

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

DEPARTMENT: State of South Dakota
DIVISION: Political Sub-Divisions
OFFICE: Local Schools
PROGRAM: Fiscal
RECORDS OFFICER: Superintendent
RM CUSTOMER #: _____

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

SCL-52. EMPLOYMENT CONTRACTS:

13-012

This series contains contracts for employment. Information may include: date at or about which school will start, terms of employment, wages per month, time of payment, and signatures of teacher, president of school board, and business manager. This record series is maintained pursuant to SDCL 13-43-6.

RETENTION: Retain active employee contracts in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-53. E-RATE FEDERAL FUNDING FILES:

14-012

This series contains the documentation for the E-Rate federal funding files. Information may include: applications, invoices, financial reports, and correspondence. This record series is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Federal Regulations have changed the document retention period from five to 10 years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request.)