



TOWNSHIPS

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
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Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-
5955

MEMORANDUM

TO: Townships

FROM: Mary Bisson
State Records Manager

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

DATE: December 30, 2004

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.

Procedure to Dispose of Township Records Using this Manual:

- The Township Board must adopt this manual as its Records Management Policy.
- Each Township is required by law to retain a permanent list of all records destroyed pursuant to SDCL 1-27-19.
- According to Administrative Rule (ARSD 24:52:11:01) each Township planning to destroy 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.
- Records Management will review a Township's list of records that it plans to destroy to ensure the appropriate retention periods have been met. The list should include the following: Record series number and record title as listed in this manual and the inclusive dates of the records being destroyed.
- For records not listed in this manual, you must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

Contact Information:

Records Management
Mary Bisson, Director
104 S Garfield Ave.
Pierre, SD 57501
Phone: (605) 773-3589
Fax: (605) 773-5955

State Archives
Chelle Somsen, State Archivist
Cultural Heritage Center
900 Governors Drive
Pierre, SD 57501
Phone: (605) 773-3615
Fax: (605) 773-6041

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(Std Form RM-1 Rev 1/03)

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OFFICE: Townships
PROGRAM: Townships
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TWP-1. ADMINISTRATIVE REFERENCE FILES:

91-014

This alphabetic series is maintained for convenience of reference. Topics in the file may include but are not limited to association files, policies and procedures, Civil Defense, computer information, and complaints.

RETENTION: Retain current information. Destroy superseded or obsolete.

TWP-2. ANNUAL STATEMENTS, TOWNSHIP TREASURERS':

91-014

This series contains annual statements prepared by township treasurers as required by SDCL 8-10-30. The reports are submitted to the County Auditor's Office, are used for reference, and include the following types of information: township name, name of township treasurer, date, listing of expenditures and their purpose, total receipts, total disbursements and cash balance. The County Auditor maintains these reports for three years, and the township clerk must record this information in the book of records (minutes).

RETENTION: Retain permanently on the book of records (minutes). Transfer to County Auditor should the political subdivision dissolve.

(NOTE: Subject to screening by the State Archivist prior to disposal.)

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TWP-3. AUDIT REPORTS:

91-014

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

RETENTION: Retain 3 years, then destroy.

(NOTE: Legislative Audit maintains reports permanently on microfilm.)

TWP-4. BANK STATEMENTS:

91-014

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statement, cancelled checks, deposit records, and bank balances. The information is used to reconcile checking accounts with bank balances and for reference and audit purposes.

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

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TWP-5. BID PROPOSALS:

91-014

This series contains the bids submitted by various vendors for goods or services to be provided to the township.

RETENTION: Retain 4 years, then destroy provided no claim, audit, or litigation is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-6. BOND DESTRUCTION CERTIFICATES:

91-014

This series contains copies of Bond Destruction Certificates submitted by the bonding firm to the township. They document the destruction of bonds two years after payment. Information may include but is not limited to: date, township, bond number, maturity date, destruction date, amount, and authorized signature. They are maintained for audit purposes.

RETENTION: Retain 4 years after bond has been paid and posted to Bond Register, then destroy provided no audit, claim, or litigation is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

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TWP-7. BOND REGISTER:

91-014

This series is maintained as a record of payments for both principal and interest of bonds. Information of the register may include: principal, interest rate, total principal and interest, levy interest, levy date, documentation of purchasers and origin of bonds.

RETENTION: Retain full book until all respective bonds have been retired, then transfer to storage for 4 years. Destroy 4 years after all bonds have been retired provided no claim, audit, or litigation is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-8. BONDS, CLERKS' AND TREASURERS':

91-014

SDCL 8-7-1 requires township treasurers to post a bond with one or more sureties or have a bond executed by a surety company authorized to do business in this state. SDCL 8-6-1 requires a township clerk to post a bond with two or more sureties.

RETENTION: File with County Auditor immediately.

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TWP-9. BURIAL/CEMETERY RECORDS:

91-014

This series, comprised of the cemetery plat book and its index and the cemetery plot sales record, details the name of the decedent, the legal description of the cemetery plot, a map of the cemetery, and details of the sale.

RETENTION: Retain permanently.

(NOTE: Consider microfilming or duplicating these records and storing them in a separate location (i.e. the state archives) to provide dispersal protection of these vital records.)

(NOTE: Subject to screening by the State Archivist prior to disposal.)

Transfer to County Auditor should the political subdivision dissolve.

TWP-10. CANCELLED CHECKS:

91-014

This series is filed numerically and contains the cancelled checks issued by the township and returned by the bank after the transaction has transpired. Information includes: date, amount tendered, payee, authorizing signature, bank drawn upon, account number, date check cleared the bank, and endorsements.

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending.

When litigation, claim, or audit is complete maintain for an additional 3 years, then destroy.

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TWP-11. CHECK REGISTERS:

91-014

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

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-12. CENSUS RETURNS:

91-014

This series contains copies of demographic data on the township compiled by the United States Census Bureau.

RETENTION: Maintain throughout any challenge to the United States Census Bureau's findings. Otherwise, dispose of this nonrecord material immediately.

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TWP-13. CONTRACTS AND AGREEMENTS:

91-014

This series contains both originals (copies of record) and reference copies of contracts and agreements between the agency and other parties. Information includes: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. They are kept for reference and audit purposes.

RETENTION: Retain current originals (copies of record); transfer terminated to storage for 7 years. Destroy 7 years after terminated.

Retain current reference copies; destroy terminated.

TWP-14. CORRESPONDENCE, FEDERAL:

91-014

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

RETENTION: Retain 3 years. Destroy after 3 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-15. CORRESPONDENCE, GENERAL:

91-014

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

RETENTION: Retain 2 years, then destroy.

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TWP-16. DEPRECIATION FILES:

91-014

This annual cumulative report contains depreciation information on equipment owned by the township. Information includes: equipment name, purchase price, life expectancy, annual depreciation, and balance. The information is maintained for audit purposes.

RETENTION: Retain 4 years. Destroy after 4 years provided no litigation, claim, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-17. EASEMENTS:

91-014

This series contains documentation of easements received or granted by the township. Information includes grantor, legal descriptions of property, purpose of easement, amount of consideration, and authorized signatures. Easements are maintained here as a central record of all easements owned or granted by the township. Transactions involving easements are detailed in the Book of Records (minutes). Easements should be filed with the County Register of Deeds.

RETENTION: Retain current easements. Transfer terminated to storage for 10 years. Destroy 10 years after terminated.

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TWP-18. ELECTION BALLOTS:

91-014

This series contains the official ballots used in township elections. Information may include: candidates' names, township questions, issuance of bond questions, county and name of township. This series includes hand-marked paper ballots, voting machine ballot records, contested ballots, and unused or spoiled ballots.

RETENTION: Retain paper ballots, voting machine ballot records, and unused or spoiled ballots 60 days after election and/or recount, then destroy.

Retain contested ballots 1 year, then destroy provided no litigation is pending.

TWP-19. ELECTION CERTIFICATES:

91-014

This series contains copies of certificates issued declaring the outcome of elections. Information on the form includes: date of election, office, name of prevailing candidate, term of office, and signature of clerk. These are filed with the County Auditor and are also presented to the prevailing candidate.

RETENTION: Retain 1 year, then destroy provided no litigation is pending.

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TWP-20. ELECTION NOTICES:

91-014

This series serves to notify the public of an election. Information on the notices includes: date, location, hours polls will be open, list of offices to be filled or ballot issues being considered, list of polling places, and signature of clerk, auditor, or finance officer.

RETENTION: Retain 60 days after election, then destroy.

TWP-21. ELECTION POLL AND TALLY LISTS:

91-014

This series is a list of those voting in a township election and is used to canvass the elections. Information includes: names of voters, names of candidates, and date and place of meeting at which election is held.

RETENTION: Retain 60 days after election, then destroy.

TWP-22. ELECTION RETURNS:

91-014

This series is forwarded to the township clerk by election officials and is maintained by the township clerk for reference. Information includes: vote totals and candidates' names. They are the election results.

RETENTION: If maintained separately, retain 25 years, then transfer to State Archives for final disposition. Otherwise, maintain permanently with the official minutes (Township Book of Records.)

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TWP-23. EMPLOYEE FILES:

91-014

This series is arranged alphabetically by name and contains a folder for each employee in the township. Information may include but is not limited to: applications for employment, personal data sheets, 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 township and provide payroll information. They are maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active employee files. Transfer terminated employee files for storage for 3 years. Destroy 3 years after employment is terminated.

TWP-24. EMPLOYMENT APPLICATIONS, UNSUCCESSFUL:

91-014

This series is arranged alphabetically by applicants' names and may contain copies of resumes and credentials of individuals who have applied for part-time employment with the township, i.e., driving the maintainer or mowing weeds. Information includes: name of applicant, address, education, training, and experience. The files are maintained as a source of information when filling vacant positions within the township. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files."

RETENTION: Retain 1 year, then destroy.

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TWP-25. FINANCIAL STATEMENTS:

91-014

Financial statements provide an overview of the township's financial condition for a given year. Information may include but is not limited to: 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. The statements are maintained for reference and audit purposes.

RETENTION: Retain 4 years. Destroy after 4 years provided no claim, litigation, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

TWP-26. GRANT FILES:

91-014

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

RETENTION: Retain current; transfer terminated to storage for 4 years. Destroy 4 years after terminated provided no claim, audit, or litigation is pending. Retain 4 years. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

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TWP-27. INVENTORY, CAPITAL ASSETS:

91-014

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

RETENTION: Retain current; transfer terminated to storage for 4 years. Destroy 4 years after terminated provided no claim, audit, or litigation is pending. Retain 4 years. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

Retain current procedures manuals; destroy obsolete or superseded.

TWP-28. LEGISLATION FILES:

91-014

This series is arranged chronologically and constitutes the agency's central file of all proposed legislation and legislation from previous years. Information includes: resource materials, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. The information is used for bill drafting, submission, and tracking during the legislative session.

RETENTION: Retain current; destroy superseded or obsolete.

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TWP-29. LEVY, NOTICE OR CERTIFICATE OF:

91-014

This series is required by SDCL 8-10-2 and is a report of actions taken at the annual township meeting indicating the amount of money that will need to be raised for the ensuing year. The information is also available to the township in its annual meeting minutes.

RETENTION: File with county auditor within 3 days of annual meeting.

TWP-30. MINUTES:

91-014

This series contains the official copy of record of the minutes (also known as the Township Book of Records) of special and annual township meetings and township board meetings.

RETENTION: Retain permanently as the township's book of records.

(NOTE: Consider microfilming or photocopying these minutes and storing the duplicates in a different building to provide dispersal protection of these VITAL RECORDS.)

(NOTE: Subject to screening by the State Archivist prior to disposal.)

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TWP-31. MINUTES, MISCELLANEOUS COMMITTEE:

91-014

This series is arranged alphabetically by committee name and contains copies of minutes from committee meetings. Information includes: date, committee name, members present, topics discussed and actions taken.

RETENTION: Retain 4 years, then destroy.

(NOTE: Subject to screening by the State Archivist prior to disposal.)

TWP-32. NOTICES, MEETING, ANNUAL AND SPECIAL:

91-014

SDCL 8-3-1 requires each organized township to hold a township meeting on the first Tuesday of March. Notices of the time and place of this meeting must be published in a legal newspaper within the county. SDCL 8-3-3 allows for additional township meetings under certain circumstances; notices of these meetings must also be published. This series contains the documentation that meetings held were properly advertised.

RETENTION: Retain 1 year, then destroy.

TWP-33. OATH OF OFFICE:

91-014

This series contains the oath executed by elected or appointed township officials within 10 days of notice of election.

RETENTION: File with county auditor immediately.

(NOTE: SDCL 8-4-5 states that failure to file a required oath constitutes a refusal of such office. SDCL 8-4-6 imposes a \$50 fine for entering upon township duties without first taking a required oath of office.)

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

DEPARTMENT: State of South Dakota
 DIVISION: Political Subdivision
 OFFICE: Townships
 PROGRAM: Townships
 RECORDS OFFICER: Townships
 RM CUSTOMER #: _____

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

TWP-34. PETITIONS:

91-014

This series contains original petitions signed by township residents urging action by the government. They are maintained here for public record. Information on the petition may include but is not limited to: resolution number, date, signature, description of property or action to be taken, and Notary Public seal and signature. The petitions have little value after the resultant issue has been acted upon.

RETENTION: Retain 1 year, then destroy.

TWP-35. PETITIONS, NOMINATING:

91-014

This series documents the nomination of an individual who has declared as a candidate for the office named in the petition. Information on the petitions includes: jurisdiction applicable for the office sought; nominee; county; declaration of candidate; instructions to signers; verification by person circulating nominating petition; date; seal; and signatures of officer administering oath, person circulating nominating petition, and candidate.

RETENTION: Retain 1 year, then destroy.

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TWP-36. RECEIPT BOOKS:

91-014

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

RETENTION: Retain full book 1 year, then transfer to storage for 3 years. Destroy after 4 years provided no audit, litigation, or claim is pending.

When litigation, claim, or audit is complete maintain for an additional 3 years, then destroy.

TWP-37. RESIGNATIONS, ACCEPTANCE AND NOTICES:

91-014

This series contains resignations tendered by various township officers. Information includes: name of resigning officer, reason for resignation, date, and signature of resigner and acceptance, date and signatures of the Board of Supervisors. Notices of resignation are to be filed with the township clerk.

RETENTION: Retain until such resignation is recorded in the minutes of the annual meeting and approved and made part of the book of records, then destroy.

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TWP-38. TOWNSHIP BOOK OF RECORDS:

91-014

This series contains the official minutes and actions of the township. It is maintained by the township clerk.

RETENTION: Retain for the life of the township. Transfer to the County Auditor should the township cease to exist.

(NOTE: Subject to screening by the State Archivist prior to disposal.)

TWP-39. VEHICLE AND EQUIPMENT FILES:

91-014

This series contains information regarding each motor vehicle and/or piece of equipment owned by the township. Information may include: trip data including vehicle identification number, sign-out sheets for each vehicle, sign-out dates and times, driver, return dates and times, beginning and ending odometer readings, and purposes of travel; fuel/oil usage data; bills of sale, and summaries of maintenance performed on all equipment. The information is maintained to document usage of each vehicle, to justify the sale of old vehicles and purchase of new vehicles, and for audit purposes.

RETENTION: Retain trip data 1 year then transfer to storage for 3 years. Destroy after 4 years provided no claim, litigation, or audit is pending. Otherwise, maintain until litigation, claim, or audit is complete and maintain for an additional 3 years, then destroy.

Retain fuel/oil usage data and maintenance records 3 years, then destroy.

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

TWP-40. VEHICLES TITLES/EQUIPMENT BILLS OF SALE:

91-014

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

RETENTION: Retain current; transfer when respective vehicle has been sold or declared surplus.

TWP-41. WORKERS' COMPENSATION FILES:

91-014

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

RETENTION: Retain 1 year after claim is settled, then transfer to storage for 3 years. Destroy 4 years after claim is settled provided no litigation is pending.

(NOTE: The State Division of Labor and Management maintains these files on microfilm for 15 years.)