

RESOLUTION #17-03

A RESOLUTION ADOPTING THE SOUTH DAKOTA
RECORDS RETENTION AND DESTRUCTION SCHEDULE
AS THE RECORDS MANAGEMENT POLICY FOR BROOKINGS COUNTY

WHEREAS, Brookings County has identified the need to adopt a Records Management Policy for the retention and destruction of records kept by Brookings County departments;

WHEREAS, Brookings County has been following the South Dakota Records Retention and Destruction Schedule as the Records Management Policy for Brookings County with the adoption of Resolution #12-20 on February 28, 2012.

WHEREAS, changes have been made to the South Dakota Records Retention and Destruction Schedule since the adoption of Resolution #12-20.

NOW THEREFORE BE IT RESOLVED, that Brookings County adopts the South Dakota Records Retention and Destruction Schedule, as amended, as the Records Management Policy for Brookings County in all cases to which they are applicable and in which they are inconsistent with any County Ordinance, State Law, or Federal Requirement covering those records.

Adopted this 7th day of FEBRUARY, 2017.



Larry Jensen, Chairperson
Brookings County Board of Commissioners

ATTEST:



Niki Busch
Finance Officer
Brookings County



RESOLUTION #12-20

**A RESOLUTION ADOPTING THE SOUTH DAKOTA RECORDS RETENTION
AND DESTRUCTION SCHEDULE AS THE RECORDS MANAGEMENT
POLICY FOR BROOKINGS COUNTY.**

WHEREAS, Brookings County has identified the need to adopt a Records Management Policy for the retention and destruction of records kept by Brookings County departments,

WHEREAS, Brookings County has been informally following the South Dakota Records Retention and Destruction Schedule as the Records Management Policy for Brookings County.

NOW THEREFORE BE IT RESOLVED, that Brookings County adopts the South Dakota Records Retention and Destruction Schedule as the Records Management Policy for Brookings County in all cases to which they are applicable and in which they are not inconsistent with any County Ordinance, State Law, or Federal Requirement covering those records.

Adopted this 28th day of Feb. 2012.




Vicki Buseth, Finance Officer


Deanna Santema, Chairperson
Brookings County Board of
Commissioners

Procedure to Dispose of County Records Using this Manual:

- The County Commission must adopt this manual as its Records Management Policy.
- Each County is required by law to retain a permanent list of all records destroyed pursuant to SDCL 1-27-19.
- You may proceed immediately to dispose of records pursuant to this manual with the following exception:

Administrative Rule 24:52:11:04. Destruction of local government records—Archivist must be notified. Governing bodies or agencies of any county, city, town, township, district, authority, public corporation, or political subdivision planning to destroy local records, as defined in subdivision (1) of SDCL 1-27-9, shall notify the archivist 30 days before the date of the proposed destruction. Notification shall include the name or title of the records, inclusive dates, information content of the records, and quantity. If the archivist believes the records should be preserved, the archivist shall arrange for the transfer of the records to the archives or to a suitable public records storage facility. Transfer of the records may be made at the expense of the state archivist. This section applies only to the following types of records: records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports, maps, minutes, and photographs.

- This manual is also available on-line on Records Management's website. <http://www.state.sd.us/boa/records.htm>
- Records Management will review a County's list of records that it plans to destroy to ensure the appropriate retention periods have been met. The list should include the following: **Record series number and record title as listed in this manual and the inclusive dates of the records being destroyed.**
- For records not listed in this manual, you must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

Contact Information:

Records Management
Dana Hoffer, Manager
104 S Garfield Ave.
Pierre, SD 57501
Phone: (605) 773-3589
Fax: (605) 773-5955

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