLOGICAL SURVEY:

07-028

This series contains news releases from the State Geological Survey in an effort to apprise the public of drilling activities within the State. Information may include: number of holes drilled, number of permits issued, and location of holes drilled. This record series is used for reference purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: The previous record series number was SPL-0152.)

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OSPL-131. ORDERS, DIVISION:

07-028

This series contains information on all parties with rights to wells profits and their share of the total profits. Information may include: names and percent of interest, number of wells interest owned in, date, seal, and the Commissioner's signature. This record series is maintained for audit purposes.

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

(Note: The previous record series number was SPL-0153.)

OSPL-132. ORDERS, OIL & GAS:

07-028

This series contains the oil and gas orders which documents the permission granted by the Department of Environment and Natural Resources to allow the drilling of more wells within a spacing unit. Information may include: oil and gas order number, findings, orders, and signature of the Secretary of the Department of Environment and Natural Resources. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 5 year in office, then destroy.

(Note: The previous record series number was SPL-0154.)

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OSPL-133. OWNERSHIP FILES, MINERAL/SURFACE:

07-028

This series identifies lands owned by the federal government with mineral ownership retained by the State. Information may include: location by legal description, federal agency in control of land, and number of acres. This record series is maintained for reference and documentation.

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

(Note: The previous record series number was SPL-0155.)

OSPL-134. PAYMENTS FILE, ROYALTY:

07-028

This series contains the royalty payments file is used to monitor royalty payments due the Department of School and Public Lands. Information may include: worksheets, stubs, receipts, lease number, date, net barrels, average price per barrel, lease taxes, lease net value, gross value, net value, telephone number, owner number, check number, date paid, and check total. This record series is used for reference and 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: The previous record series number was SPL-0156.)

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OSPL-135. PERMIT NOTICES, EXPLORATION:

07-028

This series contains the Department of Environment and Natural Resources' notification to the Department of School and Public Lands that permission has been granted for exploration. Information may include: land description, company, and method of exploration. This record series serves as proof that proper permits have been obtained by the Department of School and Public Lands prior to exploration.

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: The previous record series number was SPL-0157.)

OSPL-136. PERMITS, DRILLING:

07-028

This series contains permission granted by the State Geological Survey to drill a well and subsequent action by the drilling company after the permit is granted. If the well has been drilled, the company then receives a one year abatement of fees from the Department of School and Public Lands. Information may include: operator, address, location, land description, county, rotary or cable, date work to start, size of the hole, and the signature of the State Geologist. 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: The previous record series number was SPL-0158.)

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OSPL-137. PERMITS, PROSPECTING:

07-028

This 8 1/2" x 17" series is arranged by county and contains the prospecting permits issued by the Department of School and Public Lands. Information may include: county, legal description, applicant address, permit number, date application received, date granted, and number of acres. This record series used for reference and documentation purposes.

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

(Note: The previous record series number was SPL-0159.)

OSPL-138. PERMITS, PROSPECTING (INDEX CARDS):

07-028

This 5" x 8" card index series is used to cross reference expired prospecting permits filed by land description with permits filed by a county assigned number. Information may include: county, township, range, section, applicant, address, staking date, permit number, renewal date, date applied for, date granted, cancel led date, assigned to, and remarks.

RETENTION: CARDS: Retain in office until successful entering of data into computer has been verified, then destroy.

DATABASE: Retain information current. Delete superseded or obsolete.

(Note: The previous record series number was SPL-0160.)

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OSPL-139. PERMITS, URANIUM MINING:

07-028

This series contains the application and issuance of a permit to mine uranium. Information may include: correspondence, mineral receipts, bond, check stub, and maps of the area to be mined. This record series is maintained for audit purposes.

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

(Note: The previous record series number was SPL-0161.)

OSPL-140. PLAT BOOKS:

07-028

This series contains the plat books of all mineral, oil, and gas rights under control of the Department of School and Public Lands. Information may include: county, legal description, and lease status. This record series is used for occasional reference and documentation.

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

(Note: The previous record series number was SPL-0162.)

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OSPL-141. PRODUCING WELLS, LOCATION FILE:

07-028

This series contains information on the location of all producing oil and gas wells on State land. Information may include: location, lessee number, address, section, township, surface owner, area, class, date, signature of Commissioner, and seal. The information is also available in the Department of Environment and Natural Resources, Geological Survey Division.

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

(Note: The previous record series number was SPL-0163.)

OSPL-142. RIGHTS FILE, SURFACE & MINERAL:

07-028

This series contains Attorney General letters supporting the mineral rights of the Department of School and Public Lands over surface rights of the landholder. Information may include: letters from the Attorney General, memos, pertinent case citings, and letters from other attorneys. This record series is used for reference and documentation.

RETENTION: Retain 7 years in office after matter has been settled, then destroy.

(Note: The previous record series number was SPL-0164.)

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OSPL-143. SALES NOTICE OIL & GAS LEASES:

07-028

This series contains oil and gas lease sale notices from other States. Information may include: date, time, parcels to be leased, state in which sale is held, and terms of sale. This record series is used to notify the Department of School and Public Lands of other States lease sale dates so that there is no conflict with sale dates.

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

(Note: The previous record series number was SPL-0165.)

OSPL-144. SALES RESULTS, OIL & GAS LEASE:

07-028

This series contains a summary of the lease sales. Information may include: county, acres, rental bonus, advertisement, total, average bonus per acre, total acres offered, total acres sold, annual rental paid, total bonus bid and paid, advertising, total receipts, and average bonus per acre. This record series is used for reference and documentation.

RETENTION: Retain 10 years, then destroy.

(Note: The previous record series number was SPL-0166.)

OSPL-145. URANIUM REFERENCE FILE:

07-028

This series contains information on uranium exploration and mining. This records series is maintained for convenience of reference by the Department of School and Public Lands.

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

(Note: The previous record series number was SPL-0169.)