

JONES COUNTY RETENTION AND DESTRUCTION POLICY

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JONES COUNTY SCHOOL DISTRICT 37-3

The Jones County School District 37-3 believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Business Manager will act as the public records officer for handling routine requests for information. The Business Manager will also serve as the repository for recording the list of records destroyed pursuant to SDCL 1-27-18. The records and retention schedule, as adopted by the district, will follow procedures developed by the Records Management Program under the direction of the Records Destruction Board as stated in Administrative Rule 24:52:11:01.

RETENTION AND DESTRUCTION POLICY

The purpose of this policy is to provide uniform retention and destruction schedules so that school records can be managed efficiently and in compliance with state law, SDCL 1-27-18, which requires local governing bodies to “promote and implement the principles of efficient records management for local records.” Local school officials must also maintain a list of documents which were destroyed.

SOUTH DAKOTA CODIFIED LAW

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

- 1) “Local record,” a record of a county, municipality, township, district, authority, or any public corporation or political entity whether organized and existing under charter or under general law, unless the record is designed or treated as a state record under state law;
- 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 SDCL 1-27-9 to 1-27-18, inclusive.

SDCL 1-27-18. Local records management programs. The governing body of each county, municipality, township, district, authority, or any public corporation or political entity, whether organized and existing under charter or under general law, shall promote and implement the principles of efficient records management for local records. The governing body may, as far as practical, follow the program established for the management of state records. The commissioner of administration may, upon the request of a governing body, provide advice and assistance in the establishment of a local records management program.

School Districts are not required to submit a list to Records Management; however, Records Management will review a School Districts’ 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 the manual and the inclusive dates of the records being destroyed.**

School officials are required by administrative rule 24:52:11:04 to give the State Archivist 30 days’ notice before destroying records 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.”** You may send your list to: State Archives, 900 Governors Drive, Pierre, SD 57501, or telephone: 605-773-5521. 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.

JONES COUNTY SCHOOL DISTRICT 37-3

Special Education records which have been collected by the Jones County School District 37-3 related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five years after Special Education Services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes his or her educational program on June 30th of the year after he/she turns 21, or moves from the district.

Unless otherwise covered by specific statutes or local school board policies, the record retention and destruction schedule in this guide apply to all local schools of the State of South Dakota. They establish the “Minimum” amount of time local school records must be retained before they can be legally be destroyed. It is up to the governing body of each respective school district to set up final review and disposal procedures for records which have reached the end of their retention time. 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.

If there is 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.