



OFFICE  
OF  
STATE ENGINEER

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF  
EXECUTIVE MANAGEMENT

**BUREAU OF  
ADMINISTRATION**

**PMB 01234**

**RECORDS MANAGEMENT PROGRAM**  
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## MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer  
State Records Manager

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

DATE: December 24, 2014

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.

# PETITION FOR AUTHORITY TO DESTROY RECORDS

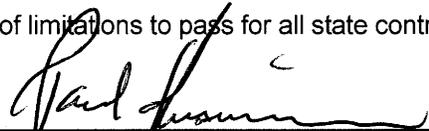
I, Paul Kinsman (name), acting in my position as Commissioner of the Bureau of Administration (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Office of State Engineer (department) consists of 4 pages and contains record series number(s) OSE-1 (consecutively re-numbered) through OSE-6.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Office of State Engineer (department) consists of 5 pages and contains record series number(s) OSE-3, OSE-4, OSE-5, OSE-6, OSE-8, OSE-9, and OSE-12.

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



Paul Kinsman, Commissioner of Bureau of Administration

11-14-14

Date

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



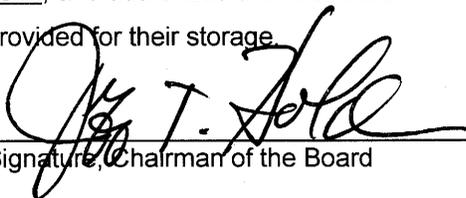
Dana Hoffer, State Records Manager

12/1/2014

Date

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**DESTRUCTION AUTHORITY**

I hereby certify that the State Records Destruction Board met on the 10<sup>th</sup> day of December, 2014, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-10-2014

Date

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

**DEPARTMENT:** Executive Management  
**DIVISION:** Bureau of Administration  
**OFFICE:** Office of State Engineer  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Brenda Lemburg  
**RM CUSTOMER #:** 0035

<b><u>RECORD SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>R.D.B. AUTHORITY NUMBER</u></b>
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**OSE-1. ADMINISTRATIVE REFERENCE FILE:**

**14-003**

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

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

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

**OSE-2. CONTRACTS, SUPPLEMENTAL POWER USAGE:**

**14-003**

This series contains original contract and agreements between the program and various utility companies to provide supplemental electric power at the various agencies. Information may include: terms and conditions of the contract, effective dates, cost, and funding source. This record series is maintained for reference and documentation purposes.

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

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RECORDS RETENTION &  
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DIVISION: Bureau of Administration  
OFFICE: Office of State Engineer  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Brenda Lemburg  
RM CUSTOMER #: 0035

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**OSE-3. OSE PROJECT FILES:**

**14-003**

This series is arranged numerically by project number and contains the Office of State Engineer (OSE) project files. Project files may include: original construction, renovations, and asbestos projects. Information may include: project plans and specifications; shop drawings; as-built drawings; project master work files; preliminary plans; project correspondence; testing information; contracts and supporting documentation; vouchers; Request for Proposal (RFP); Request for Information (RFI); Leadership in Energy and Environmental Design (LEED) certification; payment requests; reports; and any documents associated with litigation on the project. This record series is maintained to oversee all projects undertaken.

**RETENTION:** PLANS/SPEC BOOKS/SHOP DRAWINGS/AS-BUILT DRAWINGS: Retain electronically in and Electronic Document Management System (EDMS) for the life of the structure. Destroy when the State of South Dakota demolishes or otherwise disposes of the structure.

ALL OTHER INFORMATION: Retain electronically in an Electronic Document Management System (EDMS) for 10 years. Destroy 10 years after the project has closed provided no pending litigation.

Retain scanned paper until all images have been verified to be accurate and complete, then destroy provided a system-level backup of the records has been completed.

**(Note: Electronic images are subject to screening by State Archives prior to disposal.)**

(Note: Prior to 2014, the Office of State Engineer maintained Project Files and Plans on microfilm.)

(Note: Consider converting electronic images to microfilm when volume warrants.)

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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**OSE-4. RECORDS MANAGEMENT FILES:**

**14-003**

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

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

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

**OSE-5. SPECIFICATIONS, GENERAL:**

**14-003**

This series contains resource material used by the engineers. Information includes: master specifications used for reference when drawing up individual project specifications, and standards as required by the State Fire Marshal and other regulatory agencies. They are used for reference when planning new construction.

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

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**OSE-6. SURPLUS PROPERTY FILES:**

**14-003**

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.