

Records Retention Categories

- **General Records – Pages 1 thru 35**
- **Airport – Pages 37 thru 41**
- **Finance – Pages 43 thru 143**
- **Fire and Rescue – Pages 145 thru 156**
- **Library – Pages 157 thru 160**
- **Liquor – Pages 161 thru 166**
- **Police Department – Pages 167 thru 185**
- **Public Works – Pages 187 thru 232**

General Records (partial list)

Administrative Reference Files:

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the agency. Information may include: vendor information, mailing lists, file management, job tickets for printing, work orders for other municipal agencies, Administrative rules, South Dakota Codified Laws, current purchasing contracts, operation guides, administrative messages from other governmental agencies, and other related information. Information is maintained for reference purposes.

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 Destroy superseded or obsolete.

Contracts and Agreements:

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

RETENTION: Retain originals 6 years in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. Cities that do not require audits must retain these records 6 years after terminated, then destroy provided no litigation or claim is pending. Retain reference copies current in office. Destroy terminated.

Correspondence, General:

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

RETENTION: Retain 2 years in office, then destroy.

Correspondence, Federal:

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

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years provided no litigation, claim, or audit is pending. When litigation, claim, or audit is complete, maintain for an additional 3 years, then destroy.

Electronic Mail:

This nonrecord series contains e-mail messages sent or received by employees of the agency.

RETENTION: If the e-mail message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is appropriate to print record e-mails and file them with like paper records.