



# CITY OF RAPID CITY

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## Community Resources Department

300 Sixth Street

Rapid City South Dakota 57701-5035

February 15, 2012

## **CITY OF RAPID CITY RECORDS RETENTION POLICY**

The purpose of this policy is to establish the Records Retention Policy for the City of Rapid City.

### **South Dakota Codified Law (SDCL)**

#### **State of South Dakota (State) Record Retention and Destruction Schedules**

In 2004 the State Bureau of Administration prepared a Records Management Program for all municipal offices in South Dakota. The purpose of the guide was to provide uniform retention and destruction schedules so that municipal records could be managed efficiently and in compliance with State law which requires local governing bodies to “promote and implement the principles of efficient records management for local records” (SDCL 1-27-18) (<http://www.state.sd.us/boa/records/2010%20Municipal%20Manual.pdf>). In addition, SDCL 1-27-13 and 1-27-14 require that each agency develop record retention and destruction schedules.

### **City of Rapid City**

The City formally adopted the South Dakota Municipalities Record Retention and Destruction Schedule as the Records Management Policy for the City of Rapid City on March 21, 2005 (<http://www.rcgov.org/pdfs/Finance/RecordsRetention.pdf>).

### **Using the Records Retention and Destruction Schedule Manual**

With the exception of some Law Enforcement schedules, the South Dakota Municipalities Record Retention and Destruction Schedule appears to be clear and specific regarding retention of printed records.

### **Law Enforcement Records Retention**

The Rapid City Police Department (RCPD) utilizes the State Record Retention and Destruction Schedules with some exceptions. The list of exceptions is found in the RCPD Records Retention Schedule (<http://www.rcgov.org/pdfs/Police/Rapid%20City%20Police%20Records%20Retention%20Policy.pdf>).

### **Electronic E-mail Retention**

Based on the information available in the South Dakota Municipalities Records Retention and Destruction Schedule, the Rapid City Attorney’s Office has stated that “Any electronic storage medium that provides search, retrieve, and read functionalities would be appropriate under the City’s Records Retention Policy.” Therefore, e-mail does not need to be retained as long as the retainable records that were received via e-mail are retained in an appropriate electronic or printed medium.

**Deletion of Data**

In addition to adhering to the City's Records Retention Policy, employees and elected officials must also follow the Deletion of Data policy found in the City's Technology Resource Usage Policy that was adopted on August 1, 2011 ([http://www.rcgov.org/pdfs/Human-Resources/Employee%20Information/TechnologyResourceUsagePolicy\\_8-1-2011.pdf](http://www.rcgov.org/pdfs/Human-Resources/Employee%20Information/TechnologyResourceUsagePolicy_8-1-2011.pdf)).

**Questions**

Questions about the Records Management Policy for the City of Rapid City should be directed to the City Attorney's Office. Questions about designated locations for retained digital data on City servers should be directed to the City Information Technology Division.