

Meeting Notice
SOUTH DAKOTA ATHLETIC COMMISSION
Via Teleconference
January 26, 2018 11:00 a.m. CST

Proposed Agenda

- A. Call to Order
- B. Approval of the Agenda
- C. Open Forum: 5 minutes for the public to address the Commission
- D. Approval of Meeting Minutes of October 20, 2017
- E. Financial Report as of December 31, 2017
- F. Old Business
 - 1) Finalized Administrative Rules
 - 2) Draft Records Retention Policy
- G. New Business
 - 1) Request for MMA Event on March 2, 2018 (Knock Out Events)
 - 2) Request for MMA Event on March 10, 2018 (Sparta Combat League)
 - 3) Request for MMA Event on April 7, 2018 (Fury Fights, Inc.)
 - 4) 2018 Association of Boxing Commission Membership Renewal
- H. Other Business
- I. Announcements
- J. Next Meeting: April 20, 2018
- K. Adjourn

Meeting Minutes
SOUTH DAKOTA ATHLETIC COMMISSION

Department of Labor and Regulation, Lake Sharpe Conference Room
123 W. Missouri Avenue, Pierre, SD
October 20, 2017 11:00 a.m. CDT

Chairman Kilmer called the meeting to order at 11:25 am. Stalley called the roll. A quorum was present.

Members Present: Mike Kilmer, Lee Lohff, Richard Little, and Margaret Gillespie

Members Present via Telephone: Verle Valentine

Others Present: Jennifer Stalley, executive secretary, Amber Mulder, Department of Labor Legal Counsel, and Bob Mercer

Gillespie made a motion to approve the agenda. Lohff seconded the motion. **MOTION PASSED.**

Kilmer asked for any public comments. There were none.

Little made a motion to approve the July 14, 2017 meeting minutes. Lohff seconded the motion. **MOTION PASSED.**

Lohff made a motion to approve the June 29, 2017 and September 30, 2017 financial statements. Little seconded the motion. **MOTION PASSED.**

Stalley provided the Commission with an update on MMA Event 2017-005, MMA Event 2017-006, and MMA Event 2017-007. Stalley informed the Commission MMA Event 2017-008 was withdrawn by the promoter and the event application fee was returned to the promoter.

Stalley provided the Commission with an updated on the Commission's records retention policy. The policy is being drafted and will be presented at a future meeting for Commission approval.

Kilmer recused himself from action and discussion on the application of South Dakota USA Boxing's amateur organization exemption. Lohff assumed chairing the meeting.

Little made a motion to approve the application of South Dakota USA Boxing to be recognized as an exempt amateur organization for 2018 pursuant to ARSD 20:81:08 on the condition that South Dakota USA Boxing report all results and injuries to the Commission after each event within 30 days. Gillespie seconded the motion. **MOTION PASSED.** Kilmer abstained.

Kilmer resumed chairing the meeting.

Gillespie made a motion to approve the purchase of a filing cabinet for the Commission files if one is not readily available through state surplus. Lohff seconded the motion. **MOTION PASSED.**

Kilmer called for nominations for Commission officers.

Gillespie made a motion to nominate Lohff as Commission Chair. Kilmer seconded the motion. There being no other nominations, Gillespie moved to cease nominations for Commission Chair and cast a unanimous ballot for Lohff. Kilmer seconded the motion. **MOTION PASSED.** Lohff abstained.

Lohff made a motion to nominate Kilmer as Commission Vice Chair. Gillespie seconded the motion. There being no other nominations, Lohff moved to cease nominations for Commission Vice Chair and cast a unanimous ballot for Kilmer. Little seconded the motion. **MOTION PASSED.** Kilmer abstained.

Valentine made a motion to nominate Little as Commission Secretary. Lohff seconded the motion. There being no other nominations, Lohff moved to cease nominations for Commission Secretary and cast a unanimous ballot for Little. Gillespie seconded the motion. **MOTION PASSED.** Little abstained.

Lohff made a motion to adopt a 2018 meeting schedule for the Commission of January 26, 2018, April 20, 2018, August 17, 2018 and October 26, 2018. Little seconded the motion. **MOTION PASSED.**

Kilmer presented the Commission with an overview of information he received at the 2nd Annual Regulating Combative Sports Conference.

Kilmer noted the Commission will meet next on January 26, 2018 at 11:00 am via teleconference.

Gillespie made a motion to adjourn. Little seconded the motion. **MOTION PASSED.**

The meeting adjourned at 1:00 p.m.

Respectfully Submitted,

Richard Little, Secretary

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1039 SOUTH DAKOTA ATHLETIC COMMISSION

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1039000887	1140000	152,369.54	DR	BOXING COMMISSION FUND
COMPANY/SOURCE TOTAL 6503 887			152,369.54	DR *	
COMP/BUDG UNIT TOTAL 6503 1039			152,369.54	DR **	
BUDGET UNIT TOTAL 1039			152,369.54	DR ***	

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1039 SOUTH DAKOTA ATHLETIC COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
			COMPANY NO 6503			
			COMPANY NAME PROFESSIONAL & LICENSING BOARDS			
1039000887	6503	4293070	PROMOTER LICENSE	.00	300.00	*
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	.00	300.00	*
1039000887	6503	4299080	EVENT FEE	6,793.16	7,793.16	
1039000887	6503	4299081	CONTESTANT REGIST FEE	.00	1,950.00	
1039000887	6503	4299082	JUDGE REGISTRATION FEE	.00	50.00	
1039000887	6503	4299084	SECOND REGISTRATION FEE	.00	1,475.00	
1039000887	6503	4299087	AMATEUR EXEMPTION FEE	.00	100.00	
ACCT: 4299			OTHER LIC, PRMITS, & FEES (NON-GOVERNMENTAL)	6,793.16	11,368.16	*
ACCT: 42			LICENSES, PERMITS & FEES	6,793.16	11,668.16	**
1039000887	6503	4920045	NONOPERATING REVENUES	.00	1,450.13	*
ACCT: 4920			NONOPERATING REVENUE	.00	1,450.13	*
ACCT: 49			OTHER REVENUE	.00	1,450.13	**
CNTR: 1039000887				6,793.16	13,118.29	***
COMP: 6503				6,793.16	13,118.29	****
B UNIT: 1039				6,793.16	13,118.29	*****

AS OF: 12/31/2017
 FY YEAR REMAINING: 49.9%
 PAY DAYS REMAINING: 12

BUDGET UNIT 1039 DATE 12/30/2017

CENTER NAME SOUTH DAKOTA ATHLETIC COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	55,740.00	0.00	0.00	44,269.97	20,852.31	9,382.28-	152,369.54
BUDGETED TOT	55,740.00	0.00	0.00	44,269.97	20,852.31	9,382.28-	
ALL COMP TOT	55,740.00	0.00	0.00	44,269.97	20,852.31	9,382.28-	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	7,356.00	0.00	0.00	130.86	1,719.41	5,636.59	76.6
5102 EMPLOYEE BENEFITS	1,014.00	0.00	0.00	33.00	259.67	754.33	74.4
5203 TRAVEL	3,600.00	0.00	0.00	0.00	2,954.22	645.78	17.9
5204 CONTRACTUAL SVCS	41,770.00	0.00	44,269.97	4,694.68	15,170.91	17,670.88-	0.0
5205 SUPPLIES & MATRLS	2,000.00	0.00	0.00	165.00	748.10	1,251.90	62.6
TOTALS	55,740.00	0.00	44,269.97	5,023.54	20,852.31	9,382.28-	0.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	7,356.00	0.00	0.00	130.86	1,719.41	5,636.59	76.6
5102000 EMPLOYEE BENEFITS	1,014.00	0.00	0.00	33.00	259.67	754.33	74.4
5203000 TRAVEL	3,600.00	0.00	0.00	0.00	2,954.22	645.78	17.9
5204000 CONTRACTUAL SVCS	41,770.00	0.00	44,269.97	4,694.68	15,170.91	17,670.88-	0.0
5205000 SUPPLIES & MATRLS	2,000.00	0.00	0.00	165.00	748.10	1,251.90	62.6
PS SUBTOTALS	8,370.00	0.00	0.00	163.86	1,979.08	6,390.92	76.4
OE SUBTOTALS	47,370.00	0.00	44,269.97	4,859.68	18,873.23	15,773.20-	0.0
COMPANY 6503-I TOT	55,740.00	0.00	44,269.97	5,023.54	20,852.31	9,382.28-	0.0

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1039 SOUTH DAKOTA ATHLETIC COMMISSION
CENTER-5 10390 SD ATHLETIC COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
1039000887	6503	51010100	F-T EMP SAL & WAGES	130.86	699.41
1039000887	6503	51010300	BOARD & COMM MERS FEES	.00	1,020.00
ACCT: 5101 EMPLOYEE SALARIES					
1039000887	6503	51020100	OASI-EMPLOYER'S SHARE	130.86	1,719.41
1039000887	6503	51020200	RETIREMENT-ER SHARE	9.93	136.12
1039000887	6503	51020600	HEALTH/LIFE INS -ER SHARE	7.86	41.98
1039000887	6503	51020800	WORKER'S COMPENSATION	15.00	80.20
1039000887	6503	51020900	UNEMPLOYMENT COMPENSATION	.16	1.11
				.05	.26
ACCT: 5102 EMPLOYEE BENEFITS					
ACCT: 51			PERSONAL SERVICES	33.00	259.67
				163.86	1,979.08
1039000887	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	.00	141.68
1039000887	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	.00	1,206.24
1039000887	6503	52031000	LODGING/IN-STATE	.00	1,286.90
1039000887	6503	52031200	INCIDENTALS-TRAVEL-IN ST.	.00	10.00
1039000887	6503	52031400	TAXABLE MEALS/IN-STATE	.00	63.00
1039000887	6503	52031500	NON-TAXABLE MEALS/IN-ST	.00	156.00
1039000887	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R	.00	40.32
1039000887	6503	52032600	AIR-COMM-OUT-OF-STATE	.00	388.40
1039000887	6503	52033000	LODGING/OUT-OF-STATE	.00	407.68
1039000887	6503	52033200	INCIDENTALS-OUT-OF-STATE	.00	50.00
1039000887	6503	52033500	NON-TAXABLE MEALS/OUT-ST	.00	204.00
ACCT: 5203 TRAVEL					
1039000887	6503	52040900	MANAGEMENT CONSULTANT	.00	2,954.22
1039000887	6503	52041600	WORKSHOP REGISTRATION FEE	4,345.56	12,915.85
1039000887	6503	52042000	CENTRAL SERVICES	.00	100.00
1039000887	6503	52043600	ADVERTISING-NEWSPAPER	349.12	899.00
1039000887	6503	52045300	TELECOMMUNICATIONS SVCS	.00	610.09
1039000887	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	115.81
				.00	530.16
ACCT: 5204 CONTRACTUAL SERVICES					
1039000887	6503	52050280	OFFICE SUPPLIES	4,694.68	15,170.91
1039000887	6503	52053500	POSTAGE	.00	28.73
				165.00	719.37
ACCT: 5205 SUPPLIES & MATERIALS					
1039000887	6503	522800	OPER TRANS OUT -NON BUDGT	165.00	748.10
				60.62	91.14
ACCT: 5228 NONOP EXP/NONBGTD OP TR					
ACCT: 52			OPERATING EXPENSES	60.62	91.14
				4,920.30	18,964.37
COMP: 6503 PROFESSIONAL & LICENSING BOARDS					
				5,084.16	20,943.45
CENTER: 1039000887					
				5,084.16	20,943.45

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 12/31/2017

12/30/2017

BA0215V1

LABOR & REGULATION
SOUTH DAKOTA ATHLETIC COMMISSION
SD ATHLETIC COMMISSION

AGENCY 10
BUDGET UNIT 1039
CENTER-5 10390

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
				5,084.16	20,943.45

B UNIT: 1039

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1039 SOUTH DAKOTA ATHLETIC COMMISSION
CENTER-5 10390 SD ATHLETIC COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	1039000887	51010100	CGEX171129	12/01/2017					97.29	DR
6503	1039000887	51010100	CGEX171213	12/15/2017					33.57	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	1039000887	51020100	CGEX171129	12/01/2017					130.86	DR *
6503	1039000887	51020100	CGEX171213	12/15/2017					130.86	DR **
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	1039000887	51020200	CGEX171129	12/01/2017					9.93	DR *
6503	1039000887	51020200	CGEX171213	12/15/2017					5.85	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	1039000887	51020600	CGEX171129	12/01/2017					7.86	DR *
6503	1039000887	51020600	CGEX171213	12/15/2017					11.16	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	1039000887	51020800	CGEX171129	12/01/2017					15.00	DR *
6503	1039000887	51020800	CGEX171213	12/15/2017					.10	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	1039000887	51020900	CGEX171129	12/01/2017					.16	DR *
6503	1039000887	51020900	CGEX171213	12/15/2017					.03	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	1039000887	52040900	18SC100004 1145	12/20/2017	00469444	MIDWESTSOL	12199902		33.00	DR **
6503	1039000887	52040900	18SC100004 1145	12/20/2017	00469444	MIDWESTSOL	12199902		163.86	DR ***
6503	1039000887	52040900	18SC100004 1145	12/20/2017	00469444	MIDWESTSOL	12199902		3,000.00	DR
OBJSUB: 5204090 MANAGEMENT CONSULTANT										
6503	1039000887	52042000	FM809080	12/13/2017					4,345.56	DR *
6503	1039000887	52042000	FL810063	12/06/2017					343.82	DR
OBJSUB: 5204200 CENTRAL SERVICES										
OBJECT: 5204 CONTRACTUAL SERVICES										
6503	1039000887	52053500	MS811054	01/01/2018					349.12	DR *
6503	1039000887	52053500	FL811065	12/13/2017					4,694.68	DR **
OBJSUB: 5205350 POSTAGE										
OBJECT: 5205 SUPPLIES & MATERIALS										
6503	1039000887	5228000	T108-033	12/22/2017					165.00	DR **
6503	1039000887	5228000	T108-054	12/13/2017					10.69	DR
OBJSUB: 5228000 OPER TRANS OUT -NON BUDGT										
OBJECT: 5228000 OPER TRANS OUT -NON BUDGT										
GROUP: 5228000 OPER TRANS OUT -NON BUDGT										
OBJSUB: 5228000 OPER TRANS OUT -NON BUDGT										

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 12/31/2017

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1039 SOUTH DAKOTA ATHLETIC COMMISSION
CENTER-5 10390 SD ATHLETIC COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
									60.62	DR **
									4,920.30	DR ***
									5,084.16	DR ****
									5,084.16	DR *****
									5,084.16	DR *****

OBJECT: 5228 NONOP EXP/NONBGTD OP TR
GROUP: 52 OPERATING EXPENSES
COMP: 6503
CNTR: 1039000887
B. UNIT: 1039



SOUTH DAKOTA
ATHLETIC COMMISSION

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

RECORDS MANAGEMENT PROGRAM

104 South Garfield
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE:

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that "No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value."

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have 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.

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

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

(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 §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

TABLE OF CONTENTS

ATHLETIC COMMISSION:

AC-1.	ADMINISTRATIVE REFERENCE FILES:	1
AC-2.	ADMINISTRATIVE RULES PROMULGATION FILES:.....	2
AC-3.	ANNUAL REPORTS:.....	3
AC-4.	ASSOCIATION AND ORGANIZATION FILES:	3
AC-5.	AUDIT REPORTS:.....	4
AC-6.	BOARD MEETING FILES:	4
AC-7.	BOARD MEMBER FILES:	5
AC-8.	BUDGET FILES:	5
AC-9.	COMPLAINT FILES:	6
AC-10.	CONTRACTS, LEASES, AND AGREEMENTS:	6
AC-11.	CORRESPONDENCE, GENERAL:	7
AC-12.	DEPOSITS:.....	7
AC-13.	ELECTRONIC COMMUNICATION RECORDS:	8
AC-14.	ELECTRONIC EVENT FILES:	8
AC-15.	ELECTRONIC REGISTRATION/LICENSEE DATABASE:.....	9
AC-16.	EVENT FILES:	9
AC-17.	EXEMPTION FILES:	10
AC-18.	EXPENSE FILES:.....	10
AC-19.	FINANCIAL STATEMENTS:.....	11
AC-20.	JOB TICKETS, CENTRAL DUPLICATING:	11
AC-21.	LEGISLATION FILES:	12
AC-22.	OPEN RECORDS REQUESTS:.....	12
AC-23.	POLICIES AND POSITIONS:	13
AC-24.	MINUTES, ATHLETIC COMMISSION:.....	13
AC-25.	RECEIPTS:.....	13
AC-26.	RECORDS MANAGEMENT FILES:	14
AC-27.	REGISTRATION/LICENSEE FILES:.....	14
AC-28.	SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:	15
AC-29.	SURPLUS PROPERTY FILES:.....	16
AC-30.	VOUCHERS:	16

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-1. ADMINISTRATIVE REFERENCE FILES:

!@#

This series contains information used in the daily administration of the Commission. Information may include, but is not limited to: equipment, inventory, mailing lists, monthly reports, research materials, reference manuals, rules and regulations, property management information, logs, and other related information. This record series is maintained for reference purposes.

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

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

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

DEPARTMENT:	<u>Labor & Regulation</u>
DIVISION:	<u>Secretary</u>
OFFICE:	<u>Board and Commissions</u>
PROGRAM:	<u>Athletic Commission</u>
RECORDS OFFICER:	<u>Dawson Huber</u>
RM CUSTOMER #:	<u>0133</u>

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

AC-2. ADMINISTRATIVE RULES PROMULGATION FILES:

!@#S

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided that "No rule is enforceable in the courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26a-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-3. ANNUAL REPORTS:

!@#S

This series is arranged chronologically and contains the originals of all annual reports written by the Commission to summarize their activities for the previous year. Information may include: number of licenses issued, number of inspections conducted (if applicable), number of violations noted, man hours, time reports, and other related information. A copy of this report is filed annually with the Department of Labor and Regulation. This record series is used for reference to compare activities from year to year.

RETENTION: Retain 4 years in office, then destroy.

AC-4. ASSOCIATION AND ORGANIZATION FILES:

!@#S

This series is arranged chronologically and contains current correspondence and newsletters from professional associations and/or organizations to which the Athletic Commission belongs. Information may include: minutes of association meetings, conference agendas, expense reports, participants names, and other State's athletic commission legislation. This record series is used for reference purposes concerning ideas and policies suggested and used by these associations.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Labor & Regulation
 DIVISION: Secretary
 OFFICE: Board and Commissions
 PROGRAM: Athletic Commission
 RECORDS OFFICER: Dawson Huber
 RM CUSTOMER #: 0133

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

AC-5. AUDIT REPORTS:

!@#S

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information may include: cover letters, statement of assets, revenues and expenditures, change of fund cash balances, and observations and recommendations. This record series is maintained for identifying problem areas and discrepancies so that corrective measures may be implemented.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Legislative Audit maintains the reports permanently.)

AC-6. BOARD MEETING FILES:

!@#S

This series is arranged chronologically by meeting date and may contain handout material and agenda items to be discussed at the next Board meeting. Information may include: date, time and location of the meeting, items under old business, items under new business, financial information, handouts, and any licensure related issues. This record series is used to determine the course of the board meetings.

RETENTION: Retain current in office. Destroy superseded or obsolete once the meeting minutes have been approved.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-7. BOARD MEMBER FILES:

!@#S

This series is arranged alphabetically and contains information regarding individual Board members. Information may include: letters of appointment, terms, expiration dates, payroll information, rosters, and correspondence. This record series is maintained to document member appointments to the Athletic Commission and any related information pertaining to each.

RETENTION: Retain 4 years after termination, then destroy.

AC-8. BUDGET FILES:

!@#S

This series is arranged chronologically and may contain the information used to prepare the yearly budget request. Information may include: budget requests, operating budgets balance sheets, budget projections, projected salaries, dispersions, and other related information. This record series is used throughout the year in monitoring program activities and for preparing new budget requests.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-9. COMPLAINT FILES:

!@#S

This series contains all related correspondence received from either the general public or initiated by the Athletic Commission concerning problems which have occurred with licensee or registrant. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, and related materials. This record series is used by the Commission to determine if a complaint is substantiated and if so, to take corrective action.

RETENTION: Retain 50 years, then destroy.

AC-10. CONTRACTS, LEASES, AND AGREEMENTS:

!@#S

This series may contain contracts, leases, and agreements between the Athletic Commission and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

RETENTION: Retain current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-11. CORRESPONDENCE, GENERAL:

!@#S

This series is arranged chronologically and contains both copies of letters and memorandums sent, and originals of letters and memorandums received. The information is used for occasional reference and documentation pertaining to regulatory questions.

RETENTION: Retain 1 year in office, then destroy.

AC-12. DEPOSITS:

!@#S

This series contains deposit slips submitted with receipts. Information may include: date, account number, an itemized list of who have paid license fees, receipt numbers, amounts, and total amount deposited. This record series is maintained for audit purposes to verify that all deposits were made.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-13. ELECTRONIC COMMUNICATION RECORDS:

!@#S

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

RETENTION: Determine the record status of the message based on the content. If the 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 in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

NON-RECORD MESSAGES: Retain until action has been taken, then destroy or delete.

AC-14. ELECTRONIC EVENT FILES:

!@#S

This series is arranged numerically and documents requirements for an approved boxing, kickboxing or mixed martial arts event. Information may include: original event application, promoter contact information, officials assigned to the event, proof of insurance, proof of venue, proof of ambulance service, notice of contest for event, event results, contestant suspension letters, financial report and fee calculation forms, proof of event fee payment, and correspondence related to the event.

RETENTION: Retain 50 years after event, then delete.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-15. ELECTRONIC REGISTRATION/LICENSEE DATABASE:

!@#S

This series is arranged by year and category and documents personal data for licensed or registered contestants, physicians, referees, judges, timekeepers, matchmakers, managers and promoters. Information may include: name, address, e-mail, phone and date of birth. This record series is used to verify the contestants, physicians, referees, judges, timekeepers, matchmakers, managers and promoters eligible to take part in a boxing, kickboxing or mixed martial arts event.

RETENTION: Retain 50 years after license or registration expiration, then delete.

AC-16. EVENT FILES:

!@#S

This series is arranged numerically and documents requirements for an approved boxing, kickboxing or mixed martial arts event. Information may include: original event application, promoter contact information, officials assigned to the event, proof of insurance, proof of venue, proof of ambulance service, notice of contest for event, event results, contestant suspension letters, financial report and fee calculation forms, proof of event fee payment, and correspondence related to the event.

RETENTION: Retain paper files in office 5 years after license expiration, then destroy.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-17. EXEMPTION FILES:

!@#S

This series is arranged alphabetically and documents requests for exemptions to the boxing, kickboxing or mixed martial arts statutes and administrative rules. Information may include: original exemption application, proof of payment of fees, notice of approval or denial of request, and documentation of any conditions placed on an exemption approval.

RETENTION: Retain 5 years in office, then scan paper and maintain digital images for 10 years. Destroy after 15 years.

AC-18. EXPENSE FILES:

!@#S

This series contains itemized listings of all expenses incurred by Board members. Information may include: name, dates, type of expenditures, amounts, and totals. This record series is used for support and documentation of vouchers submitted for payment.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Labor & Regulation
 DIVISION: Secretary
 OFFICE: Board and Commissions
 PROGRAM: Athletic Commission
 RECORDS OFFICER: Dawson Huber
 RM CUSTOMER #: 0133

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

AC-19. FINANCIAL STATEMENTS:

!@#S

Financial statements provide an overview of the agency's financial condition for a given year. Information may include: balance sheets, statement of revenues, expenditures, and changes in fund balances (budgeted and actual); statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

AC-20. JOB TICKETS, CENTRAL DUPLICATING:

!@#S

This series is arranged numerically contains the printing requisition as submitted by the Commission. Information may include: agency code, agency name, mailing address, submitted by, job description, date sent, date needed, number of pages, quantity of copies, printing specifications, and description. The information is used to ensure accurate completion of the request.

RETENTION: Retain 4 years in office, then destroy.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-21. LEGISLATION FILES:

!@#S

This series is arranged chronologically and constitutes the Commission's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session.

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

AC-22. OPEN RECORDS REQUESTS:

!@#S

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

RETENTION: DENIAL LETTERS: Retain permanently.

ALL OTHER INFORMANTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-23. POLICIES AND POSITIONS:

!@#S

This series is arranged by topic and contains the current policies and positions implemented by the Commission. Information may include the Commission's position or interpretation on issues and policies, and date of implementation or adoption. This record series is used to determine the proper course of action to take in certain situations.

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

AC-24. MINUTES, ATHLETIC COMMISSION:

!@#S

This series is arranged chronologically and contains the official minutes of the Commission meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and the signature of the secretary. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 4 years in office, then scan paper and convert digital images to microfilm. Maintain images and microfilm permanently.

AC-25. RECEIPTS:

!@#S

This series contains receipts used to documents the receipt of money. Information may include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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

DEPARTMENT: Labor & Regulation
DIVISION: Secretary
OFFICE: Board and Commissions
PROGRAM: Athletic Commission
RECORDS OFFICER: Dawson Huber
RM CUSTOMER #: 0133

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

AC-26. RECORDS MANAGEMENT FILES:

!@#S

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, inventory listings, and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: DESTRUCTION AUTHORIZATION FORMS:
Retain 4 years in office, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

AC-27. REGISTRATION/LICENSEE FILES:

!@#S

This series is arranged alphabetically and documents personal data for active contestants, physicians, referees, judges, timekeepers, matchmakers, managers and promoters. Information may include: original applications for registration or license, medical examinations, bloodwork results, suspension letters (contestants), assignment letters (physicians, referees, judges, timekeepers, and matchmakers) and proof of qualification for registration or license. This record series is used to document the contestants, physicians, referees, judges, timekeepers, matchmakers, managers and promoters eligible to take part in a boxing, kickboxing or mixed martial arts event.

RETENTION: Retain paper files in office 1 year after license expiration, then destroy.

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

DEPARTMENT: Labor & Regulation
 DIVISION: Secretary
 OFFICE: Board and Commissions
 PROGRAM: Athletic Commission
 RECORDS OFFICER: Dawson Huber
 RM CUSTOMER #: 0133

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

AC-28. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:

!@#S

These daily, weekly, monthly**, and year-end ** reports are used to monitor and reconcile fiscal year receipts and expenditures. Information is maintained by the Finance Officer and may include: revenue and journal voucher reports*, open purchase order reports, available funds reports*, revenue analysis reports, state general ledger trail balance*, company general ledger trial balance*, expenditure reports*, bank reconciliation reports*, employee receivable reports*, warrant register reports*, encumbrance detail reports*, accounts payable reports*, projects reports*, cash center reports*, object/sub-object reports*, budget adjustments reports, Special Bureau of Administration revenue reports, agency funds activity reports*, company 8,000 trail balance by center*, encumbrance balance report*, and special travel expenditure reports. This record series is maintained for audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: the asterisk (*) indicates reports maintained permanently by the Bureau of Finance and Management. (**) Many of the June monthly reports serve as the year-end reports.)

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

DEPARTMENT: Labor & Regulation
 DIVISION: Secretary
 OFFICE: Board and Commissions
 PROGRAM: Athletic Commission
 RECORDS OFFICER: Dawson Huber
 RM CUSTOMER #: 0133

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

AC-29. SURPLUS PROPERTY FILES:

!@#S

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

AC-30. VOUCHERS:

!@#S

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers, travel vouchers, and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.