

# HAND COUNTY BOARD OF COMMISSIONERS

415 West 1<sup>st</sup> Avenue, Mail slot 7 & Suite 203  
MILLER, SOUTH DAKOTA 57362-1346  
(605) 853-2182

<http://hand.sdcounties.org/commissioner>  
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## RESOLUTION 2022-13

### A RESOLUTION APPROVING DESTRUCTION OF PAYROLL RECORDS

WHEREAS, the State of South Dakota, Bureau of Administration, Records Management Program published the "County Auditor Records Retention and Destruction Schedule" in 2015 which details the records retention for various items held by the county auditors of this state, and

WHEREAS, the Hand County Commission previously adopted the various manuals published by the Records Management Program, and

WHEREAS, SDCL 1-27-19 requires that a permanent list of all records destroyed is to be kept, and

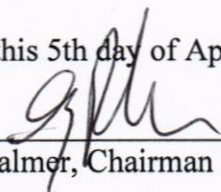
WHEREAS, this Resolution of the Commission shall be that record, and

WHEREAS, Record Series AUD-82 provides that, as it relates to "PAYROLL SHEETS, MONTHLY":  
"RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.",  
and

NOW THEREFORE BE IT RESOLVED that upon request of the county auditor, the PAYROLL SHEETS of 2017 and older may be destroy according to law and administrative rule.

There were 5 votes for and 0 votes against the enactment of this resolution.

Dated this 5th day of April, 2022.

  
\_\_\_\_\_  
Greg Palmer, Chairman

Attest:

  
\_\_\_\_\_  
Doug DeBoer, Auditor

