



Retiring and Ready to Gobut what do I do with all these records?

Congratulations! You've made it to retirement. But before you go, you've got one **last significant job** to do. You've got to **manage your records**. And what a job it is! You've accumulated quite a bit of stuff during your tenure at the State. Now what do you do with all of it?

Did you know that removal of public records is against the law, as is destruction without prior authorization (SDCL 22-11-24)? Since you can't take the records with you, you've got to prepare them for transition to someone else – and just a heads up, this can take a couple months, so get started now!

At any step in this process, if you are unsure of what to do or if what you have is a record, check with your agency's records officer or contact Records Management.

Follow these **seven simple steps**:

1. Make a **high-level list** of the records in your custody (office/cubicle/storage) and the electronic records on your personal storage (i.e. OneDrive) – just a basic, big picture inventory. Don't forget your email! This could be a simple handwritten list, Excel spreadsheet, or Word document.
2. Identify and **dispose of non-records**. Examples of non-records are extra (duplicate) copies of documents, published reference materials, and blank forms. Those catalogs and professional journals piled up on your shelf and those glossy brochures from the conference you attended in 1985? All non-records! So what are you waiting for? Get rid of them!
3. If you come across **official state agency publications**, forward these to your records officer to submit to the State Library. These include printed annual reports, newsletters, studies, and other similar items.
4. Okay, now it's time to deal with the records. Use your agency's retention schedule to identify records that have met their **minimum retention requirements**, contacting your records officer for any assistance. The records officer will also help transfer any records identified as historical to the State Archives. Contact the State Archives if you have questions about the transfer process.
5. Now you've identified the records that can be destroyed. Forward a final list of these records to your records officer, then work with them to **arrange for the destruction** of the records.
6. Alright, you've cleaned out a lot of records, but you've still got some left over. How did that happen? Don't worry about it. You simply **transfer custody** to the appropriate authority, who could be your successor, someone else in your work unit, your boss, or maybe even someone in a completely different department. The list you made way back at step 1 will prove invaluable to the new records custodian. More importantly, you will have fulfilled your most important responsibility to the public by properly managing their records!
7. That's it! **Enjoy your retirement – you've earned it!**





Retiring State Employee Records Management Resources

1. List of State Agency Records Officers
<https://boa.sd.gov/central-services/records-management-consultation.aspx>
2. State Agency Records Retention Schedules
<https://boa.sd.gov/central-services/records-management-schedules.aspx>
3. Transferring Records to the State Archives
<https://history.sd.gov/archives/transfer.aspx>
4. Submitting Electronic Publications to the State Library
<https://library.sd.gov/ACS/dropbox.aspx>

Contact Information

Dana Hoffer, State Records Manager

Phone: (605) 773-3589

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For general inquiries, records retention questions, and retention schedule updates.

Chelle Somsen, State Archivist

Phone: (605) 773-5521

Chelle.Somsen@state.sd.us

For permission to destroy records and questions related to transfer of records to the State Archives.

Sara Casper, Government Records Archivist

Phone: (605) 773-3780

Sara.Casper@state.sd.us

For questions related to transfer of records to the State Archives.

Brenda Hemmelman, Acting State Librarian

Phone: (605) 773-5075

Brenda.Hemmelman@state.sd.us

For questions related to transfer of publications to the State Library.

