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ABSTRACT

In using this directory to locate a specific item of information, consult the index. Choose the most specific key word you can think of rather than a general term. To get an idea of the type of information gathered by, or publications produced by a given department, check the Table of Contents for the name of the agency and the inclusive paging. The listings here are not intended to be publications currently available (1971). Since a standard listing form was not supplied to the contributors, this directory is not in standard bibliographic form. Not all of the information is readily available to the public or even to state officials. Consult the "format" column for an indication of availability. Items marked "confidential" are usually not available. Many items listed here are not published in print form but rather are in the form of punched cards, computer tape, disc packs, etc. Readers must make the necessary arrangements to use unconventional forms. To obtain copies of published material, call or write the agency in question.
(Author/NH)

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DIRECTORY
of
informational

and

statistical

SOURCES

preliminary
edition

compiled & edited for the

Governor's Task Force on Policy Data
Dr. Lynn Muchmore, Chairman

by Ted Kneebone
director of policy information

and

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assistant, office of policy information

LJ 004 150

pierre, s. dak. 57501 + office of policy information + august 1971
s.dak. state planning agency

MESSAGE FROM GOVERNOR RICHARD KNEIP

On March 24, 1971 I signed the Executive Order establishing the Governor's Task Force on Policy Data.

The Task Force is charged with these responsibilities:

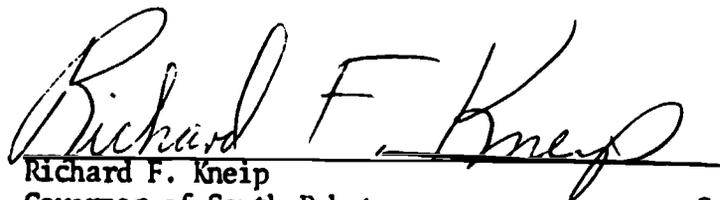
1. Review data collection and dissemination activities of each department in state government.
2. Consider establishment of a central data clearinghouse to provide selected information to the Legislative, Executive, and Judicial branches of state government, as well as to the general public.
3. Recommend to the Governor organizational changes as may be necessary to establish a coherent flow of information from sources within state, federal, and local governments to officials who may require a factual basis for public policy decisions.
4. Consider the potential value of a professional in-house quantitative analyst who could satisfy the demand for statistical services.

The Task Force on Policy Data has met three times since its establishment and has confronted most of the problems outlined in the Executive Order.

Here is a brief report on their progress thus far:

- A. Central library or clearinghouse of information for use by officials of state government: a needs study is currently in progress and preliminary steps have been taken to organize such a facility.
- B. Confidentiality of certain information: this question is one which will not be solved easily and may ultimately require legislative action.
- C. Key word or subject heading system: this has been developed through the efforts of the Planning Agency. Another type of coding system is used in the index of this Directory.
- D. Formulation of short- and long-term objectives: these are being considered thoughtfully by the Task Force and will be published as soon as the needs survey is complete.
- E. A directory or bibliography of state informational and statistical sources, as well as studies in progress should be published: that document is the Directory of Informational and Statistical Sources.

I hope that this initial step in gaining control of our state's information sources and getting the most mileage out of them and the tax dollars they represent will be but a prelude to the harnessing of our entire state's unique storehouse of knowledge.



Richard F. Kneip
Governor of South Dakota

September 2, 1971

HOW TO USE THIS DIPECTORY

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1. To locate a specific item of information, consult the index. Choose the most specific key word you can think of rather than a general term. In other words, if you are searching for a publication or data on "chemosterilants", look up "chemosterilants" rather than "chemistry".
2. If you want to get some idea of the type of information gathered by, or publications produced by a given department, check the Table of Contents for the name of the agency and the inclusive paging.
3. The listings here are not intended to be comprehensive or retrospective. They represent information and publications currently available (1971). Two excellent retrospective lists (using standard bibliographic format) have been published:
Krueger, Ruth Caroline: South Dakota state publications. U. of Illinois, 1936 (unpublished MA thesis)
Helgeson, Estella: "South Dakota state documents" in South Dakota Library Bulletin, April-June 1969, vol. 55 no. 2.
4. Since a standard listing form was not supplied to the contributors, this directory is not in standard bibliographic form. Subsequent editions will be more complete in this respect.
5. Not all the information is readily available to the public or even to state officials. Consult the "format" column for an indication of availability. Items marked "confidential" are usually not available. Many items listed here are not published in print form but rather are in the form of punched cards, computer tape, disc packs, etc. We leave it to our readers to make the necessary arrangements to use unconventional forms.
6. To obtain copies of published material, call or write the agency in question.

DIRECTORY OF AGENCIES LISTED

AERONAUTICS Commission
State Office Bldg. #1, 1st floor
Pierre, S. Dak. 57501
224-3575

S. Dak. Department of AGRICULTURE
State Office Bldg. #1, 3rd floor
Pierre, S. Dak. 57501
223-3375

S. Dak. Division of ALCOHOLISM
State Office Bldg. #2, 2nd floor
Pierre, S. Dak. 57501
224-3459

S. Dak. Department of AUDITS & ACCOUNTS
Capitol Bldg., 2nd floor annex
Pierre, S. Dak. 57501
224-3595

Department of BANKING & FINANCE
(& Superintendent of BANKS)
Capitol Bldg., 3rd floor annex
Pierre, S. Dak. 57501
224-3421

BPAND BOARD
State Office Bldg. #2, 1st floor
Pierre, S. Dak. 57501
224-3324

Board of CHARITIES & CORRECTIONS
Capitol Bldg., 1st. floor annex
Pierre, S. Dak. 57501
224-3258

State of S. Dak. Division of
CRIMINAL INVESTIGATION
Capitol bldg., 3rd floor annex,
Suite 305
Pierre, S. Dak. 57501
224-3331

EMPLOYMENT SECURITY Division
607 North 4th Street
Aberdeen, S. Dak. 57401
622-2329

State ENGINEER
State Office Bldg. #2, Suite 205
Pierre, S. Dak. 57501
224-3466

State of S. Dak. FIRE MARSHAL Department
Insurance Bldg., 300 Block, North Nicollet
Pierre, S. Dak. 57501
224-3562

Department of GAME, FISH & PARKS
State Office Bldg. #1, 2nd floor
Pierre, S. Dak. 57501
224-3387

Department of Public HEALTH
State Office Bldg. #2, 3rd floor
Pierre, S. Dak. 57501
224-3361

Department of HIGHWAYS
Highway Bldg.
Pierre, S. Dak. 57501
224-3265

Department of HISTORY
S. Dak. State HISTORICAL Society
Soldiers & Sailors Memorial Bldg.
Pierre, S. Dak. 57501
224-3293

INDUSTRIAL DEVELOPMENT & EXPANSION Agency
State Office Bldg. #2
Pierre, S. Dak. 57501
224-3307

Department of Public INSTRUCTION
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3243

Department of INSTRUCTIONAL TELEVISION
Motor Vehicle Bldg., 218 West Capitol,
3rd floor
Pierre, S. Dak. 57501
224-3261

S. Dak. INSURANCE Commission
Insurance Bldg., North Nicollet
Pierre, S. Dak. 57501
224-3563

Department of LABOR & MANAGEMENT RELATIONS
Old Post Office Bldg.
Pierre, S. Dak. 57501
224-3681

State LEGISLATIVE RESEARCH Council
Capitol Bldg., 3rd floor annex
Pierre, S. Dak. 57501
224-3557, 224-3251

State LIBRARY Commission
322 S. Fort Street
Pierre, S. Dak. 57501
224-3519

S. Dak. State LIVESTOCK SANITARY Board
State Office Bldg. #2, Rooms 217, 219
Pierre, S. Dak. 57501
224-3321

Department of MILITARY AFFAIRS
S. Dak. Air National Guard
Headquarters SDARNG - Camp Rapid
Rapid City, S. Dak. 57701
394-2211

S. Dak. Commission of MENTAL
HEALTH & MENTAL RETARDATION
Equitable Bldg., Suite 6 - 116 N. Euclid
Pierre, S. Dak. 57501
224-3438

S. Dak. MERIT SYSTEMS Council
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3517

MOTOR VEHICLE Division
Motor Vehicle Bldg., 218 West Capitol
Pierre, S. Dak. 57501
224-3325

S. Dak. Division of OLD AGE & SURVIVORS
INSURANCE
Capitol Bldg., Basement annex
Pierre, S. Dak. 57501
224-3325

State PLANNING AGENCY
Capitol Bldg., 2nd floor annex,
Suite A 206
Pierre, S. Dak. 57501
224-3661

PURCHASING & PRINTING Division
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3405

RECORDS MANAGEMENT Division
Truck Bypass
Pierre, S. Dak. 57501
224-3589

Board of REGENTS
Capitol Bldg., 1st floor annex
Pierre, S. Dak. 57501
224-3455

S. Dak. RETIREMENT Offices (Municipal &
Teacher)
Sahr Bldg., 222 East Capitol
Pierre, S. Dak. 57501
224-3305

----- (Public
employees)
Capitol Bldg., 3rd floor
Pierre, S. Dak.
224-3658

S. Dak. State Department of REVENUE
Capitol Bldg., 4th floor annex
Pierre, S. Dak. 57501
224-3311

Department of SCHOOL & PUBLIC LANDS
Capitol Bldg., 2nd floor, Rooms 208, 212
Pierre, S. Dak. 57501
224-3303

SECURITIES Commission
Capitol Bldg., 1st floor annex
Pierre, S. Dak. 57501
224-3241

SUPREME COURT
Capitol Bldg., E. Wing, 1st & 2nd floors
Pierre, S. Dak. 57501
224-3511

TRAVEL Commission
Highway District #4 Office, Truck Bypass
Pierre, S. Dak. 57501
224-3409

State TREASURER
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3318

Public UTILITIES Commission
Capitol Bldg., 1st floor
Pierre, S. Dak. 57501
224-3206

Service to the VISUALLY IMPAIRED
Sahr Bldg., 222 E. Capitol
Pierre, S. Dak. 57501

Division of VOCATIONAL-TECHNICAL
EDUCATION
SDREA Bldg., 222 W. Pleasant Drive,
Basement
Pierre, S. Dak. 57501
224-3423, 224-3437

Division of VOCATIONAL REHABILITATION
804 North Euclid
Pierre, S. Dak. 57501
224-3346

WATER RESOURCES Commission
State Office Bldg. #2, 2nd floor
Pierre, S. Dak. 57501
224-3584

Department of Public WELFARE
State Office Bldg. #1
Pierre, S. Dak. 57501
224-3491

LIST OF AGENCIES NOT INCLUDED IN THIS DIRECTORY

The following is a list of agencies which, for one reason or another, are not included in the body of the Directory.

The departments marked with an asterisk (*) submitted information which will more appropriately be included in a different type of directory to be published later. In a few cases, the information supplied was incomplete.

In some cases the original letter may have been sent to the wrong address. Some agencies that neither publish nor gather data may have elected not to respond. When the next edition of this Directory is published, we hope to have a larger percentage of contributors.

- ABSTRACTORS Board of EXAMINERS
 South Dakota Board of ACCOUNTANCY
 Department of ADMINISTRATION
 South Dakota AIR POLLUTION CONTROL Commission
 ARCHEOLOGICAL Commission
 ATHLETIC Commission
 * ATTORNEY GENERAL
- Board of BARBER EXAMINERS
 BICENTENNIAL Commission
 South Dakota BOUNDARY Commissions (Nebraska, Iowa, Minnesota)
 Office of the BUDGET
 South Dakota BUILDING Authority
- Board of CANVASSERS
 CAPITOL GROUNDS & BEAUTIFICATION Commission
 State CEMENT Commission
 Governor's Committee on CHILDREN & YOUTH
 Board of CHIROPRACTIC EXAMINERS
 * CIVIL AIR PATROL
 Board of Directors of South Dakota CONSERVATION DISTRICTS
 Board of COSMETOLOGY
- American DAIRY Association
 DAIRY PRODUCTS MARKETING Commission
 Board of DENTISTRY
- State Board of Directors for EDUCATIONAL TELEVISION
 South Dakota ELECTRIC MEDIATION Board
 State ELECTRICAL Board
 Advisory Commission on EMPLOYMENT OF THE HANDICAPPED
 State Board of ENGINEERING & ARCHITECTURAL EXAMINERS
 Board of EQUALIZATION
- FAIR Board
 State Board of FINANCE
 State FINE ARTS Council
 State Board of FUNERAL SERVICE
- GOVERNOR

South Dakota State Board of HEARING AID DISPENSERS
Commission on HIGHER EDUCATION FACILITIES
HIGHWAY Commission

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* Department of HIGHWAYS: MAINTENANCE Division
Department of HORTICULTURE
Commission on HUMAN RELATIONS

LIEUTENANT GOVERNOR
Advisory Public LANDS Committee
South Dakota LAW ENFORCEMENT OFFICERS RETIREMENT Board
LICENSE PLATE Board

Midwestern Board for MEDICAL & ALLIED HEALTH EDUCATION
State Board of MEDICAL & OSTEOPATHIC EXAMINERS
MEDICAL Panel
State Commission for MENTALLY RETARDED
State MINE INSPECTOR
MOTOR VEHICLE RECIPROCITY Commission

State Board of NURSING
State Board of Examiners for NURSING HOME ADMINISTRATORS

State OIL & GAS Board
State Board of Examiners in OPTOMETRY

Board of PARDONS & PAROLES
State PLUMBING Board
State Board of PODIATRY EXAMINERS
State POLICE CIVIL SERVICE Commission
South Dakota PROFESSIONAL PRACTICES Commission

RACING Commission
REAL ESTATE Commission
RECORDS DESTRUCTION Board

Commission on SALARIES OF ELECTIVE STATE OFFICIALS
State Board of SANITARIAN REGISTRATION
State Board of Examiners in the basic SCIENCES
Secretary of STATE
State SURPLUS PROPERTY Committee

TEACHERS' RETIREMENT System Liquidation Fund

Commission on UNIFORM LEGISLATION

VERENDRYE MEMORIAL Commission
VETERANS Department
State Board of VETERINARY MEDICAL EXAMINERS

Committee on WATER POLLUTION
State Board of Certification of Public WATER SUPPLY & WASTEWATER SYSTEMS OPERATORS
WEATHER CONTROL Commission
Research & Market Developmental Commission on WHEAT UTILIZATION

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<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
<u>south dakota AERONAUTICS commission</u>		
Report	Biennial	Published
Contents:		
Aircraft utilization		
Aircraft of pilot registration fees and taxes collected		
Agricultural aerial spray report		
Aviation fuel tax		
General aviation fuel tax collection		
Federal aid airport program		
Information regarding every airport in the state	?	?
<u>south dakota department of AGRICULTURE</u>		
South Dakota weekly crop & livestock report	Weekly	Published
Prices monthly	Monthly	Published
Contents:		
Average prices for all agricultural goods		
Livestock slaughter	Monthly	Published
Contents:		
Comparison between South Dakota and the United States of the number of livestock slaughtered monthly		
Milk production economic newsletter	?	Published
Contents:		
Milk production & milk price		
Livestock & poultry inventory	Annual ?	Published
Contents:		
Number and value of livestock in South Dakota as of January 1		
Sheep and lambs on feed	?	Published
Hogs and pigs	?	Published
Contents:		
Inventory of hogs and pigs		
Sows farrowing		
Pig crop		
Economic newsletter	?	Published
Contents:		
Potato stocks and production		
Western range & livestock	?	Published
Contents:		
General conditions of livestock in range for the Western part of South Dakota		
Chicks hatched and egg production economic letter	?	Published
Stocks of grains in all positions of South Dakota and the nation	?	Published
Contents:		
Breakdown of the estimated production of all grains in the state in comparison to the nation		
Cattle on feed	?	Published
Contents:		
Number of cattle and calves on grain feed in South Dakota for the slaughter market		

BANKING and FINANCE (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
State of South Dakota - Department of Banking and Finance - Small Loan Division (continued) Contents: Consolidated report of all small loan licensees Assets Liabilities Income - expenses Classification by size and type of security	Annual	Published
Consolidated Abstract of State Savings and Loan Associations Contents: Total consolidated figures of assets and liabilities Number of associations	Semi-annual	Published
Comparative Abstract showing report of condition of State Banks Contents: Total consolidated figures of bank assets and liabilities Number of banks Increase and decrease Percentage of assets for date of call and previous date of call	3 times, but usually 4 times a year as Federally required	Published
<u>state of south dakota superintendents of BANKS</u>		
Report Contents: Financial condition of state banks Financial condition of trust companies	Biannual	Published
<u>BRAND board</u>		
Registration and record of all livestock brands in South Dakota	?	?
<u>board of CHARITIES and CORRECTIONS</u>		
Payroll and population report Personnel changes Contents: Salary adjustments Classification changes Employment and release of personnel	Monthly	?
Local and endowment report Contents: Financial statement of local and endowment funds Changes in total dollar figures throughout month	?	?
Report Contents: Yankton State Hospital report Redfield State Hospital and School/Custer State Hospital	Biennial	?

CHARITIES and CORRECTIONS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report (continued)	Biennial	?
State Penitentiary		
State Training School		
Youth Forestry Camp		
State Veterans' Home		
<u>CIVIL AIR PATROL - Information Incomplete</u>		
<u>south dakota state CONSERVATION commissio</u>		
Organization, addition of territory for each Conservation District	?	?
Supervisor election and terms of office of each of 350 elected supervisors	?	?
Conservation district long range and annual programs of work	?	?
Conservation district reports	Annual	Published
Conservation district audits	Annual	?
Minutes of district board meetings	?	?
Watershed applications for planning assistance - field examination reports	?	?
Watershed district organization by conservation district	?	?
Watershed development plans		
Resource conservation and development project applications for planning assistance	?	?
Type IV River Basin surveys	?	?
Soil survey reports and progress data	?	?
Conservation needs inventory data	?	?
Progress reports from Soil Conservation Service	Annual	?
Complete record of all surface mining operations and reclamation status of each		
	(in progress as of July, 1971)	
<u>state of south dakota division of CRIMINAL INVESTIGATION</u>		
Total number of criminal arrests where person was fingerprinted	?	?
Fingerprints	?	Cards
Contents:		
White male		
White female		
Indian male		
Indian female		
Juvenile male		
Juvenile female		
Arrests broken down into sixteen most common felonies by month of occurrence	?	?
Arrests broken down into seven most common misdemeanors, also by month of occurrence	?	?
Record is kept of number of those with prior arrests	?	?

CRIMINAL INVESTIGATION (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Number of police officers attending general law enforcement training course	?	?
Number of police officers attending immediate supervisors' training course	?	?
Number of police officers attending police management course	?	?
Complete record number of police officers completing firearms course	?	?
Number of police officers taking area first aid courses offered by division	?	?
<u>EMPLOYMENT SECURITY division</u>		
Continuous wage and benefit history program	Annual	?
Contents:		
Unemployment insured covered workers as compared with the average monthly covered employment by industry		
Unemployment covered workers by annual wages		
Unemployment covered workers by high quarter wages		
Unemployment insurance covered workers and claims experienced by industry		
Unemployment insured covered workers by amount of annual earnings in all industries		
Unemployment insurance covered workers by number of quarters of earnings		
Percent distribution of unemployment insurance covered workers by number of quarters of earnings		
Unemployment insurance covered workers by amount of high quarter earnings in all industries		
Percent of covered workers with annual earnings under \$600 and \$200 for industry on last job		
Manpower Development Training Act, occupational survey and training need broken down by county and industry	Annual	?
Contents:		
Current employment		
Expansion demands to December 1971		
Replacement demands to December 1971		
Current job agencies		
Total demand to December 1971		
Job ready active file, December 1971		
Two years net shortage or surplus		
Employment Service Automatic Reporting System	Monthly	?
Contents:		
Job ready applicants at the beginning of the period		
Employability development of applicants at the beginning of the period		
New applicants		
Renewals		

EMPLOYMENT SECURITY (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Employment Service Automatic Reporting System (continued)	Monthly	?
Applicants available during the period		
Counseling interview:		
Tests administered		
Referral to supplementary service		
Enrolled in orientation		
Enrolled in training		
Manpower Development Training Act (MDTA) institutional		
MDTA on-the-job training		
Neighborhood Youth Corps (NYC) in school and summer		
NYC out of school		
Job Corps		
Work Incentive (WIN) component		
Concentrated Employment Program (CEP) component		
Operation mainstream		
New careers		
Return to formal school		
Those placed		
Non-agricultural		
Agricultural		
Follow-up contacts		
Placed in inactive file		
Positive term service includes placement and enrollment training		
Service other than positive term includes referral to job, referral to supportive service, enrollment in orientation, counseling, testing, job development, and contacts		
No service, includes new applicants, renewal, and subsequent applicant interviews		
Job ready applicants the end of the period		
Employability developed applicants end of period		
Vital statistics of all applicants		
Placement form for registered and non-registered in- dividuals by type	?	?
Contents:		
Vital statistics of applicants		
Placement and referral of registered individuals	?	?
Contents:		
Intake		
Vital statistics of individuals		
Weeks of unemployment		
Employability development		
Barriers to employment		
Welfare		
Programs, participated in		
Counseling and Referral to Supportive Services Pro- vided Registered Individuals	?	?
Contents:		
Individuals interviewed for counseling		

EMPLOYMENT SECURITY (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Counseling and Referral to Supportive Services Provided Registered Individuals (continued)	?	?
Group session		
Individuals referred to supportive services		
Registered individuals place in last regular job by industrial and occupational category and division	?	?
Source of intake by programs participated in	?	?
Job openings by occupation broken down into total agricultural and non-agricultural; non- agricultural; agricultural; special class of openings	?	?
Registered individuals - disadvantaged, placed in last regular job by industrial and occupational category and division	?	?
Assistance to former JOB Corpsmen	?	?
Contents:		
Applications for assistance		
Determined educationally unqualified		
Referred to training		
Declined assistance		
Applications for summer use services	?	?
Contents:		
New Applications		
Renewals		
Subsequent Applicant Interview		
Counseling interview		
Tests administered		
Job referrals		
Placement		
Referrals to training		
Agricultural apprenticeship holding office acceptance		
Placement by times place, occupational categories and divisions, registered and non-registered applicants	?	?
Plan of service statistical data summary		
Contents:		
Applicants available		
Enrolled in training		
Placement		
Vital statistics of individual		
Plan of service statistical data summary reflect- ing utilization of the Work Incentive (WIN) program	?	?
Plan of service statistical data summary reflecting utilization of programs in the rural situation	?	?
South Dakota Manpower Planning Report	Annual	Published
Contents:		
Description of state or area		
Employment developments and outlook by industry		
Employment developments and outlook by occupation		

EMPLOYMENT SECURITY (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
South Dakota Manpower Planning Report (continued)	Annual	Published
Recent trends in employment		
Universe of need for manpower services		
Characteristics of disadvantaged		
Characteristics of individuals other than the disadvantaged in the universities need for manpower services		
Barriers to employment of the disadvantaged		
Unfilled job openings by selected occupations	Monthly	?
Contents:		
List of unfilled job openings by occupation within each of the spheres of influence of the individual local Employment Security offices		
Labor Bulletin	Monthly	?
Contents:		
Report on civilian work force trends in South Dakota, statewide		
Report on hours and earning trends of production workers in selected groups in South Dakota, statewide		
Labor turnover rates		
Job opening rates		
Analysis of current labor statistics in the Sioux Falls metropolitan area		
Unemployment		
Hours and earnings		
Civilian work force trends summary in the Sioux Falls metropolitan area		
Report on hours and earnings trends of production workers in selected groups for Sioux Falls metropolitan area		
Labor turnover rates in Sioux Falls metropolitan area		
Job opening rates for Sioux Falls metropolitan area		
South Dakota Experience Rating Report	Annual	?
Contents:		
Estimated tax due in present calendar year by industry		
Rate comparison by year by percent of accounts in each rate group		
Taxable payroll, all accounts		
Present taxes compared to past year rate groups, all accounts		
Expected income in present year by industry, positive accounts		
Expected revenue in present year by industry, over-drawn accounts		
Employers' account balances as of end of past year		
Average account balance		
Basic Labor Force Statistics	Annual	Published
Contents:		
Civilian work force estimates		

EMPLOYMENT SECURITY (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Basic Labor Force Statistics (continued)	Annual	Published
Total covered employment and average weekly wages for covered employees for the following counties: Beadle, Brookings, Brown, Butte, Charles Mix, Clay, Codington, Custer, Davison, Fall River, Hughes, Lake, Lawrence, Meade, Minnehaha, Pennington, Roberts, Shannon, Todd, Tripp, Walworth, Yankton		
Total civilian work force		
Total unemployment		
Breakdown of average weekly earnings by quarters for the following industries: agricultural services; mining and quarrying; contract construction; manufacturing; transportation, communication, and public utilities; wholesale trade; retail trade; total trade; finance, insurance and real estate; service and miscellaneous		
Basic Labor Force Statistics are also available for: Bon Homme, Brule, Buffalo, Corson, Day, DeWey, Hutchinson, Lincoln, Mellette	?	Unpublished
South Dakota Manpower Challenge of the Sixties	Decennial	Published
Contents:		
South Dakota population growth for the next decade		
Gross national product of the United States for the next decade		
Young persons reaching eighteen annually in South Dakota		
Population trends in the United States and South Dakota		
South Dakota labor force growth		
Labor force changes in South Dakota		
National labor force		
Percent of women in each age group in South Dakota labor force		
Percent of women in each age group in national labor force		
Trends in employment in South Dakota		
Trends in national employment		
Industry growth in South Dakota		
National industry growth in South Dakota		
Employment by occupation in South Dakota		
Number of workers		
Average years of school completed by those now in the labor force		
Percent changes in employment, South Dakota		
Percent changes in employment, United States		
School enrollments in South Dakota		
School enrollments in United States		
School grades of youth leaving before high school graduation		
Current South Dakota Labor Force Balance Sheet	Annual	Published
Contents:		

EMPLOYMENT SECURITY (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Current South Dakota Labor Force Balance Sheet (continued) Average weekly earnings, hours worked, hourly rates for total private non-agricultural and salary; manufacturing, lumber and wood products, fabricated metals and machines; food and kindred products; meat products; paper, printing and publishing; mining and quarrying; contract construction; transportation, communication and public utilities; trucking and warehousing; communications and public utilities; wholesale and retail trade; automobile dealers and service stations; finance, insurance and real estate; banking; service and miscellaneous	Annual	Published
Characteristics of the insured unemployed Contents: Vital statistics of insured unemployed Occupational total Current duration of unemployment	Annual	Published
Insured unemployment rates by industry Summary by industry of benefits paid, employment, wages and contributions subject to South Dakota Employment Security Law Contents: Agricultural, fisheries, forestries Mining and quarrying Total contract construction Building construction Highway and heavy construction Special trade construction Manufacturing food and kindred products Wholesale and retail trade Finance, insurance and real estate Service and miscellaneous Non-charge benefits Other states broken down into: taxable wages; total wages; ratio of taxable to total wages; total benefits paid in fiscal year; benefits as a percent of taxable wage; benefits as a percent of total wages; present calendar year employer contributions, contributions as a percent of taxable wages; contributions as a percent of total wages; average annual earnings; average weekly earnings; average covered employees; benefit costs per person covered job; contributions paid per covered job	Monthly	Chart
Average weekly earnings, average weekly hours and average hourly rates Contents: Breakdown of a comparison between the United	Annual	Published
	?	Published

EMPLOYMENT SECURITY (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Average weekly earnings, average weekly hours and average hourly rates (continued) States and South Dakota economies reflected in average weekly earnings, average weekly hours, and average hourly rates	?	Published
Mid-month insured unemployment rates by local offices Contents: Monthly breakdown of uninsured employment rates by local area offices, compared to last year's statistics Weekly unemployment insurance status compared to last year's statistics	Annual	Published
Employees covered by state unemployment insurance by industry and county Contents: Mining and construction Manufacturing Transportation, communication and public utilities Wholesale and retail trade Finance, insurance and real estate Services	Annual	Chart
Disqualifications from unemployment insurance the past year under the South Dakota Employment Security Law Contents: Personal characteristics of all disqualified claimants Characteristics of claimants disqualified for voluntary quit Voluntary quit disqualification by reason Refusal of suitable work disqualification by reason Voluntary quit disqualification by industry and weeks disqualified All disqualifications by weekly benefit amount Voluntary quit disqualified claimants by time lapse and week disqualified Misconduct disqualified by time lapse and weeks disqualified	Annual	Published
Report of Benefit Activities Contents: Breakdown by area of unemployment insurance claims according to intra-state claims, inter-state claims and total payments	Monthly	Published
Employment Security Report on unemployment insurance contributions by quarters Contents: Employment broken down according to quarter and industry Total amount of wages broken down according to	?	?

EMPLOYMENT SECURITY (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Employment Security Report on unemployment insurance contributions by quarters (continued) quarter and industry	?	?
Total amount of taxable wages broken down according to quarter and industry		
Amount of contributions according to quarter and industry		
Employment Security Automatic Reporting System changes for fiscal year 1972	?	?
<u>state ENGINEER</u>		
Building specifications for all state buildings	?	?
All contracts let for state buildings	?	?
<u>state of south dakota FIRE MARSHALL department</u>		
Fire chief reports	?	?
Public building inspections and licenses	?	?
Fireworks licenses	?	?
School inspections	?	?
Fire investigations	?	?
<u>department of GAME, FISH and PARKS</u>		
Pheasant studies	Annual	Published
Contents:		
Rural mail carriers' spring game survey		
Aerial winter pheasant census		
Winter pheasant sex ratio survey		
Winter pheasant mortality survey		
Upland game and dove harvest survey		
Waterfowl harvest survey		
Pheasant reproduction survey		
Pheasant bag check		
Deer and antelope studies	Annual	Published
Contents:		
Questionnaire to ranchers and aerial census to determine spring deer population trend in Black Hills		
Usage and improvement of pellet group counts to determine deer numbers and trend of deer numbers in Black Hills		
Analysis of deer hunter report card return		
Spring browse utilization survey		
Spring inventory of antelope in South Dakota		
Locker and field checks of antelope and analysis of hunter report card data		
Turkey studies		
Contents:	Annual	Published

GAME, FISH and PARKS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Turkey studies (continued)	Annual	Published
Turkey hunter report card analysis		
Black Hills turkey brood survey		
Prairie grouse studies	Annual	Published
Contents:		
Winter trapping and banding of prairie grouse		
Prairie grouse brood survey		
Spring prairie grouse census		
Prairie grouse bag check		
Waterfowl	Annual	Published
Contents:		
Aerial fall waterfowl survey of the Missouri River and vicinity		
Pheasant study area investigations	Annual	Published
Contents:		
Intensive spring and summer pheasant sight-record surveys		
Statistical evaluation of sight-record data		
Pheasant reproduction as related to viral encephalitis	Annual	Published
Contents:		
Isolate and identify encephalitis viruses from insect and arthropod carriers		
Encephalitis virus virulence assays and virus transmission		
Pheasant mortality or disability caused by encephalitis		
Effects of encephalitis upon pheasant egg production, fertility, and hatching success		
Epizootic hemorrhagic deer disease study	Annual	Published
Contents:		
Distribution of EHD in South Dakota deer according to counties and by sex and age		
Prevalence of EHD virus reservoirs in the state among wild and domestic animals		
Isolation and identification of EHD virus strains present in organs, feces, urine, and blood of wild deer		
Susceptibility of deer to various EHD virus strains as determined by experimental studies of artificially infected animals		
Collection and analysis of information of complete virus cycles in various domestic and wild animals		
EHD virus transmission studies		
Method for diagnosing EHD in the field		
Black Hills turkey research	Annual	Published
Contents:		
Ecology of the wild turkey in the Black Hills		
Census techniques investigations		
Pheasant reproduction and survival as related to		

GAME, FISH and PARKS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Pheasant reproduction and survival as related to agricultural fertilizer use (continued) Contents: Fertilizer effect on adult pheasants Fertilizer effect on pheasant reproduction and on young pheasants	Annual	Published
Evaluation of high plains experimental point system duck season Contents: Hunter harvest, participation and sex and age of bag Aerial and ground surveys Hunter performance survey	Annual	Published
Pheasant nesting preference study	Annual	Published
Blue grouse introduction Contents: Success evaluation of blue grouse plant Source check for blue grouse	Annual	Published
Foreign and domestic game bird introduction Contents: Complete ecological appraisal forms Stocking and evaluation of new game bird introductions	Annual	Published
Investigations into the use of aspen by wildlife Contents: Overstory and understory production Deer usage	Annual	Published
Relationship of red foxes and other predators to populations of ring-necked pheasants and other prey Contents: Small carnivore control Population indices of predator and prey species Fox food habits Effect of intensive fox control upon fox litter size Effect of predator control upon pheasant nesting success	Annual	Published
Mobility of South Dakota prairie deer between Badlands National Monument and surrounding areas Contents: Winter trapping and marking of deer	Annual	Published
Use of stupeficient and tranquilizer drugs for capturing and handling pheasants Contents: Determine effectiveness of drug metomidate for subduing pheasants for capture and handling purposes	Annual	Published
Banding and band analysis of migratory birds Contents: Banding programs Band recovery analysis	Annual	Published
Investigations into rearing and restoration of breeding Canada geese in South Dakota	Annual	Published

GAME, FISH and PARKS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Investigations into rearing and restoration of breeding Canada geese in South Dakota (continued)	Annual	Published
Contents:		
Goose propagation		
Free-flyer release program		
Evaluation of all phases of Canada goose		
Restoration program		
Wetland inventory of Miner County	Annual	Published
Prairie grouse in South Dakota	Annual	Published
Contents:		
Summary of prairie grouse P-R reports		
Description of surveys and research in South Dakota		
Use of electrophoresis to determine sub-populations of pheasants in South Dakota	Annual	Published
Deer and livestock range competition in the Black Hills as measured by exclosures	Annual	Published
Contents:		
Measurements of vegetation on the inside and outside of permanent exclosures		
Measurements of vegetation inside and outside of temporary exclosures		
Evaluation of chemosterilants as reproductive inhibitors of raccoons in eastern South Dakota	Annual	Published
Contents:		
Effect of chemosterilants on penned raccoons		
Techniques of bait distribution		
Field evaluation of chemosterilants		
Applications for permit for control of aquatic nuisances	?	?
Commercial fishing information and recommendations	?	?
Commercial fishing contract for rough fish removal	?	?
Rough fish removal permit	?	?
Special fishing equipment	?	?
Commercial fishing work sheet	?	?
Experimental goldeye fisheries	?	?
Farm pond fish eradication - request form	?	?
Farm pond fish eradication - permit	?	?
Hatchery work sheet	?	?
Application for private fish hatchery license	?	?
Retail minnow dealer license - application	?	?
Wholesale minnow dealer license - application	?	?
Minnow transportation permit	?	?
Hoop net license survey	?	?
Setline license survey	?	?
Cooperative fish rearing pond agreement	?	?
Cooperative fishing access agreement	?	?
Trout stocking agreement for private ponds	?	?
Private stock dams	?	?
Stocking record	?	?
Stream and lake rehabilitation, pre-treatment survey	?	?

GAME, FISH and PARKS (continued)

<u>Title/ description</u>	<u>Frequency</u>	<u>Format</u>
Stream and lake rehabilitation, post-treatment survey	?	?
Netting summary sheet	?	?
Length frequency distribution	?	?
Temperature, chemical, and oxygen survey	?	?
Winter oxygen tests	?	?
<u>department of public HEALTH</u>		
Communicable and venereal disease control	?	Computer tape
Contents:		
Illness (ICDA Code)		
Date of diagnosis		
Patient identification number		
City zip code		
County of residence		
Vital statistics of patient		
Physician license number		
Physician type		
Laboratory confirmation		
Report date		
Venereal disease epidemiologic report	Monthly & Quarterly	Punch card
Interstate communications control record	?	?
Contents:		
List of all non-resident early syphilis contacts and suspects		
Tuberculosis report	?	?
Contents:		
Vital statistics of new cases, suspects, contacts, and reactors		
Family and household contacts	?	?
Contents:		
Vital statistics of new cases, suspects, contacts and reactors		
Tuberculosis examination	?	?
Contents:		
Vital statistics of patient		
Tuberculosis patient control form	?	?
Contents:		
Vital statistics of patient		
South Dakota tuberculosis control program	?	?
Contents:		
Vital statistics of patient		
South Dakota tuberculosis contact and associate control program	?	?
Contents:		
Vital statistics of patient		
South Dakota tuberculosis tuberculin reactor program	?	?
Contents:		
Vital statistics of patient		

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
South Dakota tuberculin testing individual reactor data	?	Card
Contents:		
Vital statistics of patient		
Interstate reciprocal notification of disease	?	?
Contents:		
State Health Department and address		
Disease		
Vital statistics of patient		
State patient was infected in		
Condition of patient		
South Dakota State Board of Health report	?	?
Contents:		
Vital statistics of patient		
Vital statistics of contacts		
South Dakota State Department of Health Tuberculosis Register	?	?
Contents:		
Vital statistics of patient		
Last medical evaluation		
Drugs used		
Last positive culture		
Historic data on current activation		
Immunization protection level study	?	?
Contents:		
Lists immunity level of children in South Dakota to:		
Rubeola (7-day measles)		
Diphtheria		
Tetanus		
Whooping cough		
Smallpox		
Poliomyelitis		
Mumps		
Temporary immunization record	?	?
Contents:		
Record of immunization for polio, diphtheria, smallpox, measles (rubeola & rubella) for each three-month-old child		
Quarterly immunization card return	Quarterly	?
Contents:		
Compilation of returned temporary immunization record		
Rubella Titers of Premarital and Prenatal by Age	Monthly	?
Contents:		
Results of rubella titer tests classified according to age		
Physician's Certification of Vaccine Usage	?	?
Contents:		
Listing of measles, rubella and polio vaccine provided to physicians and agencies by Immunization Section		

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Physician's Certification of Vaccine Usage (continued) Current status of immunity level in each age group for measles, rubella, and polio	?	?
South Dakota Certification of Immunization Contents: Certification of tuberculin tests and immunization against polio, smallpox, diphtheria, measles and tetanus for all new school enterers in South Dakota	?	?
Older Americans Project Center report Contents: Project name and number Number of months in operation during current fiscal year Number of older volunteers serving project Number of older persons served directly Percentage of persons served who are in low income category Minority groups as a percentage of total persons served by project Numbers of persons reached through mass media Costs and accomplishments for each service and activity classification	Annual	?
Survey: social indicators of persons age 65 and over Contents: Persons in the household Respondent's age, marital status, education, race, sex Housing-type, owned, rooms, facilities, utilities, condition, convenience, neighborhood Transportation - mobility, convenience Activities - work, visits, recreation, companionship, contacts Health - condition, mobility availability of medical services, problems, handicaps, diet Financial - income, assets, debts, insurance	(in progress as of July, 1971)	
Certificate of Birth Contents: Birth record number Vital statistics of child Vital statistics of mother and father Prenatal care Birth injuries and congenital malformations	?	Punch card
Certificate of Death Contents: Death record number Vital statistics of deceased Cause of death	?	Punch card
Certificate of fetal death Contents:	?	Punch card

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Certificate of fetal death (continued) Fetal death record number Vital statistics of deceased Vital statistics of mother and father Prenatal care Cause of death	?	Punch card
Marriage transcript Contents: Marriage transcript number Vital statistics of bride and groom Ceremony officiated by	?	Punch card
Divorce or Annulment Transcript Contents: Divorce transcript number Vital statistics of husband and wife Kind of decree Cause of action Number of children Duration of the marriage	?	Punch card
Medical Manpower information Contents: Vital statistics of physician	?	Magnetic disk & Computer tape
Registered nurses and licensed practical nurses Contents: Vital statistics of nurse Field of employment Type of duty Major teaching or practice area Education preparation and degrees	?	Magnetic tape
Listing of registered nurses and licensed practical nurses and tables by county of residence	(in progress as of July, 1971)	
Contents: Employment status by age Marital status		
South Dakota population estimates Contents: Resident births Resident deaths School census Passenger auto registrations Taxable retail sales	Annual	Published
South Dakota life tables Contents: Life expectancies for total population, total whites according to sex, total nonwhites	3 year period centered on decennial census year	Published
Water pollution control program Contents: Status of municipal systems Status of wastewater stabilization ponds	? ?	Card file Card file

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Water pollution control program (continued)	?	Card file
Water quality monitoring data	?	Print-out
Permit to discharge waste	?	Office file
Operational reports, municipal mechanical plants and industrial plants	?	Office file
Operational reports, stabilization ponds	?	Office file
Septic tank pumpers	?	Office file
Plans and specifications	?	Office file
Industrial waste survey meat waste	?	Office file
Status of municipal wastewater facilities	?	Office file
Rural sewage disposal for individual homes	?	Published
Sewage flow for individual waste disposal systems	?	Mimeographed
Industrial waste survey, milk waste	?	Office file
Routine sanitary survey	?	Office file
Certification of operators	?	Office file
Water hygiene program		
Contents:		
Physical data and mineral analysis of public water supply systems	?	Published
Plans and specifications	?	Office file
Bacteriological water analysis	?	Office file
Bacteriological water sampling record	?	Office file
Routine sanitary survey	?	Office file
Fluoride water sampling record	?	Office file
Certification of water supply and treatment system operator	?	Published
Swimming Pool program		
Contents:		
Physical data	?	Published
Plans and specifications	?	Office file
Bacteriological water analysis	?	Office file
Consumer services:		
Contents:		
Establishment of sanitation inspection for food service	?	Office file
Establishment of sanitation inspection for lodging	?	Office file
Licenses	?	Office file
Establishment of sanitation inspection for campgrounds	?	Office file
Licenses	?	Office file
Solid Waste program		
Contents:		
Statewide disposal site inventory	?	Office file
Environmental Science services		
Contents:		
Information on radiation exposure control	?	Published
Registration of sources	?	Office file
Record of source registration	?	Card file
Evaluation of radiation protection for source	?	Office file
Development of survey report	?	Office file

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Environmental Science services (continued)		
Sources by county for survey planning and source location	?	Card file
Occupational health program		
Contents:		
Agricultural and manufacturing industry occupational health hazards	?	Published
Occupational health hazards	?	Office file
Carbon monoxide exposure	?	Office file
Pesticides program		
Contents:		
Amount, kind, method of application and area covered by commercial spray applicators	?	Computer tape
Cholinesterase levels in aerial spray applicators	?	Office file
Air quality control program		
Contents:		
Public health need for air pollution control	?	Published
Air Pollution law	?	Mimeographed
Summary of all water and milk tests run by health laboratory	Monthly	?
Summary of all tests on throat cultures, enteric (stools), gonorrhoea, ear, wounds, etc. run by health laboratory	Monthly	?
Summary of all tests on respiratory diseases, encephalitis, arboviruses, exanthemes, rickettsia, and rabies run by health laboratory	Monthly	?
Summary of all tests on rubella run by health laboratory	Monthly	?
Summary of all chemical tests on water and cholinesterase tests for pesticides in humans run by health laboratory	Monthly	?
Summary of all serology tests for syphilis (pre-marital and pre-natal), rh factor, and agglutinations run by health laboratory	Monthly	?
Summary of all tuberculosis and other mycobacteria tests run by health laboratory	Monthly	?
Inventory of certain drugs and vaccines shipped to physicians in the state	?	?
Application for hospital license	Annual	?
Contents:		
Name and location of institution		
Classification by type		
Name of association, group or political subdivision which operates the institution		
Officers of governing body		
Person in charge - name, title		
Building and bed capacity		
Hospital data sheet	Annual	Not published
Contents:		
Bed capacity		

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Hospital data sheet (continued)	Annual	Not published
Inpatient admissions		
Inpatient discharges		
Inpatients remaining		
Total inpatient days		
Average daily census		
Percentage of occupancy		
Average length of stay		
Largest daily inpatient census		
Total newborn infant days		
Largest newborn daily census		
Infant deaths - fetal, full-term, premature		
Hospital and/or emergency room visits		
Other services such as intensive care		
Surgical procedures statistics		
Radiological statistics		
Beds, patients, hospital days by service		
Origin of patients (residence) data		
Medical staff and personnel report form	Annual	Confidential
Contents:		
Names and categories of physicians		
Names of full-time and part-time registered nurses		
Names of full-time and part-time licensed practical nurses		
Number of full-time and part-time aides and orderlies		
Number of full-time and part-time persons and consultants in medical records, dietary, pharmacy, anesthetics, maintenance, laundry, housekeeping, business office		
Names of any physical therapists, occupational therapists or social workers		
Questionnaire on laboratory services	?	Confidential
Contents:		
Pathological services available		
List of pathological and clinical laboratory personnel		
Services (types of tests performed)		
Blood bank data		
Other examination, testing and reporting procedures		
Questionnaire on X-ray department	?	Confidential
Contents:		
Radiological services available		
List of X-ray department personnel		
Services such as diagnostic and therapy		
Equipment		
Filing and reporting procedures		
Listing of governing boards of hospitals	?	Not published
Application for license for nursing homes	Annual	?
Contents:		
Name and location of institution		
Name of administrator		
Operation - individual, partnership, corporation		

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Application for license for nursing homes (continued) Financial and character references for individual or partnership operated homes Officers and governing board for corporation operated homes Classification by type of care Facility	Annual	?
Personnel information for nursing homes Contents: Name and location of institution List of physicians using the home Name, registration number, and hours worked of registered nurses, licensed practical nurses, and physical therapists Number of aides and orderlies and hours worked per week Names and hours worked by dietitians and activity directors	Annual	Confidential
Data sheet for nursing homes Contents: Name and location of institution Bed capacity Greatest occupancy during year Residents in home on January 1 Monthly admissions, discharges, deaths, resident days per month Residents in home on December 31	Annual	Not published
Patient record and services card for crippled children ? Contents: Vital statistics of patient Clinic services Hospital care Convalescent home care Other services outside clinics Disposition		Card
Financial card for crippled children Contents: Vital statistics of patient Hospital care Surgeon Physiotherapy Running grand total	?	Card
Report on crippled children's services Contents: Number of children Number of visits or days' care by type of service Number of children by county Distribution of children by race, sex, new and old cases, and age Distribution by diagnostic category, new and old cases	Annual	Published

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report on crippled children's services (continued) Distribution by diagnostic category, new and old cases, sex, age, and number of conditions	Annual	Published
Report on crippled children's clinics Contents: Location of clinic Total number of children examined Number of new cases examined Number of old cases re-examined Number of children examined for speech and hearing defects Number of X-rays given and their cost Number of people conducting the clinic Doctor's fees Total cost of clinic Cost of transportation, board and room for personnel	Annual	Published
South Dakota dentists' questionnaire Contents: South Dakota license number Vital statistics of dentist Pre-dental and dental education State Boards passed Dental specialities Size and make-up of office staff Marital and family status	?	?
General description of South Dakota communities Contents: Location of community Brief history Ethnic makeup Geography Trade area, population, and economic description Social and recreational life Religious life Cultural opportunities Civic affairs Services and supplies available Housing Education Local government Professional considerations	?	?
Survey of all dentists Contents: Dental services provided for the mentally retarded, epileptic, cerebral palsied	(in progress as of July, 1971)	
Report of public health nursing service Contents: County Communicable disease control - number admitted to	Monthly	?

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report of public health nursing service (continued)	Monthly	?
Communicable disease control - number admitted to nursing service, field nursing visits, office nursing visits by age group		
Immunizations completed		
Type of immunization by age group		
Venereal disease control - number admitted to nursing service, field nursing visits, office nursing visits by age group		
Tuberculosis control - diagnosed cases, contacts, tuberculin reactors, and associates to tuberculin reactors by number admitted to nursing service, field nursing visits and office nursing visits by age group		
Tuberculin tests and number of positive results		
Number admitted to antepartum and post partum maternity nursing service		
Number of field nursing visits to antepartum and to post partum maternity cases		
Number of office nursing visits to antepartum and to post partum maternity cases		
Infant (under 1 year) and pre-school (1-4 years) hygiene - number admitted to medical service and to nursing service, visits to medical and to nursing conference, field and office nursing visits		
School hygiene (5-17 years) - inspection by nurse, dentist or dental hygienist, examinations by physician, conferences with teachers and classroom health talks, field and office nursing visits		
Mental hygiene - number admitted to nursing service, field and office nursing visits by age group		
Other morbidity service - number admitted to nursing service, field and office nursing visits by age group		
Crippled children's service - number admitted to nursing service, field and office nursing visits, number of clinics attended		
Cancer service - number admitted to nursing service, field and office nursing visits by age group		
Cardiac service - number admitted to nursing service, field and office nursing visits by age group		
Mental retardation - number admitted to nursing service, field and office nursing visits by age group		
Alcoholism - number admitted to nursing service, field and office nursing visits by age group		
Family planning service - number admitted to medical and to nursing service, field and office nursing visits, number of medical patient visits to clinic, number of clinics held		

HEALTH (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report of public health nursing service (continued)	Monthly	?
Classes held		
Report for part-time workers - covers tuberculosis service, cancer service, cardiac services, and other morbidity service		
Emergency medical services survey questionnaire	?	?
List of communities participating in emergency medical services program	?	?
Name of participating ambulance services - city, and person in charge	?	?
List of state-wide ambulance services, by county	?	?
Ambulances in operation - communities awaiting delivery of vehicle, communities where ambulance service has been approved and are awaiting funds, communities having trained ambulance squads	?	Map
Medical self-help training instructor's report	?	?
Contents:		
Number of courses		
Number of students completing courses		
Kit number		
Category of students trained		
Name of institution		
Address		
Red Cross first aid course taught with MSH		
Vital statistics of instructor		
Number of persons trained with MSH by county from March 1, 1963 to April 30, 1971	?	Map
<u>department of HIGHWAYS: Audits and Internal Review</u>		
Policies and procedures	?	Published
Workmen's compensation reports and forms	?	Published
Contracts for design consultants	?	Office file
Contracts for highway safety projects	?	Office file
Contracts for public instruction	?	Office file
Contracts for utility company and railroads	?	Office file
Contracts for research and planning	?	Office file
Audit files on internal audits - 1966 on	?	Office file
Vehicle accident reports - 1965 on	?	Office file
<u>HIGHWAYS: Communications</u>		
Travel News	every Friday	Published
News Notes	every Friday	Published
News Releases - for radio, TV, magazines and newspapers	?	Published
Contents:		
State attractions		
State government in general		
Special events		
Historic events		

HIGHWAYS: Communications (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
News Releases - for radio, TV, magazines and newspapers	?	Published
Personalities		
Photos accompanying copy		
General photograph collections - 8" x 10" black and white photos concerning state attractions state government in general, special events, historical events, etc.	?	Office file
General slide collection - 2¼", 35 mm., 4" x 5" color transparencies dealing with state attractions, state government in general, special events, historical events, etc.	?	Office file
General news clippings dealing with state attractions, historic events, personalities, memorials, etc.	?	Office file
Special news releases concerning state government only	?	Office file
Contact sheets (composites of photos)	?	Office file
State maps - incomplete collection of past and present maps from all states	?	Office file
Reports from the highway departments of all 50 states	Biennial	Office file
Vacation planning information for tourists on state attractions	?	Office file
Department of Highways' Newsletters from 1964	?	Office file
Feature stories written by Communications for other state departments as well as for the Highway Department	?	Office file
Mt. Rushmore - past, present	?	Office file

HIGHWAYS: Emergency Planning

South Dakota Emergency High Traffic Regulation Plan	?	Published
South Dakota Natural Disaster Plan	?	Published
Standard Job Classifications	?	Published
Personal Injury and Vehicular Accident Analysis	?	Published
Labor Compliance Manual	?	Published
Atomic Energy Commission - minutes	?	?
List of Civil Defense directors in state	?	?
List of all Highway Department employees trained in Civil Defense	?	?
Report of Emergency Readiness - training of employees	Annual	?
Employer Safety Manuals and Plans for all states	?	?
Record of all training in Radiological Monitoring in all districts	?	?
Civil Defense plans for states surrounding South Dakota	?	?
Accident Vehicle Procedures	?	?
Labor Compliance Policy Procedures	?	?
Equal Employment Opportunity Procedures	?	?

HIGHWAYS: Emergency Planning

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Information on rest areas	?	?
Employee record data	?	Card
Contents:		
List of every employee of state that has had an accident	?	?
Record of all review board decisions of all highway employees	?	?
Certified payroll form	?	?
Statement of compliance form	?	?
Wage rate interview	?	?
Predetermined minimum wage scale	?	?
Fraud notice	?	?
Notice of non-discrimination in employment	?	?
Labor compliance enforcement report	Semi-annual	?
Department of Highways project labor pre-construction conference outline	?	?
Contractor payrolls - on file for 3 years after date of project completion	?	?
Construction inspection report	?	?
Notice of payrolls received	?	?
Information on all federal contract lettings	?	?
Authorization books	?	?
Contents:		
All construction going on in the state		
What type of aid the project is under		
Notice of a sub-contract	?	?
Information on each contractor that gets federal aid	?	?
Compliance on site review	?	?
Internal equal employment opportunity policies and procedures	?	?
Department of Highways equal employment opportunity policy and guidance plan	?	?
On the job training program	?	?

HIGHWAYS: Highway Patrol & Highway Patrol Safety Section

Statistical Reports on Accidents	?	Published
Motor Vehicle Safety Inspection	?	Office file
Contents:		
Copies of all certificates issued		
Ownership and physical description of all inspection stations		
Conviction file	?	Card
Contents:		
Records of all convictions on arrest made by Highway Patrol	?	Card
Activity Record	?	Magnetic disk
Contents:		
Record of activity of each patrolman		
Safety Section Accident Reports	?	Magnetic disk

HIGHWAYS: Highway Patrol & Highway Patrol Safety Section (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Safety Section Accident Reports (continued) Contents: Original documents submitted by investigating officer	?	Magnetic disk
<u>HIGHWAYS: Maintenance - Information Incomplete</u>		
<u>HIGHWAYS: Materials and Testing</u>		
Materials Manual Contents: Rules of department Requirements of control of materials Organization set-up	?	Published
Plan Review Letters	?	Published
Design Recommendations for Surfacing Designs	?	Published
Field directives on testing procedures	?	?
Personnel directives to staff and field personnel	?	?
Specifications and inventory of testing equipment	?	?
<u>HIGHWAYS: Personnel</u>		
Personnel folders for employees terminated prior to January 1, 1963 Contents: Vital statistics of employee Leave record Service record card Reason for leaving Employee appraisal	?	Microfilm
Personnel folders for employees terminated after January 1, 1963 Contents: Vital statistics of employee Leave record Service record card Reason for leaving Employee appraisal	?	Office file
Current Employees Contents: Vital statistics of employee Leave record Employee appraisal	?	Office file
Service Record card Contents: Vital statistics of employee Education Location of employment Classification date Base pay	?	Office file

HIGHWAYS: Personnel (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Service Record card (continued)	?	Office file
Current classification		
Leave card	?	Office file
Contents:		
Name		
Years of service		
Balance of annual & sick leave		
Record of jury leave, military leave		
Applications for engineering, maintenance, clerical, miscellaneous	?	Office file
Highway Personnel Manual	?	Published
Contents:		
List of personnel regulations		

HIGHWAYS: Reciprocity and Prorationing - Information Incomplete

Uniform Vehicle Registration Proration and Reciprocity Agreement	?	Published
Contents:		
List of proration rules used by 16 states		

HIGHWAYS: Research & Planning

State Revenue for State Highways	Monthly	Published
Motor Fuel Tax Collections, Refunds and Disposition of Net Receipts	Monthly	Published
Motor Vehicle Registrations	Monthly	Published
Motor Fuel Imports, Taxation and Refunds	Monthly	Published
Motor fuel consumption report	Annual	Office file
State motor-fuel tax collection and initial distribution by collection agencies report	Annual	Office file
State motor vehicle registrations, registration fees, and miscellaneous receipts report	Annual	Office file
State operators' and chauffeurs' licenses and fees report	Annual	Office file & Computer tape
State motor vehicle registration fees and other receipts and initial distribution by collecting agencies report	Annual	Office file
Receipts from state taxation of motor vehicles operated for hire and other motor carriers report	Annual	Office file
State motor-carrier taxes and initial distribution by collecting agencies report	Annual	Office file
State Highway income report	Annual	Office file & Computer tape
State Highway expenditures report	Annual	Office file & Computer tape
Capital outlay by State Highway departments report	Annual	Office file & Computer tape
State Highway expenditures within standard metropol-		Computer tape

HIGHWAYS: Research & Planning (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
State Highway expenditures within standard metropolitan statistical areas (continued)	Annual	Office file & Computer tape
County road receipts and expenditures	?	?
Township road receipts and expenditures	?	Office file
City street and allied street receipts and expenditures	?	Office file
Data on all motor vehicle registrations, revenues and the disposition of the revenues	?	Office file
Data on motor fuel consumption, revenues and the disposition of the revenues	?	Office file
Drivers by age groups and sex	?	Office file & Computer tape
State Highway revenues	?	Office file & Computer tape
State Highway expenditures	?	Office file & Computer tape
Traffic report for continuous count stations	Monthly	Computer tape
State traffic flow maps	?	Computer print-out file
Municipal and urban traffic flow maps	?	Office file
Truck weight study	?	Computer tape
Speed study report	?	Office file
Manual vehicle classification summary	?	Office file
Vehicle miles of travel/accident ratio report	Monthly	Published
Micro analysis of traffic data at continuous count stations	Monthly	Computer print-out file
Vehicle classification by special types	?	Special form file
Traffic volume mile-by-mile on state system	?	Map file
Traffic volume mile-by-mile on the county highway system	?	Map file
Traffic requests for highway design	?	Special form file
Automatic traffic recorder data	?	Special form file
Intersection and interchange turning movement studies	?	Special form file
Special traffic count locations	?	Special form file
Interstate highway traffic projections	?	Punch card & Computer print-out file
Vehicle miles of travel by highway system	?	Special form file
Traffic projections in urbanized areas	?	Special form file
Design hour volume analysis	?	Computer print-out file
Municipal traffic counts	?	Special form file, punch card, computer print-out file
Statewide traffic counts on state highway system	?	Special form file, punch card, computer print-out file
Coverage traffic counts on county highway system	?	Special form file, punch card, computer

HIGHWAYS: Research & Planning (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Coverage traffic counts on county highway system (continued)	?	Special form file, punch card, computer print-out file
Manual vehicle classification study	?	Special form file, punch card, computer print-out file
Vehicle speed study	?	Special form file, punch card, computer print-out file
Special traffic count recordings	?	Special form file, punch card, computer print-out file
Turning movements on interchanges and intersections	?	Special form file, punch card, computer print-out file
Factor array for production of annual average daily traffic volumes	?	Computer print-out file
Traffic at the continuous count stations	?	Computer tape
Revised general highway maps of: Brule, Lake, Moody, Bennett, Perkins, Kingsbury, Brookings and Miner counties	?	Map file
Revised state general highway map	?	Map file
Federal aid system maps - eight counties	?	Map file
Rural and municipal state trunk sufficiency rating report	?	Office file, computer tape, map file
National highway functional classification and needs study report (1970-1990)	?	Office file, computer tape
Estimate of the cost of completing the national system of interstate and defense highways	?	Office file, punch card
Road construction that affects traffic	Monthly	Map file
Data compiled for railroad-highway grade crossing inventory	?	Office file
Contents:		
Summary of crossings by highway system		
Type of protection		
Traffic		
Volume		
Interstate systems traveled-way study	?	Office file, punch card
Physical data collected for all roads in Grant, Beadle, Clark and Codington counties	?	Office file, to be placed on computer tape
Physical data collected for the streets in all towns in Grant, Beadle, Clark, and Codington counties with less than 5000 population	?	Office file

HIGHWAYS: Research & Planning (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Investigation of alternative chemical treatments for controlling expansive soil in roadway in western South Dakota	?	Published
Seismic-refraction analysis for layered soil and rock formations containing boulders, cavities and bedded irregularities	?	Published
Experimental study of cross bending of curved compression flanges in fish-belly haunched plate girders	?	Published
Bridge records for defense requirements	?	Punch card
State highway mileage log	?	Computer tape
Federal-aid primary log and federal-aid interstate log	?	Computer tape
Federal-aid secondary log	?	Computer tape
South Dakota construction cost index for 1970	?	Published
South Dakota unit bid prices for highway construction 1970	?	Computer tape
South Dakota maintenance cost index for 1970	?	Published
Traffic tables	?	Computer tape
Rural mileage report	?	Special form file
Mileage report 1970	?	Computer tape
Highway contracts awarded	?	Computer tape
County system records	?	Office file
Pre-attack input data	?	Code sheet & Map file
Road life studies	?	Office file & Punch card
Highway letting record	?	Map file
Highway improvement feasibility studies	?	?
I-29 crossroad origin-destination study	?	?
South Dakota statewide highway system accident log	?	?
External origin-destination traffic studies - rural	?	?
Statewide traffic assignment study	?	?
Black Hills transportation study	?	?
1960 census data by enumeration district	?	?
Mississippi Valley origin-destination study	?	?
External origin-destination traffic studies - rural	?	?
External origin-destination traffic studies - urban	?	?
Sioux Falls transportation study	?	?
Sioux City transportation study	?	?
Rapid City transportation study	?	?
Aberdeen transportation study	?	?
National rest area usage studies	?	?
Mississippi Valley origin-destination study	?	?
1960 census data by enumeration district	?	?
Statewide traffic assignment studies	?	Computer tape
External origin-destination traffic studies - rural	?	Computer tape

HIGHWAYS: Research & Planning (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
External origin-destination traffic studies - urban	?	Computer tape
Sioux Falls transportation study	?	?
Sioux City transportation study	?	?
Sioux City transportation study	?	?
Rapid City transportation study	?	?
Aberdeen transportation study	?	?
National rest area usage studies	?	?
Mississippi Valley origin-destination study	?	?

HIGHWAYS: Right of Way

Resolutions dealing with land acquisitions and right of way	?	Published
Land acquisitions	?	Office file
Contents:		
Appraisals of land		

department of HISTORY

South Dakota History magazine	Quarterly	Published
South Dakota History Collections	Biennial	Published
Contents:		
Financial report of the State Historical Society		
Dues-paying members		
Thesis material		
Information on Indian excavations conducted in 1970 and 1971	?	?
Census affidavits from 1905 to 1945	?	Office file
Contents:		
Vital statistics of individual		
Proof of residence in South Dakota		
All books published in South Dakota	?	Book
All pamphlets published in South Dakota	?	Pamphlet
All church publications published in South Dakota	?	Book & Pamphlet
All daily and weekly newspapers published in South Dakota from their initial publication	?	Microfilm
Sound tracks of pioneers	?	Audio tape

INDUSTRIAL DEVELOPMENT & EXPANSION agency

Reports of new and expanded industry	Quarterly	?
Contents:		
Location of new and expanded industries		
Number of employees in new industries		
Number of employees in expanded industries		
Number of additional square feet in expanded industries		
Manufacturers and processors directory	Biennial	Published
Contents:		
Alphabetical list of manufacturers		

INDUSTRIAL DEVELOPMENT & EXPANSION agency (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Manufacturers and processors directory (continued) Geographical list of manufacturers Manufacturers according to SIC Code Industrial brochure	Biennial (In process of up-dating as of July, 1971)	Published
Industrial services offered by IDEA Contents: Community and area services Existing industry services Industrial management services State and nation-wide publicity Statutory duties Organizational chart	?	Published
South Dakota Contents: Articles on new plants and expanded industries in South Dakota Promotion material on features of the state	Quarterly	Published
Industrial revenue bond law	?	Leaflet
News releases on new products, new industries and expansions	?	Published
Tip sheet Contents: New developments in industry	Monthly	Published
Business bulletin Contents: New developments in industry Bid letting schedules	Biweekly	Published
Market data Contents: Markets within 500 mile radius retail trade Transportation Population distribution Income and wealth Employment and labor Motor vehicle registration Maps of labor market areas Maps showing gas distribution	?	Booklet
<u>department of PUBLIC INSTRUCTION</u>		
School board members	Annual	Report
Application for transportation aid Contents: Bus service costs	Annual	Report
Staff information according to certification	Annual	Report
School census data	Annual	Report
Enrollment for public and non-public elementary and secondary schools	Annual	Report

department of PUBLIC INSTRUCTION (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Special sessions	Annual	Report
Contents:		
Kindergarten, less than full-time		
Summer school data		
Dual enrollment, regular term	Annual	Report
Pupil transportation information	Annual	Report
Contents:		
Privately-owned vehicles		
School district owned vehicles		
Total number of school bus routes		
School bus insurance		
Total number of school bus accidents		
Number of pupils injured, fatally injured, killed		
Financial information	Annual	Report
Contents:		
Assets		
Liabilities		
Regular accounts		
Clearing accounts		
Transfers		
Disbursement of treasurer		
Capital outlay fund expenditures		
Receipts	Annual	Report
Contents:		
Local, county, state and federal sources		
Sale of bonds		
Loans, promissory notes		
Property and insurance adjustment		
Transfers from districts within state		
Transfers from districts in another state		
Educational expenditures	Annual	Report
Contents:		
Administration		
Instruction		
Attendance services		
Health services		
Pupil transportation services		
Operation of plant		
Maintenance of plant		
Fixed charges		
Food service expenditure		
Activity, outgoing, miscellaneous transfer expenditures		
Fall report	Annual	Report
Contents:		
City, name of school district, county in which located		
Administrator		
Clerk and president of the school board		
Number of teachers		
Enrollment by grade for elementary and secondary schools		

department of PUBLIC INSTRUCTION (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Fall report (continued) Tuition paying students in elementary and secondary school Application for accreditation	Annual	Report
Title II report Contents: State administration personnel and expenditures Local educational agency acquisition expenditures Expenditures and adjustments	?	Report
NDEA Title III report Contents: Expenditures from all sources for acquisition of equipment and minor remodeling Sources of funds expended Receipts, expenditures and balances of federal funds	?	Report
Title III report Contents: General project information Budget summary for project Pupil population data Total project staff Number of persons who participated in programs or services and estimated cost Expenditure accounts Consolidated program information data	?	Report
Civil defense report Contents: Number of civil defense training courses Number of students enrolled Number of instructors Program costs Inventories Technical information on civil defense	?	Report
Special milk program claim for child-care institutions, camps and schools	?	Report
School lunch and special milk claim report Contents: Actual cash available during month Actual cash expenditures during month Operating balance at end of calendar month Estimate value of non-cash donations Computation of reimbursement Special milk program	?	Report
Monthly distribution of donated commodities to special groups Contents: Number of recipients in each group Units of food given to each of above groups Total units for each commodity	?	Report

department of PUBLIC INSTRUCTION (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Monthly distribution of donated commodities to family units report Contents: Number of recipients	?	Report
Special food service program for children report Contents: Average daily attendance Total number of days this month that food service was provided Food service to children by price Food service to adults by price Funds received during the month Cash expenditures during the month	?	Report
School breakfast program report Contents: Average daily participation Number of days breakfast was served Regular charge to child for breakfast Average daily attendance during month Cost of purchased food used during month Breakfast service to children Labor for the month	?	Report
Title I report Contents: Program instructional activities and participants Supportive services and participants Project participating public and private schools Staff and salaries Number of staff members receiving in-service education funded by Title I Number of volunteers Major objectives in instructional activity Name of tests Test score results Evaluation of project objectives by non-standardized tests Planning activities Parental and community involvement Program design Program changes Additional efforts to help the disadvantaged Major problem areas Special educational needs of educationally deprived children Enrollment in both public and private schools of children from low-income families Concentration of children from low-income families Source of data used for determining the number of children from low-income families School term to be covered	?	Report

department of PUBLIC INSTRUCTION (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Title I report (continued)	?	Report
Expenditure accounts		
Staff activities and assignments		
Volunteers assigned to project		
Title I staff to receive in-service training		
Budget breakdown		
Estimated number of participating children by grade level and type of school		
Estimated number of dropouts		
Estimated number of handicapped children		
Resident children by ethnic groups		
Instructional activities		
Supportive services		
Adult basic education report	?	Report
Contents:		
Budget		
Time study		
Cash on hand		
Cash expenditures		
Adult basic education students enrolled		
Male adult basic education students enrolled		
Female adult basic education students enrolled		
Teachers on staff		
Counselors on staff		
Administration on staff		
Local staff survey		
Amount of federal funds carried over		
Expenditures and selected program		
Expenditures for administration		
Personnel		
Total number of all students in the program		
Number of ABE students, by selected categories		
Type of institution		
Migrant		
Welfare recipients		
New for nation and state		
Not new for nation or state		
Number of students that completed the beginning level		
Number of students that completed the intermediate level		
Number of students that completed the advanced level		
Number of separations by grade level		
Number of separations		
Aggregate hours membership for all students		
Number of classes held		
Average number of hours of instruction to complete		
Number of teacher training workshops		

department of PUBLIC INSTRUCTION (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Adult basic education report (continued) Number of personnel that received pre-service and/or in-service ABE training Classes where programmed instruction methods were used ABE teachers ABE counselors ABE local supervisory personnel ABE state level administration and supervisory personnel All other ABE personnel Number of local ABE advisory committees operating	?	Report
Program review form Contents: Administrative and fiscal staff membership Amount of salaries Profile of local population General service area population Basic dominant ethnic background in the general service area Number of people served by ABE Basic employment status of ABE students	?	?

department of INSTRUCTIONAL TELEVISION

Records of utilization of instructional television within South Dakota	?	?
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south dakota INSURANCE commission

Report Contents: Tables showing receipts from all companies Office expenditures Companies admitted and retired Recapitulation of authorized companies Commissioners' insurance Foreign fire and casualty companies South Dakota fire and casualty companies South Dakota farm mutuals Foreign life companies South Dakota life companies Foreign fraternal societies Fraternal societies in South Dakota Assessment life companies in South Dakota Abstracts of statements of insurance companies licensed in South Dakota during the past two calendar years Comparative statement of insurance business	Biennial	Published
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south dakota INSURANCE commission (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report (continued) Comparative statement of insurance business in South Dakota during the past two years (continued)	Biennial	Published

department of LABOR and MANAGEMENT RELATIONS

Industrial accident reports Contents: Data on all accidents in South Dakota covered by workmen's compensation insurance Doctors' reports Records of payment for lost time	?	Office file (Access restricted by law)
Employee/insurance company dispute cases	?	Office file (Partially confidential)
Insurance certificates Contents: List of all workmen's compensation insurance policies issued in South Dakota Insurance status of specific employers whether they carry workmen's compensation insurance, are self-insured, or carry no insurance	?	Office file
Labor division hearing files	?	Office file
Employment agency files Contents: List of all employment agencies and people they place	?	Office file

state LEGISLATIVE RESEARCH council

Staff memorandum Contents: Diverse data on subject matter requested by legislature	?	Report
Bibliography of South Dakota State Legislative Research Council publications Contents: Listing of the publications of the State Legislative Research Council distributed from July, 1951 through April 1, 1971 classi- fied according to subject	?	Report
Subject index for small legislative research collections (out of print since December, 1963) Contents: Alphabetical subject listing for use in classifying materials pertinent to legisla- tive research and reference in state government	?	Report
Legislator's handbook Contents: Organization of state government in South Dakota	Annual	Published

state LEGISLATIVE RESEARCH council (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Legislator's handbook (continued) Contents: Organization of material Brief identifying description of state governmental agencies General description of duties of state governmental agencies	Annual	Published
Report Contents: South Dakota State Legislative Research Council membership Reports of the several study committees created by the executive board of the council List of State Legislative Research Council staff History and functions of the State Legislative Research Council South Dakota State Legislative Research Council Act Rules of the executive board of the council Rules governing pre-filing of bills and resolutions Financial report	Annual	Published
<u>state LIBRARY commission</u>		
Library bulletin Contents: Interlibrary loans Location data Census Librarian Unexpended balance Tax levy balance Books, periodicals, bindery Audio-visual Expenditures Circulation Volumes Borrowers by town and county Days and hours library is open	Quarterly	Published
Report Contents: Bar graphs of state library budget, per capita expenditures, and profile of library services Library service in South Dakota chart showing year, population served, percent served, and percent unserved Maps showing the counties without public library service in 1955, and the counties without public library service in 1970	Biennial	Published

state LIBRARY commission (continued)

Title/description	Frequency	Format
<p>Report (continued)</p> <p>Book budgets showing amounts and the number of libraries</p> <p>Public libraries book budgets</p> <p>Circulation of books</p> <p>Progress report on the classification and cataloging of books</p> <p>Progress report on cooperating regional centers for in-service training</p> <p>Progress report on bookmobile projects</p> <p>Progress report on materials and films on drugs</p> <p>Progress report on circulation of material and books from the State Library Commission, county and regional libraries with bookmobile service</p> <p>Progress report on South Dakota State Library</p> <p>Progress report on summer projects</p> <p>Statistical report on books processed for libraries in regional centers</p> <p>Library book account statistics</p> <p>Media processed for State Library and state institutions</p> <p>Reference and miscellaneous statistics</p> <p>Addressograph division</p> <p>Circulation statistics</p> <p>Data on additional services rendered</p> <p>Report of expenditures of federal-state funds</p> <p>Total state expenditures</p>	Biennial	Published
<p>South Dakota State Library Commission circulation report</p> <p>Contents:</p> <p>Books divided according to number of requests from and number of pieces loaned to school libraries, public libraries, academic students, state institutions, individuals, local state library, inter-department, and clubs</p> <p>Reference materials divided according to number of requests from and number of pieces loaned to school libraries, public libraries, academic students, state institutions, individuals, local state library, inter-department, telephone, and clubs</p> <p>Media divided according to number of requests and number of pieces loaned to school libraries, public libraries, academic libraries, state institutions, individuals, inter-department, local state library, clubs, nursing homes, and retirement homes</p> <p>Special education material divided according to number of requests and number of pieces loaned to school libraries, public libraries, academic</p>	Monthly	Published

state LIBRARY commission (continued)

Title/description	Frequency	Format
South Dakota State Library Commission circulation report (continued)	Monthly	Published
libraries, state institutions, inter-department, individuals, local state library, and books Visually and physically handicapped material divided according to number of requests and number of pieces loaned to individuals, public libraries, state institutions, nursing and retirement homes		
Vacation reading material divided according to number of requests and number of pieces loaned to public libraries and local state library		
Exhibits		
Renewals divided according to number of requests from and number of pieces loaned to media, special education, reference		
Inter-library loan divided according to those filled by the Union Card catalog, Bibliography Center, and State Library for school libraries, public libraries, academic libraries, individuals, inter-department, and state institutions		
Increase for the month for inter-library loan of special services		
Percent of increase of inter-library loans		
Circulation for the year		
Current increase and percent of increase		
Increase and percent of increase in past ten years		
Wats calls divided according to number of requests from and number of pieces loaned to school libraries, public libraries, individuals, and colleges		
Photocopying service divided according to number of requests from, pieces and pages sent to school libraries, academic libraries, public libraries, and individuals		
Reference assistance		
Tape reproduction for nursing homes, hospitals, schools, public libraries, and inter-department		
Cassette reproduction for nursing homes, hospitals, schools, public libraries, and inter-department		
Transparency reproduction for public libraries school libraries, and state institutions		
Microfiche reproduction for academic libraries, public libraries, school libraries and inter-department		
Data on special services to the blind and handicapped		
Number of books on indefinite loan to public libraries, state institutions, and school libraries		
Amount of media material on indefinite loan		

state LIBRARY commission (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
South Dakota State Library Commission circulation report (continued) to public libraries, state institutions, school libraries, nursing homes and hospitals Amount of equipment on indefinite loan to public libraries, state institutions, school libraries, nursing homes and hospitals	Monthly	Published
<u>south dakota state LIVESTOCK SANITARY board</u>		
Livestock auction agency report Contents: Head count on hogs, cattle, horses and sheep which are sold throughout each auction agency	Quarterly	Report
Market cattle report Contents: List of South Dakota livestock imports and exports	?	Report
Meat inspection report Disease report Contents: List of diseases practicing veterinarians have treated in a species of animals deceased	? Monthly	Report Report
Non-federal obligations for brucellosis eradication program Contents: Financial statement of the cost of testing and vaccination of brucellosis in cattle	Monthly	Report
Rabies report Contents: List of all positive cases of rabies in South Dakota by county	Quarterly	Report
<u>department of MILITARY AFFAIRS</u>		
Directory Contents: List of city, county, and district directors List of American Red Cross district contacts List of American Red Cross county offices List of state civil defense directors Regional offices	?	?
Emergency Operations Plans Contents: Organizational charts Names of operational staff Telephone numbers Resource lists	?	?
Training report	?	Report

department of MILITARY AFFAIRS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Training report (continued) Contents: Civil defense training courses offered locally, statewide, and nationally Name and address of radiological monitor instructors Name and address of radiological monitors Name and address of shelter management instructors Name and address of radiological defense officers Name and address of those in Plans and Operations Name and address of civil defense management	?	Report
Radiological defense Contents: Name and address of state and local fixed monitor stations Number of fixed monitor kits Number and location of community fallout shelter monitor kits Number and location of school training monitor kits Number and location of radiological training source sets assigned to state civil defense by AEC Location of established and operational RADEF monitor networks	?	?
Federally surveyed and approved community fallout shelters data Contents: Community shelter plan by county Name of shelter surveyed by facility Location of shelter Protection factor Rated capacity Facilities stocked with federally furnished supplies Licensing and marking status	?	?
List of local emergency operation centers constructed with or without federal funds Contents: Location Protection factor Operational status Equipment	?	?
Local Communications planning report Contents: Type of equipment Location of equipment Proposed expansions	?	Report
List of federally funded civil defense equipment purchases by locals and state Contents: Type - warning, communications, rescue	?	?

department of MILITARY AFFAIRS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
List of federally funded civil defense equipment purchased by locals and state (continued)	?	?
Location		
Date of purchase		
Original cost		
Surplus personal property purchased by local and state	?	?
Contents:		
Type		
Location		
Date of purchase		
Cost		
Information of federal disaster assistance programs	?	?
Natural disaster statistics	?	?
Contents:		
Emergency request records		
Date		
Location		
Cost - federal, state, local		
Presidential disaster declarations		
List of all members of the South Dakota army and Air National Guard	?	Computer print-out file
Contents:		
Name		
Rank		
Address		
List of all equipment issued to the South Dakota National Guard by the federal government	?	Computer print-out file
Current members of the South Dakota National Guard	?	Office file
Contents:		
Current physical		
Service time		
Decoration awards		
Former members of the South Dakota National Guard	?	Microfilm
Contents:		
Service time		
Decoration awards		
Directory of names, addresses, and telephone numbers of city, county and district civil defense directors	?	?
Directory of names, addresses, and telephone numbers of American Red Cross district contacts and county offices	?	?
Directory of names, addresses, and telephone numbers of civil defense directors of the 50 states	?	?
Directory of names, addresses, and telephone num-		

department of MILITARY AFFAIRS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Directory of names, addresses, and telephone numbers of regional offices of OEP and OCD (continued)	?	?
County, state, and national (OCD and OEP) emergency operations plans	?	?
Contents:		
Organizational charts		
Names of operational staff		
Telephone numbers		
Resource lists		
Civil defense program papers and progress reports for state and county	?	?
<u>south dakota commission of MENTAL HEALTH and MENTAL RETARDATION</u>		
Abstracts from five mental health centers	Monthly	?
Contents:		
New admissions		
Readmissions		
Terminations		
Vital statistics of patient		
Client reports	Monthly	Report
Contents:		
Total number of days the adjustment training center was in operation with clients working		
List of each client who has worked in the center during the month for which the report is completed		
Number of days worked by each client		
Initial data enrollment		
Termination of training and placement information		
Statement of cash receipts and disbursements from each of the centers	Monthly	?
<u>south dakota MERIT SYSTEMS council</u>		
List of appointments made through the Merit System	?	?
Personnel changes made through the Merit System	?	?
<u>MOTOR VEHICLE division</u>		
Vehicle statistics	?	Office file & Computer print-out file
Contents:		
List of all currently registered vehicles - cars, trucks, trailers and motorcycles		
Description of vehicle		
Current owner		
Liens and license number		
Serial number file	?	Office file &

MOTOR VEHICLE division (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Serial number file (continued) Contents: Cross reference to title file	?	Office file & Computer print- out file
Name index file Contents: Cross reference to title file	?	Office file & Computer print- out file
Registration file Contents: Cross reference to title file License number Vehicle description Owner at time of registration	?	Office file & Computer print- out file
Registration statistics Contents: Type of registration - cars, trucks, special plates Number of registrations Amount collected Comparison to last year	?	Office file
Title statistics Contents: Number of new and foreign vehicles titled, by make and county Comparison with last year	?	Office file
Dealer license file Contents: Complete dealer file - owner, franchise, new or used dealer, trailer, car, truck, and motorcycle Special plates issued	?	Office file
Compensation data Contents: Compensation plates issued Trip tickets issued	?	Office file
Driver license file Contents: List of all currently licensed drivers in the state Description of individual Driving test scores Driving record Violations and accident reports	?	Office file
Driver license summary Contents: Summary of year's business New and renewed license Applications processed Numbers approved, disapproved and reasons	?	Office file
Financial responsibility summary Contents:	?	Office file

MOTOR VEHICLE division (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Financial responsibility summary (continued)	?	Office file
Number of accidents		
Number of insured vehicles		
Number of suspensions		

south dakota division of OLD AGE and SURVIVORS INSURANCE

Reporting Instruction Manual	?	Published
Contents:		
Explanation of state and local coverage of Social Security		
Responsibilities of parties to state Social Security agreement		
Definition of coverage		
Positions and services included and excluded		
Employer-employee relationship		
Contract employee coverage		
Substitutes' pay		
Tax-sheltered annuities		
Vacation pay		
Sick leave		
School bus drivers' coverage		
Members of religious orders coverage		
Professional employees' coverage		
Payments in medium other than cash		
Payments made after death of employee		
Reporting instructions for federal old age and survivors' insurance program		

state PLANNING agency

South Dakota Comprehensive Manpower Plan, part A	Annual	Report
Contents:		
Physical description of state		
Economy of state		
Estimated population changes 1960-1968		
Estimates of civilian work force, total unemployment and non-agricultural wage, and salaried employment by major industry division		
Current population and labor force		
Employment by major industry and broad occupational categories		
Summary of actual experience and economic assumptions for current year		
Seasonal employment patterns and other special characteristics of the labor market situation		
Description of multi-jurisdictional planning areas		
Identification of manpower problems		
Anticipated developments		
Target populations		

state PLANNING agency (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
South Dakota Comprehensive Manpower Plan, part A (continued) Suggested priorities and program needs Inventory of current manpower programs	Annual	Report
South Dakota Comprehensive Manpower Plan, part B Contents: Description of objectives and provisions of Man- power Development and Training Act Provisions of Job Opportunities in the Business Sectors Provisions of Public Service Careers Provisions of Neighborhood Youth Corps Provisions of Operation Mainstream Provisions of Green Thumb, Green Light Provisions of Job Corps Provisions of Work Incentive Program Provisions of Employment Assistance Provisions of Adult Basic Education Provisions of Vocational Rehabilitation Provisions of Office of Economic Rehabilitation Community Action Agency Supportive Service Manpower programs available to the state Summary of manpower programs available to multi- jurisdictional planning areas Inventory of manpower programs available Planned Services for target groups Priorities Evaluation of resources in relation to need Linkages between programs	Annual	Report
Model Rural Development Program Proposal	?	Report
Model Rural Development Program Contents: Description of program Necessity for program Implementation of local-state-federal team Description of pilot district	?	Pamphlet
Planner Workload Contents: List of comprehensive plans and designation according to completion status Project cost Work period Project name and communities involved	?	Office file
Interim report of Governor's committee on executive reorganization for 1970	?	Report
South Dakota State Planning Agency Contents: Definition of planning and planning agencies History of South Dakota State Planning Agency Philosophy of planning	?	Report

state PLANNING agency (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
South Dakota State Planning Agency (continued)	?	Report
Organization of the agency		
Division of administration of agency		
Description of multi-county planning districts		
Description of comprehensive operational planning system		
Description of model rural development program		
Budget and most recent audit		
Law enforcement officers standards and training commission	Annual	Report
Contents:		
Members of the Standards Commission		
Standards and training law summary		
Activities of the commission		
Resolution on training center		
Selection and training survey results		
Funding of commission activities		
Goals of the commission		
Training center proposal		
Building plans		
Cost estimate		
Description of voluntary two-week basic training course		
Description of advanced and specialized courses		
Attendance and location of courses		
Procedural Guide for Planning Commissions	?	Report
Introduction to Planning	?	Report
Contents:		
Alternatives for planning in small communities		
Revised Planning Legislation	?	Report
Contents:		
Description of all planning and zoning legislation currently under consideration		
List of amendment statutes and new sections to statutes		
South Dakota Planning and Development Districts	?	Report
Contents:		
Use of districts in planning		
Delineation of districts		
Report to Legislature	Annual	Report
Contents:		
Statutory authority of the South Dakota Planning Agency		
Description of functions of each of the divisions under State Planning		
A-95 Procedural Handbook	(in progress as of July, 1971)	
Contents:		
Delineation of procedural steps in implementing the A-95 program		
Causes and Conditions of Poverty in South Dakota	(in progress as of July, 1971)	

state PLANNING agency (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Causes and Conditions of Poverty in South Dakota (continued)	(in progress as of July, 1971)	
Contents:		
Demographic data from 1970 census		
Health statistics		
Housing data		
Income and economic activity		
Unemployment statistics		
Population of major minority groups		
Educational statistics		
Public welfare report		
Severity of poverty		
Problems of poverty such as urban/rural con- flicts, economic and political problems		
Causes of poverty such as economic and cultural causes		
Housing Information Manual	?	Report
Contents:		
Brief descriptions of federal housing assistance programs available to state and local governments, public and private organizations and institutions, business, industry, and individuals		
Home-ownership programs		
Rental housing programs		
Rehabilitation programs and programs for improve- ment		
Special purpose housing programs		
Housing services programs		
List of regional and area offices of the depart- ment of housing and urban development		
Guidelines to the establishment of a housing and redevelopment commission in accordance with the county and municipal housing and redevelopment law		
Field office directory for Farmers Home Admini- stration		
List of housing and redevelopment commissions		
Law Enforcement Education Program Manual	Annual	Report
Contents:		
Institutional eligibility		
Student eligibility		
Institutional responsibility		
Student responsibility		
Administration		
Definitions		
Master plan for alcoholism rehabilitation	?	Report
Contents:		
Recommendations to improve the services avail- able to the alcoholic and/or his family		
Definition of alcoholism		
Prevalence of alcoholism		

state PLANNING agency (continued)

Title/description	Frequency	Format
Master plan for alcoholism rehabilitation (continued)	?	Report
<ul style="list-style-type: none"> Causes of alcoholism Treatment for alcoholism Perspective on the organization of treatment services Number of arrests for intoxication or drinking associated arrests in larger cities for 1969 Number of arrests on American Indian Reservations in 1969 Summary of drinking drivers involved in fatal traffic accidents during 1969 Use of alcoholic beverages Percentage of public health service admissions either directly or indirectly involving problem drinking in 1969 South Dakota alcoholism commission survey in Yankton district Suggested regional services to be made available to the alcoholic and/or his family Responsibilities and methods of implementing the suggested alcoholism program Regional listing of existing services for alcoholics Regional listing of services required - listed in order of recommended priority Flow chart of the functions of local service centers Duties and responsibilities of service personnel Employment services program for the alcoholic Guidelines and recommendations for establishment of a comprehensive manpower program for the chronic alcoholic Proposed training program for alcoholic rehabilitation personnel 		
Justices of the peace and police magistrates in South Dakota	?	Report
<ul style="list-style-type: none"> Contents: Duties of justices of the peace and police magistrates Qualifications of justices of the peace and police magistrates Court facilities Training opportunities Access to legal publications Case loads Kinds of cases Percentage range of the source of criminal cases, by arresting authority in 1969 Frequency of guilty pleas Percentage of cases heard without defense attorneys Percentage of cases where state's attorney was prosecutor 		

state PLANNING agency (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Justices of the peace and police magistrates in South Dakota (continued)	?	Report
Percentage of imposed jail sentences		
Jail facilities		
Data on the imposition of fines		
Number of jury trials in justice court		
Number of appeals taken from justice court decisions		
Trend in criminal case loads		
Compensation for justices of the peace and police magistrates		
Recommendations for improving the petty judiciary system		
Listing of justices of the peace according to county		
Alphabetical listing of police magistrates		
Criminal Justice in South Dakota	?	Report
Contents:		
Organizational chart		
Definition of terms		
Commission organization		
Planning grant procedures		
Action grant application and funding procedures		
Subgrantee contributions and matching shares		
Accounting systems and financial records		
Subgrantee reporting		
Commission reporting		
South Dakota travel regulations		
Principles for determining costs applicable to grants and contracts with state and local governments		
Standards for selected items of cost		
Policies to be followed in an audit of federal grants-in-aid to state and local governments		
List of officers of District Crime Commission		
Criminal Justice in South Dakota program component	Annual	Report
Contents:		
Existing law enforcement systems and available resources		
Schedule of law enforcement system data		
Needs and problems of the multi-year plan		
Priorities and improvement programs		
Multi-year budget and financial plan		
Multi-year forecast of results and accomplishments		
Description of annual action program		
Compliance with funding limitations		
Local participation and fund balance		
Technical assistance and services		
Allocations to substantive areas of law enforcement		
Utilization of services, facilities and equipment		
Related plans, programs, and systems		

state PLANNING agency (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Criminal Justice in South Dakota program component (continued)	Annual	Report
Organizational and administrative structure for plan implementation		
Agency organization		
Agency operation and procedures		
Fund availability plan for localities		
Special fiscal responsibilities		
State assumption of costs		
Non-supplanting of state or local funds		
Administrative manuals and guidelines		
Indian criminal justice survey		
A Plan of Action for the Criminal Justice System	Quarterly	Report
Contents:		
Police projects		
Courts, prosecution, defense projects		
Corrections projects		
Juvenile delinquency prevention projects		
Drug projects		
Community relations projects		
State programs		
Non-competitive programs		
List of 1970 funds available as of June 1, 1971		
South Dakota Planner	Monthly	Newsletter
Contents:		
Articles concerning the activities of State Planning Agency		
Collection of the majority of county plans and programs in operation in South Dakota	?	Report
<u>PURCHASING and PRINTING division</u>		
Requisitions for supplies and materials from any state agency	?	Form
Purchase orders prepared from bid letting or contract	?	Form
Proposals prepared from requisition or for contracts	?	Form
Tabulation record of bids received	?	Office file
Schedule of lettings	Annual	?
Bidders' list	?	?
Surety file	?	Office file
Vendor file	?	Punch card
<u>RECORDS MANAGEMENT division</u>		
General Procedures Records Manual	?	Published
Contents:		
Description of department and its duties		
Procedures to follow in the disposal of materials		

RECORDS MANAGEMENT division (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
General Procedures Records Manual (continued) Procedures to follow in the conversion of material to microfilm	?	Published
Microfilming	?	Pamphlet
File and filing procedures manual	?	Published
<u>board of REGENTS</u>		
Enrollments for fall and spring terms from public and private higher education institutions	Annual	Report
Enrollments for summer terms from public institu- tions	Annual	Report
Residential facilities for fall and spring terms for public and private higher education institu- tions	Annual	Report
Contents: Design capacity of facilities Occupancy by headcount and percent Rates Square foot per bed Ownership of facility - state/institution or self-liquidating projects		
Physical facilities and utilization of facilities	Annual	Report & Computer tape
Contents: Classification by type of every building and room of each public and private higher educa- tion institution Data on the efficiency of classrooms and class laboratory usage Student station utilization Room usage Square feet per student station		
Course enrollments	?	Computer tape
Contents: Enrollment size of every course and course section taught at the public and private institution level		
Library	?	Report
Contents: Data on holdings Square feet of study space Stack and processing space Library personnel of both public and private institutions		
Office facilities	?	Report
Contents: Square feet allocated to offices by public and private institutions Full-time equivalent occupants Square feet per office occupant		
College and University Personnel deck	?	Computer tape

board of REGENTS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
College and University Personnel deck (continued) Contents: Information for public institutions on instructional and administrative personnel	?	Computer tape
Cost of instruction for public institutions Contents: Instructor workloads Salary dollars Cost per student credit hour by instructor Academic area Department Courses and course level	?	Computer tape

south dakota RETIREMENT offices

Record of all teachers, municipal and state employees eligible for retirement benefits	?	Office file
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south dakota state department of REVENUE

Report Contents: Indebtedness report County expenditures Property tax collected by counties Taxable value-rural real property by counties Taxable value-urban real property by counties Taxable value miscellaneous real property by counties Taxable value personal property by counties Taxable value personal property by items Taxes levied by counties Valuation summary by counties Taxes in county consolidated by counties Tax base depleting acres tax by counties Taxes on schools by counties Taxes - money and credits by counties Other miscellaneous taxes by counties Taxable value rural real property by counties Taxable value urban real property by counties Taxable value miscellaneous real property by counties Taxable value personal property by counties Taxable value personal property by items Valuation summary by counties	Annual	Published
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department of SCHOOL and PUBLIC LANDS

Report Contents:	Biennial	Published
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department of SCHOOL and PUBLIC LANDS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report (continued)	Biennial	Published
Interest and income fund for each endowment trust		
Investment of the permanent school funds		
Bids on U. S. treasury notes		
Grazing leasing		
Oil and gas leasing		
Annual rents for grazing on school and public lands		
Abstract of 1968 and 1969 school land sale		
Composite abstract of school land sales - all counties		
Patents issued by year and amount		
Oil royalties received		
Oil and gas lease sales during this and prior bienniums		
Distribution of receipts from oil and gas leasing, royalties and bonuses for the biennium		
Source of funds apportioned to endowed institutions during the fiscal year		
Delinquent principal and interest due on land contracts		
Total number of acres under oil and gas lease in each county in the state as of June 30, 1970		
Expenditures against appropriations		
Surveyed mineral acres		
Statement showing Capitol Building debt		
Common school and endowment permanent school funds		
Receipts from leasing of land, gravel and the sale of timber, etc.		
Rentals for meadow and pasture and for agricultural purposes		
Unsold School and Endowment Lands		
Income, interest, funds apportioned, and fines returned		
Source of funds apportioned		
Tax base depletion figures by county		
Statement of condition of permanent school funds	Quarterly	Report
Contents:		
Fund		
Balance last quarter		
Increment this quarter		
Total to be accounted for		
Percentage entrusted to counties		
Invested		
Cash to balance		
Total permanent fund		
Amount apportioned to institutions		
U. S. government bond portfolio		

department of SCHOOL and PUBLIC LANDS (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Statement of condition of permanent school funds (continued)	Quarterly	Report
Amount apportioned to common schools		
Listing by county of unsold acreages of school lands	?	Office file
<u>SECURITIES commission</u>		
Compiled laws for 1967	?	Published
Amendments to the compiled laws through 1969	?	Published
Report	Biennial	Published
Contents:		
Registered securities		
Listing of brokers and agents		
Uniform application to register securities	?	Office file
Application for broker's license	?	Office file
Commissioner of securities application for license area salesman	?	Office file
Renewal of license as a salesman	?	Office file
Schedule of items required by South Dakota Securi- ties Commission	?	Office file
Report to c. mmissioner	Quarterly	Office file
Contents:		
Registration number		
Name of company		
Quarter ending		
Notification of intention to sell securities	?	Office file
Statement of policy relating to non-resident agent	?	Office file
Instructions for taking fingerprints	?	?
Notice of termination of any licensed securities salesman	?	Office file
Records of expiration	?	Office file
Request for information on corporation	?	Office file
Statement of moneys received	?	Office file
Statements of policies which guide the department of securities in administering South Dakota securi- ties laws	?	Office file
<u>SUPREME COURT</u>		
Report from county clerk of courts on workload of circuit court	Monthly	Report
Contents:		
Number of civil cases		
Number of criminal cases		
Report from county clerk of courts on workload of district court	Monthly	Report
Contents:		
Population		

SUPREME COURT (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report from county clerk of courts on workload of district court (continued)	Monthly	Report
Civil actions		
Criminal actions		
Juvenile actions		
Probate proceedings		
Compilation of circuit court and district court workload reports from 1969 through 1971	Annual	Report
<u>TRAVEL commission</u>		
List of airline credit card holders	?	Office file
Airline one trip travel order	?	Office file
Billings to agencies for car mileage	Monthly	Office file
Mileage rates	?	Office file
List of state credit card holders	?	Office file
List of commercial credit card holders	?	Office file
Accident reports	?	Office file
Records of all payable accounts	?	Office file
Data on new car sales for all agencies and institutions with the exception of the Department of Highways, Game, Fish, and Parks, and the Highway Patrol	?	Office file
Data on used car sales for all agencies and institutions with the exception of the Department of Highways, and the Highway Patrol	?	Office file
<u>state TREASURER</u>		
Receipts of state money from all sources for the fiscal year	Annual	Report
Summary statement of transactions of all funds within state treasurer's office	Annual	Report
Summary of receipts and disbursements listed for each agency	Annual	Report
Contents:		
Account		
Balance		
Receipts		
Credit transfer		
Debit transfer		
State tax funds	Annual	Report
Contents:		
Counties		
Inheritance tax		
Redfield state hospital and school		
County state tax		
Interest and income - common school fund apportionment	Annual	Report
Public building lands	Annual	Report

state TREASURER (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Statement showing Capitol Building debt	Annual	Report
Summary of cash accounts	Annual	Report
Inactive depositories	Annual	Report
Contents:		
Names and locations of banks		
Interest bearing time certificates		
Securities		
FDIC		
Investment funds	Annual	Report
Statement showing purchase price of shares of common stock of various investment funds	Annual	Report
<u>public UTILITIES commission</u>		
Motor carriers - South Dakota - 1970 laws	?	Published
Contents:		
Rules and regulations relating to the operation of motor carriers		
Persons and property for hire in South Dakota		
Heavy Scales	?	Published
Contents:		
1969 laws relating to Heavy Scales		
Statutory rules and regulations relating to servicemen and service agencies for commercial weighing devices		
List of for-hire motor carriers of persons and property	Annual	Published
Contents:		
Names		
Addresses		
Permit or certificate numbers of motor carriers		
<u>service to the VISUALLY IMPAIRED</u>		
Lions of South Dakota Rehabilitation Center for the Blind	?	Pamphlet
Contents:		
Description of the services made available through the center		
Purpose of the center		
So That All May Read	?	Pamphlet
Contents:		
Description of materials available to provide a means of reading for the visually handi- capped		
Cost of such materials		
Application for use of reading materials		
Vision for the Aged	?	Pamphlet
Contents:		
Description of services available to residents of		

service to the VISUALLY IMPAIRED (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Vision for the Aged (continued) Description of services available to residents of nursing homes and homes for the aged (continued)	?	Pamphlet
South Dakota service to the visually impaired narrative justification	Annual	Report
<u>division of VOCATIONAL-TECHNICAL EDUCATION</u>		
State Plan for Vocational-Technical Education Contents: Administrative procedures State laws Audit standards Five year projections on labor market needs Annual plan based on labor market needs	?	Report
Vocational-technical education brochure	?	Pamphlet
Application for approval Contents: Approval for school operation of all vocational programs such as agriculture, trade and industry, technical, business and office education, home economics education, and distributive education	?	Office file
Reimbursement form for equipment and supplies	?	Office file
Report of program operation Contents: Data necessary for the submission of approved salaries for reimbursement	Annual	Report
Local application Contents: Budget of each program Instructional qualifications for each program Facilities available Labor market needs	?	Office file
Enrollment breakdown Contents: Enrollment by ethnic group	?	Report
<u>division of VOCATIONAL REHABILITATION</u>		
Agency operations report Contents: Case flow in the disability determination unit	Monthly	Report
Minor Medical Services - MDTA Contents: Number of MDTA clients served Total cost	Semi-annual	Report
Report of cases rehabilitated Contents:	Monthly	Report

division of VOCATIONAL REHABILITATION (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report of cases rehabilitated (continued) Number of cases closed as rehabilitated Number of cases closed designated as public assistance recipients	Monthly	Report
Cumulative caseload report Contents: Flow of cases Number of cases in the various stages of development	Quarterly	Report
Social Security Disability Insurance beneficiaries in the Vocational Rehabilitation program Contents: Number of SSDI beneficiaries the agency is currently serving Number of SSDI beneficiary cases that have been closed	Quarterly	Report
Case service report Contents: Statistical history of an individual client in the Vocational Rehabilitation program	Quarterly	Report
Special rehabilitation projects Contents: Number of persons served or rehabilitated under special rehabilitation projects	Annual	Report
Financial report Contents: Combination of fiscal and statistical report of clients served during the fiscal year	Annual	Report
Welfare referrals Contents: Number of referrals and the disposition of them by district office	?	Report
<u>WATER RESOURCES commission</u>		
State Water Right Contents: Vital statistics of the water user Amount of water desired Source of the water Location of point of diversion Use to be made of the water Location of such use Description of how such use will be accomplished Specifications of the well or dugout Data on water bearing materials Data on water storage Map indicating the points of diversion, lands irrigated, and the location of the major structural features such as dams, reservoirs, canals, ditches,	?	Office file

WATER RESOURCES commission (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
State Water Right (continued) and pipelines Water license	?	Office file
Location notice Contents: Vital statistics of applicant Purpose of the dam Location of the proposed dam Legal owner of the land Amount of water claimed Size and capacity of the reservoir Size of the watershed above the dam	?	Office file
Driller's license Contents: List of names and addresses of all licensed well drillers operating in South Dakota	?	Office file
Observation wells information Contents: Well location Well driller Well specifications Depths and description of materials encountered in drilling Periodic depth to water measurements Chemical analysis of samples from the shallow wells and the artesian wells	?	Report
Irrigation data Contents: Amount of irrigation in each county Crops irrigated Amount of water diverted Days irrigation water was applied Method of irrigation Type of power used Land under irrigation permit which was not irri- gated during the year	Annual	Report
<u>department of public WELFARE</u>		
Report Contents: Review of past year Financial report Statistical report	Annual	Published
Report to the commission, division of service administration Contents: Children receiving service Children approved for day-care payments Movement of children for whom state funds are	Annual	Report

department of public WELFARE (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report to the commission, division of service administration (continued) obligated Homemaker service Foster care Other payments from federal funds Adoption activities	Annual	Report
South Dakota Food Stamp Program Participation Report Contents: Participation in the food stamp program by county	Monthly	Report
State of South Dakota county poor relief Contents: Medical expenditures from general assistance funds by program and type of assistance Total expenditures from general assistance funds by program and type of expenditure Average medical cost per recipient per month, under county funds Average medical cost per recipient per month, under Title 19 Medical Program County poor-relief expenditures by county Medical care expenditures from county funds by type of service by county Medical care expenditures by county funds supplement to other assistance by county Expenditures for congregate care from county funds supplement to other assistance by county Foster care by county County poor-relief 1960-1969 selected areas	Annual	Report
South Dakota Indian Recipients of Public Welfare Contents: Breakdown of the Indian population according to public welfare statistics	?	Report
Research and statistics report Contents: Breakdown of the welfare programs within the state	Monthly	Report
Service administration memorandum Contents: Number of case loads Individual case loads lists Reports to the commission	Monthly	Report
Report to the commission, division of medical administration Contents: Summary of the total recipients and total expenditures of welfare payments to the blind, disabled, aid to dependent children, and Cuban refugees	Monthly	Report

department of public WELFARE (continued)

<u>Title/description</u>	<u>Frequency</u>	<u>Format</u>
Report to the commission, division of medical administration (continued) Agent involved	Monthly	Report
Compilation of information regarding statistical breakdown of welfare recipients and potential welfare recipients in the state	?	(Largely confidential)

INDEX

Notes on the use of this index:

1. All words are alphabetized word-by-word (nothing before something). For example this index uses....

Air National Guard	rather than	Aircraft
Air pollution control		Air National Guard
Air quality control		Air pollution control
Aircraft		Air quality control
2. Names of the agencies included in the Directory are in solid caps.
3. All punctuation has been ignored in the filing; strict word-by-word order is used.
4. A hyphenated word is treated as two words, space between.
5. Initials are filed at the beginning of each letter, as in most telephone books.
6. Very few entries will be found under common headings such as: South Dakota, state, or public. Choose the next word following.
7. Citations in the index are to the subject heading first, then followed by brief name of agency (initials in a few cases), and page number.
8. A heading connected with a semicolon (;) and followed with the words "Locations, etc." means that the citation appears to include directory information such as name and address.
9. The index carries very few specific titles of periodicals serials or other publications. These will be listed more fully in successive directory bibliographies.
10. Please report inaccuracies to the editor or the State Planning Agency.

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