

Soil & Water Conservation District Records Retention Schedule (Draft)

This schedule lists records commonly found in a county Soil & Water Conservation District. Retention periods are per the Ohio Soil & Water Conservation Commission's 2005 model retention schedule. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Center recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Series	Description	Retention
Animal Waste Complaint Procedures	Guidelines on handling complaints on animal waste within the district.	Retain until no longer of administrative value and then appraise for historical value
Cooperative Conservation Agreement	Annual agreement between the district, U.S. Department of Agriculture Natural Resources Conservation Service, and the Ohio Department of Agriculture Division of Soil and Water Conservation (OSWCC Form 30-Signed, awaiting board action).	Retain until superseded, obsolete, or replaced
Conservation Awards Program	Information on local award winners within the district.	Permanent
Conservation Works of Improvement Projects	Records documenting neighborhood drainage programs to improve surface and subsurface water drainage.	Permanent
District Charter	Official record of the creation of the local district.	Permanent
District Long Range Program	Strategic plan for district office.	Retain until superseded, obsolete, or replaced.
District Election and Reorganization Records	Records documenting the election of soil and water conservation district board members, including, but not limited to absentee ballot requests, election procedures, election results, oaths of office, reorganization notices, and voter registration lists.	5 years.
Ditch Maintenance	Records documenting the construction, improvement, maintenance and repair of county ditches, including, but not limited to contracts, correspondence, project estimate records, grade records, inspections, plans, plats, profiles, and specifications	Permanent
Emergency Relief Programs	Records pertaining to any emergency relief programs made available within the district.	5 years, provided audited

Financial Statements	Records documenting requests made to the Ohio Soil and Water Conservation Commission for funds to assist local soil and water conservation district programs (OSWCC Form 11).	5 years, provided audited
Outreach Programs	Includes, but not limited to, records pertaining to various outreach activities provided to the public (both for youth and adults).	Retain until superseded, obsolete, or replaced
Pollution Abatement Program Files	Records documenting the resolution of pollution complaints, including, but not limited to, complaint, correspondence, investigation notes and reports, and resolution documents.	10 years
Program Awards	Certificates and awards given to the soil and water conservation district and awards given out to the public.	Permanent
Request Applications	Application forms requesting services from district office.	Retain until superseded, obsolete, or replaced.
River Basin Partnership	Records documenting partnerships established through the Ohio Soil and Water Conservation Partnership Program.	Retain until no longer of administrative value and then appraise for historical value.
Stream Monitoring	Records documenting the data collected on the quality of local streams and aquatic life.	Permanent.
Supervisors Hall of Fame Information	Local winners.	Retain until superseded, obsolete, or replaced.
Water Pollution Control Fund	Records pertaining to the water and pollution control fund for the local district.	Retain until no longer of administrative value and then appraise for historical value.
Watershed Action Plans	Records documenting plans that identify issues to improve the quality of the drainage of creeks, ditches, and/or streams.	Retain until superseded, obsolete, or replaced.