



SOUTH DAKOTA
DEVELOPMENTAL CENTER

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Human Resources and Administration
Records Management Program
1320 East Sioux Avenue
Pierre, South Dakota 57501

2026

PROJECT STAFF

Jessica Spencer, Director
South Dakota Developmental Center

The employees of the South Dakota Developmental Center who contributed their time to explain the purpose and review the content of each record.

Shane Wright, Assistant Director/Records Officer
South Dakota Developmental Center

Dana Hoffer
State Records Manager

STATE RECORD DESTRUCTION BOARD

Jason Kettwig, Deputy Commissioner
Bureau of Human Resources and Administration (Chairman)

Beverly J. Katz
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Russell Olson, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

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

DATE: July 30, 2026

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.”

Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

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 and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements for the transfer of records to state archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices

PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center (department) consists of 124 pages and contains record series numbers SDDC-1 (consecutively numbered) through SDDC-206.

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

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

Paula Cape
Signature

11/8/00
Date

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

Dana Hoffer, Acting Manager
Signature, State Records Manager

11-15-00
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 30 day of November, 2000, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

Tom Straub
Signature, Chairman of the Board

11/30/00
Date

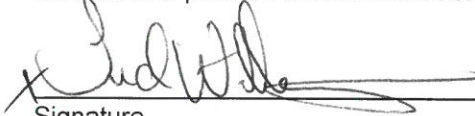
PETITION FOR AUTHORITY TO DESTROY RECORDS

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

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Development Center (department) consists of 2 pages and contains record series numbers SDDC-48 and SDDC-59.

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

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



Signature

11/21/01

Date

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



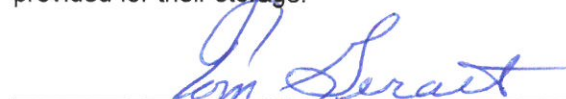
Signature, State Records Manager

12-6-01

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 4th day of January, 2002, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

Jan 4, 2002

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

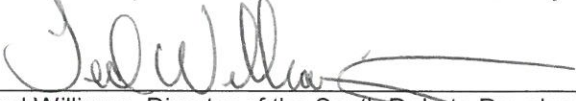
I, Ted Williams (name), acting in my position as Director of the South Dakota Developmental Center (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center (department) consists of N/A pages and contains record series number(s) N/A.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center (department) record series numbers(s) SDDC-3, SDDC-9, SDDC-16, SDDC-30, SDDC-32 thru SDDC-35, SDDC-46, SDDC-55, SDDC-66, SDDC-86, SDDC-122 thru SDDC-124, SDDC-126, and SDDC-182.

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



Ted Williams, Director of the South Dakota Developmental Center

11/1/07

Date

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



Dana Hoffer, State Records Manager

11-13-07

Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 14th day of November, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

11-14-07

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

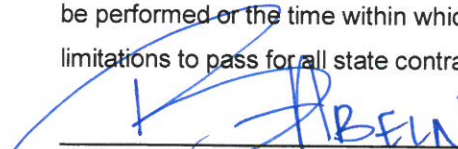
I, Barb Abeln, acting in my position as Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Development Center consists of 49 page(s) and contains record series number(s) SDDC-4, SDDC-6, SDDC-15, SDDC-17, SDDC-22, SDDC-23, SDDC-24, SDDC-142, SDDC-143, SDDC-36, SDDC-39, SDDC-41, SDDC-44, SDDC-49, SDDC-50, SDDC-51, SDDC-53, SDDC-54, SDDC-54.1, SDDC-59, SDDC-71, SDDC-74, SDDC-76, SDDC-78, SDDC-81, SDDC-83, SDDC-84, SDDC-87, SDDC-88, SDDC-89, SDDC-90, SDDC-97, SDDC-121, SDDC-130, SDDC-132, SDDC-135, SDDC-141, SDDC-144, SDDC-139, SDDC-145, SDDC-145.1, SDDC-147.1, SDDC-149.1, SDDC-152, SDDC-151, SDDC-154, SDDC-155, SDDC-158, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC-163, SDDC-164, SDDC-157, SDDC-166, SDDC-167, SDDC-168, SDDC-156, SDDC-169, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, SDDC-177, SDDC-180, SDDC-184, SDDC-186, SDDC-187, SDDC-188, SDDC-191, SDDC-201, and SDDC-202.

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

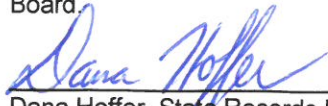
Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 34 page(s) and contains record series number(s) SDDC-5, SDDC-7, SDDC-28, SDDC-37, SDDC-40, SDDC-43, SDDC-45, SDDC-48, SDDC-52, SDDC-56, SDDC-58, SDDC-60, SDDC-61, SDDC-62, SDDC-65, SDDC-101, SDDC-102, SDDC-103, SDDC-104, SDDC-105, SDDC-106, SDDC-112, SDDC-117, SDDC-125, SDDC-133, SDDC-134, SDDC-136, SDDC-138, SDDC-140, SDDC-146, SDDC-148, SDDC-150, SDDC-153, SDDC-165, SDDC-175, SDDC-183, SDDC-185, SDDC-189, SDDC-192, SDDC-194, SDDC-195, SDDC-196, SDDC-197, SDDC-198, SDDC-199, SDDC-200, SDDC-203, SDDC-204, SDDC-205, and SDDC-206.

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


Barb Abeln, Director of the South Dakota Developmental Center

06.18.19
Date

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


Dana Hoffer, State Records Manager

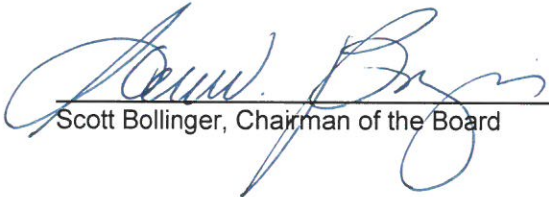
7/3/2019
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of July, 2019, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 19-004.**



Scott Bollinger, Chairman of the Board

7-16-19

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Barb Abeln, acting in my position as Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 4 page(s) and contains record series number(s) SDDC-143, SDDC-59, SDDC-114.1, SDDC-207.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 1 page(s) and contains record series number(s) SDDC-206.

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

Barbara Abeln

Barb Abeln, Director of the South Dakota
Developmental Center

May 18, 2021

Date

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

Dana Hoffer

Dana Hoffer, State Records Manager

May 27, 2021

Date

Signature: Barbara Abeln
Barbara Abeln (May 18, 2021 15:35 CDT)

Email: barb.abeln@state.sd.us

Signature: Dana Hoffer

Email: dana.hoffer@state.sd.us

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 14th day of July, 2021 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 21-007.**



Scott Bollinger, Chairman of the Board

7-14-2021
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Barb Abeln, acting in my position as the Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 1 page(s) and contains record series number(s) SDDC-169.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 2 page(s) and contains record series number(s) SDDC-178, SDDC-179, and SDDC-181.

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

Barbara A. Abeln
Barbara A. Abeln (Nov 2, 2021 19:15 CDT)

Barb Abeln, Director of the South Dakota
Developmental Center

Nov 2, 2021

Date

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

Dana Hoffer

Dana Hoffer, State Records Manager

Nov 3, 2021

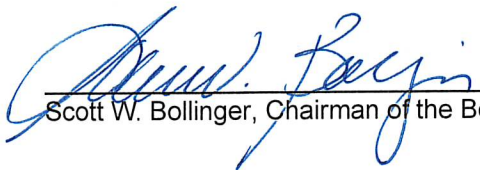
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 8th day of December, 2021 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 21-019.**



Scott W. Bollinger, Chairman of the Board

12-8-2021
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

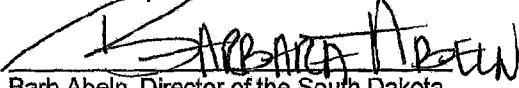
I, Barb Abeln, acting in my position as the Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 53 page(s) and contains record series number(s) SDDC-21, SDDC-22, SDDC-142, SDDC-143, SDDC-36, SDDC-44, SDDC-41, SDDC-42, SDDC-38, SDDC-39, SDDC-50, SDDC-51, SDDC-53, SDDC-54.1, SDDC-57, SDDC-59, SDDC-64, SDDC-67, SDDC-68, SDDC-69, SDDC-72, SDDC-73, SDDC-76, SDDC-78, SDDC-80, SDDC-79, SDDC-81, SDDC-87, SDDC-88, SDDC-89, SDDC-90, SDDC-94, SDDC-96, SDDC-97, SDDC-100, SDDC-109, SDDC-119, SDDC-120, SDDC-121, SDDC-130, SDDC-131, SDDC-135, SDDC-137, SDDC-141, SDDC-144, SDDC-147, SDDC-147.1, SDDC-149, SDDC-149.1, SDDC-152, SDDC-151, SDDC-154, SDDC-155, SDDC-158, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC-166, SDDC-163, SDDC-164, SDDC-157, SDDC-167, SDDC-168, SDDC-156, SDDC-169, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, SDDC-177, SDDC-180, SDDC-184, SDDC-186, SDDC-187, SDDC-188, SDDC-190, SDDC-191, SDDC-193, and SDDC-202.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 10 page(s) and contains record series number(s) SDDC-47, SDDC-70, SDDC-71, SDDC-75, SDDC-83, SDDC-84, SDDC-85, SDDC-111, SDDC-113, SDDC-128, SDDC-139, SDDC-145, and SDDC-145.1.

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


Barb Abeln, Director of the South Dakota
Developmental Center

11.10.2025
Date

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


Dana Hoffer, State Records Manager

11/18/2025
Date

Addendum to the South Dakota Developmental Center's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- Amend the retention for SDDC-21 Packing Slips to read as follows: Retain 4 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- Amend the retention for SDDC-135 Work Schedules to read as follows: Retain 3 years in work management software, then purge automatically provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.
- Amend the retention for SDDC-154 Shift Report Forms to read as follows: Retain 1 year, in the Developmental Support Professional Supervisor office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 3rd day of December 2025 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 25-013.**

Jason Kettwig

Jason Kettwig (Dec 8, 2025 08:21:20 CST)

Jason W. Kettwig, Chairman of the Board

12/08/2025

Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

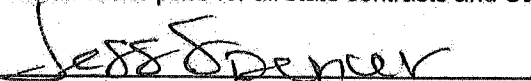
I, Jessica Spencer, acting in my position as the Director of the South Dakota Developmental Center, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 1 page(s) and contains record series number(s) SDDC-59.1.

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

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Developmental Center consists of 16 page(s) and contains record series number(s) SDDC-92, SDDC-94, SDDC-95, SDDC-96, SDDC-97, SDDC-98, SDDC-100, SDDC-155, SDDC-159, SDDC-160, SDDC-161, SDDC-162, SDDC-163, SDDC-164, SDDC-157, SDDC-167, SDDC-168, SDDC-156, SDDC-170, SDDC-171, SDDC-172, SDDC-173, SDDC-174, SDDC-176, and SDDC-177.

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


Jessica Spencer, Director of the South Dakota
Developmental Center

6.16.26
Date

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


Dana Hoffer, State Records Manager

6/25/2026
Date

Records Destruction Board's Action:

- Approved as originally petitioned.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 28th day of July 2026 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 26-005.**



Jason W. Kettwig, Chairman of the Board

7/28/26

Date

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Notes, Record Handling, & Definitions

Notes:

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

Record Handling:

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-1. BANK STATEMENTS:

00-021

This series is arranged chronologically and contains individual records sent from banks to use for reconciliation purposes. Information is maintained in the Budget and Finance Office and may include: date of statement, cancelled checks, deposit records, statements, and bank balances. This record series is used to reconcile checking accounts with bank balances, and for reference and audit purposes.

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

SDDC-2. BILLING SUMMARIES:

00-021

This series is arranged chronologically and contains clothing summaries submitted to Budget and Finance Office. Information may include: individual name, module, date, quantity, description, unit costs, and total costs. The information is sent to the Budget and Finance Office for billing purposes. This record series is maintained to insure receipt of the originals by the Budget and Finance Office.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
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NUMBER

SDDC-4. BUDGETARY ACCOUNTING REPORTS:

19-004

These daily, weekly, monthly, and yearly computer generated reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include: Daily Revenue Journal Voucher Detail Report, Daily Transaction Register, Status Register, Activity Budget Status, Weekly Sub-Fund Report, Advance Travel-Accounts Receivable, Transaction Progress Report, Monthly Revenue Journal Voucher Detail Report, Revenue Analysis Report, General Ledger Trial Balance, Sub-Fund General Ledger Trial Balance, and Monthly Expenditure Report. This record series is maintained for audit purposes.

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

SDDC-6. CANTEEN RECORDS:

19-004

This computer series is arranged chronologically and contains the daily summary of money received as well as the expenses paid at the South Dakota Developmental Center Canteen. Information may include: starting cash balance, itemized account of cash on hand, withdrawals, checks on hand, cash register tapes, and amount deposited. This record series is maintained to summarize all daily profits/expenses at the canteen, to balance the cash register, and to determine amounts to deposit in the local banking account.

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

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-8. CHECK STUBS:

00-021

This series is arranged numerically by check number and contains the No Carbon Required (NCR) copies of checks issued by South Dakota Developmental Center. Information may include: agency number, issue date, amount, to whom, and deductions. This record series is maintained for reference concerning parties to whom checks were issued and for audit purposes.

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

SDDC-10. CORRESPONDENCE, E-MAIL:

00-021

This series is arranged chronologically and contains e-mail correspondence. Information may contain letters and memorandums sent and received which deal with current issues. This record series is used for reference purposes. Substantive E-mail messages are printed and maintained as "General Correspondence" for two years.

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

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-11. CORRESPONDENCE, FEDERAL:

00-021

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

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

SDDC-12. CORRESPONDENCE, GENERAL:

00-021

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

RETENTION: Retain 2 years in office, then destroy.

(Note: 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:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-13. COUNTY ASSESSMENTS:

00-021

This monthly computer printout is arranged alphabetically, and contains itemized billings sent to each county by the South Dakota Developmental Center for care provided to county individuals. Information may include: county name, billing date, individual name, individual identification number, date admitted, charges, payments received, and ending balance. This record is maintained to answer questions concerning the billings, to insure receipt of the original by each county, and for audit purposes.

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

SDDC-14. DEPOSIT SLIPS:

00-021

This series is arranged chronologically and contains NCR (carbon) copies of the slips used to deposit money in the local checking account. Information may include: date, account name, account number, itemized list of checks and monies, total deposited, and signatures. This record series is maintained to verify amount of all deposits and to insure receipt of the original deposit slips by the bank in case of loss. The originals are maintained with the "Bank Statements."

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-15. FINANCIAL RECORDS, INDIVIDUALS:

19-004

This paper and electronic series is generated by person and contains itemized lists of all transactions occurring to each individual's financial account. Information may include: individual's name, account number, program name, deposits, transfers, withdrawals, and ending balances. This record series is used to summarize the management of all individuals' funds and for audit purposes.

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

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Record System.

SDDC-17. INDIVIDUAL INCENTIVE PAY/CASH DISBURSEMENT VOUCHER:

19-004

This paper series is arranged chronologically and is a signature sheet for individual incentive pay and cash disbursements. Information may include: date, name of individual receiving money, amount of money disbursed, individual's signature, and signature of person making payment and date. This record series is used to track money requested by individuals.

RETENTION: Retain 7 years in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-18. MEDICAID/MEDICARE BILLINGS:

00-021

This copy of computer printout series is arranged chronologically and contains monthly billing summaries sent to Medicaid/Medicare for billing purpose. Information may include: billing date, individual name, recipient name, daily rate charged, dates of service provided, amounts paid by individuals, and amount due. This record series is maintained for reference concerning the original billing sent to Medicaid/Medicare and to insure receipt of bills due.

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

SDDC-19. MEDICAL REQUISITION FILES (MEDICARE NOTICES):

00-021

This series is arranged alphabetically by name of individual and contains the standard forms used to verify approval received to provide medical services to individuals. Information may include: Medicare benefit summaries and copies of medical requisitions. This record series documents approval received to provide service to individuals, to verify invoices for services for which the South Dakota Developmental Center must pay, and documents the denial by Medicaid/Medicare to pay the amounts due. The original is maintained with the respective "Vouchers."

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-20. PACKING RECEIPTS:

00-021

This series is arranged alphabetically by name of individual and contains the standard receipts issued for all items sent to each individual. Information may include: date, individual's name, item received, receipt number, and signature of person receiving the item. This record series is maintained to document that all packages sent to individuals have been delivered.

RETENTION: Retain 1 year in office, then destroy.

SDDC-21. PACKING SLIPS:

25-013

This series is arranged alphabetically by vendor name and contains the original form sent with merchandise. Information may include: vendor name and address, shipping address, number of items sent, description, and signatures of person filling orders. This record series is used to reconcile orders received with the packing slips. The invoices are paid if packing slips reconcile, or steps are taken to insure the receipt of items which were not sent.

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.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-22. PAYROLL DISTRIBUTION LISTINGS, INDIVIDUALS:

25-013

This alphabetical paper and electronic series is generated monthly to list amounts of money individuals have been paid to attend vocational opportunities. Information includes: individual name, social security number, and amount each was paid for attendance in these workshops or training sessions. This information is then provided to the Department of Social Services and the Social Security Administration to report income for each individual.

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

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Record System.

SDDC-23. PROPERTY MANAGEMENT FILES:

19-004

This series is arranged chronologically and documents the property maintained by the South Dakota Developmental Center. Information may include: copies of the Central Annual Inventory printout, file maintenance forms which will reflect changes in the inventory, inventory procedures manual, and surplus property received and transferred forms. The information is maintained for property management and accountability purposes.

RETENTION: Retain Central Annual Inventory and maintenance forms 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.

Retain Inventory Procedural Manual current in office. Destroy superseded or obsolete.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-24. PURCHASE ORDER:

19-004

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

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

SDDC-25. RECEIPT BOOKS:

00-021

This series contains receipts issued to document the receipt of money paid. Receipts are numbered and include: the date the money was received, funds and accounts to be credited, the amount to be credited to each, and the signature of the person who received the money. Copies of cash receipts are maintained in these books for audit purposes.

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

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
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SDDC-142. REQUEST FOR TRAVEL AUTHORITY:

25-013

This paper series is arranged alphabetically by employee name and contains the request for authority to travel. Information may include: date of application; names of persons requesting travel; destination; purpose; date and time of travel; signature of traveler and supervisor and initials of the director; and the Department of Human Services travel rates including motels, mileage, and food. This record series is maintained for budgeting, scheduling of vehicles, and training information purposes.

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

SDDC-143. REQUEST TO ATTEND TRAINING/WORKSHOP:

25-013

This paper series is arranged chronologically by date and contains the request to attend training/workshop. Information may include: traveler's name, meeting or training title, location of meeting or training, if attending for continuing education or maintaining license, credit hours, how the traveler feel the trip will benefit the employee, how will it benefit the South Dakota Developmental Center, whether or not the employee would be willing to do a presentation on the information, and steps that need to be taken on return from travel. This record series is maintained for training information purposes.

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

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AUTHORIZATION FORM
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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-26. REQUISITION FOR A GROUP OF INDIVIDUALS:

00-021

This series is arranged numerically by requisition number and contains the authorization to remove funds from specified accounts for a group of individuals. Information may include: individuals' names, module, amount of money requested for each individual, account money is to be taken from, person requesting funds and authorized signatures. This information is submitted by module to the Budget and Finance Office to request money needed for individuals. The Budget and Finance Office then verifies funds are available in each individual's account and debits the account for the amount requested.

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

SDDC-27. REQUISITION FOR THE NEEDS OF INDIVIDUALS:

00-021

This series is arranged numerically by requisition number and contains signed authorizations to remove funds from an individual's personal account. Information may include: individual's name, Program, description of goods to be purchased for the individual, quantity, price, and authorized signature. This information is submitted by each module to the Budget and Finance Office to request items which individuals desire to purchase. The Budget and Finance Office then verifies funds are available in each individual's account, orders the goods, then debits the account for the amount of the purchase.

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

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Budget and Finance</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-29. SOCIAL SECURITY FILES, INDIVIDUALS:

00-021

This series is arranged alphabetically by individual's name and contains related information concerning the receipt and use of Social Security funds. Information may include: applications, correspondence, direct deposit forms, overpayment notice, supplemental security income determinations, and other related information. This record series is maintained to administer the individuals' Social Security funds, to document all related correspondence about the funds, and to document the Center's authority to deposit funds in the local banking account.

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

SDDC-31. TRUST ACCOUNT CASH REQUISITION:

00-021

This series is arranged numerically by requisition number and contains signed authorizations to remove funds from an individual's Trust Account. Information may include: individual's name, date, account balance before withdrawal, amount requested, what the money will be used for, which area the funds are to come from (regular trust or workshop), signature of individual requesting funds and authorized signatures. This information is submitted by the individual to the Budget and Finance Office to request petty cash. The Budget and Finance Office then verifies funds are available in the individual's account, and debits the account for the amount requested.

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

STATE OF SOUTH DAKOTA
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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Director</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-36. CEMETERY RECORDS:

25-013

This database series is arranged chronologically by date of death and lists the location of deceased individuals buried in the facility cemetery. Information may include: date of death, date of birth, individual name, medical record number, section, lot, and grave number. This record is used to determine gravesite locations of deceased individuals and for reference purposes.

RETENTION: Retain permanently in electronic format.

SDDC-44. CLIENT EVENT REPORTS:

25-013

This paper and electronic series is arranged chronologically in Administration. The series contains events involving abuse, neglect, exploitation and/or mistreatment of clients, (which occur at the SDDC) concerning employees and/or clients; Injury/Event of an Unexpected Nature; Unapproved Restraint; Policy and/or Procedure Not Followed; Client Left Unattended; Injury of Unknown Source, AWOL Off Campus, Missing Client, Client to Client Physical Altercations, Client to Client Sexual Contact, Injury from Highly Restrictive Procedures, Allergic Reaction, Diabetic Reaction, Choking, Ingestion of Harmful Substance, Wrong Diet Consistency, Open Wounds Not of a Superficial nature, Unusual Swelling or Bruising, Head Injury, Burns, Falls, and Unexplained Injury of clients.. Documentation to support the event is kept in the Human Rights Specialist office and may include: client's name, living or work area, event and/or injury cause, interview notes, interdisciplinary notes, medical log, and responder log, correspondence, pictures, and other related information. This series is used to determine patterns of events, behavior or medical concern.

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

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Director</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-41. CLIENT LEGEND:

25-013

This paper and electronic series is arranged chronologically and contains a listing of each client who has been admitted to the South Dakota Developmental Center (SDDC). Information may include: county of admission, date and place of birth, family information, religious preference, baptism and confirmation information, dates of stay, and discharge/decease information. This record series is used as an electronic history of clients at SDDC, statistical information, and for reference and documentation purposes.

RETENTION: Retain permanently in Electronic Health Records System.

SDDC-42. CLIENT REGISTER:

25-013

This leather-bound book series is arranged numerically by identification number and contains lists of assigned client identification numbers. Information may include: identification number, client name, date admitted, date discharged/expired, names of individual's parents, and county of residence. This record series provides a quick reference of client background history and is used to determine the next available number for assignment purposes.

RETENTION: Retain permanently.

(Note: Consider microfilming bound books when volume warrants.)

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Director</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-38. CORRESPONDENCE, DIRECTOR:

25-013

This series is arranged by subject matter, then chronologically within and contains both copies of correspondence sent by the director and correspondence received by the same. This record series is used to document all correspondence that is sent and received by the director.

RETENTION: Retain electronically for 4 years, then destroy.

SDDC-39. HUMAN RIGHTS COMMITTEE MINUTES:

25-013

This paper series is arranged chronologically by date of Human Rights Committee meeting and contains the minutes. Information may include but not limited to the review/approval/disproving of plans related to clients supported, review of plans involving the use of highly restrictive procedures, review of emergency restraints, review of psychotropic medications, review of safety precautions and limitations associated with them, review of admissions and limitations associated with them, review/approval/disproving of restitution.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: The actual Behavior Intervention is kept in the Master Record and retained as such.)

(Note: Supporting information is maintained by QIDP, Behavior Therapist, Program Secretary and kept according to their retention requirements.)

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Director</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-47. PLANNING FILES: Deleted from Schedule, 12/03/2025.

25-013

SDDC-49. TITLE XIX FILES AND DEFICIENCY REPORTS:

19-004

This paper and electronic series is arranged chronologically and contains related information concerning certification by the Title XIX Program. Information may include: date, facility name, areas reviewed, noted deficiencies, corrective measures recommended, certification, disclosure forms, application, correspondence, reviews, deficit reports, definition of services, safety codes, plans of action, and corrections. This record series is used to document the procedures followed to gain and maintain Medicare/Medicaid certification.

RETENTION: Retain 10 years in office, then scan paper and maintain electronically for 20 years in the Administration folder. Destroy after 30 years.

SDDC-50. UNIFORM MONTHLY POPULATION STATISTICS:

25-013

This paper and electronic series is arranged chronologically and contains the monthly reports sent electronically to the Department of Human Services to report population statistics. Information may include: number of clients admitted, discharged or readmitted; client leave information; authorized leaves or temporary transfers; population on and off campus, male to female ratios, and age range; and client impairments, diagnosis, race, cognitive functioning levels, religion and guardianship status. This record series is saved for reporting purposes and is used for statistical comparison.

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

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>Director</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-51. UNIFORM YEARLY POPULATION STATISTICS REPORT (UPS):

25-013

This yearly paper and electronic generated series is arranged chronologically and summarizes the yearly population statistics for the South Dakota Developmental Center, which is sent electronically to the Department of Human Services. Information may include: number of clients admitted, discharged or readmitted; population on and off campus, male to female ratios, and age range; client impairments, diagnosis, race, cognitive functioning levels; client discharge living arrangements and training/working arrangements, and client by county. This record series is saved for reporting purposes and used for reporting and yearly analysis.

RETENTION: PAPER: Retain 7 years in office, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Records System.

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>General</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-53. CORRESPONDENCE, FEDERAL:

25-013

This paper and electronic series is arranged chronologically and contains letters, memorandums and electronic mail sent to and received from any federal agency. This record series is maintained for reference and for possible use when litigation, claims, or audits are pending.

RETENTION: Retain 1 year in Administrative Office, then scan, and maintain electronically for 3 years under the Administration folder provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Destroy after 4 years.

SDDC-54. CORRESPONDENCE, GENERAL:

19-004

This paper and electronic series is arranged chronologically and contains copies of letters, memorandums and electronic mail sent and originals of letters, memorandums and electronic mail received. This record series is maintained for reference and documentation.

RETENTION: Scan and maintain electronically for 2 years under Administration Folder, then delete.

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>General</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-54.1. CORRESPONDENCE, LEGAL:

25-013

This paper and electronic series is arranged chronologically and contains letters, correspondence and electronic mail sent to and received regarding any legal issues. This record series is maintained for reference and for possible use when litigation, claims, or audits are pending.

RETENTION: Retain 1 years in Director's Office, then scan and save under the Administration folder for 3 years. Destroy and delete after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

SDDC-57. MINUTES, COMMITTEE:

25-013

This electronic series is arranged alphabetically by committee name, then chronologically within and contains minutes of committee meetings on campus. Information may include: date, committee name, members present, topics discussed, and action taken. This record series is used for reference concerning committee action.

RETENTION: Retain electronically for 4 years, then delete.

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DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Director</u>
PROGRAM:	<u>General</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-59. POLICIES AND PROCEDURES:

25-013

This paper and electronic series is arranged by calendar year, then by procedural name and contains copies of the current policies and procedures. Information may include: South Dakota Developmental Center policies on abuse/neglect, client's rights, disaster plan, and others. This record series is used to determine the proper course of actions to take in certain situations. The signed originals of current South Dakota Developmental Center policies and procedures, as well as the obsolete policies and procedures are maintained in the Administrative Office.

RETENTION: Retain current in administration office. Transfer terminated to storage for 10 years for legal purposes, then destroy.

SDDC-59.1. SDDC DIRECTORY MONTH YEAR:

26-005

This electronic internal directory is arranged by buildings on campus, then by areas within each building. Information may include: names, telephone numbers, office room numbers, supervisors, med pass time, and meal times. This internal record is maintained by Client Services Liaison Specialist and is updated monthly.

RETENTION: Retain current. Destroy superseded or obsolete.

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Communications</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-63. CALIBRATION OF AUDIOLOGICAL EQUIPMENT:

00-021

This series is arranged chronologically and contains calibration of audiological equipment. Information may include: name of the company doing testing, the name of the manufacturer of the equipment, model serial number, conditions of door seals, condition of Jack Panel, condition of ventilation system, maximum allowable levels, center band octave reading, test results in decibels, testing instrument used, last calibration date, date of testing, and signature of inspector. This record series is used to assure the testing equipment is working.

RETENTION: Retain 1 year in office, then destroy.

SDDC-64. INDIVIDUAL DATA SHEETS:

25-013

This series is arranged alphabetically by name of client and contains personal information concerning each client that the Speech/Language Pathologists relate to in the Speech Therapy Program. Information may include: client's name, activity level awareness, response, and corrective perimeters. This record series is used to determine the communication skills each client possesses and for reference concerning programs to be developed for each.

RETENTION: Retain 1 year in office, then destroy.

SDDC-67. TREATMENT SCHEDULES:

25-013

This series is arranged chronologically by appointment date and contains the names of clients who are scheduled for Speech Therapy. Information may include: client's name, date, time, and comments. This record series is maintained for scheduling purposes.

RETENTION: Retain 1 year in office, then destroy.

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DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Dental</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-68. APPOINTMENT BOOKS:

25-013

This appointment-book series is arranged chronologically by date and time and provides a listing of clients who have dental appointments. Information may include: date, client's name, time of appointment, and procedure administered. This record series is used for summaries concerning the dates clients are seen, and for scheduling and reporting purposes.

RETENTION: Retain 1 year in office, then destroy.

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DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Medical</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-69. CONSENT FORMS, EMPLOYEE IMMUNIZATIONS:

25-013

This series is arranged alphabetically by name of employee and documents consent given by employee for immunizations. Information may include: employee's name, immunization to be administered, date, drug, lot number, manufacturer, date given, and signature of employee giving informed consent. This record series is also maintained for legal purposes to document that permission was given by the employees for the agency to administer vaccinations.

RETENTION: Retain in office. Destroy 30 years after termination or death.

(Note: Consider storing electronically when volume warrants.)

(Note: Occupational Safety and Health Administration requires these records be kept 30 years after termination or death of employee. The National Vaccine Injury Compensation Program, established by the National Childhood Vaccine Injury Act of 1986 requires physicians and other health-care providers who administer vaccines to maintain permanent vaccination records and to report occurrences of certain adverse events to the U.S. Department of Health and Human Services.)

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OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Medical</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-70.	<u>CONTROL GRAPHS:</u> Deleted from Schedule, <u>12/03/2025</u> .	25-013
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SDDC-71.	<u>DRAWING STATION LOG:</u> Deleted from Schedule, <u>12/03/2025</u> .	25-013
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SDDC-72.	<u>EMPLOYEE IMMUNIZATION RECORD:</u>	25-013
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This computer database series is arranged alphabetically by name of employee to document immunizations given to employees and contains employee immunization records. Information may include: employee name, immunization administered, date, drug, lot number, manufacturer, and date given. This record series is maintained to ensure immunizations are kept up to date in order to prevent unnecessary illness and in case of an adverse reaction to immunizations.

RETENTION: Retain in office. Destroy 30 years after termination or death of employee.

(Note: Consider storing electronically when volume warrants.)

(Note: Occupational Safety and Health Administration requires these records be kept 30 years after termination or death of employee. The National Vaccine Injury Compensation Program, established by the National Childhood Vaccine Injury Act of 1986 requires physicians and other health-care providers who administer vaccines to maintain permanent vaccination records and to report occurrences of certain adverse events to the U.S. Department of Health and Human Services.)

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OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Medical</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-73. MEDICAL IDENTIFICATION CARDS:

25-013

This card series is arranged alphabetically by name of client and contains current Medicaid identification cards for each. Information may include: client's name, Medicaid identification number, date of birth, and sex. This record series is maintained to determine proper identification number when submitting Medicaid claims.

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

SDDC-74. WORK SCHEDULES:

19-004

This paper series is arranged by date and contains work schedule for employees. Information may include: work period, name, days on, days off, hours on and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance records.

RETENTION: Retain 3 years, then destroy.

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DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Pharmacy</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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SDDC-75. CONSULTANT PHARMACY REPORT: Deleted from Schedule,
12/03/2025.

25-013

SDDC-76. DAILY AUDIT LOG:

25-013

This computer printout series is arranged chronologically and contains the daily audit log. Information may include: prescription number, client name, doctor prescribing, transaction number, drug name, drug strength, amount dispensed, original amount, pharmacist, original date, refill date, price, and initials and signature of pharmacist. This log indicates the daily work of the pharmacist, by listing the prescriptions filled daily to the clients in the agency.

RETENTION: Retain 10 years, then destroy.

(Note: CMS 42 CFR 423.505 requires records be kept for ten years.)

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Pharmacy</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-77. FORMULARY RECORDS:

00-021

This series is arranged alphabetically by pharmacological category and lists drugs used by the agency. Information may include: trade name, generic name, dosages stocked, and form (tablet, capsule, etc.). The listing is updated every six months and serves to prevent therapeutic duplication, to limit on-hand inventories, and to assure an adequate spectrum of therapeutic agents to treat individuals.

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

SDDC-78. INVOICES:

25-013

This paper series is arranged chronologically and constitutes the instrument used by vendors to petition for payment. Information may include: vendor name, company name, date order received, ship date, invoice date, invoice number, purchase order number, quantity, description, Program price, amount, terms and total. This record series is maintained by the pharmacy for reference purposes. The Office of Budget and Finance maintains the audit copies.

RETENTION: Retain 10 years, then destroy.

(Note: CMS 42 CFR 423.505 requires records be kept for ten years.)

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Pharmacy</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-80. MINI-PHARMACY SIGN OUT SHEETS:

25-013

This (8 ½" x 3 ½" red) series is arranged chronologically and provides a notification sent to the Pharmacy to replace an item. Information may include: item description, individual assigned, and amount. The information is summarized on the individual's chart and "Drug Requisitions." This record series is used to inform the Pharmacy of the need to restock a drug item.

RETENTION: Retain 2 years, then destroy.

(Note: ARSD 20:51:15:13 requires records be kept for two years.)

SDDC-79. OFF CAMPUS MEDICATION FORM:

25-013

This series is arranged chronologically by date of outing and is used to order medications for clients who go off campus during scheduled medication times. Information may include: name of the person who requests medications, date requested, name of event requiring off campus trip, date of event, time leaving, time returning, medication times needed, client's name, and client's dorm. Instructions for use of the form are included at the bottom. This record series enables pharmacy to obtain information needed to correctly provide outing medications.

RETENTION: Retain 2 months after outing, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Pharmacy</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-81. PHYSICIAN ORDER FORM-PRESCRIPTIONS:

25-013

This paper series is arranged chronologically and contains doctor orders for an individual. Information may include: name of individual, module, diagnosis, lab work, doctor, pharmacist's comments, drug strength, prescription number, direction for use, and original date. This record series is maintained for consultant purposes, to review and evaluate patient records.

RETENTION: Retain 10 years in office, then destroy.

(Note: CMS 42 CFR 423.505 requires records be kept for ten years.)

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Physical/Occupational Therapy</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-82. CALIBRATE ULTRASOUND MACHINE:

00-021

This sticker is applied to the machine each time it is tested. Information may include: date tested, identification number, person who did the testing, setting watts used, actual output of watts, whether it was repaired, safety tested, calibrated, or if preventive maintenance was done; and next testing date. This record series is maintained to ensure the machine is accurate for proper use.

RETENTION: Retain current sticker on the machine. Remove and destroy superseded stickers.

SDDC-83. INDIVIDUAL CHARTS: Deleted from Schedule, 12/03/2025.

25-013

SDDC-84. INDIVIDUAL MONTHLY PROGRAM ATTENDANCE: Deleted from Schedule, 12/03/2025.

25-013

SDDC-85. NUTRITION PROGRAM CALENDARS (OCCUPATIONAL THERAPY): Deleted from Schedule, 12/03/2025.

25-013

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Psychology</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-87. BEHAVIOR DATA SHEETS:

25-013

This paper and electronic series are arranged alphabetically by name of client and contains notations concerning behaviors exhibited by clients. Information may include: client's name, date reported, description of behavior. The information is sent to psychology on a weekly basis and entered into a behavior database. This record series is used to determine behavioral progress and to measure effectiveness of psychotherapeutic medication.

RETENTION: Retain "behavioral data" permanently in the Electronic Health Records System.

SDDC-88. BEHAVIOR INTERVENTION STRATEGY:

25-013

This paper and electronic series are arranged alphabetically by name of client and contains the plans developed to regulate client behavior. Information may include: client's name, purpose, target behaviors, baseline, objectives, and instructions. The plans are developed by the psychologists and behavior therapists to attempt to correct maladaptive behavior patterns and for peer reviews. The information is retained in the respective "Master Record."

RETENTION: Retain permanently in the Electronic Health Records System.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Health Services</u>
PROGRAM:	<u>Psychology</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-89. PSYCHOLOGY ANNUAL REVIEWS:

25-013

This paper and electronic series is arranged alphabetically by name of client and contains psychology annual reviews. Information may include: client's name, Case Manager, evaluator, staffing date, diagnostic impression, medications client receives, behavior intervention strategy, objectives of the client's training intervention, results, and recommendations. This record series is used to determine the individual's behavioral patterns in the day-to-day living environment.

RETENTION: Retain permanently in the Electronic Health Records System.

SDDC-90. PSYCHOLOGICAL TESTING REPORT:

25-013

This electronic series is arranged alphabetically by name of client and contains psychological evaluations for each. Information may include: personal data, test results, test behavior, test interpretations, summaries, and recommendations. The record series is used to review current treatments and to review the progress of clients. The document is retained in the "Master Records."

RETENTION: Retain permanently in the Electronic Health Records System.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Food Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-91. CLEANING LISTS:

00-021

This series is arranged chronologically and contains daily item cleaning lists. Information may include: date, employee, location, list of items to be cleaned, and initials of the person performing the cleaning to indicate each has been completed. This record series is maintained to ensure that all cleaning tasks are completed on a daily basis.

RETENTION: Retain 3 months in office, then destroy.

SDDC-92. DIET LISTS: Deleted from Schedule, 07/28/2026.¹

26-005

SDDC-93. FIRE DRILL REPORTS:

00-021

This series is arranged chronologically and documents the results of all fire drills held in this program. Information may include: date, nature of drill, observations, noted deficiencies, and plans of correction. This record series is maintained for Title XIX certification, to rehearse fire drills with staff, and to correct observed deficiencies.

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

SDDC-94. INDIVIDUAL CARDEX FILES: Deleted from Schedule, 07/28/2026.²

26-005

¹ Reason for deleting SDDC-92, information is part of the client's profile maintained in the Electronic Health Records System.

² Reason for deleting SDDC-94, information is part of the client's record maintained in the Electronic Health Records System.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Food Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDDC-95. MEALS SCHEDULES: Deleted from Schedule, 07/28/2026.³

26-005

SDDC-96. MENUS: Deleted from Schedule, 07/28/2026.⁴

26-005

SDDC-97. NOURISHMENT SHEETS: Deleted from Schedule, 07/28/2026.⁵

26-005

SDDC-98. SPECIAL FUNCTION REQUESTS: Deleted from Schedule, 07/28/2026.⁶

26-005

SDDC-99. TEMPERATURE LOGS:

00-021

This series is arranged chronologically and lists the temperature readings of the food at the beginning of the meal, during meal serving, and an ending temperature is taken. Also, random checks are done once a week as trays leave the cafeteria and are served at the various modules. Information may include: date, menu, meal, module and temperature of food. This record series is used to insure proper temperature of food.

RETENTION: Retain 1 year in office, then destroy.

³ Reason for deleting SDDC-95, meal schedule times are included in the phone directory SDDC-59.1.

⁴ Reason for deleting SDDC-96, information is maintained by the Healthcare Services Group.

⁵ Reason for deleting SDDC-97, information is part of the client's record maintained in the Electronic Health Records System.

⁶ Reason for deleting SDDC-98, information is maintained by the Healthcare Services Group.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Food Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-100. WEIGHT SHEETS: Deleted from Schedule, 07/28/2026.⁷

26-005

⁷ Reason for deleting SDDC-100, information is part of the client's record maintained in the Electronic Health Records System.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Powerhouse</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-107. BOILER CHARTS:

00-021

This circular chart series is arranged chronologically and provides readings concerning boiler operation. Information may include: date, boiler number, and boiler output temperature and flow. This record series is used to document the flow and pressure of boiler water, to monitor the output of the boilers, to determine average temperature output and flows, and for statistical comparison purposes.

RETENTION: Retain 2 years in office, then destroy.

SDDC-108. BOILER WATER LOGS:

00-021

This ring-binder series is arranged numerically by boiler number and contains information concerning water quality for each. Information may include: boiler number, date, chemicals monitored, and amounts suspended. This record series is used to document the monitoring of suspended chemicals in water and to determine which chemicals need to be adjusted.

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

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Powerhouse</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-109. BUILDING FILES:

25-013

This series is arranged alphabetically by building name and contains a quick reference of any remodeling or refurbishing of any of the building(s). Information may include: building name, type of construction, costs, bids, specifications, correspondence, and status of construction. This record series is maintained for reference concerning the status of all construction and to provide a history of all building remodeling and modifications.

RETENTION: Retain in office for the life of the building. Destroy when building is demolished.

(Note: Consider storing electronically when volume warrants.)

(Note: Building plans and specifications are maintained permanently in the Office of the State Engineer.)

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Powerhouse</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-110. BUILDING PLANS AND SPECIFICATIONS:

00-021

This series contains scale drawings of building plans and specifications for space occupied by the agency. Information may include: construction and remodeling project information; mechanical, electrical, and engineering drawings; floor plans; and equipment layout and design information. The record series is used for maintenance and remodeling purposes.

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

(Note: Building plans and specifications are maintained permanently in the Office of the State Engineer.)

SDDC-111. CAR USAGE REPORTS: Deleted from Schedule, 12/03/2025.

25-013

SDDC-113. ENERGY MANAGEMENT REPORTS: Deleted from Schedule, 12/03/2025.

25-013

SDDC-114. EVACUATION REPORT FORM:

00-021

This series is arranged chronologically and contains copies of the quarterly fire drill evacuation reports. Information may include: date, description of drill, number of clients, number evacuated, number of stragglers, time needed for evacuation, and an evaluation of the procedures and the success of each drill. This record series is maintained to verify the quality of fire evacuations and for Title XIX reviews.

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

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Powerhouse</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

**SDDC-114.1. FIRE ALARM AND/OR FIRE SUPPRESSION IMPAIRMENT
WORKSHEET:**

21-007

This series is arranged chronologically by date and contains information concerning fire alarm and/or fire suppression impairments. Information may include: dates, building, type/extent of impairment, reason for impairment, person conducting work, notifications, and restoration. This record series is maintained to ensure fire alarm and/or fire suppression impairments are restored.

RETENTION: Retain 2 years in office, then destroy.

SDDC-115. KEY REGISTER:

00-021

The Key Register is a computerized database containing information regarding keys checked out. The register may be called up either by key number or by name of person key was issued to. Information may include: key number, person key was issued to, date of issue, date of return, and comments. This record series is used to keep track of the keys issued to personnel at SDDC.

RETENTION: Retain database current. Once a person has been terminated, their specific record will be retained 1 year, then purged and deleted.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Powerhouse</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
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SDDC-116. OPERATION MANUAL:

00-021

This series is arranged alphabetically by equipment name and building and provides operating procedures for equipment in each building. Information may include: operation manuals, service manuals, parts listings, and other items relating to equipment service and maintenance. This record series is maintained for reference to determine proper equipment operation and to determine parts necessary to make repairs.

RETENTION: Retain in office for the life of the equipment. Destroy when equipment is declared surplus.

SDDC-119. POOL WATER QUALITY REPORTS:

25-013

This series is arranged chronologically and contains results of the pool water tests conducted by the State Health Laboratory. Information may include: name, address, telephone number, name of person collecting water sample, date collected, location collected, purpose of the test, and result of the test. This record series is used to document the quality of the water at the facility and to note whether corrective action is necessary. The originals are maintained by the Department of Agriculture and Natural Resources.

RETENTION: Retain 2 years in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Powerhouse</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-118. TROUBLE CALL SHEETS:

00-021

This notebook series is arranged chronologically and lists all emergency or high priority trouble reports received. Information may include: date, nature of the problem, and person assigned to remedy the problem. This record series is maintained to insure any high priority repairs are made the same day, for reporting purposes, and for performance indicators.

RETENTION: Retain 1 year in office, then destroy.

SDDC-120. WASTEWATER DISCHARGE REPORTS:

25-013

This series is arranged chronologically and contains copies of wastewater quality reports. Information may include: name, address, location, permit number, monitoring period, and results of the test. This record series is maintained to document water quality and to determine if corrective actions are necessary for any noted deficiencies. The originals are maintained by the Department of Agriculture and Natural Resources.

RETENTION: Retain 4 years in office, then destroy.

SDDC-121. WORK ORDERS:

25-013

This electronic series is arranged chronologically and contains the standard form used to request repairs. Information may include: department, date, work location, description of work, requested by, approved by, completed by, and parts used. The Operations Manager must approve all repair requests prior to their initiation. The originals document the approval given to each. This record series is maintained to assure the timely completion of all requested repairs.

RETENTION: Retain 2 years in computerized maintenance management software, then automatically purge.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Warehouse/Purchasing</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD		R.D.B.
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		<u>NUMBER</u>

SDDC-127. BID FILES:

00-021

This series is arranged numerically by bid number and contains related information used to request bids. Information may include: bid specifications, actual bid quotes from bidders, tally sheets, copies of letters of awards, and original signed contracts. This record series is used to determine the low bid on items specified, to determine the terms of the contract, and for re-bidding purposes.

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

SDDC-128. CONTRACTS, STATE (NOTICE OF AWARDS): Deleted from Schedule,
12/03/2025.

25-013

**SDDC-129. REQUISITIONS (INTER-AGENCY STOCK, MEDICAL,
OFFICE SUPPLIES, WAREHOUSE, WAREHOUSE
CLOTHING):**

00-021

This series is arranged chronologically and contains originals of forms used to request goods from the warehouse. Information may include: program or module name, date, quantity ordered, description of goods, unit cost, total cost, place of delivery and authorized signatures. This record series is used to insure all items are received.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Plant Operations</u>
PROGRAM:	<u>Warehouse/Purchasing</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
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NUMBER

SDDC-129.1. SURPLUS PROPERTY FILES:

09-012

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

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

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program/Coordinator Support</u>
PROGRAM:	<u>Coordinator's Office</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-130. CEMETERY MAPS:

25-013

This series is maps and provides location of deceased client graves located in the two cemeteries on campus. Information may include: cemetery, client name, and grave number. This record series is maintained for convenience of visitors looking for particular gravesites.

RETENTION: Retain permanently.

SDDC-131. DAILY REPORTS:

25-013

This series is arranged chronologically and contains the original "Daily Reports" submitted by each module to the Coordinator's Office. Information may include: date, module, number of clients listed, number in module, number on vacation, number admitted, number discharged, number of deaths, number in hospital, and number Absent Without Leave (AWOL). This record series is used by the Coordinator's Office to generate daily Admissions/Discharges/Transfers Report (ADT) and for Medicare/Medicaid reviews.

RETENTION: Retain 1 month in office, then transfer to storage for 3 years and 11 months. Destroy after 4 years.

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DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program/Coordinator Support</u>
PROGRAM:	<u>Coordinator's Office</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-132. EMPLOYEES LOG BOOK:

19-004

This electronic folder series is arranged alphabetically by name of employee and contains a quick reference concerning each. Information may include: employee's name, title and home telephone number. This record series is used for a quick reference to connect incoming calls with respective employees and for use by the Coordinator to contact employees as requested.

RETENTION: Retain current on M: drive. Destroy superseded or obsolete.

SDDC-135. WORK SCHEDULES:

25-013

This electronic spreadsheet series is arranged by name in work areas and contains work schedules for each DSP employee. Information may include: work period, name, days on, days off, hours on, hours off, and place of assignment. This record series is maintained to inform employees of dates and times each is scheduled to work, to verify proper staffing levels, and to verify time and attendance. Schedules are maintained in workforce management software.

RETENTION: Retain 3 years in work management software, then automatically purge provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program/Coordinator Support</u>
PROGRAM:	<u>Coordinator's Office</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-137. WORKSHEETS, DAILY ASSIGNMENT:

25-013

This series is arranged chronologically and contains summaries of employee assignments per program and module, per shift. Information may include: program and module name, people assigned, job duty, and client on leave. This record series is maintained for Medicare purposes to verify proper staffing levels for each area and to insure proper care is provided.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided Medicare review has occurred.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program/Coordinator Support</u>
PROGRAM:	<u>Training & Develop Resources</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-141. EMPLOYEE TRAINING FILE:

25-013

This paper series is arranged alphabetically by name and contains a folder for each employee of the agency and is stored in the Training and Development Resources office. Information in the file may include but not limited to: Employee Training Checklist, NVCI Post-tests, most current NVCI Due Care form, most current CPR/AED Skills Testing checklist, HIV/HBV Risk Factor Assessment form and Responder Training Resources Register. As forms in the folder are replaced by more recent forms, the older forms are destroyed. This series is kept as a history of the employee's training as outlined by the SDDC Classifications for Staff Training manual and is used to verify training attendance.

RETENTION: Retain 5 years following termination of employment, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program/Coordinator Support</u>
PROGRAM:	<u>Training & Develop Resources</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-144. TDR TRAINING DATABASE:

25-013

This database is located in the learning management software system. Information may include, but is not limited to: the employee name, employee ID, position number, supervisor, required SDDC courses, dates required SDDC courses were attended, employee training classification and dates of upcoming courses. The database is used to schedule employees into courses, to ensure employees are current in required courses for their classification as outlined in the SDDC Classification for Staff Training manual and for reporting purposes. It allows supervisors the ability to check training requirements and to schedule employees into courses. Reports are generated from the database on compliance with required training for employees.

RETENTION: Retain employee information current, delete upon termination provided no pending litigation.

SDDC-139. TRAINING HISTORY: Deleted from Schedule, 12/03/2025.

25-013

SDDC-145. TRAINING ROSTER: Deleted from Schedule, 12/03/2025.

25-013

SDDC-145.1. SDDC REQUIRED TRAINING ROSTERS: Deleted from Schedule, 12/03/2025.

25-013

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Case Manager</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-147. BOWEL MOVEMENT (BM) CHARTS:

25-013

This series is arranged chronologically in the client's Active Treatment Service Binder and contains bowel movement charts. Information may include: name, month, day, shift, size, and whether a suppository was given. This record series is used if requested by medical staff to track bowel movements.

RETENTION: Retain 1 month in Active Treatment Service Binder, then transfer to Qualified Intellectual Disabilities Professional office to be retained for 1 year. Destroy after 1 year and 1 month.

SDDC-147.1. CLIENT CONTACT VISITOR LIST:

25-013

This electronic series is arranged alphabetically by name and contains client contact visitor list. Information may include: contact's name, address and names for emergency contact, secondary contact, and third contact, burial information, and financial benefits. Information drawn from the database is for other documents that then become part of the Master Records. This record series is used to keep in contact with contacts and family members of the client for various purposes.

RETENTION: Retain permanently in the Electronic Health Records System.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Case Manager</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-149. CLIENT DISBURSEMENT VOUCHER:

25-013

This series is arranged chronologically and is a worksheet for cash disbursements. Information may include: names of clients, their signatures, and amount of money disbursed. This record series is used to provide accurate accounting of money for the Budget and Finance Office.

RETENTION: Retain in Qualified Intellectual Disabilities Professional office until money is disbursed. Transfer to Budget and Finance Office to be retained for 7 years, then destroyed.

(Note: Cash Disbursement Vouchers must be returned to Budget and Finance before any more money is given out.)

SDDC-149.1. MASTER RECORD:

25-013

This electronic series is arranged alphabetically by name of client and contains all treatments each client has received. Information may include: client's name, social, legal, consents, financial, assessments, support plans, medical, admission/discharge information, correspondence, commitment orders, psychological, and other related information. This record series is maintained to document day to day care, treatment that all clients receive at the facility, to monitor progress, to develop or revise care plans, and for planning and reviewing purposes.

RETENTION: Retain permanently in Electronic Health Records System.

Retain existing microfilm permanently.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Case Manager</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-152. MONTHLY DATA SHEET:

25-013

This paper series is arranged chronologically, then alphabetically by name of person supported and is a monthly data worksheet. Information may include: name, date of last Individual Support Plan meeting, objective, data recorded, plus or minus (indicating pass or fail), service intervention, staff signature, and date and time of data collection. This record series is then used to enter monthly data into the electronic health record for data probes.

RETENTION: Retain monthly data sheets in the case managers office for 1 year, then destroy.

SDDC-151. PERSONAL BELONGINGS RECORDS:

25-013

This paper and electronic series is arranged chronologically and is a list of belongings of each client supported. Information may include: name, dates, record #, unit, Qualified Intellectual Disabilities Professional, description of clothing, description of non-clothing items, reason for being discarded. This record series is used to keep an accurate account of client supported personal possessions.

RETENTION: PAPER: Retain in the Active Treatment Service Binder. Destroy superseded or obsolete.

ELECTRONIC FILES: Retain current on M: drive. Destroy superseded or obsolete.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Case Manager</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-154. SHIFT REPORT FORMS:

25-013

This paper series is arranged chronologically and is a reporting tool between staff, of activities and care provided/needed for the clients on the module and staff. Information may include: date, names of clients on the module, three shift periods to document, summary comments on client, signatures of persons receiving keys for each shift, staff communications, appointments, and a list of possible medication side effects. This record series is used to assure continuity of care for all the clients.

RETENTION: Retain 1 year in the Developmental Support Professional Supervisor office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Chemical Health Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-155. ALCOHOL DEPENDENCE: Deleted from Schedule, 07/28/2026.⁸

26-005

SDDC-158. AUTHORIZATION OF THE RELEASE OF INFORMATION:

25-013

This paper series is arranged numerically by client's medical record number and is a legal consent to release information. Information may include: name of client, agency releasing information, list of information being released, statement of understanding and content to release, date, signature of client, signature of guardian if needed, and signature of witness. This record series is used to provide information and/or progress to interdisciplinary team members and guardians.

RETENTION: Retain 6 years in office after client is deceased or discharged, then destroy.

SDDC-159. CHEMICAL SCREENING REQUEST/REPORTING: Deleted from Schedule, 07/28/2026.⁹

26-005

SDDC-160. CHEMICAL USE ASSESSMENT SUMMARY: Deleted from Schedule, 07/28/2026.¹⁰

26-005

⁸ Reason for deleting SDDC-155, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

⁹ Reason for deleting SDDC-159, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

¹⁰ Reason for deleting SDDC-160, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Chemical Health Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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SDDC-161. CHILDREN OF ALCOHOLICS SCREENING TEST: Deleted from Schedule, 07/28/2026.¹¹

26-005

SDDC-162. CLIENT/GROUP INFORMATION FORM: Deleted from Schedule, 07/28/2026.¹²

26-005

SDDC-166. CLIENT INFORMATION:

25-013

This paper series is arranged numerically by client's medical record number and contains client information. Information may include: client's name, medical record number, diagnosis, and a list of specific reviews/assessments and dates. This record series acts as a reminder to the counselor of specific review dates.

RETENTION: Retain 6 years in office after client is deceased or discharged, then destroy.

SDDC-163. CLIENT/MANAGEMENT INFORMATION SYSTEM INFORMATION FORM: Deleted from Schedule, 07/28/2026.¹³

26-005

¹¹ Reason for deleting SDDC-161, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

¹² Reason for deleting SDDC-162, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

¹³ Reason for deleting SDDC-163, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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

DEPARTMENT: Human Services
DIVISION: SD Developmental Center
OFFICE: Program Services
PROGRAM: Chemical Health Services
RECORDS OFFICER: Shane Wright
RM CUSTOMER #: 0206

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

SDDC-164. CRITICAL LIFE AREA ASSESSMENT: Deleted from Schedule,
07/28/2026.¹⁴

26-005

SDDC-157. DAST (DRUG ABUSE SCREENING TEST): Deleted from
Schedule, 07/28/2026.¹⁵

26-005

SDDC-167. LEVEL 1-OUTPATIENT SERVICES/ADOLESCENT/ADULT
ADMISSION CRITERIA: Deleted from Schedule, 07/28/2026.¹⁶

26-005

SDDC-168. LEVEL 1-OUTPATIENT/ADOLESCENT/ADULT CONTINUED
SERVICE CRITERIA/TREATMENT PLAN REVIEW: Deleted
from Schedule, 07/28/2026.¹⁷

26-005

¹⁴ Reason for deleting SDDC-164, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

¹⁵ Reason for deleting SDDC-157, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

¹⁶ Reason for deleting SDDC-167, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

¹⁷ Reason for deleting SDDC-168, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Chemical Health Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-156. MAST (MICHIGAN ALCOHOLISM SCREENING TEST):

Deleted from Schedule, 07/28/2026.¹⁸

26-005

SDDC-169. NOTICE TO CLIENTS OF FEDERAL CONFIDENTIALITY
LAW:

25-013

This paper and electronic series is arranged numerically by individual's medical record number and contains notices to clients of federal confidentiality law. Information may include: written notice of confidentiality law, statement of understanding and having received a copy of said law, client's signature, witness signature, and date. This record series is a notification of the client's confidentiality rights and confirmation that said client understands these rights.

RETENTION: Retain hard copy 6 years in office after client is deceased or discharged, then destroy.

ELECTRONIC FILES/IMAGES: Retain permanently in Electronic Health Record System.

SDDC-170. ORIENTATION CHECKLIST: Deleted from Schedule,
07/28/2026.¹⁹

26-005

¹⁸ Reason for deleting SDDC-156, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

¹⁹ Reason for deleting SDDC-170, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Chemical Health Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-171. PATIENT BILL OF RIGHTS: Deleted from Schedule,
07/28/2026.²⁰

26-005

SDDC-172. PATIENT PLACEMENT CRITERIA FOR THE TREATMENT OF PSYCHOACTIVE SUBSTANCE USE DISORDERS: Deleted
from Schedule, 07/28/2026.²¹

26-005

SDDC-173. PRE-TREATMENT INDIVIDUAL CONTRACT AND RESPONSIBILITIES: Deleted from Schedule, 07/28/2026.²²

26-005

SDDC-174. PROGRAM RULES: Deleted from Schedule, 07/28/2026.²³

26-005

²⁰ Reason for deleting SDDC-171, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

²¹ Reason for deleting SDDC-172, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

²² Reason for deleting SDDC-173, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

²³ Reason for deleting SDDC-174, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Chemical Health Services</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

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

SDDC-176. RELEASE FOR URINE ANALYSIS TESTING: Deleted from
Schedule, 07/28/2026.²⁴

26-005

SDDC-177. TREATMENT PLAN: Deleted from Schedule, 07/28/2026.²⁵

26-005

²⁴ Reason for deleting SDDC-176, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

²⁵ Reason for deleting SDDC-177, SDDC no longer has a Chemical Dependency Counselor/Therapist on staff. A contract is completed with a Chemical Dependency Counselor when assessments or tools are done. All records remain with the Chemical Dependency Counselor not with the SDDC.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Industrial Workshop Manager</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
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**SDDC-178. APPLICATION FOR AUTHORITY TO EMPLOY WORKERS
WITH DISABILITIES AT SPECIAL MINIMUM WAGE:**

Deleted from Schedule, 12/08/2021.

21-019

**SDDC-179. CERTIFICATE AUTHORIZING SPECIAL MINIMUM WAGE
RATES UNDER SECTION 14(C) OF THE FAIR LABOR ACT:**

Deleted from Schedule, 12/08/2021.

21-019

SDDC-181. TIME STUDY OBSERVATION SHEET AND COST ANALYSIS: Deleted
from Schedule, 12/08/2021.

21-019

SDDC-180. VOCATIONAL ACTIVITY RECORD:

25-013

This paper series is arranged chronologically by payroll date and contains the record of job activity. Information may include: client's medical record number, client's name, payroll period dates, total hours of non-work activity, total hours/units of work activity, and type of activity. This record series is used as the client's payroll report.

RETENTION: This information is maintained on the TKS system.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Program Manager</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-184. SUPERVISORY WORKING FILES:

25-013

This paper and/or electronic series is arranged alphabetically by name and contains information kept by the employee's supervisor used in supervision of employees in the agency. Information may include: copies of letters of reprimand and commendation, performance reviews, meeting notes, training records, sick call in emails, and other related information relating to the day-to-day supervision of employees. This record series is maintained for reference purposes and for review during employee evaluation process.

RETENTION: SUPERVISOR: At your discretion, retain current in office. Destroy superseded or obsolete or no longer working in the department.

(Note: Originals are maintained by the Bureau of Human Resources and Administration in the official personnel file.)

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Program Supervisor</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-186. EVACUATION REPORT FORM:

25-013

This paper series is arranged chronologically and is a report of the evacuation of a dormitory for drill/actual - fire, bomb threat, tornado. Information may include: date; description of drill; number of clients; number evacuated; number of refusals; time needed for evacuation; an evaluation of the procedures, the success of each drill, and signatures of person making report, area supervisor, program supervisor/manager. This record series used for an internal check to evaluate the success and procedures of each evacuation.

RETENTION: PROGRAM SUPERVISOR: Retain 1 years in office, then destroy.

ENVIRONMENTAL SERVICES SECRETARY: Retain 3 years in office, then destroy.

SDDC-187. ENVIRONMENTAL CONDITIONS REVIEW:

25-013

This paper series is arranged chronologically and is a list of problems of environmental issues to look for in each building. Information may include: area of the building, room number, problem noted, action, severity (cosmetic or life/safety issue), action (administrative or corrective), responsible person or department, and completion date. This record series is used quarterly as an internal inspection of each living area and building.

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

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(Std Form RM-1 Rev 1/03)

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Therapeutic Recreation</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-188. ACTIVITY CENTER CHECK-IN:

25-013

This paper series is arranged chronologically and lists clients attending activities on a specific date. Information may include: date, list of the modules on campus, clients present from each module, and during which shift they attended. This record series is kept for tracking the use of the Activity Center.

RETENTION: Retain 60 days in office, then destroy.

SDDC-190. ASSORTED ITEMS CHECKOUT:

25-013

This series is arranged chronologically and contains a list of items checked out at the Activity Center. Information may include: date, client receiving the item, module of residence, checkout date, name of item, return date, and date overdue notice was sent. This record series is kept for tracking various items available for checkout in the Activity Center.

RETENTION: Retain until all items listed on the sheet have been returned, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Therapeutic Recreation</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD
SERIES NO.

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-191. COMPACT DISK/DVD CHECKOUT:

25-013

This series is arranged chronologically and contains a list of CDs/DVDs checked out at the Activity Center. Information may include: date checked out, client receiving CDs/DVDs, module of residence, title of CD/DVD, date returned, and date overdue notice was sent. This record series is kept for tracking specific materials checked out from the Activity Center.

RETENTION: Retain until all items on the sheet have been returned, then destroy.

SDDC-193. CHAPEL CHECK-IN:

25-013

This series is arranged chronologically and contains a list of the modules with clients present at the Chapel activities on a specific date listed by module and shift. Information may include: date of event, list of modules on campus, number of clients present from each module, and during which shift they attended. This record series is used for tracking attendance at the Chapel.

RETENTION: Retain 60 days in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Program Services</u>
PROGRAM:	<u>Therapeutic Recreation</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

**RECORD
SERIES NO.**

TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

**R.D.B.
AUTHORITY
NUMBER**

SDDC-201. SWIMMING POOL KEY CHECKOUT:

19-004

This paper series is arranged chronologically and provides a list of staff who has checked out the key to the swimming pool in the Activity Center. Information may include: date, time the key was received, time the key was returned, and the person responsible for the keys and the pool door being locked. This record series is used for safety and security purposes.

RETENTION: Retain 1 year in office, then destroy.

SDDC-202. SWIMMING POOL USAGE FORM:

25-013

This paper series is arranged chronologically and provides information concerning the use of the swimming pool at the Activity Center. Information may include: date, time in, time out, module, number of clients in the water, number of clients observing, names of staff in the water, names of staff observing from the pool deck, and the names of the lifeguards. This record series is used to track pool use.

RETENTION: Retain 1 year in office, then destroy.

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

DEPARTMENT:	<u>Human Services</u>
DIVISION:	<u>SD Developmental Center</u>
OFFICE:	<u>Quality Management</u>
PROGRAM:	<u>Risk Management</u>
RECORDS OFFICER:	<u>Shane Wright</u>
RM CUSTOMER #:	<u>0206</u>

RECORD

SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE

R.D.B.
AUTHORITY
NUMBER

SDDC-206. INDIVIDUAL INCIDENT REPORT: Deleted from Schedule,
07/14/2021.

21-007

SDDC-207. SAFETY CHECKLISTS:

21-007

This paper series is arranged chronologically by date and contains a broad spectrum of safety checklists. Information may include: location, device/items, problem noted, and corrective action. This record series is used for an internal check to identify and report potential hazards.

RETENTION: Retain 1 year in office, then destroy.