

REPORT OF THE ATTORNEY GENERAL  
ON THE  
STATUS OF OPEN GOVERNMENT IN SOUTH DAKOTA

APPENDIX G

ATTORNEY GENERAL RECORDS RETENTION MANUAL

JUNE 30, 2007



# ATTORNEY GENERAL'S OFFICE

## 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 2007

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.

# ACKNOWLEDGEMENTS

## PREPARED BY:

Bureau of Administration  
Records Management Program  
104 S Garfield Avenue  
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Pierre, South Dakota 57501-5070

# 2006

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Dawn Kramme  
Records Officer

The employees of the Attorney General's Office, who contributed so much of their time to explain the purpose and content of each record.

## STATE RECORDS DESTRUCTION BOARD

Steve Stoneback, Deputy  
Commissioner of Administration  
(Chairman)

Gary Hoscheid  
State Government Audit Manager  
State Auditor General's Office

Gary Campbell  
Assistant Attorney General

Dennis Keith  
State Auditor's Office

Chelle Somsen  
State Archivist

Dana Hoffer  
State Records Manager

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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

**06-001**

This database and paper series is arranged alphabetically by name of individual appointed by the Attorney General as Assistant Attorney General or Special Assistant Attorney General. Information may include: appointment, letter(s) of filing with the Secretary of State's Office (appointments and revocations); revocation letter(s), and request from agency requesting special appointment. This record series is maintained pursuant to SDCL 1-11-4 and SDCL 1-11-5.

**RETENTION:** Retain in office for current administration. Destroy 1 year after successor has been elected.

(Note: The Secretary of State's Office retains Attorney General Appointments 10 years after the term has expired, then destroys.)

**AG-2. ATTORNEY GENERAL OPINIONS:**

**06-001**

This paper series is arranged chronologically by year, and has a corresponding database. It contains the opinions handed down by the Attorney General. Information maintained for each type of opinion (Attorney, Letter, Memorandum, and Official) may include: opinion request, review team notes, rough drafts, research, and opinion. This record series is maintained pursuant to SDCL 1-11-6. The Official Opinions are published in the Biennial Report of the Attorney General.

**RETENTION: ATTORNEY, LETTER, AND MEMORANDUM OPINIONS:** Retain 3 years in office, then cull files and destroy everything except the opinion. Microfilm the opinion and maintain the film for 10 years. Destroy film after 10 years.

**OFFICIAL OPINIONS:** Retain permanently.

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-3. CONSULTANT CONTRACTS:**

**06-001**

This series is arranged alphabetically by agency name and contains copies of contracts between agencies and outside attorneys. Consulting Contracts between state agencies and attorneys at law (outside of state government) are approved as to form by the Attorney General; and filed with the office. Information may include: terms and conditions of the contracts, effective dates, costs, funding sources, and signatures. This record series is used for reference and legislative purposes.

**RETENTION:** Retain 10 years in office after contract has terminated, then destroy.

**AG-4. CORRESPONDENCE:**

**06-001**

This series is arranged chronologically by month and contains copies of letters and memorandums signed by the Attorney General and the originals of letters and memorandums received. This record series is used for reference and documentation.

**RETENTION: STATE CORRESPONDENCE:** Retain in office for the current administration. Destroy 1 year after successor has been elected.

**FEDERAL CORRESPONDENCE:** 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.

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

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
<b>AG-5.</b>	<b><u>GENERAL SUBJECT FILES:</u></b>  This record series is no longer being maintained. The files were combined with <b>AG-6.2. <u>SUBJECT FILES:</u></b>	<b>06-001</b>
<b>AG-6.</b>	<b><u>E-MAIL RECORDS:</u></b>  This series contains e-mails sent or received by this agency.  <b>RETENTION:</b> Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.	<b>06-001</b>
<b>AG-6.1.</b>	<b><u>JOINT POWERS AGREEMENTS:</u></b>  This series is arranged chronologically by year and contains copies of joint powers agreements. Information may include: correspondence, date of agreement, parties involved, terms and conditions, and authorized signatures. This record series is maintained pursuant to SDCL 1-24-6.1.  <b>RETENTION:</b> Retain 3 years in office after termination, then microfilm and maintain film permanently.  (Note: Copies of Joint Powers Agreements are also filed with Legislative Research Council.)	<b>06-001</b>

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-6.2. SUBJECT FILES:**

**06-001**

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the office. Information may include: project information, investigations, lawsuits, and correspondence. This record series is maintained for reference purposes.

**RETENTION:** Retain in office for the current administration. Destroy 1 year after successor has been elected.

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

**AG-6.3. TELEPHONE MESSAGE RECORDS:**

**06-001**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Fiscal  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0087

<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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**AG-7. BUDGET FILES:**

**00-002**

This series is arranged chronologically and contains the yearly budget summaries for the Attorney General's Office. Information may include: budget request, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budget requests. The budget (Appropriations Bill) approved by the Legislature and signed by the Governor is filed in the Secretary of State's Office and is maintained permanently.

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

**AG-8. BUDGET REQUEST:**

**00-002**

This series is arranged chronologically and contains the budget requests of the various entities of the Attorney General's Office. Information may include: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. This record series is used to formulate the newest budget request for the program and for reference to determine budget amounts for previous years.

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

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

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**AG-9. CONTRACTS AND AGREEMENTS:**

**04-003**

This series contains both originals (copies of record) and reference copies of contracts and agreements between the agency and other parties. Contracts may include service contracts and legal service consulting contracts. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference, legal, and audit purposes.

**RETENTION:** Retain originals (copies of record) current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated.

Retain reference copies current in office. Destroy terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to the work being performed. The State Auditor's Office maintains the contract one year after terminated, then destroys.)

**AG-9-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

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**AG-10. FINANCIAL STATEMENTS:**

**00-002**

Financial statements provide an overview of the agency's financial condition for a given year. Information may include: balance sheets; statements of revenues; expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant account procedures; supplemental information; and working papers. This record series is maintained for reference and audit purposes.

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

**AG-11. FINANCIAL SYSTEM REPORTS:**

**00-002**

These daily, weekly, monthly\*\*, and year-end\*\* computer output microfiche (COM) reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: revenue and journal voucher report\*, open purchase order report, available funds report\*, advance travel-accounts receivable report, revenue analysis report, state general ledger trial balance\*, company general ledger trial balance\*, expenditure report\*, bank reconciliation report\*, employee receivable report\*, bank reconciliation report\*, encumbrance detail report\*, accounts payable report\*, projects report\*, cash center report\*, object/sub-object report\*, budget adjustments report, special Bureau of Administration revenue report, agency funds activity report\*, company 8000 trial balance by center\*, encumbrance balances report\*, and special travel expenditure report. This record series is maintained for audit purposes.

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

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**AG-12. GRANT FILES:**

**00-002**

This series is arranged alphabetically by grant name, then chronologically by fiscal year and contains information concerning the administration of funded grants. Information may include: grant applications, correspondence, working papers, grant documentation, monitoring and accounting records, copies of drawdowns, and copies of quarterly reports submitted to the federal government. This record series is used for administering current grants, for reference when requesting new grants, and for audit purposes.

**RETENTION:** Retain for 5 years, then destroy provided 3 years have passed since the date of the submission of the closure of the single audit report, which covers the grant period; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**AG-13. INTERNAL PAYROLL REPORTS:**

**00-002**

This series is arranged chronologically by pay period and contains internally generated payroll reports. Information may include: salary projections, FTE reports, over time reports, and salary policies. This record series is maintained for budget preparation and budget comparison within the current year.

**RETENTION:** Retain 4 years in office, then destroy.

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**AG-14. INVENTORY, CAPITAL ASSETS:**

**00-002**

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

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

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

(Note: Consider receiving the Central Annual Inventory on computer output microfiche (COM) instead of paper and maintaining the COM in office the entire 4 years.)

**AG-15. LOCAL CHECKING ACCOUNTS:**

**00-002**

This series is arranged chronologically and contains the local checking account files for the Drug Control Fund. Information may include: bank statements, copies of checks, copies of transfers, and local banking account authorization files. This record series is used to draw down moneys from grants to the local banking account, for documentation to maintain a local banking account, and for audit purposes.

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

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**AG-16. ORGANIZATIONAL CHARTS:**

**00-002**

This series contains the organizational chart of the Attorney General's Office. Information may include: title name, hierarchy of the title, and name of person in each position. This record series is used for reference concerning the current titles and people occupying those positions.

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

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

**AG-17. PAYROLL AUTHORIZATION FORMS:**

**00-002**

This series is arranged chronologically by pay period and contains the payroll authorization forms. Information may include: program center number, number of employees, hours paid, gross pay, sick hours taken, vacation hours taken, authorization signatures, grand totals, and screen prints of each individuals time sheets. This record series is used to authorize payroll. The original is filed with the auditor's office, one copy is filed with the Bureau of Personnel, and one copy is maintained in the Fiscal Office.

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

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**AG-18. PAYROLL/PERSONNEL ACTION FORMS (PA 32s):**

**05-002**

This standard Bureau of Personnel form is arranged chronologically and contains the information used to initiate and adjust changes in salaries, classifications, position numbers, and other information. Information may include: social security number, date, address, effective date, base pay, position number, hire date, and any changes in data. This record series is used to document any changes requested on the database and to insure accuracy of changes. The Bureau of Personnel in Pierre returns the signed original and it is filed in the respective "Personnel Files".

**RETENTION:** Retain originals in the Personnel Files and maintain files current in office. Destroy 4 years after employee has been terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Immediate disposal of the pink copy.)

**AG-19. PERSONNEL/PAYROLL REPORTS:**

**04-003**

This series consists of semi-monthly computer printout reports concerning payroll and personnel. Reports may include: Payroll Authorization, Payroll Distribution Register, and Longevity Reports. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

**RETENTION:** Retain for 4 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: Consider receiving data on computer output microfiche (COM) instead of paper and maintaining the COM the entire 4 years.)

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**AG-20. PERSONNEL FILES:**

**00-002**

This series is arranged alphabetically by name and contains a folder for each employee in the agency. Information may include: applications for employment, personal data sheets, personnel action notices (PA 32's), 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. This record series is maintained to review work history of former employees who apply for work and for audit purposes.

**RETENTION:** Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after terminated provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

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**AG-21. POLICIES AND PROCEDURES:**

**00-002**

This series contains copies of policies and procedures pertaining to the Attorney General's Office and other state agencies. Policies and Procedures may include: policies, procedures and administrative rules promulgated by the Attorney General's Office and other departments that have a bearing on the daily operation of the office (i.e. Bureau of Personnel, Bureau of Finance and Management, and Bureau of Administration). This record series is used to insure compliance with current policies, procedures, and rules governing the administration and operation of the office.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film for 10 years. Destroy after 15 years provided no pending litigation.

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

**AG-22. POSITION (JOB) DESCRIPTION FILES:**

**00-002**

This series is arranged numerically by position number and contains copies of the standard Bureau of Personnel job descriptions for all approved positions for the agency. Information may include: purpose; distinguishing features; functions; reporting relationships; challenges; decisions making authorities; contact with others; working conditions; knowledge, skills and abilities; reclassifications, position description questionnaires, and qualifications. This record series is useful in determining a job title by comparing the duties of a vacant or incumbent position with those listed in the descriptions.

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

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**AG-23. PURCHASE ORDERS:**

**00-002**

This series is arranged numerically and contains copies of all local purchase orders issued by the division. Information may include: purchase order number, date, vendor code, contract number, agency budgetary accounting codes, number of items ordered, stock numbers, descriptions, unit cost, and total cost. This record series is used for reference concerning all supplies and materials ordered, to determine delivery date, for reordering, and for billing purposes.

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

**AG-24. RECEIPT BOOKS:**

**00-002**

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

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

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**AG-25. RECORDS MANAGEMENT FILE:**

**00-002**

This series contains the completed forms used to track inactive records that have been sent to Records Management Storage; the department's "Records Retention and Destruction Schedule" (RRDS); and the "Records Management Reference Manual". Forms in this series may include: standard records transfer receipt forms, records destruction authorization forms, and microfilm project registration forms. This record series is maintained to track records sent to storage, to document the time each record series must be legally maintained, and to document authorization granted to Records Management for destruction of obsolete records. The Records Management Program maintains a file of records stored, destroyed, microfilmed, and transferred to State Archives for 10 years on microfilm.

**RETENTION:** Retain the records destruction authorization forms 3 years in office, then destroy.

Retain all other materials current in office. Destroy superseded or obsolete.

(Note: File thirteen copies of the Microfilm Project Registration Form and the Records Retention and Destruction Schedule with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

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<b>AG-26.</b>	<b><u>REFERENCE FILES:</u></b>  This series is arranged alphabetically by subject matter and contains information used in the daily administration of the office. Information may include: vendor information, mailing lists, administrative rules, South Dakota Codified Laws, current state purchasing contracts, operations guides, personnel training guides, service pins, executive intern program, administrative messages from other governmental agencies, and other related information. This record series is maintained for reference purposes.  <b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.	<b>00-002</b>
<b>AG-27.</b>	<b><u>REQUISITIONS, CAPITAL ASSETS:</u></b>  This series contains a copy of the formal requests to order supplies or equipment. The original is submitted to the State Purchasing and Printing Program in Pierre, which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. This record series is used for reconciliation purpose.  <b>RETENTION:</b> Retain 1 year in office, then destroy.	<b>00-002</b>
<b>AG-27-1.</b>	<b><u>TELEPHONE MESSAGE RECORDS:</u></b>  This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.  <b>RETENTION:</b> Retain current in office until action is taken, then destroy or delete.	<b>04-003</b>

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**AG-28. TIME SHEETS:**

**06-001**

This series is arranged chronologically and contains completed time sheets submitted by the L.E.T. instructors and Attorney General's Office employees. Information may include: 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. This record series initiates the payroll process and document hours worked by program employees.

**RETENTION:** L.E.T. INSTRUCTOR'S TIME SHEETS: Retain paper time sheets for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER EMPLOYEES: Time sheets are maintained by the Bureau of Personnel on TKS.

(Note: The L.E.T. instructor's time sheets are also entered into TKS.)

**AG-29. VOUCHERS:**

**00-002**

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher may include: purposes for the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. This record series is 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 for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**AG-30. AMICUS FILES:**

**00-002**

This series is arranged alphabetically by case name and contains requests from other states asking the South Dakota Attorney General's Office either to advise or to become a party to a legal proceeding. Information may include: initial requests for South Dakota involvement, draft brief, case history, internal memorandums from the attorneys to the Attorney General, e-mail messages, documentation of why the South Dakota Attorney General's Office should join, and final briefs. This record series serves as a tracking system for lawsuits of interest to the office, demonstrates the Attorney General's Office involvement on pertinent issues, and used as reference to similar cases that the Attorney General is prosecuting.

**RETENTION:** Retain 1 year in office after completion of the case, then transfer to storage for 2 years. Destroy after 3 years.

**AG-31. CHARITABLE TRUSTS PF 990'S:**

**00-002**

This series is arranged alphabetically by name of charity and contains charitable trusts, which are federally required to be filed with the Attorney General's Office. Information may include: tax information, name of business, PF990 form (assets, expenditures, and money location). This record series is maintained pursuant to SDCL 55-9-5, requiring the Attorney General to represent beneficiaries of charitable trusts and to enforce charitable trusts by proper proceeding in the courts; pursuant to SDCL 15-2-13, requiring these records to be retained for six years in accordance with the statute of limitations; and pursuant to 26 U.S.C.A. 6104, requiring these records to be filed with the State Attorney General's Office for a minimum of three years.

**RETENTION:** Retain in office for 6 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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**AG-32. CHRONOLOGICAL FILES:**

**00-002**

This series is arranged chronologically and contains copies of letters and memorandums sent out. This record series is maintained for reference purposes.

**RETENTION:** Retain in office for the current administration. Destroy 1 year after the successor has been elected.

**AG-33. DETAINERS:**

**04-003**

This series is arranged chronologically and contains both South Dakota's and other states' request to transfer an inmate who is incarcerated in one state to the temporary custody of another state in order to resolve untried criminal charges. Information may include: detainer forms, original letters, disposition of prisoner, sentence, crime committed, and signatures. This record series is maintained for tracking prisoners. SDCL 23-24A-31 requires the Attorney General's Office to be the central administrator for the Interstate Agreements on Detainers, which establishes a uniform procedure for the transfer of prisoners.

**RETENTION:** Retain in office. Destroy 1 year after successor has been elected.

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**AG-33-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-34. EXTRADITIONS:**

**04-003**

This series is arranged chronologically and contains request from South Dakota, other states, the U.S. government, or foreign countries, for the surrender of an individual accused or convicted of an offense in the demanding state, which being competent to try and punish him or her, demands extradition from the asylum state. Information may include: original letters from requesting state, extradition request, warrant material, sign-off sheet from Secretary of State's Office, and copies of cover letters sending paper work to law enforcement authorities. This record series is maintained for reference purposes. A copy of the extradition is filed in the Secretary of State's Office and is maintained permanently on microfilm.

**RETENTION:** Retain in office. Destroy 1 year after the successor has been elected.

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**AG-35. NEWSPAPER CLIPPINGS:**

**00-002**

This series is arranged alphabetically by subject and contains newspaper clippings, which are of interest to the Attorney General. Clippings' subjects may include topics pertaining to the following: state law, congress, US Supreme Court, Attorney General, crime statistics, case files, state penitentiary, investigations, consumer issues, senior citizens, homicides, environmental issues, and domestic violence. This record series is maintained for research and reference for related cases and reinforcement on cases.

**RETENTION:** Retain in office for the current administration. Transfer to storage 1 year after the successor has been elected, then destroy.

**AG-35-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-35-2. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-36. MAIL TRACKING SYSTEM:**

**00-002**

This database series is arranged numerically and contains the mail tracking system database used to track correspondence received by this office. Information may include: correspondence number, date received, first and last name, company, city, state, file date, file tab, description, and routing information. This record series is maintained for administrative and tracking purposes.

**RETENTION:** Retain permanently.

(Note: Annually, tapes, should be read to identify any loss of data and to discover and correct the causes of data loss. For up to 1,800 tapes, a 20% sample, or a sample of 50 tapes, whichever is larger, should be read. If there are more than 1,800 tapes, a sample of 384 tapes should be read. Tapes with 10 or more errors should be replaced and when possible, lost data restored. Before tapes are 10 years old, data should be copied onto tested and verified new tapes. Consider storing paper documentation about tape contents in addition to the tape media. Contents of the paper documentation may include file headings and file structures. Additional documentation about the software and hardware necessary to process the tape should be included.)

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Mail Secretary  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
<b>AG-36-1.</b>	<b><u>TELEPHONE MESSAGE RECORDS:</u></b>  This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.  <b>RETENTION:</b> Retain current in office until action is taken, then destroy or delete.	<b>04-003</b>
<b>AG-37.</b>	<b><u>TIME SHEET:</u></b>  This record series is no longer maintained. Time Sheets are maintained by the Bureau of Personnel on TKS.	<b>04-003</b>

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Records Management  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<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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**AG-38. CASE MANAGEMENT DATABASE:**

**04-003**

This database and paper (cases prior to creation of the existing database) series contains all cases that have ever existed and are currently pending in the Attorney General's Office. This database is continually updated with information used for maintaining and tracking active and inactive case files. Information may include: case number (numerically assigned); type of case (civil, criminal, administrative); attorney responsible to the case; active or inactive status; court and county that the case is being tried; sub-agency and agencies involved; title of whom the case is in reference to; film index; check-out information; and storage and location of all hardcopy files. This record series is maintained for file tracking and updating new information; the management of agency and attorney's cases; reference; and for administrative and legal purposes.

**RETENTION:** Retain permanently.

(Note: Annually, tapes, should be read to identify any loss of data and to discover and correct the causes of data loss. For up to 1,800 tapes, a 20% sample, or a sample of 50 tapes, whichever is larger, should be read. If there are more than 1,800 tapes, a sample of 384 tapes should be read. Tapes with 10 or more errors should be replaced and when possible, lost data restored. Before tapes are 10 years old, data should be copied onto tested and verified new tapes. Consider storing paper documentation about tape contents in addition to the tape media. Contents of the paper documentation may include file headings and file structures. Additional documentation about the software and hardware necessary to process the tape should be included.)

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Records Management  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD</b>		<b>R.D.B.</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>AUTHORITY</u></b>
		<b><u>NUMBER</u></b>
<b>AG-38-1.</b>	<b><u>E-MAIL RECORDS:</u></b>	

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

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

DEPARTMENT: Attorney General  
DIVISION: Administration  
OFFICE: Records Management  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-39. RECORDS MANAGEMENT FILES:**

**00-002**

This series contains the completed forms used to track inactive records that have been sent to Records Management Storage; the department's "Records Retention and Destruction Schedule" (RRDS); and the "Records Management Reference Manual". Forms in this series may include: standard records transfer receipt forms, records destruction authorization forms, and microfilm project registration forms. This record series is maintained to track records sent to storage, to document the time each record series must be legally maintained, and to document authorization granted to Records Management for destruction of obsolete records. The Records Management Program maintains a file of records stored, destroyed, microfilmed, and transferred to State Archives for 10 years on microfilm.

**RETENTION:** Retain the records destruction authorization forms 3 years in office, then destroy.

Retain all other materials current in office. Destroy superseded or obsolete.

(Note: File thirteen copies of the Microfilm Project Registration Form and the Records Retention and Destruction Schedule with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

**AG-39-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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

DEPARTMENT: Attorney General  
DIVISION: Appellate  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<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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**AG-40. AGENCY/LICENSING BOARD FILES:**

**04-003**

This series contains information maintained by each attorney for his/her assigned state agencies, licensing boards or departments. Each attorney is assigned several agencies, boards, or departments to serve as legal advisor and to assist the agencies with legal issues. Information may include: disciplinary/licensing actions; complaints; investigative hearings; general background information; administrative (docketed) hearings; general memorandums; operation manuals; administrative rules; correspondence; complaints; and investigative materials. This record series is maintained for reference and for assisting an agency in an advisory capacity.

**RETENTION:** Retain current in office for the term of the assignment, then transfer to new attorney.

**AG-41. APPELLATE CASE FILES, CRIMINAL AND CIVIL:**

**00-002**

This series is arranged numerically by docket number and contains appellate case files for criminal appeals/challenges to sentence and civil and criminal court proceedings. Information may include: appellate briefs, research materials, handwritten or typed notes, original documents, copies of exhibits, trial records, trial transcripts, police reports, and attorney synopsis. This record series is maintained for possible future appeals.

**RETENTION:** Retain for length of criminal's sentence, then microfilm and maintain film permanently.

(Note: Cull files prior to microfilming and purge duplicate copies.)

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

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

DEPARTMENT: Attorney General  
DIVISION: Appellate  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-42. ATTORNEY RESEARCH MATERIAL:**

**00-002**

This series contains research materials used in the prosecution of appellate cases. Topics of research may include: copies of cases, habeas corpus cases, federal habeas corpus cases, South Dakota Codified laws, and procedural guidelines. This record series is maintained for reference purposes.

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

**AG-43. CASE FILES, ADMINISTRATIVE ACTION:**

**04-003**

This series is arranged numerically by docket number and contains case files for attorney assigned state agencies, licensing boards, and departments. Information may include: draft complaints, research materials, investigations from investigatory agency, reports, correspondence, attorney notes, attorney investigation notes, pleadings, formal documents, responses, audio tapes, final order of agencies, and appeals to circuit court and the Supreme Court. This record series is maintained for pursuing administrative legal court action and for research purposes.

**RETENTION:** Retain current in office, then transfer to storage for 10 years. Microfilm and maintain film permanently.

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DEPARTMENT: Attorney General  
DIVISION: Appellate  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD</b>		<b>R.D.B.</b>
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**AG-43-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-43-2. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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

DEPARTMENT: Attorney General  
DIVISION: Criminal Litigation  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-44. ADMINISTRATIVE REFERENCE FILES:**

**00-002**

This series is arranged by subject matter and contains information used in the daily administration of the office. Information may include: mailing lists, file management, South Dakota Codified Laws, operation guides, training guides, policy manuals, administrative messages from other governmental agencies, and general correspondence. This record series is maintained for reference purposes.

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

**AG-45. AGENCY/LICENSING BOARD FILES:**

**04-003**

This series contains information maintained by each attorney for his/her assigned state agency, licensing board or department. Each attorney is assigned one or more agencies, boards, or departments to serve as legal advisor and to assist the agency with legal issues. Information may include: disciplinary/licensing actions; complaints; investigations; general background information; administrative (docketed) hearings; general memorandums; operation manuals; administrative rules; and correspondence. This record series is maintained for reference and for assisting an agency in an advisory capacity.

**RETENTION:** Retain in office for the term of the assignment then transfer to new attorney.

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

STATE OF SOUTH DAKOTA  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Attorney General  
DIVISION: Criminal Litigation  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-46. CIVIL CASE FILES:**

**00-002**

This series is arranged numerically by docket number, then chronologically by date and contains civil case files. Civil case files may consist of cooperative suits with the Appellate division, cases challenging state law, and cases where an individual is suing either the state or a state department. Information may include: correspondence, pleadings, exhibits, reports, photographs, and discovery information. This record series is maintained for preparation and trial of cases; for reference purposes, and for possible future appeals.

**RETENTION:** ROUTINE CIVIL CASES: Retain for 1 year or until case is exhausted, then microfilm and maintain film permanently.

SIGNIFICANT CIVIL CASES: Retain current in office. Microfilm closed case files and maintain film permanently.

(Note: Shred paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Case classification and case closure determination are determined by the attorney on a case by case review.)

(Note: Copies of historic information are sent to Archives.)

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AUTHORIZATION FORM  
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DEPARTMENT: Attorney General  
DIVISION: Criminal Litigation  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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

**AG-46-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-47. INVESTIGATIVE CRIMINAL CASE FILES:**

**00-002**

This series contains copies of investigative criminal case files, which are submitted to litigation for review and determination of prosecuting a criminal case. Reports, submitted from either the Division of Criminal Investigation (DCI) or state agencies, may include: DCI narrative reports and enclosures, and agency investigation files (correspondence, reports from the agency, complaints, and hearings). The original reports are maintained by the respective agencies.

**RETENTION: NON PROSECUTION FILES:** Retain current in office. Shred when the decision has been made not to prosecute the case.

**ACTIVE PROSECUTION FILES:** Transfer to prosecution criminal case file.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Attorney General  
DIVISION: Criminal Litigation  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<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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**AG-48. PROSECUTION CRIMINAL CASE FILES:**

**00-002**

This series is arranged numerically by docket number, then chronologically and contains active and closed prosecution criminal case files. Information may include: correspondence, reports, pleadings, research, exhibits, notes, and photographs. This record series is maintained for prosecuting ongoing cases, for reference, and for possible appeals.

**RETENTION: MINOR CRIMINAL CASE FILES:** Retain 1 year in office after case has been closed, then microfilm. Maintain the microfilm permanently.

(Note: Shred paper for minor criminal case files after the microfilm has been inspected and verified to meet quality standards.)

**MAJOR CRIMINAL CASE FILES:** Retain until 5 years after the case has been closed and the direct and habeas corpus proceedings have been exhausted, then microfilm and return paper to the office. Maintain the microfilm permanently.

(Note: Shred paper for major criminal case files after the death of the offender and provided the microfilm has been inspected and verified to meet quality standards.)

(Note: Case classification and case closure determination are determined by the attorney on a case by case review.)

STATE OF SOUTH DAKOTA  
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AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Attorney General  
DIVISION: Criminal Litigation  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
<b>AG-49.</b>	<b><u>RESEARCH FILES:</u></b>  This series contains case specific information, briefs, and literature researched for cases currently prosecuting. Topics may include: evidentiary issues, constitutional claims, and procedural questions. This record series is used for reference purposes.  <b>RETENTION:</b> Retain for attorney's tenure, then either pass on to another attorney or destroy.	<b>00-002</b>
<b>AG-50.</b>	<b><u>SAMPLE PLEADING FORMS:</u></b>  This series contains samples of standard documents filed in court cases. Examples may include: charging documents, subpoenas, motions, and jury instructions. This record series is maintained for reference purposes in preparing and prosecuting court cases.  <b>RETENTION:</b> Retain current in office. Destroy superseded or obsolete.	<b>00-002</b>
<b>AG-50-1.</b>	<b><u>TELEPHONE MESSAGE RECORDS:</u></b>  This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.  <b>RETENTION:</b> Retain current in office until action is taken, then destroy or delete.	<b>04-003</b>

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DEPARTMENT: Attorney General  
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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-51. WITNESS FILES:**

**00-002**

This series contains information on witnesses used in previous court proceedings. Information on the individual witnesses may include: reports, literature, testimony and vita. This record series is used for reference purposes and for utilizing witnesses in future cases.

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

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DEPARTMENT: Attorney General  
DIVISION: Litigation  
OFFICE: Consumer Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0071

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**AG-52. BUSINESS INFORMATION:**

**00-002**

This paper series is arranged alphabetically by business name, has a corresponding database, and contains individual business information. Information may include: business location, name, and summary of business nature. This record series is maintained for reference purposes and for consumer referrals.

**RETENTION:** Retain for 5 years, then destroy provided the office had no more activity with the business.

**AG-53. BUSINESS INVESTIGATION:**

**00-002**

This series is arranged alphabetically by business name and contains confidential investigative materials. Information may include: correspondence and investigative reports. This record series is maintained to follow up on complaints received and/or information received from other state Attorney Generals' offices.

**RETENTION:** Retain for 5 years in office, then microfilm and maintain film for 3 years. Destroy after 8 years.

**AG-54. BUYING CLUB BONDS:**

**00-002**

This series is arranged chronologically and contains membership club bonds. Buying clubs are business enterprises who are organized with the primary purpose of providing benefits to members through discount purchases due to the member's association to the buying club. Information may include: bonds and correspondence. This record series is maintained pursuant to SDCL 37-26-4 requiring businesses to file bonds with the Attorney General's office and to be approved for operation.

**RETENTION:** Retain permanently.

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OFFICE: Consumer Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0071

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**AG-55. COMPLAINT FILES:**

**00-002**

This paper series is arranged chronologically, has a corresponding database, and contains complaints by consumers regarding products and services. Information may include: consumer names and addresses, date of complaint, transaction information, complaint summary, mediation records, and correspondence. This record series is maintained for investigating, follow up, and referral for inquires.

**RETENTION:** Retain for 5 years, then destroy provided no litigation or claims are pending and final action has been taken on the records.

**AG-56. CORRESPONDENCE, GENERAL:**

**00-002**

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

**RETENTION:** Retain for 5 years, then destroy.

**AG-56-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

STATE OF SOUTH DAKOTA  
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DEPARTMENT: Attorney General  
DIVISION: Litigation  
OFFICE: Consumer Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0071

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**AG-57. LOGS:**

**04-003**

This database series contains telephone and mail logs used in documenting telephone inquiries and incoming correspondence. Information may include: consumer names and addresses, business names and addresses, nature of the inquiry, and complaints. This record series is used for tracking the number of inquiries, referrals, and documenting company history.

**RETENTION:** Retain for 7 years, then purge and delete.

**AG-58. NEWSLETTERS AND HANDBOOKS:**

**00-002**

This series is arranged chronologically and contains at least one copy of newsletters and handbooks published by Consumer Protection. Information may include: working papers and final publication draft. Topics may include but are not limited to: educational issues, consumer protection updates, and legal issues. This record series is maintained for reference and distribution purposes.

**RETENTION:** Retain for 5 years, then destroy.

(Note: File thirteen copies of each publication with the State Library and two copies of each publication with the State Archivist pursuant to SDCL 14-1A-3.)

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OFFICE: Consumer Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0071

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**AG-59. PAID SOLICITORS--CHARITABLE SOLICITATION:**

**00-002**

This paper series is arranged alphabetically by paid solicitor, has a corresponding database, and contains paid telemarketing solicitors who have been given permission to solicit on behalf of a charitable organization. Information may include: solicitor's name; organization's name and address; names and addresses of officers, directors, trustees, and chief executive officers; tax status; copy of contracts between the charitable organization and the paid solicitor; bonds; registration approval; individual campaign approval; and financial reports. This record series is maintained pursuant to SDCL 37-30 requiring solicitors to register and be approved by the Attorney General's Office.

**RETENTION:** BOND: Retain permanently.

CAMPAIGN: Retain for 3 years, then destroy.

**AG-60. RECOVERY REPORTS:**

**00-002**

This series is arranged chronologically by month and contains monthly and annual reports filed with the Attorney General. Information may include: dollar amount recovered for consumers each month, and type and number of complaints closed each month. This record series is maintained for analyzing, reporting and budgeting purposes and for preparing press releases.

**RETENTION:** Retain for 5 years, then destroy.

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Attorney General  
DIVISION: Litigation  
OFFICE: Consumer Protection  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0071

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

**AG-60-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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

DEPARTMENT: Attorney General  
DIVISION: Litigation  
OFFICE: Drug Prosecution Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1204

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-61. CASE FILES:**

**00-002**

This series is arranged numerically by docket number and contains criminal drug prosecution case files. Information may include: law enforcement reports, defendant's criminal history, copies of all pleadings, attorney notes, correspondence, copy of transcripts, originals or copies of exhibits, and immunity and plea bargain agreements. This record series is maintained for tracking and documenting repeat offenders, for documenting probation granted to offenders, and for cross reference for use in other cases.

**RETENTION:** Retain for 5 years after judicial resolution of the case, unless probationary period on the file is longer; if so, retain file until the probationary period has expired, then microfilm and maintain film permanently.

(Note: Case by case determination of case closure status.)

**AG-62. CIVIL FORFEITURE CASE FILES:**

**00-002**

This series is arranged numerically by docket number and contains civil forfeiture case files. Information may include: law enforcement reports, pleadings, defendant's criminal histories, stipulations, final orders, attorney notes, transcripts, and asset forms. This record series is maintained for cross-reference in other cases involving the same defendant or other defendants, for tracking and documenting assets seized, and for reference purposes.

**RETENTION:** Retain for 3 years after judicial resolution of the case, then microfilm and maintain film permanently.

(Note: Case by case determination of case closure status.)

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DEPARTMENT: Attorney General  
DIVISION: Litigation  
OFFICE: Drug Prosecution Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1204

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

**AG-62-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-63. INVESTIGATION FILES:**

**00-002**

This series is arranged numerically by docket number and contains investigation files for cases where charges have not yet been brought. Information may include: police reports, attorney notes, and defendant's criminal history. This record series is used for investigating defendants for bringing possible charges, is maintained for tracking criminal history, and for cross reference for use in other cases.

**RETENTION: NON PROSECUTION CASES:** Retain 15 years in office after the investigation has closed, then microfilm and maintain film for 35 years. Destroy after 50 years provided no litigation or claims are pending.

**PROSECUTION CASES:** Transfer to case file.

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DIVISION: Litigation  
OFFICE: Drug Prosecution Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1204

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-64. REFERENCE FILES:**

**00-002**

This series is arranged by subject matter and contains information used for prosecuting drug cases. Information may include: sample forms, pleadings, research material, and seminar materials. This record series is maintained for reference purposes.

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

**AG-64-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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DEPARTMENT: Attorney General  
DIVISION: Litigation  
OFFICE: Medicaid Fraud Control Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0088

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**AG-65. AGREEMENTS:**

**00-002**

This series contains copies of lease agreements and telephone agreements between the office and other parties. Information may include: terms of the agreements, conditions of the agreement, effective dates, costs, and funding sources; name and authorized pin numbers; and areas authorized individuals have access into. This record series is maintained for reference purposes and to ensure compliance with the lease agreement. The lease agreement is renewed every 5 years.

**RETENTION:** LEASE AGREEMENTS: Retain 6 years in office, then destroy.

TELEPHONE AGREEMENTS: Retain current in office. Destroy superseded or obsolete.

**AG-66. APPLICATION, UNSUCCESSFUL:**

**00-002**

This series is arranged chronologically and may contain copies of resumes and credentials from individuals who have applied for employment with the office. Information may include: name of applicant, address, education, training, and experience. This record series is maintained for reference when filling vacant positions within the office. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files".

**RETENTION:** Retain 1 year in office, then destroy.

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**AG-67. BUDGET FILES:**

**00-002**

This series is arranged chronologically by fiscal year, and contains budget files for both the state and federal government. Information may include: annual reports; dollar amount requested, narrative justifications, performance indicators, mission statements, goals and objectives; and monthly expenditure reports. This record series is used to formulate the newest budget request, for reference to determine budget amounts from previous years, and for monitoring program activities.

**RETENTION:** Retain 6 years in office, then destroy.

**AG-68. BUDGET FILES, FEDERAL:**

**00-002**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded Medicaid Fraud Control Unit (MFCU) grants. Information may include: grant applications, working papers, grant documentation, and monitoring records. This record series is used for administering current grants and for reference when requesting new grants. The fiscal office maintains all grant related accounting records 5 years for audit purposes.

**RETENTION:** Retain current year in office. Microfilm terminated files and maintain for 5 years. Destroy after 6 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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OFFICE: Medicaid Fraud Control Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0088

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**AG-69. CASE FILES, CLOSED:**

**06-001**

This series is arranged alphabetically by perpetrator (facility or individual) and contains fraud, abuse, neglect, exploitation, provider fraud, quality of care, and global settlement case files. Case files are considered open during time of the investigation and the prosecution of the case. Information may include: investigator's reports, referral, spreadsheets, bank records, copies of correspondence, pleadings, affidavit, warrant, motions, transcripts, convictions, subpoena, judgments, notes, evidence and evidence location. This record series is used for litigation purposes, and to document the outcome of cases involving the office.

**RETENTION:** Retain 7 years in office, then microfilm and maintain film permanently.

**AG-70. CENTRAL SUPPLY REQUISITIONS:**

**00-002**

This series contains a copy of the formal requests to order supplies or equipment. Information may include: requesting agency, fund coding, authorized signatures, description of items, cost amounts, quantity, and date of requisition. This record series is used for reconciliation purposes.

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

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<b>AG-71.</b>	<b><u>CHRONOLOGICAL FILE:</u></b>  This series is arranged chronologically and contains copies of letters and memorandums sent. This record series is used for reference, documentation, and possible litigation purposes.  <b>RETENTION:</b> Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	<b>00-002</b>
<b>AG-72.</b>	<b><u>COMPLAINT INCIDENT FILES:</u></b>  This series is arranged chronologically and contains incident complaint submitted by the Department of Health, Adult Services and Aging, Developmental Disabled, and private individuals. Information may include: signed complaint, correspondence, review comments, cover sheet, and investigative reports. This record series is maintained for reference, to initiate investigations, for possible future litigation purposes, and pursuant to administrative rule.  <b>RETENTION:</b> Retain 7 years in office, then destroy provided no pending litigation.	<b>06-001</b>
<b>AG-73.</b>	<b><u>CORRESPONDENCE, GENERAL:</u></b>  This series is arranged alphabetically by sender, then chronologically and contains original letters and memorandums received. This record series is maintained for reference purposes.  <b>RETENTION:</b> Retain 2 years in office, then destroy.	<b>00-002</b>



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**AG-76. EXCLUSION PROCESS -- DISCIPLINARY SANCTIONS:**

**00-002**

This series contains information on the federal program, which excludes individuals or providers from receiving federal moneys. Information may include: correspondence; cover letter, which includes individual name, address, date of birth; check off list of what was sent to the federal government; and the report from the federal government listing those who are excluded from receiving federal moneys. This record series is maintained pursuant directives from the federal government.

**RETENTION:** Retain 6 years in office, then destroy.

**AG-77. INVOICES:**

**00-002**

This series contains copies of invoices received for payment for laundry, utilities, cellular phones, heat, office supplies, and cleaning services. Information may include: amount owed, previous balances, descriptions, account number, and terms of payment. The original is approved for payment, then is sent to the fiscal office for processing. The fiscal office maintains the original for 4 years for audit purposes.

**RETENTION:** Retain 1 year in office, then destroy.

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**AG-78. MEMORANDUMS OF UNDERSTANDING:**

**00-002**

This series contains the cooperative agreements between state and federal agencies. The cooperative agreement outlines the role of the Attorney General's Office, specifies the terms of the agreements, and documents the name of the agencies involved in the agreement (Department of Social Services, Department of Health and the Attorney General's Office). This record series is maintained to document the agreement and any changes made between the agreements. Every 3 years a new agreement is implemented.

**RETENTION:** Retain 6 years in office, then destroy.

**AG-79. PERSONNEL FILES:**

**00-002**

This series is arranged alphabetically by employees name and contains the Medicaid Fraud Control Unit personnel files. Information may include: certificates of attending conferences, continuing education, and classes completed. This record series is used for documenting classes employees have attended. The official personnel files are maintained by the fiscal office.

**RETENTION:** Retain current in office, then destroy upon employees termination.

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**AG-80. RECORDS MANAGEMENT FILE:**

**00-002**

This series contains the completed forms used to track inactive records that have been sent to Records Management Storage; the department's "Records Retention and Destruction Schedule" (RRDS); and the "Records Management Reference Manual". Forms in this series may include: standard records transfer receipt forms, record destruction authorization forms, and microfilm project registration forms. This record series is maintained to track records sent to storage, to document the time each record series must be legally maintained, and to document authorization granted to Records Management for destruction of obsolete records. The Records Management Program maintains a file of records stored, destroyed, microfilmed, and transferred to State Archives for 10 years on microfilm.

**RETENTION:** Retain the records destruction authorization forms 3 years in office, then destroy.

Retain all other materials current in office. Destroy superseded or obsolete.

(Note: File thirteen copies of the Microfilm Project Registration Form and the Records Retention and Destruction Schedule with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

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**AG-81. REFERENCE FILES:**

**00-002**

This series contains information used in the daily administration of the office. Information may include: abuse resource materials; American Disability Act (ADA) accessibility survey, which consists of building accessibility requirements; advocacy services; agency attorney lists, which is a list of Attorney General personnel, addresses, phone numbers, and office they represent; DMARC, which is a reference of Medicare regional centers for provider services, CNA's; Fair Labor Standards Act (FLSA); kickbacks; Medicaid Fraud Control Unit (MFCU) background information; MOCIC, which is a monthly publication; National Associations of Attorney General (NAAG); Surveillance Utilization Review System (SURS); FACS, drug definitions and usage; physician desk reference (PDR); facility references (facility name, numbers and name of administrators, and addresses); directories, zip codes and phone; computer training course materials; fraud alerts; fraud newsletters and reports; newspapers articles; newsletters; South Dakota Codified Law; United States Code Annotated (USCA); Code of Federal Regulations (CFR); CPI, procedural code; ICD9, diagnosis code; Bureau of National Affairs (BNA), which is a monthly computer publication that covers Federal laws regulating the Medicare program; Healthcare Integrity, and Protection Data Bank (HIPDB), which is a federally mandated and maintained computer data bank which houses civil judgements, criminal convictions, and final adverse actions taken against healthcare providers, suppliers, and practitioners; business crimes; computer software manuals; and administrative rules. This record series is maintained for reference purposes and statute of limitations.

**RETENTION:** LAWS, RULES, REGULATIONS, AND CODES: Retain 7 years after superseded or obsolete, then destroy.

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

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**AG-82. QUARTERLY REPORTS:**

**00-002**

This monthly and quarterly report series contains federal Medicaid Fraud Control Unit's status reports regarding Medicaid fraud investigation and prosecution activities in South Dakota. Monthly report information may include: unit state, month ending, criminal case outcome (prosecutions; and number of subjects, indicted, dismissed, acquitted, and convicted), criminal case receivable (fines imposed and collected, restitution ordered and collected, and total collected), civil and administrative case receivable (Medicaid program overpayments, other receivable, and total collected). Quarterly report information includes: unit designation, unit resources, full scale criminal case load and case-mix, criminal case outcome, criminal receivable, and administrative and civil matter outcome. This record series is maintained to document reports submitted to the federal government and for audit purposes.

**RETENTION:** Retain 4 years in office, then destroy.

**AG-82-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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RECORDS OFFICER: Dawn Kramme  
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**AG-83. TRAVEL FILES:**

**00-002**

This series contains files on employees in-state and out-of-state travel. Information may include: out-of-state travel, approvals, conference agendas, course materials, travel arrangements, copies of expense vouchers, and receipts. This record series is maintained to document training attended for federal auditors and is used for compiling annual reports.

**RETENTION:** Retain current in office. Destroy at the end of the fiscal year the employee terminates.

(Note: Cull files on a yearly basis to avoid a build up of superseded materials. Retain course materials until employee terminates.)

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OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-84. DOCKET FILES, MINOR:**

**06-001**

This series is arranged numerically by docket number, then chronologically within the file and contains minor docketed files. Minor files may include: contracts (drafts, revisions, and attorney memos); legal memorandums to agency (agency inquiries, complaints, investigative hearings, and specific matter of agency's concerns); general administrative and court cases (correspondence, legal pleadings and briefs, exhibits, docket sheets, transcripts, and other documents); bond issuance; settlements (draft settlements, letters, confidential client memos, correspondence, and settlement negotiation documentation); rule making (draft rules, attorney memo, administrative rules offered, and opinion of the rule); and legislation (drafts, attorney memos, exhibits, and attorney opinions). This record series is maintained pursuant to SDCL 1-11-6 requiring the Attorney General's Office to maintain proper documentation of actions and demands prosecuted and defended by the office.

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

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: Prior to sending records to be microfilmed, each Attorney will purge and destroy duplicate information.)

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**DIVISION:** Natural Resources/Civil Litigation  
**OFFICE:** \_\_\_\_\_  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Dawn Kramme  
**RM CUSTOMER #:** 0078

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**AG-85. DOCKET FILES, MAJOR CASE FILES:**

**06-001**

This series is arranged numerically by docket number, then chronologically within each file and contains major docketed case files (high profile cases). Case types may include: major civil litigation, major investigations, major administrative cases, major environmental, natural resource and Indian litigation, environmental delegation, state boundary, and federal certification for state programs. Information may include: copies of rules, statement of legal authority, proposed rules, EPA guidance document, EPA checklist, state quality assurance/quality control documents, cooperative documents with EPA, significant exhibits, historical documents, legal briefs, confidential memorandums on legal strategy, pleadings, exhibits, court decisions, transcripts, hearing notes, correspondence, and discovery records. This record series is maintained for possible litigation, state liability, and appeals; to certify agencies are meeting federal regulations; and to document boundary locations.

**RETENTION:** Retain current in office, when closed microfilm and maintain film permanently.

(Note: Prior to sending the records to be microfilmed, each Attorney will purge and destroy duplicate materials, and place historic documents in historical research file.)

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**AG-85-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-86. HISTORICAL RESEARCH:**

**06-001**

This series is arranged by subject matter (Missouri River, Maps, and Indian Issues), then chronologically and contains research collected on historical topics. Information may include: constitutional documents, congressional debates, correspondence, federal rules and regulations, federal policies, annual operating plan, water studies, statistical reports, environmental impact statements, news bulletins, books, treaties, historical documents, hearings, tribal ordinances, Constitutions, certain findings of fact and conclusion of law, transcripts, and exhibits of historic nature. This record series is maintained for historical reference.

**RETENTION:** Retain permanently in office.

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**AG-87. INDIAN ISSUES:**

**00-002**

This series contains non-docketed historical research on Indian issues. Subject matter may include: water rights, sovereign immunity, taxation, criminal, jurisdiction, diminishment, disestablishment, gaming, tribal demands, Department of Transportation territorial matters, gaming tribal records, compacts, correspondence with the Governor's Office, Indian congressional matters, Indian environmental issues, and hunting and fishing matters. This record series is maintained for historical significance and immediate reference.

**RETENTION:** Retain permanently in office.

**AG-88. RESEARCH AND INFORMATIONAL FILES:**

**06-001**

This series consists of routine information used in the daily preparation and prosecution of cases. Information may include: copies of court cases, forms, pleadings, newspaper clippings, articles, statute of limitations, motions, findings of fact, periodicals, transcripts, exhibits, and legal opinions. This record series is maintained for reference when working on a particular case and used as examples of procedures.

**RETENTION:** Retain current in office. Destroy superseded, obsolete, or when case ends.

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RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0078

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**AG-89. SPECIAL PROJECT FILES:**

**00-002**

This series contains documentation and research developed for writing articles, books, and speeches (i.e., model ordinance). Information may include: correspondence, draft documents, research, and final drafts. This record series is used for reference purposes and for publishing books and articles.

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

**AG-89-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

**AG-89-2. TOBACCO ENFORCEMENT FILES:**

**06-001**

This series contains the original tobacco case files (State of South Dakota v. Philip Morris, et. al.), and case files for tobacco enforcement cases. Information may include: master settlement agreement, sales reports, audit reports, enforcement pleadings, exhibits, significant factor case files, diligent enforcement case files, administrative documentation, correspondence, and research information. This records series is maintained pursuant to SDCL 10-50B.

**RETENTION:** Retain current in office. Microfilm closed cases and maintain film permanently.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

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**AG-90. AGENT ACTIVITY REPORT:**

**04-003**

This report is arranged alphabetically by agent and contains information regarding the status of case investigations. Active case reports are run monthly and inactive case reports are run bi-annually. Information may include: date, county, offense type, National Crime Information Center (NCIC) number, National Incident Based Reporting System (NIBRS) number, state radio communication number, type of report, arrest date, subject name, victim, narratives, and microfilm index. This record series is maintained for reference, for monitoring case status, and for agent evaluation purposes.

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

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-92.    ANALYTICAL PROJECT FILES:**

**06-001**

An enhancement technique used for case presentation, this series contains analysis of major and capitol crimes as requested by either the Division of Criminal Investigation (DCI) Agent or the Prosecuting Attorney. Information may include: case index, description, and information; timelines; phone records; comparison charts; and flowcharts. This record series is used for working knowledge of the case, for organizing and summarizing the case, and for bringing the case together. Files are maintained pursuant to SDCL 23A-42-1 and SDCL 22-22-1(1).

**RETENTION:** CLASS A & B FELONY, AND CLASS 1 CRIMES: Retain current on going/open cases in office, then microfilm and maintain film for 50 years. Destroy film after 50 years. The paper for Class A & B felony (SDCL 23A-42-1), and Class 1 (SDCL 22-22-1(1)) crimes will be reviewed every 10 years for final disposition.

ALL OTHER CRIMES: Retain 7 years in office, then destroy by shredding when the case has been completed and all appeals for the case have been exhausted.

(Note: These records are considered work product and are not to be released without a court order or subpoena.)

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**AG-92-1. APPLICANT FILES:**

**06-001**

This series is arranged alphabetically by name, then by job description and contains applicant files. Information may include: application, law enforcement personnel data questionnaire, finger print cards, backgrounds, medical questionnaire, and interview results. This record series is used for reference or re-application purposes.

**RETENTION:** Retain applications in office for 1 year, then destroy.

Retain applications with complete backgrounds 3 years in office, then destroy.

(Note: These records are not to be released without a court order or subpoena.)

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**AG-92-2. ASSET FORFEITURE:**

**04-003**

This series is arranged by vehicle owner's name and contains seized vehicle information. Information may include: items in vehicle when seized, correspondence, legal proceedings, summons, officer's report, and vehicle titles. This record series is maintained to track vehicles and serves as a legal documentation for vehicle forfeiture to the state.

**RETENTION:** Retain 3 years in office after final action, then destroy.

**DATABASE:** Retain permanently.

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

(Note: Tapes are rotated according to DCI computer support procedures.

(Note: These records are not to be released without a court order or subpoena.)

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<b>AG-93.</b>	<b><u>ASSOCIATION AND ORGANIZATION FILES:</u></b>	
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**04-003**

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations to which the agency belongs. Associations and Organizations may include: National Crime Information Center (NCIC), National Law Enforcement Teletype System (NLETS), the State Law Enforcement Coordinating Committee (LECC), and Midwest Automated Fingerprint Identification Network (MANFIN). Information may include: minutes of the association or organization meetings, conference agendas, participant's name, and examples of other states legislation. This record series is maintained for reference purposes concerning ideas and policies suggested and used by the association or organization.

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

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

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-94. BULLETINS:**

**06-001**

This series is arranged chronologically and contains DCI monthly and Law Enforcement Information Network (LEIN) quarterly bulletins and working papers. Information may include: criminal information (criminals released, criminals granted parole and general crime information); state case listing for the month; wanted persons (federal or state photos and narratives); missing persons (photos and narratives); and Law Enforcement Training schedules available across the state. This record series is maintained for reference purposes.

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

(Note: Bulletins are also maintained on a DCI secure law enforcement website.)

(Note: These records are not to be released without a court order or subpoena.)

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**AG-95. CASE FILES:**

**04-003**

This series is arranged numerically by state case number assigned by state radio communication personnel and contains reports regarding the Division of Criminal Investigation (DCI) criminal case investigations. Case files are classified as active, inactive, or canceled (closed). Information may include: case number, agent name, offense report, investigative report, investigation report narrative, interviews, case enclosures, Confidential Information (CI) number, and inactive report. This record series is maintained for reference, for possible litigation, and to document the case history.

**RETENTION:** Retain paper 4 years in office, then microfilm and maintain film for 56 years. Destroy film after 60 years.

(Note: The paper for Class A & B felony (SDCL 23A-42-1), and Class 1 (SDCL 22-22-1(1)) crimes will be reviewed every 10 years for final disposition.)

(Note: All other Crimes: Destroy paper after the microfilm has been inspected and verified to meet quality standards.)

(Note: These records are not to be released without a court order or subpoena.)

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**AG-95-1. CASE MANAGEMENT COMPUTER DATABASE:**

**04-003**

This case management computer database contains information used for maintaining and tracking case files. Information may include: case number, case status (active, inactive, or canceled), NIBRS information, case agent, date, opened microfilm roll number, date of last update, synopsis of case, victim, subject, suspect information, interviews performed, offenses/crimes, and dates of report. This record series is used for case management, statistics, agent performance evaluations, and report tracking.

**RETENTION:** Retain database permanently.

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records are not to be released without a court order or subpoena.)

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**AG-96. CRIMINAL HISTORY FILES:**

**04-003**

This series is arranged numerically by state identifications and contains criminal history files. Information may include: finger print cards, penitentiary entrance records, photographs, and orders to seal. Subsequent arrest for one individual will be filed under the same state identification number. This record series is maintained pursuant to SDCL 23-6-8.1 and serves as a central depository of criminal activity.

**RETENTION: MISDEMEANORS:** Retain 10 years in office, then destroy provided no litigation is pending.

**ALL OTHER CRIMES:** Retain until person has become deceased, reached the age of 75, has gone without incident in 10 years, or if court ordered, then destroy provided no litigation is pending.

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

(Note: These records are not to be released without a court order, subpoena, or signed release.)

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**AG-97. CRIMINAL HISTORY NCIC REPLIES:**

**04-003**

This series is arranged chronologically by month and contains criminal history information received from the NCIC. Information may include: complete description of criminal, information origin (local, state, or federal agency), and authorized by. This record series is maintained for reference and to comply with federal record keeping requirements. The information is subject to annual audits.

**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: Keep electronically until purge criteria per SDCL 23-6-8.1)

(Note: These records are not to be released without a court order or subpoena.)

**AG-98. CRIMINAL INFORMANT (CI) FILES:**

**04-003**

This series is arranged numerically by CI number, then alphabetically by name and contains confidential information regarding criminal informants. Information may include: name, date of birth, address, case involved in, photographs, receipts, and finger print cards. This record series is maintained for investigative purposes.

**RETENTION:** Retain 4 years in office, then microfilm and maintain film for 56 years. Destroy film after 60 years.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: These records are not to be released without a court order or subpoena.)

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**AG-99. COMPUTER HARDWARE AND LICENSE FILES:**

**04-003**

This series contains software and hardware licensing agreements and hardware files. Information may include: licensing information, certificate of authenticity, manuals; and hardware serial numbers, inventory control number, system configurations, parts' number, original disk, and warranty information. This record series is used for maintaining the computers, for copyright laws, and permissions to use the software.

**RETENTION: HARDWARE FILES:** Retain current in office. Transfer when hardware has been sold or has been declared surplus.

**LICENSE FILES AND MANUALS:** Retain current in office. Destroy or transfer superseded or obsolete.

(Note: These records are not to be released without a court order or subpoena.)

**AG-100. CORRESPONDENCE, GENERAL:**

**04-003**

This series is arranged chronologically and contains both copies and originals of letters and memorandums sent to and received from the general public, federal agencies, and state agencies; and received for specific assignments. This record series is maintained for reference and documentation.

**RETENTION:** Retain 4 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: These records are not to be released without a court order or subpoena.)

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**AG-101. CORRESPONDENCE, LEIN:**

**04-003**

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received for the state Law Enforcement Information Network (LEIN). This record series is used for occasional reference and documentation purposes and is maintained pursuant to 28 CFR part 23.

**RETENTION:** Retain 5 years in office, then destroy.

(Note: These records are not to be released without a court order or subpoena.)

**AG-102. DRIVER LICENSE PHOTO REQUEST:**

**04-003**

This series is arranged alphabetically by last name and contains request for a driver license photo regarding persons being investigated by law enforcement officers. Information may include: name, date of birth, social security number, requester name, and number of copies sent. This record series is maintained reference purposes and to serve as an audit trail.

**RETENTION:** Retain 3 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: These records are not to be released without a court order or subpoena.)

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**AG-91. DRUG BUY FUNDS:**

**05-002**

This series is arranged chronologically by year, then alphabetically by agent or agencies and contains the agent's expenditure reports. Information may include: amount expended, amount received, receipts, and case expenditures for the month. This record series is maintained for evaluation and auditing purposes.

**RETENTION:** Retain 4 years in office, then microfilm and maintain film for 11 years. Destroy film after 15 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-102-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

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**AG-103. GRANT FILES:**

**04-003**

This series is arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information is maintained by the Finance Officer and may include: grant application, working papers, grant documents, and monitoring and accounting records. This records series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

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

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-104. INFORMATION REPORTS (DCI AGENTS):**

**04-003**

This report is arranged numerically by file number and contains information submitted by DCI agents regarding criminal subjects, suspected crime investigations, and other miscellaneous agent activities. Information may include: offense, date, file number; complaint's name, title, agency, address, city and telephone number; subject(s) name, title, agency, address, city, telephone number, date of birth, social security number, criminal history numbers (DCI and FBI), and physical description; synopsis; and narratives. This record series is maintained for interoffice reference, and infrequent dispersal of information to other DCI agents and law enforcement agencies. Copies of reports are also maintained by DCI agents.

**RETENTION:** Retain paper 4 years in office, then microfilm and maintain film for 56 years. Destroy after 60 years.

(Note: Shred paper after microfilm has been inspected and verified to meet quality standards.)

(Note: These records are not to be released without a court order or subpoena.)

**AG-105. INTELLIGENCE REQUESTS:**

**04-003**

This series is arranged alphabetically by last name and contains requests for information regarding persons being investigated by law enforcement officers and other state agencies. Information may include: name, identifiers, requester, information request and information results. This record series is maintained as an audit trail and for reference purposes.

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

(Note: These records are not to be released without a court order or subpoena.)

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**AG-106. INTELLIGENCE UNIT REFERENCE FILES:**

**04-003**

This series contains information used for convenience of reference in the daily administration of the Division of Criminal Investigation (DCI) Intelligence Unit. Information may include: correspondence, LEIN committee minutes, Interpol, working papers, reports received from law enforcement associate and agencies, DCI bulletins and news releases, National Auto Theft Bureau manuals, technical journals, studies, task force materials, address lists, membership directories, conference reports, investigation statistics, grant files, contracts and agreements, and rules and regulations. This record series is used as a central depository for reference materials used to answer questions concerning each topic, for planned and decision making purposes.

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

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

(Note: These records are not to be released without a court order or subpoena.)

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<b>AG-107.</b>	<b><u>LAW ENFORCEMENT INFORMATION NETWORK (LEIN)</u></b> <b><u>AGREEMENTS:</u></b>	
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**04-003**

This series is arranged alphabetically by agency and contains agreements between South Dakota law enforcement members and the Law Enforcement Information Network (LEIN) regional council regarding the collection and dissemination of LEIN information. Once signed the agreements are continuous (for members in good standing) and have no expiration dates or membership fees. Information may include: agency name and address, agency's appointed LEIN administrator; LEIN representative and alternate names, addresses, business and home telephone number; signatures of all parties and date signed. This record series is maintained for reference and to document the agreements signed by agencies.

**RETENTION:** Retain the two most recent agreements in office. Destroy superseded or obsolete.

(Note: These records are not to be released without a court order or subpoena.)

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**AG-108. LAW ENFORCEMENT INFORMATION NETWORK (LEIN)**  
**REPORTS:**

**04-003**

This series is arranged numerically by LEIN number (assigned by agency) and contains LEIN reports submitted by any South Dakota law enforcement agency (LEIN member) regarding criminal subject(s), criminal organizations (known and reasonably suspected), and suspected crimes. LEIN reports consist of two report forms: report for subject/crime and report for organizations/crimes. This record series and database is maintained for reference, as an information resource for law enforcement agencies nation wide, and for an audit trail indicating who sent the report. Reports remain the property of LEIN and are loaned to LEIN law enforcement agencies for official use only. LEINS are maintained pursuant to 28 CFR part 23.

**RETENTION:** Retain 5 years in office after last submission, then destroy.

(Note: These records are not to be released without a court order or subpoena.)

**AG-109. MARIJUANA ERADICATION REPORTS:**

**04-003**

This paper series is arranged alphabetically by county, has a corresponding database, and contains information used in weed control. Information may include: GPS coordinate, date, estimated number of plants, estimated number of acres the patch consisted of, and land owner's name. This record series is used to demonstrate compliance activities to Drug Enforcement Agents.

**RETENTION:** Retain paper 1 year in office, then destroy.

Retain information in database 3 years, then purge and delete.

(Note: These records are not to be released without a court order or subpoena.)

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DEPARTMENT: Attorney General  
DIVISION: D.C.I.  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 0166

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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<b>AG-110.</b>	<b><u>MIDWEST AUTOMATED FINGERPRINT IDENTIFICATION NETWORK (MAFIN) MEMBERSHIP RECORDS:</u></b>	
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**04-003**

This series is arranged alphabetically and contains membership records for MAFIN. When an individual is arrested, their finger print card is scanned into MAFIN database for identification. Information may include: user agreements, joint powers agreement, meeting notes, correspondence, maintenance agreements with vendors, updates, training materials, and user group meeting notes. This record series is maintained for reference purposes.

**RETENTION:** CORRESPONDENCE: Retain 3 years in office, then destroy.

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

(Note: These records can be released upon request.)

<b>AG-111.</b>	<b><u>MINUTES, GENERAL:</u></b>	
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**04-003**

This series is arranged alphabetically by organization/committee name and contains copies of minutes from each. Information may include: organization/committee name, dates of meetings, members present, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning action taken and for reporting purposes.

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

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

(Note: These records can be released upon request.)

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**AG-112. MISSING PERSONS CLEARINGHOUSE:**

**04-003**

This series is arranged chronologically and contains the clearinghouse on missing persons. Information may include: correspondence, NCIC missing persons reports, NCIC unidentified deceased person report, resource lists of other state clearinghouses updates, newsletters, case management case reports, contact lists, request for assistance files, and records for flagging birth certificates (showing new, outstanding and deletes on birth certificates). This record series is maintained pursuant to SDCL 23-3-18.1 requiring DCI to maintain a missing person's clearinghouse and to assist individuals in who to contact and what avenues to pursue when searching for missing persons.

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

MISSING PERSON: Destroy after case has been closed.

(Note: These records are not to be released without a court order or subpoena.)

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**AG-113. MOCIC FUND FILES:**

**04-003**

This series contains information concerning the administration of funds received from Mid-States Crime Information Center (MOCIC) for undercover drug trafficking investigation activities. Information may include: application copy, working papers, investigation narratives, and monitoring and accounting records. This record series is used for administering MOCIC funds, for reference when requesting future funding and for audit purposes.

**RETENTION:** Retain current in office. Transfer terminated to storage for 4 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: These records are not to be released without a court order or subpoena.)

**AG-114. MOCIC INTELLIGENCE SUBMISSION FILES:**

**04-003**

This series is arranged chronologically and contains Mid-States Organized Crime Information Center (MOCIC) intelligence submission forms. Submission reports may include: list of LEIN reports submitted to MOCIC by DCI, dissemination instructions, report submitted by, signature, and date of report. This record series is maintained to provide an audit trail, and for reference and documentation purposes.

**RETENTION:** Retain 5 years in office, then destroy.

(Note: These records are not to be released without a court order or subpoena.)

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**AG-115. NIBRS (NATIONAL INCIDENT BASED REPORTING SYSTEM):**

**04-003**

This record series was moved to the Statistical Analysis Center.

**AG-116. PENITENTIARY RELEASE FILES:**

**04-003**

This series is arranged chronologically and contains correspondence from state and federal penitentiaries used to inform law enforcement officials of the release of prisoners. Information may include: name, permanent address, release date, and other information that may be of benefit to local law enforcement officials. This record series is maintained for reference and for dissemination of information to local and out-of-state law enforcement officials.

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

(Note: These records are not to be released without a court order or subpoena.)

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**AG-117. PERSONNEL FILES:**

**04-003**

This series is arranged alphabetically by employee's last name and contains personnel information for each employee. Information may include: employment information; training attended and training provides; evaluations; commendations; and physical fitness. This record series serves as a reference for the history of the employee's service and training. The fiscal office maintains the original personnel file. LET maintains personnel training history and the Forensic Lab personnel files are also maintained in the Lab.

**RETENTION:** Retain active in office. After employee has terminated, maintain file 3 years in office, then microfilm and maintain film for 47 years. Destroy microfilm after 50 years.

(Note: These records are not to be released without a court order, subpoena, or permission form the Director of DCI.)

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**AG-117-1. POLYGRAPH DATABASE:**

**04-003**

This computer database contains information used for maintaining and tracking polygraphs administered by agency personnel. Information may include: file number, name of person polygraphed, case number, requesting agency, requesting location, reason polygraphed, results, and comments of polygraph administrator. This record series is used for case management, statistics, agent performance evaluations, and polygraph report tracking.

**RETENTION:** Retain database permanently.

(Note: Tapes are rotated according to DCI computer support procedures.

(Note: These records are not to be released without a court order or subpoena.)

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**AG-118. POLYGRAPH TEST REPORTS:**

**04-003**

This series is arranged numerically by polygraph number and contains polygraph test reports administered to subjects possibly involved in criminal activity. Information may include: file number, law enforcement agency submitted to, offense type, subject's name, requester's name, test date, test location, background information from requester's file, procedures, results, questions and conclusions. This record series is used to determine if an individual (subject) should be investigated further, to document test results, for reporting to the requester, and for comparison if the subject is retested. The actual polygraph test is retained by the agent.

**RETENTION:** ALL OTHERS: Retain for 4 years, then microfilm and maintain film for 56 years. Destroy film after 60 years.

UNSUCCESSFUL AGENT APPLICANTS: Retain 3 years in office, then destroy.

SUCCESSFUL AGENT APPLICANTS: Transfer to personnel file to be retained accordingly.

(Note: These records are not to be released without a court order or subpoena.)

**AG-119. POLYGRAPH CARD FILES:**

**04-003**

This record series is no longer maintained. Information was entered into the polygraph database.

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**AG-119-1. PURCHASING/INVENTORY:**

**04-003**

This series contains information on equipment purchased and maintained by D.C.I. Information may include: equipment name/category, serial number, inventory numbers, date acquired, date assigned, date inventoried, status, name of person assigned to, source cost, funding, transfer information, and warranty information. This record series is maintained for reference when ordering equipment and to document and track equipment.

**RETENTION:** Retain database permanently.

Retain paper files current in office. Transfer when respective equipment has been sold or declared surplus.

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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<b>AG-120.</b>	<b><u>RALLY BOOK:</u></b>  This series is arranged chronologically by year and contains Rally Books, which is an international publication on organized crime. Information may include: intelligence information regarding the Sturgis Bike Rally, criminal activity during the bike rally, list of field identification cards, and arrest statistics. This record series is used to track criminal activities of various motorcycle gangs.  <b>RETENTION:</b> Retain current in office. Destroy after the publication no longer has resource value.  (Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)	<b>04-003</b>
<b>AG-120-1.</b>	<b><u>TELEPHONE MESSAGE RECORDS:</u></b>  This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.  <b>RETENTION:</b> Retain current in office until action is taken, then destroy or delete.	<b>04-003</b>
<b>AG-121.</b>	<b><u>TIME SHEETS:</u></b>  This record series is no longer maintained by D.C.I. Time Sheets are maintained by the Bureau of Personnel on TKS.	<b>04-003</b>
<b>AG-122.</b>	<b><u>SEIZED VEHICLES:</u></b>  This record series was re-named as Asset Forfeiture.	<b>04-003</b>

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**AG-123. CASE FILES, FORENSIC LAB:**

**05-002**

This series is arranged chronologically by case number (year and unique number) and contains crimes sent to the lab for evaluation. These files are categorized, microfilmed, and maintained according to State statutes (see SDCL 23A-42-A; SDCL 23A-42-2; SDCL 22-22-1(1); and SDCL 22-22-7). Information may include: law enforcement agency's request for exam; supporting documentation; inventory sheets; examiner work notes, examination reports and copy of results; computer generated comprehensive reports (i.e. conversation with law enforcement and attorneys); subpoenas; photographs; work product (i.e. glass slides with reactions); negatives; tracking documents (mailed certified, vendor shipping numbers, etc.); and copies of finger prints. This record series is maintained for case evaluation and legal proceedings. The evidence submitted by Law Enforcement agencies is most generally returned to the agency along with examination reports.

**RETENTION:** Retain paper 4 years in office, then microfilm and maintain film for 56 years. Destroy after 60 years.

(Note: The paper for Class A & B felony (SDCL 23A-42-1), and Class 1 (SDCL 22-22-1(1)) crimes will be reviewed every 10 years for final disposition.)

(Note: All other Crimes: Destroy paper after the microfilm has been inspected and verified to meet quality standards.)

(Note: These records are not to be released without a court order or subpoena.)

(Note: Procedures to be followed for retention of non-paper items in case files. When preparing files for microfilming remove non-paper items from files (i.e. negatives, photos, and glass slides with reactions) and retain in lab storage according to the individual calculated destruction date, then destroy provided case is closed and no litigation is pending.)

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**AG-124. CASE MANAGEMENT COMPUTER DATABASE:**

**04-003**

This case management computer database contains information used for maintaining and tracking case files. Information may include: case number, date opened, agency, originated agency case number, categories (type of crime), county offense occurred, exam requested, file location, case status (active, inactive, canceled, and finished), notes (phone conversations), case priority, number of items examined, number of exams, victims, suspect, reports generated (generated by date, agency, and crime; status reports; activity reports; and subpoena tracking reports); and who received copies of reports. This record series is used for case management, statistics, and report tracking.

**RETENTION:** Retain database permanently.

(Note: Tapes are rotated according to DCI computer support procedures.)

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**AG-125. CODIS DNA DATABANK FILE:**

**06-001**

These computer and paper files of offenders are arranged chronologically by assigned number. Other information in the files may include: workfile on establishing the databank, grant information, contract information, and consultant information. The offender information may include: offender name; agency arrested; charges filed against offender; and confidential DNA test results. The examination results are encoded into the database, where CODIS DNA DATABANK members can search nationally and compare DNA results to DNA files of all submitted offenders. This record series is used for criminal case investigation and population database on state and national levels.

**RETENTION:** Retain information for 75 years, then destroy.

(Note: Microfilm paper files when volume warrants.)

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-125.1. E-MAIL RECORDS:**

**06-001**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined. 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 permissible to print record e-mails and file them with like paper records.

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**AG-126. FISCAL RECORDS:**

**06-001**

This series is arranged alphabetically by business name and contains vendor files. Information may include: copies of vouchers, invoices, and warranty information. This record series is used to document all transactions with each vendor, to verify payments for goods and services, for descriptions in ordering similar goods and services, and for reference purposes. The originals are maintained by the Attorney General Fiscal Office.

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

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

(Note: These records are not to be released without a court order or subpoena.)

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**AG-127. LAB MANAGEMENT FILES:**

**06-001**

This series is arranged by topic and contains the Forensic Lab Director's Files used in the daily administration of the lab. Information may include: certification of employees, lab statistics, annual work load, lab accreditation information, and surveys of work results. Audit records and management reviews are maintained in the Quality Manager's office. This record series is used for documenting the history of the lab, and for reference and accreditation purposes.

**RETENTION:** Retain 4 years in office, then microfilm and maintain film permanently.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: These records are not to be released without a court order or subpoena.)

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**AG-128. PERSONNEL FILES:**

**06-001**

This series is arranged alphabetically by employees name and contains personnel information for each employee. Information may include: finger print cards, resume, employee's publications, training completed, genetic markers, health and vaccination records, health and vaccination refusal records, additional responsibilities assigned to each employee, position description questionnaires, and employee/supervisor performance appraisals. The Attorney General Fiscal Office maintains the original official personnel file. LET maintains personnel training history and the DCI headquarters office also maintains a file for lab personnel.

**RETENTION:** Retain active in Lab Director's office. Destroy 5 years after employee has ceased employment with SD Forensic Lab.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-129. PROFICIENCY TESTS:**

**06-001**

This series is arranged chronologically by year, then numerically by test and contains confidential proficiency tests reviewed by a collaborative testing service. These files are located in the Quality Manager's office. Information may include: request for examination on worker's test product, copy of results (results of all exams performed by technician) sent to independent testing sites, preliminary reports (examination test results submitted by test site), and worksheets. This record series is used to review the South Dakota Forensic Lab's authorized procedures and the execution of these by the examiners, for lab accreditation, and for monitoring workers.

**RETENTION:** Retain 4 years in office, then microfilm and maintain film permanently.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

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**AG-129.1. QUALITY ASSURANCE SYSTEM MATERIALS:**

**06-001**

This computer and paper series is arranged by subject matter and contains documentation pertinent to the daily activities of the Forensic Lab. Information may include: Standard Operating Procedures (current and archived), safety manuals, visitor logs, temperature logs, corrective/preventive actions, literature reviews, and staff meeting notes. The paper records are filed in the Quality Manager's office; and the computer files are maintained on the lab drive. This record series is filed in the lab and is maintained for reference purposes and to maintain accreditation.

**RETENTION:** Retain 4 years in office, then microfilm and maintain film permanently.

(Note: Destroy paper after microfilm has been inspected and verified to meet quality standards.)

(Note: These records are not to be released without a court order or subpoena.)

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**AG-130. REFERENCE MATERIALS:**

**06-001**

This series is arranged by subject matter and contains reference materials used in the daily activities of the Forensic Lab. Information may include: journals, catalogs, and books. This record series is maintained for reference purposes.

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

**AG-130-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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OFFICE: HIDTA  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1205

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**AG-131. CORRESPONDENCE, FEDERAL:**

**04-003**

This record series is no longer maintained by the High Intensity Drug Traffic Area (HIDTA).

**AG-131-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

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**AG-131-2. DRUG DATA COLLECTION FORM:**

**04-003**

This database and paper series contains information on drugs seized by law enforcement. Information may include: agency, name of subject(s), date of birth of subject(s), city or county of purchase or seizure, type of activity, location, type of criminal activity, prosecution, firearms seized, drug sample delivered to lab, exhibit number, description of drug and/or packaging, suspected to contain, estimated weight or amount seized, estimated street value, and estimated amount submitted to the lab. This record series is used for statistical purposes.

**RETENTION:** PAPER: Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DATABASE: Retain permanently.

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records are not to be released without a court order or subpoena.)

**AG-132. GRANT PROPOSALS:**

**06-001**

This record series is no longer maintained by HIDTA. Grants are maintained by the Attorney General Fiscal Office.

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**AG-133. HIDTA CASE INFORMATION REPORT:**

**04-003**

This database and paper series contains HIDTA case information reports. Information may include: investigative activity, case information report, location of criminal activity, type of criminal activity, case number, county, agency, weapon seizures, asset seizures, dollar amounts, subjects name, officer name, date, and officer's phone number. This record series is used to compile statistics.

**RETENTION:** PAPER: Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DATABASE: Retain permanently.

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records are not to be released without a court order or subpoena.)

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**AG-134. TRAINING SEMINARS:**

**04-003**

This series is arranged by seminar and contains information used in presenting training seminars. Information may include: who attended, title, agency they represent, phone number, fax number, and address; seminar handouts, trends, drug information, who is trafficking and which areas; correspondence; speakers' biographies; and agendas. This record series is maintained for presenting training seminars on high intensity drug traffic areas. The course content and attendees are maintained by Law Enforcement Training.

**RETENTION:** Retain until seminar has been completed, then destroy.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-134-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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**AG-135. ADVANCED TRAINING COURSE FILES:**

**04-003**

This series is arranged chronologically by date and contains advanced course training files used to further train and educate law enforcement officers. Information may include: class roster, student applications, contracts, copies of vouchers, course materials, critiques, and test scores (where applicable). Courses may include: radar operator, grant courses, DARE, traffic material, and all other advanced course topics. This record series is maintained to document office's advanced training course work, and for possible litigation.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-136. ADVANCED TRAINING MANUALS:**

**04-003**

This series consists of the training manuals used during the advanced training courses. Information may include: course work, lessons plans, and curriculum. This record series is used for reference and documentation purposes.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-137. ATTORNEY GENERAL OPINIONS:**

**04-003**

This record series is no longer maintained by Law Enforcement Training (L.E.T.). All Attorney General's Official Opinions are printed in the Biennial Report of the Attorney General and most are also available on the Attorney General's website.)

**AG-138. BASIC COURSE FILES:**

**04-003**

This paper series is arranged chronologically by date. Information may include: class roster, correspondence with students and instructors, class schedule, student exam scores, roster of weapons used by students during firearms training, contract for instructors and food services, copies of contract vouchers, and critiques. This record series is maintained to verify student certification.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-139. BASIC TRAINING CURRICULUM FILES:**

**04-003**

This series consists of the training materials taught during the basic training course. It is arranged alphabetically by course title and has a corresponding database. Information may include: lesson plans, test questions, overheads, handouts, and any reference materials.

**RETENTION:** PAPER: Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

DATABASE: Retain information for 75 years, then delete.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

(Note: Tapes are rotated according to DCI computer support procedures.)

**AG-140. COMMISSION APPOINTMENT FILES:**

**04-003**

This series is arranged by association the board member represents and contains the names of the Law Enforcement Standards and Training Commission Board members, which are appointed by the Attorney General pursuant to SDCL 23-3-28. Information may include: copies of Attorney General appointment letter, notarized copies of each board member's oath, explanation of each commission position, association each board member represents, and length of term. This record series is maintained for reference to who served on the board and dates of appointment.

**RETENTION:** Retain for 5 years, then microfilm and maintain film for 70 years. Destroy microfilm after 75 years.

(Note: These records can be released upon request.)

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**AG-141. COMMISSION MINUTES:**

**04-003**

This series is arranged chronologically and contains the Law Enforcement Standards and Training Commission meeting minutes. The Commission governs what Law Enforcement Training does as an academy. Information may include: minutes, agenda, hearing cassette tapes, exhibits, and research materials. This record series is maintained for reference concerning actions taken by the Commission and for reporting purposes.

**RETENTION:** Retain 5 years in office, then microfilm and maintain film permanently.

(Note: Paper subject to archival screening prior to disposal.)

(Note: These records can be released upon request.)

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**AG-142.    DARE OFFICERS:**

**04-003**

This series is divided into in-state and out-of-state officers; is arranged alphabetically by officer's name; has a corresponding database; and contains active and inactive DARE Officer files. Information may include: application, performance evaluations of presenters, mentor's notes, final report (certified and non-certified), classes taught (teacher, grade, school, and date), correspondence, evaluation by teacher and administrator on officer's performance, and on-site visit evaluations. This record series is maintained for evaluating officers and for regional training center reviews.

**RETENTION:** PAPER: Retain in office until 2 years have passed since the officer has quit working. Then place in officer's main file. Microfilm and maintain film permanently.

DATABASE: Retain information permanent.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

(Note: Tapes are rotated according to DCI computer support procedures.)

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**AG-143. DARE REFERENCE FILES:**

**04-003**

This series is arranged by subject matter and contains reference materials used in the daily operation of the DARE program. Information may include: DARE run, calendars, and appointment books. This record series is maintained for reference purposes.

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

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-144. DARE INSTRUCTOR'S TRAINING MATERIALS:**

**04-003**

This series contains training materials used for training DARE Officers. Information may include: videos and training manuals. This record series is maintained for reference and documentation purposes.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-144-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-145. GENERAL CORRESPONDENCE:**

**04-003**

This series is arranged chronologically and contains general correspondence between L.E.T. and the general public, officers, and other agencies. Information may include: copies of letters and memorandums sent, original letters and memorandums received, request for information, request for certification, prosecutor training files, and surveys completed for other academies. This record series is maintained for occasional reference and documentation purposes.

**RETENTION:** Retain 4 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: These records are not to be released without a court order or subpoena.)

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**AG-146. INSTRUCTOR BACKGROUND FORMS:**

**04-003**

This series is arranged chronologically by year, then alphabetically by instructor's last name and contains Law Enforcement Training Instructor's qualifications. Information may include: law enforcement certification, classes taught, other instructor certifications, educational background, and licenses. This record series is maintained to ensure instructors meet standards and requirements established by Law Enforcement Standard and Training Commission. Instructors must update every two years.

**RETENTION:** Retain 4 years in office, then destroy.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-146-1. NCIC RECORD VALIDATIONS:**

**04-003**

This series is arranged monthly, January through December, and contains NCIC records of law enforcement agencies in South Dakota. Information may include: records of stolen vehicles, wanted and missing persons, protection orders, sex offenders, stolen guns, stolen boats, and stolen vehicle parts. Each agency signs a validation certification form to certify they have reviewed the validation printout and each entry is correct or the necessary corrections have been requested to be made. This record series is maintained for reference purposes.

**RETENTION:** Retain 1 year in office, then destroy.

(Note: These records are not to be released without a court order or subpoena.)

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**AG-147. OFFICER FILES:**

**04-003**

This series is arranged alphabetically by officer's last name and contains files on every officer certified in South Dakota. Officers include: Law Enforcement Officers; Highway Patrol Officer; Game, Fish and Parks; and DCI Agents. Information may include: reciprocity files, which contain test scores for officers certified in another state; and basic student files, which contain application to attend basic course, fingerprint cards, photos, disciplinary actions, and test scores. This record series is used to document and verify officer's certification and to ensure the officer meets minimum standards.

**RETENTION:** INACTIVE OFFICERS: Retain for 3 years in inactive file, then microfilm and maintain film permanently.

ACTIVE OFFICERS: Retain in office until 2 years have passed since the officer has quit working, then place in inactive file. Microfilm and maintain film permanently.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-148. OUT-OF-STATE TRAVEL REQUESTS:**

**04-003**

This series is arranged alphabetically and contains out-of-state travel request for D.C.I. employees. Information may include: approval letters, request forms, and copies of course materials employee plans to attend. This record series is maintained to document what training courses an employee has taken and what training courses an employee has been denied.

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

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-149. POLYGRAPH & CVSA LICENSING FILES:**

**04-003**

This series is arranged alphabetically by examiner and contains both the public sector and law enforcement polygraph licensing and Computer Voice Stress Analyzer (CVSA) licensing files. Information may include: application, copy of training, exams, receipt for licensing fees, examiner's address, and license number. The license must be renewed yearly and is maintained to document who is licensed to administer polygraph test.

**RETENTION:** Retain 2 years in office after inactive, then microfilm and maintain film for 73 years. Destroy after 75 years.

(Note: SDCL 23-3-35(13) requires the Law Enforcement Standards and Training Commission to license and regulate private and law enforcement polygraph examiners.)

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-150. PAST INTERN FILES:**

**04-003**

This series is arranged chronologically by year and contains summer intern personnel files. Information may include: applications, and denied or approval letters. The original information is maintained by the Bureau of Personnel, and is used for reference and evaluation purposes.

**RETENTION:** Retain 1 year in office, then destroy.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-151. PURCHASE/WARRANTIES:**

**04-003**

This series is arranged by basic and advance training, then by type of supply or equipment. Information may include: purchase order, requisition, warranties, and equipment repair work documentation. This record series is maintained for reference when ordering supplies and to document equipment repairs.

**RETENTION:** EQUIPMENT FILES: Retain current in office. Transfer when respective equipment has been sold or declared surplus.

SUPPLY FILES: Retain 4 years in office, then destroy provided equipment is no longer being utilized and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-152. RECIPROCITY POLICY, CURRICULUM REVIEW POLICY:**

**04-003**

This series contains policies and correspondence governing agreements between South Dakota Law Enforcement Training and out-of-state law enforcement training facilities and Western Vocational Technical School. Information may include: criteria polices on how to review training offered, guidelines for reviewing schools, policies to follow for revoking reciprocity agreements for schools not meeting standard procedures, correspondence between schools and the commission, copies of curriculum tests, training schedules, and course catalogs. This record series is used to establish criteria for certifying law enforcement officials to work with in the state and pursuant to SDCL 23-3-35 requiring the Law Enforcement Standards and Training Commission to approve institutions/facilities for operation and training law enforcement officers.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-153. REFERENCE FILES:**

**04-003**

This series is arranged by subject matter and contains general reference materials used by the Law Enforcement Training program. Information may include: training brochures from trainers around the country, polices, South Dakota Codified Laws, mailing lists, operation guides, administrative messages from other governmental agencies, and other related information. This record series is maintained for reference purposes.

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

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-154. RESERVE UNIT MANUALS:**

**04-003**

This series contains yearly reports on reserve unit status. Information may include: list of reserve officers, reserve officer's training records, type of training, number of hours completed, and annual reports showing the number of hours worked per month. L.E.T. is required to maintain this record series to certify reserves and to verify the reserve status.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

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**AG-155. REVOKED/SUSPENDED OFFICER FILES:**

**04-003**

This series is arranged by type of suspension (dismissed, suspended, or revoked), then alphabetically by officer's last name and contains officers who have appeared before the Law Enforcement Standards and Training Commission for disciplinary action. Information may include: officer's personnel file; informal and contested hearing files for dismissal, suspension, and revocation; actions following dismissal/revocation; and any appeals. This record series is maintained for reference when an officer reapplies for jobs in state or out of state.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director of DCI.)

**AG-155-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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

DEPARTMENT: Attorney General  
DIVISION: D.C.I.  
OFFICE: L.E.T.  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1155

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

**AG-155-2. TRAINING RECORDS AND CURRICULUM MANAGEMENT**  
**DATABASES:**

**04-003**

This computer database series contains information used for maintaining officer, telecommunicator, and terminal operator training files as well as curriculum and testing information. Information may include: officer, name, DOB, employment summary, certification status training history, education, and any notes to file. The curriculum management database may include: course topics, goals, objectives, test questions, and test information. This record series is maintained for reference purposes.

**RETENTION:** Retain information permanent.

(Note: Tapes are rotated according to DCI computer support procedures.)

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DEPARTMENT: Attorney General  
DIVISION: D.C.I.  
OFFICE: L.E.T.  
PROGRAM: 911  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1203

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-156. 911 ADVANCED TRAINING COURSE FILES:**

**04-003**

This series is arranged chronologically by date and contains 911 advanced course training files used to further train and educate 911 telecommunicators. Information may include: class roster, student applications, contracts, copies of vouchers, course materials, critiques, and test scores (where applicable). Courses may include: grant courses, Emergency Medical Dispatch (EMD), and all other advanced course topics. This record series is maintained to document office's advanced training course work, and for possible litigation.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order or subpoena.)

**AG-157. 911 BASIC COURSE FILES:**

**04-003**

This paper series is arranged chronologically by date and contains 911 basic course files. Information may include: class roster, correspondence with students and instructors, class schedule, student exam scores, contract for instructors and food services, copies of contract vouchers, and critiques. This record series is maintained to verify student certification.

**RETENTION:** Retain 3 years in office, then microfilm and maintain film for 72 years. Destroy after 75 years.

(Note: These records are not to be released without a court order or subpoena.)

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DEPARTMENT: Attorney General  
DIVISION: D.C.I.  
OFFICE: L.E.T.  
PROGRAM: 911  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1203

<b>RECORD SERIES NO.</b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b>R.D.B. AUTHORITY NUMBER</b>
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**AG-158. AUDIT REPORTS:**

**04-003**

This series is arranged alphabetically by agency and contains audit reports for Law Enforcement Agencies in South Dakota. Information may include: cover letter, agency name, date, auditor's name, and the report concerning the expenditure, and administration of funds. This record series is maintained for identifying problem areas and discrepancies so that corrective measures can be taken; and for audit purposes.

**RETENTION:** FINAL AUDIT REPORT: Retain permanently.

CURRENT AUDIT MATERIAL: Retain 3 years, then destroy.

(Note: Current audit material may include: audit questionnaire, active NCIC records, active employee lists, and print out of III's audited.)

(Note: Consider microfilming final audit reports when volume warrants.)

(Note: These records are not to be released without a court subpoena.)

**AG-158-1. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

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DEPARTMENT: Attorney General  
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OFFICE: L.E.T.  
PROGRAM: 911  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1203

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**AG-158-2. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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DEPARTMENT: Attorney General  
DIVISION: D.C.I.  
OFFICE: Grants and SAC Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1122

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**AG-159. CORRESPONDENCE, GENERAL:**

**04-003**

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

**RETENTION:** Retain 4 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: Subject to archival screening prior to disposal.)

(Note: These records are not to be released without a court order, subpoena, or permission from the Director DCI.)

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PROGRAM: \_\_\_\_\_  
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RM CUSTOMER #: 1122

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**AG-159.1. CRIMINAL JUSTICE DIRECTORY:**

**06-001**

This series consists of a database used for compilations of federal, state, and local law enforcement directory information used on a regular basis by agencies and law enforcement. Information may include: agency, name, key personnel, address, phone, fax, e-mail address, and verification information. The database is maintained for the annual publication of the Criminal Justice Directory and the electronic publication hosted on the Attorney General web site.

**RETENTION:** WORKING PAPERS: Retain paper until encoded, then destroy 6 months after the information is published into the annual paper copy.

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

**DATABASE:** Retain information current. Delete superseded or obsolete information.

(Note: File thirteen copies of the publications with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records can be released upon request.)

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**AG-160. CRIMINAL STATISTICS:**

**04-003**

This record series is no longer maintained.

**AG-161. DATABASES:**

**04-003**

This record series is no longer maintained. Established separate record series for each of the databases.

**AG-161-1. DEATH IN LAW ENFORCEMENT CUSTODY:**

**04-003**

This paper series is arranged chronologically by year and contains the forms completed by the Statistical Analysis Center (SAC) on deaths in law enforcement custody. Information may include: law enforcement agency name, information on deceased, date and time of death, cause of death, manner of death, and medical cause of death. The forms are maintained and compiled into a quarterly report by the Statistical Analysis Center and submitted to the Bureau of Justice Statistics.

**RETENTION:** Retain 4 years in office, then destroy.

(Note: These records can be released upon request.)

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**AG-161-2. E-MAIL RECORDS:**

**04-003**

This series contains e-mails sent or received by this agency.

**RETENTION:** Retain in office until the record status is determined, but no more than 15 days, then delete. 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 permissible to print record e-mails and file them with like paper records.

**AG-162. FINANCIAL STATEMENT:**

**04-003**

Financial statements provide an overview of the office's financial condition for a given year. Information may include: balance sheets; statement of revenues, expenditures and changes in fund balances--budgeted and actual; statement of fixed assets; summary of significant accounting procedures; supplemental information; and working papers. This record series is maintained for reference purposes. The originals are maintained by the Fiscal Office for audit purposes.

**RETENTION:** Retain 1 year in office, then destroy.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director DCI.)

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**AG-162.1. FULL-TIME LAW ENFORCEMENT EMPLOYEES:**

**06-001**

This paper series is arranged alphabetically by agency name and contains forms completed by local law enforcement agencies on the number of full-time law enforcement employees. Information may include: number of male and female full-time law enforcement employees, number of male and female full-time civilian employees, and the total number of male and female full-time law enforcement employees. The forms are submitted to the FBI and information from the forms is encoded into the annual Crime in South Dakota report by the Statistical Analysis Center (SAC).

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

(Note: These records can be released upon request.)

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**AG-163. GRANT FILES:**

**04-003**

This series is arranged by either project or fiscal year and contains grant recipient files. Information includes fiscal files and project files, which may include: contracts, receipts of expenditure, correspondence, financial records, supporting documents, statistical records, copies of all awards, applications, narrative reports, and time and effort reports. This record series is maintained for administrating grants awarded to the Attorney General's Office from the US Department of Justice; pursuant to 28 CFR Parts 66 and 70 and for audit purposes.

**RETENTION:** Retain for 4 years, then destroy provided 3 years have passed since the date of the submission of the closure of the single audit report, which covers the grant period; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: These records are not to be released without a court order, subpoena, or permission from the Director DCI.)

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**AG-163.1. HATE CRIME REPORTS:**

**06-001**

This series is arranged chronologically by year and contains paper or electronic forms completed by local laws enforcement on hate crime incidents. Information may include: location of hate crime, bias motivation, victim type, number of offenders, and offender's race. The forms are maintained and compiled into an annual Hate Crime Summary by the Statistical Analysis Center (SAC).

**RETENTION: WORKING PAPERS:** Retain 1 year after the annual Hate Crime Summary is published into the monthly DCI Bulletin, then destroy.

**PUBLICATIONS:** Retain one electronic copy of each Hate Crime Summary permanently.

(Note: File thirteen copies of the publications with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records can be released upon request.)

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**AG-163.2. NIBRS (NATIONAL INCIDENT-BASED SYSTEM) DATABASE:**

**06-001**

This series consists of a database containing crime reporting information electronically submitted by local law enforcement agencies. Information may include: type of crime, number of monthly incidents, property value, recovered value, homicide information, arson information, law enforcement officers killed or assaulted information, victim information, witness information, and offender/arrestee information. The database is maintained for statistical analysis and is combined with the UCR database for publication of an annual report Crime in South Dakota, by the Statistical Analysis Center (SAC).

**RETENTION:** PUBLICATIONS: Retain one copy of each publication permanently.

DATABASE: Retain permanently.

(Note: Consider microfilming the publications when volume warrants.)

(Note: File thirteen copies of the publications with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records can be released upon request.)

STATE OF SOUTH DAKOTA  
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OFFICE: Grants and SAC Unit  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1122

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**AG-163-3. POLICE MANAGEMENT STUDY AND SHERIFF MANAGEMENT STUDY:**

**04-003**

This paper series is arranged alphabetically by agency name and contains surveys completed by local law enforcement agencies, which are encoded into the state maintained database. Information may include: agency budget, personnel information, equipment information, and jail information. The database is maintained for statistical analysis and publication of a bi-annual study by the Statistical Analysis Center (SAC).

**RETENTION:** WORKING PAPERS: Retain paper until encoded, then destroy 2 years after the information is published into the bi-annual reports Police Management Study and Sheriff Management Study.

PUBLICATIONS: Retain one copy of each publication permanently.

DATABASE: Retain permanently.

(Note: Consider microfilming the publications when volume warrants.)

(Note: File thirteen copies of the publications with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records can be released upon request.)

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PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Dawn Kramme  
RM CUSTOMER #: 1122

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**AG-164. REFERENCE INFORMATION:**

**04-003**

This series is arranged alphabetically by subject matter and contains information used for convenience of reference by office employees. Information may include: Criminal Justice Publications (i.e. Crime in the US), Bureau of Statistics Bulletins, crime books and studies from other states, and other related information. This record series is maintained for reference purposes.

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

(Cull files on a yearly basis to avoid a build up of superseded or obsolete materials and to purge duplicate copies.)

(Note: These records can be released upon request.)

**AG-165. SUBJECT FILES:**

**04-003**

This record series is no longer maintained.

**AG-165-1. TELEPHONE MESSAGE RECORDS:**

**04-003**

This series is comprised of messages left telephonically, whether recorded on paper, voice mail, or sent via e-mail.

**RETENTION:** Retain current in office until action is taken, then destroy or delete.

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**DIVISION:** D.C.I.  
**OFFICE:** Grants and SAC Unit  
**PROGRAM:** \_\_\_\_\_  
**RECORDS OFFICER:** Dawn Kramme  
**RM CUSTOMER #:** 1122

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**AG-165-2. UCR (UNIFORM CRIME REPORTING):**

**06-001**

This paper series is arranged alphabetically by agency name and contains crime reporting forms completed by local law enforcement agencies, which are encoded into the state maintained database. Information may include: type of crime, number of monthly incidents, property value, recovered value, homicide information, arson information, law enforcement officers killed or assaulted information, and offender/arrestee information. The database is maintained for statistical analysis and publication of an annual report, Crime in South Dakota, by the Statistical Analysis Center (SAC).

**RETENTION:** **WORKING PAPERS:** Retain paper until encoded, then destroy 1 year after the information is published into the annual report Crime in South Dakota.

**PUBLICATIONS:** Retain one copy of each publication permanently.

**DATABASE:** Retain permanently.

(Note: Consider microfilming the publications when volume warrants.)

(Note: File thirteen copies of the publications with the State Library pursuant to SDCL 14-1A-3 and file two copies with the State Archives.)

(Note: Tapes are rotated according to DCI computer support procedures.)

(Note: These records can be release upon request.)