<table>
<thead>
<tr>
<th>Record Series</th>
<th>Description</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Waste Complaint Procedures</td>
<td>Guidelines on handling complaints on animal waste within the district.</td>
<td>Retain until no longer of administrative value and then appraise for historical value</td>
</tr>
<tr>
<td>Cooperative Conservation Agreement</td>
<td>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).</td>
<td>Retain until superseded, obsolete, or replaced</td>
</tr>
<tr>
<td>Conservation Awards Program</td>
<td>Information on local award winners within the district.</td>
<td>Permanent</td>
</tr>
<tr>
<td>Conservation Works of Improvement Projects</td>
<td>Records documenting neighborhood drainage programs to improve surface and subsurface water drainage.</td>
<td>Permanent</td>
</tr>
<tr>
<td>District Charter</td>
<td>Official record of the creation of the local district.</td>
<td>Permanent</td>
</tr>
<tr>
<td>District Long Range Program</td>
<td>Strategic plan for district office.</td>
<td>Retain until superseded, obsolete, or replaced</td>
</tr>
<tr>
<td>District Election and Reorganization Records</td>
<td>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.</td>
<td>5 years.</td>
</tr>
<tr>
<td>Ditch Maintenance</td>
<td>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.</td>
<td>Permanent</td>
</tr>
<tr>
<td>Emergency Relief Programs</td>
<td>Records pertaining to any emergency relief programs made available within the district.</td>
<td>5 years, provided audited</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Financial Statements</td>
<td>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).</td>
<td>5 years, provided audited</td>
</tr>
<tr>
<td>Outreach Programs</td>
<td>Includes, but not limited to, records pertaining to various outreach activities provided to the public (both for youth and adults).</td>
<td>Retain until superseded, obsolete, or replaced</td>
</tr>
<tr>
<td>Pollution Abatement Program Files</td>
<td>Records documenting the resolution of pollution complaints, including, but not limited to, complaint, correspondence, investigation notes and reports, and resolution documents.</td>
<td>10 years</td>
</tr>
<tr>
<td>Program Awards</td>
<td>Certificates and awards given to the soil and water conservation district and awards given out to the public.</td>
<td>Permanent</td>
</tr>
<tr>
<td>Request Applications</td>
<td>Application forms requesting services from district office.</td>
<td>Retain until superseded, obsolete, or replaced.</td>
</tr>
<tr>
<td>River Basin Partnership</td>
<td>Records documenting partnerships established through the Ohio Soil and Water Conservation Partnership Program.</td>
<td>Retain until no longer of administrative value and then appraise for historical value.</td>
</tr>
<tr>
<td>Stream Monitoring</td>
<td>Records documenting the data collected on the quality of local streams and aquatic life.</td>
<td>Permanent.</td>
</tr>
<tr>
<td>Supervisors Hall of Fame Information</td>
<td>Local winners.</td>
<td>Retain until superseded, obsolete, or replaced.</td>
</tr>
<tr>
<td>Water Pollution Control Fund</td>
<td>Records pertaining to the water and pollution control fund for the local district.</td>
<td>Retain until no longer of administrative value and then appraise for historical value.</td>
</tr>
<tr>
<td>Watershed Action Plans</td>
<td>Records documenting plans that identify issues to improve the quality of the drainage of creeks, ditches, and/or streams.</td>
<td>Retain until superseded, obsolete, or replaced.</td>
</tr>
</tbody>
</table>