



DEPARTMENT OF AGRICULTURE  
CONSERVATION DISTRICTS

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
Records Management Program  
104 S Garfield Avenue  
c/o 500 East Capitol Avenue  
Pierre, South Dakota 57501-5070

# 2005

## PROJECT STAFF

Larry Gabriel, Secretary,  
Department of Agriculture

Mary Helen Bisson  
State Records Manager

Cec Johnson, Nancy Barrick, Debbie  
Bartscher, Tina DeHaai, Joan Kreitlow, and  
Linda Matthews.

Leanne Neuhauser, Records Officer

## STATE RECORDS DESTRUCTION BOARD

Steve Stoneback  
Deputy Commissioner of Administration  
(Chairman)

Marty Guindon  
State Auditor General

Gary Campbell  
Assistant Attorney General

Dennis Keith  
State Auditor's Office

Chelle Somsen  
State Archivist

Mary Helen Bisson  
State Records Manager



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: Mary Helen Bisson  
State Records Manager

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

DATE: December, 2005

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

DEPARTMENT: Agriculture  
DIVISION: Resource Cons. & Forestry  
OFFICE: Conservation Districts  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Leanne Neuhauser  
RM CUSTOMER #: 0067

<b>RECORD</b>		<b>R.D.B.</b>
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**CD-001. ACCIDENT AND INCIDENT REPORTS:**

**05-001**

This series contains accident reports involving district-owned vehicles or district-owned property. Information may include, but is not limited to: police report, accord form, correspondence, estimates, and adjustment reports. Information is maintained for administrative purposes and to satisfy the statute of limitations.

RETENTION: Retain current in office, then transfer to storage for 6 years. Destroy 6 years after closed.

**CD-002. ACCOUNTS PAYABLE:**

**05-001**

This series is used to compile monthly profit and loss statements. They provide a current status of accounts payable. Data elements include: amount of invoice, date, invoice number, firm, and account number credited. The information is obtained from the vendor invoices.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-003.**

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**ACCOUNTS RECEIVABLE:**

**05-001**

This series accounts for assets and liabilities and is used to establish a balance as of a given date, to debit billings as they are made, to credit collections as they are received, and to reconcile the unpaid balance in the control account with supporting data monthly. Information includes: date, description, debits, credits, and balance.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-004. ADMINISTRATIVE REFERENCE FILES:**

**05-001**

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the district. Information may include: information on organizations, annual plan of work, price comparisons, planting material, publications, pamphlets, exhibits, workshop information, conservation education information, soil stewardship information, tour information, general information, vendor information, mailing lists, file management, South Dakota Codified Laws, operation guides, administrative messages from other governmental agencies, and other related information. Information is maintained for reference purposes.

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

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**CD-005. APPOINTMENT CALENDARS:**

**05-001**

This series is arranged chronologically and contains appointment calendars, whether electronic or paper. Information includes: date and appointments by hour. The information is maintained to document the time and dates of meetings.

RETENTION: Retain 2 years in office, then destroy.

**CD-006. ASSOCIATION AND ORGANIZATION FILES:**

**05-001**

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the district belongs. Information may include: minutes of the association or organization meetings, conference agendas, expense reports, participants' names, and examples of other Districts' regulations. They are used for reference purposes concerning ideas and policies suggested and used by the association or organization.

RETENTION: Retain 2 years in office, then destroy.

**CD-007. AUDIT REPORTS:**

**05-001**

This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of district funds. Reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report. Legislative Audit maintains audits permanently on microfilm.

RETENTION: Retain 3 years in office, then destroy.



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**CD-008. AWARDS AND CONTESTS:**

**05-001**

This series documents any awards or contests the district may be involved in, including but not limited to: ICI America/NACD Conservation Education, Soil & Moisture Achievement, SDACD Awards, and miscellaneous awards and contests.

RETENTION: Retain in office for 3 years, then destroy.

**CD-009. BANK STATEMENTS:**

**05-001**

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes for standard checking and money market accounts. Information may include: date of statement, cancelled checks, deposit records, and bank balances. The information is used to reconcile checking accounts with bank balances and 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, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-010.**

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**BILLS PAID LIST:**

**05-001**

This series is maintained for convenience of reference purposes. The list is arranged chronologically by payment period and includes: account number, amount, description, invoice description, receipt number, vendor number, totals, and number of transactions. This file is kept for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-011. BUDGET REQUEST FILES:**

**05-001**

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

RETENTION: FINANCE OFFICER: Retain until budget year has ended, then destroy.

ALL OTHERS: Retain current in office. Destroy superseded or obsolete.

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**CD-012. CASH RECEIPTS TRANSMITTALS:**

**05-001**

Cash receipt transmittals document payments received and deposited with the district. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-013. CERTIFICATES OF DEPOSIT:**

**05-001**

This series contains original certificates of deposit used to document funds deposited in banking institutions. Information includes: number, depositor, date, amount, authorized signatures, interest rate, and length of deposit.

RETENTION: Retain current in office. Destroy redeemed.

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**CD-014. CHECK (WARRANT) REGISTER:**

**05-001**

This series is arranged numerically by check number and contains registers or stubs from checks issued by the agency. Information includes: check number, issue date, amount, payee, and purpose. The information is maintained for reference concerning the parties to whom checks were issued and for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-015. CLAIMS, PAID AND DISALLOWED:**

**05-001**

This series documents claims submitted to the district for payment by vendors. Information in the file includes: vendor number, date, description, total, project number, expenses, and purchase order number.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-016.**

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**COUNTY ASSISTANCE:**

**05-001**

This series documents the funds the district receives from the counties for operating expenses. The funds are used to hire employees, purchase supplies, and carry out district programs. Before receiving such funds, each district must file with the county commission a financial statement for the last 3 years itemizing the amount of funds received and how they were disbursed.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-017. CORRESPONDENCE, FEDERAL:**

**05-001**

This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from any federal agency. The information is maintained for reference and for possible use when federal litigation, claims, or audits are pending.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-018. CORRESPONDENCE, GENERAL:**

**05-001**

This series is arranged chronologically and contains both copies of letters sent and the originals of letters received. The information is used for occasional reference and documentation.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-019. DEPOSITS REGISTER:**

**05-001**

This series documents the receipt of deposits and the return of the same. Information on the register includes: customer name, account, deposit, amount, and date. The deposit is refunded when a service is terminated and the final bill is paid.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-020. DEPRECIATION SCHEDULE:**

**05-001**

This series contains schedules of depreciation for each piece of depreciable property and a master list of property, including assets which may be held for resale.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-021. DISTRICT ORGANIZATION DOCUMENTATION:**

**05-001**

This series contains information surrounding the creation of the conservation district, including the original and subsequent certificates of organization covering addition of territory, change in district names, etc.

RETENTION: Retain permanently.

(NOTE: Consider microfilming to provide dispersal protection of these vital records.)

**CD-022. ELECTION NOTICES:**

**05-001**

This series serves to notify the public of a conservation district election. Information on the notices includes: list of offices to be filled or ballot issues being considered, list of candidates, and signature.

RETENTION: Retain 60 days in office after election, then destroy.

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**CD-023. ELECTRONIC MAIL:**

**05-001**

This nonrecord series contains e-mail messages sent or received by employees of the agency.

**RETENTION:** If the e-mail message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is appropriate to print record e-mails and file them with like paper records.

**CD-024. EQUIPMENT MASTER FILES:**

**05-001**

This series contains all related information for equipment owned by the district. Information includes: vehicle identification, vehicle title, purchase information, dealer's invoice, registration information, maintenance records, etc. The information is used to provide a history of all repairs made to each vehicle, to document proof of ownership, and to determine cost efficiencies of reconditioning.

**RETENTION:** Retain vehicle title current in office. Transfer when respective vehicle has been sold or declared surplus.

Retain all other records 1 year in office, then destroy.



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**CD-025. FEDERAL GRANT AWARD FILES:**

**05-001**

This series is arranged alphabetically by grant name and contains information concerning the award of federal grants. Information includes: grant name, number, time period, amount, and legal reference. The information is used for reference when requesting federal cash, federal financial reports, and for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

ALL OTHER PROGRAMS: Retain current in office. Destroy superseded or obsolete, provided the finance office maintains the record copy.

**CD-026. FINANCIAL REPORT, ANNUAL:**

**05-001**

Conservation districts are required to complete an annual financial report. The report consists of a balance sheet and a profit/loss statement. An itemized annual financial report is submitted to the county commission if the conservation district receives county funds.

RETENTION: Retain permanently.

NOTE: Consider microfilming when volume warrants to provide dispersal protection for these vital records.

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**CD-027. FINANCIAL STATEMENTS:**

**05-001**

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

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

**CD-028. FIRST REPORT OF INJURY FILE:**

**05-001**

This form series fulfills Worker's Compensation and Occupational Safety and Health Administration (OSHA) requirements for filing reports of occupational injuries and illnesses. Information in the report includes: background information on employer and employee, occupational injury or illness information, and medical care required. The information is duplicated in the South Dakota Department of Labor, Division of Labor and Management. Federal law mandates that this record be kept for five years.

RETENTION: Retain 5 years in office, then destroy.

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**CD-029. GENERAL LEDGER:**

**05-001**

This computer printout or journal series is used to reconcile the general ledger accounts. Information in the ledger includes: vendor number, invoice number, document, date, project number, estimate, current month, encumbrance, year-to-date balance, petty cash, restricted cash, debt service, accounts receivable, estimated uncollected accounts, due from other funds, and period ending. The audit copy is maintained in the finance office.

RETENTION: Retain 50 years in office, then destroy.

**CD-030. GRANT FILES:**

**05-001**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information includes: grant application, working papers, grant documentation, and monitoring and accounting records. The information is used for administering current grants, for reference when requesting new grants, and for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-031. GRIEVANCE FILES:**

**05-001**

This series is arranged alphabetically by name of employee and contains grievance complaints filed against department employees. Information may include: correspondence, follow-up notes, hearing results, investigation data, and findings (if applicable). The information is used to investigate grievances, to determine if a mutually agreeable solution is available, or to document reasons for actions taken.

RETENTION: Retain current in office. Transfer to storage for 3 years. Destroy 3 years after closed provided no litigation is pending.

**CD-032. INSURANCE FILE:**

**05-001**

This series contains information used for both reference and documentation concerning various insurance policies of the district. Topics in the file may include but are not limited to: type of insurance, company, policies and numbers, declarations, policy conditions, forms and endorsements, and related material. Information may be used as documentation of insurance coverage and for reference to policy terms and conditions.

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 6 years. Destroy 6 years after superseded provided no litigation or claims are pending. Retain "Declaration Page" of any "occurrence liability policies" in office 21 years after expiration. Destroy 21 years after expiration.

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**CD-033. INVENTORY, FIXED ASSETS:**

**05-001**

This series may include: land inventory, equipment inventory, purchase date and price, type of depreciation, amount of depreciation, location number, fund number, department number, insurance code, current book values, and current replacement costs. The file 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, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-034. INVENTORY, SUPPLIES AND MATERIALS:**

**05-001**

This series contains inventories of supplies and materials used by the district. It is maintained as an accounting of supplies on hand and for information when ordering supplies. Information may include but is not limited to: date, beginning inventory, purchases, year-to-date use, amount used, and amount on hand. Inventories are kept for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-035. INVOICES:**

**05-001**

This series constitutes the billing instrument used by vendors to petition for payment. Information in the file may include but is not limited to: vendor number, company name, date the order was received, ship date, invoice date, invoice number, quantity, description, unit price, amount, terms, credit memo, and total. It is submitted to the appropriate department for approval, then to the District Commission for approval; finally, it is attached to a voucher, a warrant is issued, and it is retained for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-036. JOB ANNOUNCEMENTS:**

**05-001**

This series is arranged chronologically by date of announcement and contains standard job announcements. Information includes: job title, salary range, list of job duties, listing of experience, listing of education, and comments. The information is used to inform agency personnel of job openings throughout the district.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-037. LEAVE BALANCE REPORTS:**

**05-001**

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

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-038. LEAVE REQUESTS:**

**05-001**

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

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-039. LEGAL OPINIONS:**

**05-001**

This series contains legal opinions issued at the request of the district to address various issues the district confronts. They are maintained for reference purposes.

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

**CD-040. LONG RANGE PLAN:**

**05-001**

This series identifies long-term goals and missions of the district. Information contained in the plan includes the mission statement, statements of intent, goals and priorities, budgets, and natural resources issues. These records are maintained for reference purpose.

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

**CD-041. MATERIAL SAFETY DATA SHEETS (MSDS):**

**05-001**

This series contains the standard MSDS issued to alert of hazardous material in various products and how to handle it, including contact information for the manufacturer and what to do in case of exposure.

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



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**CD-042. MEMORANDA OF UNDERSTANDING, CONTRACTS, AND AGREEMENTS:**

**05-001**

This series contains originals (copies of record) and reference copies of cooperative working agreements, mutual agreements with USDA-NRCS, contracts, and agreements between the entity and other parties. Information includes: terms and conditions of the agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

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

Districts that do not require audits must retain these records 6 years after terminated, provided all litigation and claims involving the records have been resolved and final action has been taken. Destroy after 6 years.

Retain reference copies current in office. Destroy terminated.

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**CD-043. MEMORANDA, GENERAL:**

**05-001**

These records are generally filed chronologically. Information includes: events, dates, and general directions intended to inform staff and assure their assistance and cooperation when necessary.

RETENTION: Retain current plus 1 year in office, then transfer to storage for 2 years. Destroy 3 years after superseded or obsolete.

**CD-044. MINING PERMITS:**

**05-001**

This series contains the "Notice of Intent to Mine" and accompanying documentation submitted when an individual begins the process of establishing a gravel pit. The State Department of Environment and Natural Resources maintains Mining Permits on microfilm for 5 years past file closure.

RETENTION: Retain current in office. Destroy 1 year after reclamation is complete.

**CD-045. MINUTES, CONSERVATION DISTRICT BOARD:**

**05-001**

This series contains original minutes from the conservation district board meetings. They are used to document board actions and may include: roll call, approval of claims for payment, travel requests, gross payroll, policy statements, etc. The file constitutes a history of district actions and policies promulgated. These minutes are submitted to the State Department of Agriculture, which in turn files them with the State Archives.

RETENTION: Retain permanently in office.

(NOTE: Consider microfilming when volume warrants and maintaining on film instead of paper.)

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**CD-046. NEWSLETTERS:**

**05-001**

This series contains the record copy of newsletters issued by the district. They are maintained for archival and reference purposes.

RETENTION: Retain one copy permanent in office.

**CD-047. PACKING SLIPS:**

**05-001**

This series documents what was received and is used in verification of the same. Information on the slips includes: vendor, order, date, recipient, and number of units shipped.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-048. PAYROLL AUTHORIZATIONS:**

**05-001**

This series is completed by the respective departments for submission to the finance department for disbursement. Information in the series includes: name, vacation, hours worked, sick leave, overtime, department, and rate of pay. The information is compiled from time cards/sheets.

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

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**CD-049. PAYROLL TAX FILES:**

**05-001**

These records are maintained to detail 941 taxes, employee W-2 reports, and employee unemployment wage verifications. This record series is maintained to document hours and payroll processing for audit purposes.

**RETENTION:** Retain 1 year in office; 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.

Districts that do not require audits must retain these records 4 years. Destroy after 4 years provided all litigation and claims have been resolved and final action has been taken.

**CD-050. PERFORMANCE APPRAISALS:**

**05-001**

This series contains 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 used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of employees for unsatisfactory job performance.

**RETENTION:** Retain 3 years in office, then destroy by shredding provided no grievance is pending

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**CD-051. PERSONNEL FILES:**

**05-001**

This series is arranged alphabetically by name and contains a folder for each employee in the district. Information may include but is not limited to: applications for employment, personal data sheets, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. They are maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active in office. Destroy by shredding 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance.

**CD-052. POLICIES:**

**05-001**

This series documents official policy adopted by the district and may include the Conservation District Handbook and policy and/or procedural directives issued by various administrative office/personnel within the district. The information is used to determine the proper course of action to be taken in the management of the district's business.

RETENTION: ORIGINATOR: Retain current plus 3 years in office, transfer to storage for 7 years. Destroy 10 years after superseded or obsolete.

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**CD-053. PURCHASE ORDERS:**

**05-001**

This series may be generated after receiving a department requisition form. Each order may list: item and inventory numbers, quantity, unit, stock number, description, unit price, and amount paid. Purchase orders create encumbrances against department funds and are kept for audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-054. REAL-ESTATE PLATS AND HISTORICAL PICTURES**  
**BOOKS:**

**05-001**

This series contains original plats and historical photographs of the district and books or brochures covering areas of the district through its history. The plat file defines and documents district property ownership by section, township, range, and county.

RETENTION: Retain plats permanently in office. Retain photographs, books, and brochures current in office. Destroy superseded or obsolete. Subject to archival screening prior to disposal.

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**CD-055. RECEIPTS:**

**05-001**

This series contains forms issued to document the receipt of money. Receipts may be prenumbered and include: date money was received, amount received, funds and accounts credited, the amount to be credited, and signature of the person receiving money. The information 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, or audit findings involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-056. RISK MANAGEMENT PLANS:**

**05-001**

This series contains the risk management plans formulated to protect the public and environment.

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

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**CD-057. SALES TAX REPORTS (STATE):**

**05-001**

This series contains a copy of the report filed bimonthly with the state Department of Revenue, Sales Tax Division. It is used to document payments made for state sales taxes collected by the district. The reports are arranged chronologically by date and include: net taxable revenues, rate, reporting period, license number, gross sales, totals, state taxes, city taxes, penalties and interest, and amount remitted. The Department of Revenue also maintains the original report.

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

Districts that do not require audits must retain these records 4 years, provided all litigation and claims involving the records have been resolved and final action has been taken. Destroy after 4 years.

**CD-058. SOIL SURVEY:**

**05-001**

This is a copy of the NRCS-created county soil survey.

**RETENTION:** Retain 1 year in office after the survey is published, then destroy. The State Department of Agriculture maintains soil surveys permanently.

**CD-059. STANDARD OPERATING PROCEDURES:**

**05-001**

This series contains the operating procedures established for the various district entities.

**RETENTION:** Retain current in office. Transfer superseded or obsolete to storage for 2 years. Destroy 2 years after superseded or obsolete.



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**CD-060. TIME CARDS/SHEETS:**

**05-001**

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

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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**CD-061. TRAVEL REQUESTS:**

**05-001**

This series contains copies of both in-state and out-of-state travel requests. Data elements might include: origin, destination, departure date, return date, departure time, return time, agency code, mode of travel, number of rider(s), estimated miles, driver's name, telephone number, return trip number, vehicle license number, date of entry, and travel coordinator's name. The forms are used for travel coordination and for authorizing payment 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, audit findings and claims involving the records have been resolved and final action has been taken.

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-062. UNEMPLOYMENT REPORTS, QUARTERLY:**

**05-001**

This form series (DOL-UID-21) contains a copy of the standard report submitted quarterly to the State Department of Labor, Unemployment Insurance Division. It is used to document employer contributions for unemployment insurance liability. They are arranged chronologically by reporting date and include: account number, name and address, rate, date quarter ended, employees, computation of payments due, signatures, titles, and date. Information on the report is generated from the payroll register.

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

Districts that do not require audits must retain these records 4 years provided no litigation or claim is pending.

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**CD-063. VEHICLE TITLES:**

**05-001**

This series contains the owner's copy of the vehicle titles issued by the State Division of Motor Vehicles. It is used as documentation of vehicle ownership and includes: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original titles on microfilm.

RETENTION: Retain current in office. Transfer when respective vehicle has been sold or declared surplus.

**CD-064. VOUCHERS:**

**05-001**

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: purpose of expenditure, amount, account code credited, date, to whom or to what account the funds are transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. Audit copies of vouchers may also include attachments such as purchase orders, requisitions, invoices, and packing slips.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

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

DEPARTMENT: Agriculture  
DIVISION: Resource Cons. & Forestry  
OFFICE: Conservation Districts  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Leanne Neuhauser  
RM CUSTOMER #: 0067

<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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**CD-065. VOUCHERS, PETTY CASH:**

**05-001**

This series contains copies of completed vouchers used for the issuance of cash from the petty cash fund. Each voucher includes: the reason for which the money was expended, the amount, date, payee, and authorized signatures. They are used for reference and audit purposes.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

**CD-066. WORKERS COMPENSATION FILES:**

**05-001**

This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information includes: employer information, employee information, information relating to the on-the-job injury, and doctors reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor, Division of Labor and Management.

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

Districts that do not require audits must retain these records 4 years, then destroy provided no litigation or claim is pending.

(Note: The State Division of Labor and Management maintains First Reports of Injury for 5 years and hearing files on microfilm for 15 years.)