



A Guide for Reporting Local Road Information to South Dakota's Non-State Trunk Road Inventory (NSTRI)



SD Local Transportation Assistance Program



U.S. Department
of Transportation
Federal Highway
Administration



Why should I report the public roads in my jurisdiction?

The South Dakota Department of Transportation (SDDOT) asks all entities with road jurisdiction to report any new, reconstructed, or vacated roads. This data helps update highway maps, compile road mileage statistics, and prepare reports for the Federal Highway Administration (FHWA).



Figure 1: Gravel road

SDDOT submits certified public road mileage to the Federal Highway Administration (FHWA) and provides road data to the Highway Performance Monitoring System (HPMS). Congress uses HPMS-based Condition and Performance Reports, published every two years, to guide legislation that determines the size of the Federal-aid Highway Program and sets federal highway tax levels.

By reporting your local road information, you help ensure that future evaluations of road classifications, federal-aid eligibility, and county funding formulas are based on accurate public road mileage.

What is the Non-State Trunk Road Inventory (NSTRI)?

The NSTRI is a statewide database that tracks over 74,000 miles of roads managed by city, federal, tribal, county, township, state, and other local agencies. It contains detailed information on each road's identification, location, administrative authority, and physical characteristics.

What public road information should I report?

SDDOT asks that you report:

- Newly constructed or officially vacated roads.
- Changes in road alignment, surface type, or curb and gutter.
- Any inaccuracies discovered during the reporting process.

This information is required by the FHWA's Highway Performance Monitoring System collection guidelines. Routine maintenance activities, such as gravel placement or pothole patching, do not need to be reported.

Who is involved in updating SDDOT's Non-State Trunk Road Inventory (NSTRI)?

- **Local Authorities (Public Entities):** Any entity responsible for public roads in South Dakota, including cities, townships, counties, tribes, road districts, federal agencies, and state agencies.
- **Contractors:** SDDOT contracts with First District Association of Local Governments, Northeast Council of Governments, Planning and Development District III, and South Eastern Council of Governments to update the Non-State Trunk Road Inventory.
- **SDDOT:** The Office of Inventory Management maintains the Non-State Trunk Road Inventory and depends on Local Authorities and contractors to gather and submit accurate road data.
- **FHWA:** Manages the Highway Performance Monitoring System (HPMS) and distributes highway funding based on formula-driven calculations that use road data submitted by each state.

What is the process for updating the SDDOT's Non-State Trunk Road Inventory (NSTRI)?

1. **Contractor Outreach:** Each year, a contractor sends a letter and map to local authorities requesting updates on newly constructed roads, vacated roads, construction changes, and city boundary adjustments.
2. **Local Authority Response:** The local authority marks all changes on the map and returns it to the contractor, including documentation from the county Register of Deeds verifying any official road vacations.

3. **Field Verification:** The contractor visits newly built or realigned roads to collect roadway details such as surface type and curb and gutter updates.
4. **Data Submission:** The contractor submits the updated roadway information and vacation documents to SDDOT.
5. **Inventory Update:** SDDOT removes vacated roads from the public inventory upon receiving proper documentation.
6. **Mileage Reporting:** SDDOT compiles updated mileage reports, publishes them online, and notifies County Auditors.
7. **Federal Reporting:** SDDOT submits the certified public road mileage to the Federal Highway Administration (FHWA) to support the allocation of federal highway funds.

What roads should I report?

To meet the intent of federal law ([23 USC 101\(a\)\(27\)](#); [23 CFR 460](#)), report all roads that are:

- **Accessible to the public**, except during scheduled closures, extreme weather, or emergency situations.
- **Open for public use** without locked gates, restrictive signage, or regulations beyond size, weight, or vehicle registration limits.
- **Passable** by standard four-wheel passenger vehicles.



Figure 2: A wheel-path dirt road

Examples of what should be reported include:

- Section lines with visible wheel tracks that are passable by standard passenger vehicles.
- Roads built and maintained by public entities for public travel.
- Roads officially designated as minimum maintenance.
- Roads managed by organized road districts.
- Publicly accessible roads within parks, wildlife refuges, hunting areas, or other designated public lands.

What roads should I not report?

- Roads with locked gates or restricted public access.
- Roads that require four-wheel drive vehicles year-round due to poor condition.
- Private roads not intended for public use, such as residential driveways.



Figure 3: A gate blocking access to gravel road

If you have questions about which roads should or should not be reported, please contact SDDOT's Office of Inventory Management at 605-773-6645.

Should I report roads that I do not maintain?

Yes. Reporting a road does not mean you are responsible for its maintenance. Roads maintained by other government entities should still be reported if they are open for public use without locked gates, restrictive signs, or regulations beyond size, weight or vehicle registration. Be sure to include the type of jurisdiction, such as city, county, township, or road district, when reporting.

Should a road be reported if the jurisdiction has transferred?

Yes. When road jurisdiction is transferred, both parties must report the change. The transferring entity should report that the road is no longer under its jurisdiction, while the receiving entity should report it as a new addition and continue submitting updates about the road. For example, this may occur when a township dissolves or reorganizes, and jurisdiction shifts to the county.

How can I get a copy of my data?

Non-State Trunk Road Inventory data can be found on [SDDOT's Local Roads Map Viewer](#).

SDDOT considers local governments essential partners in building a stronger transportation network. By sharing data, we strengthen collaboration and enhance the quality and efficiency of our statewide transportation system.

How does my jurisdiction vacate a public road so the change is reflected in SDDOT's records?

To ensure that vacated roads are removed from SDDOT's inventory and maps, your jurisdiction must follow the vacating procedures outlined in South Dakota Codified Laws (SDCL) [Title 9](#) (for municipalities) and [Title 31](#) (for townships and counties), which include:

1. The governing board or commission receives a valid petition to vacate a road. ([SDCL §31-3-6](#); [SDCL §9-45-7](#); [SDCL §9-45-10](#))
2. The governing body must publish notice of a public hearing on the petition once each week for at least two consecutive weeks. ([SDCL §31-3-7](#); [SDCL §9-45-8](#); [SDCL §9-45-11](#))
3. The governing body or a properly appointed committee must hold a public hearing to receive evidence about the action proposed by the petition. ([SDCL §31-3-7](#); [SDCL §9-45-9](#))
4. To vacate a road, the governing body must pass a resolution approving the vacation. In the case of a municipal government, a two-thirds vote of all members of the governing body is required. ([SDCL §31-3-7](#); [SDCL §9-45-9](#))
5. The resolution of vacation must be printed in the minutes of the governing body. ([SDCL §31-3-9](#); [SDCL §9-19-8](#))
6. The resolution of vacation must be published in newspapers as required by law. ([SDCL §31-3-9](#); [SDCL §9-45-12](#); [SDCL §9-19-8](#))
7. A certified copy of the resolution of vacation must be recorded with the register of deeds in the county or counties where the road is located. ([SDCL §31-3-8](#); [SDCL §9-45-12](#))

8. Vacation of a road within the extraterritorial area of a municipality must be approved by the governing bodies of both the municipality and the county or township. ([SDCL §31-3-44](#); [SDCL §9-45-13.1](#))
9. If the road to be vacated is on a township boundary line, the governing bodies of each adjoining township must pass a like resolution and order to vacate the road. ([SDCL §31-3-13](#))
10. If the road to be vacated is a section line highway, a township or county may not vacate it if it: (1) is part of the state trunk highway system; (2) was constructed by state or federal aid; (3) is within the limits of a municipal corporation; or (4) provides access to public lands. In addition, a township may not vacate a section line highway that is part of the county highway system. ([SDCL §31-18-3](#))

During the NSTRI reporting process, local authorities should mark vacated roads on the provided map and submit a copy of the certified resolution, recorded with the county Register of Deeds, to the Contractor as official documentation.

**South Dakota Department of Transportation
Office of Inventory Management
700 East Broadway Avenue
Pierre, SD 57501-2586
Phone: 605-773-6645
Fax: 605-773-4870**

The South Dakota Department of Transportation gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities. Title VI and related Nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, religion, sex, age, disability, income level or Limited English Proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who has questions concerning this policy or wishes to file a discrimination complaint should contact the Department's Civil Rights Office at 605-773-3540.

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How can counties add or remove roads from their County Primary Highway System?

Counties must follow the procedures established in [South Dakota Codified Law §31-12-2](#) and [SDDOT Policy](#) to officially add or remove a road from their County Primary Highway System.

1. **Pass a Resolution:** The county commission must adopt a resolution detailing the proposed additions or removals. Road relocations count as both a removal and an addition.
2. **State the Reason for the Change:** The resolution must explain the rationale, such as shifts in development patterns or increased traffic on township roads.
3. **Submit to SDDOT:** Send a copy of the resolution to the Secretary of the South Dakota Department of Transportation (SDDOT), along with a county map showing the current road system and marking proposed changes in contrasting colors.
4. **Public Notice for Removals:** If the resolution includes removals, provide proof that a public notice was published in an official county newspaper at least ten (10) days before the commission meeting. The notice must describe the road segments to be abandoned and specify the time and place of the meeting.
5. **Jurisdictional Transfers:** If the removal involves transferring jurisdiction to another governmental entity, include documentation, such as an agreement or resolution, from that entity accepting responsibility for the road segment.
6. **Additional Information:** Provide any other details requested by the Secretary or their designee.
7. **Submit Resolutions and Inquiries to:**
SDDOT Office of Project Development
700 East Broadway Avenue
Pierre, SD 57501-2586
Phone: 605-773-3157

SDDOT responsibilities:

The Secretary of Transportation must wait at least 30 days after receiving a deletion request before taking formal action. No waiting period is required for resolutions requesting additions to the highway system.