

## Disposal of Records

### 2 Years

- Paid Bills & Receipts
- Newsletters
- Correspondence

### 3 Years

- Treasurers Reports
- Awards Programs
- Time Sheets
- Landowner Lease & Rental Agreements

### 5 Years

- Insurance Documents
- Educational Materials – Soil Stewardship, Art & Writing, Scholarship Applications
- Award Program and Grant Applications (Dead Animal & Direct Aid)
- District Owned Equipment Info. Or until obsolete
- Equipment Loans – 5 years past closing
- Personnel Applications
- Plan of Work – Discard when out of current Long Range Plan

### 8 Years

- Audits
- Check Stubs
- Bank Statements
- Canceled Checks
- Payroll
- All Tax Documents
- Contracts and Agreements (319, SCS & CAIP)
- Personnel Records & Reviews (until obsolete)

### Indefinitely

- ❖ Budgets
- ❖ Minutes of importance
- ❖ Annual Financial Reports
- ❖ Long Range Plans
- ❖ Annual Reports
- ❖ Formation Documents
- ❖ District original tax exempt status
- ❖ Any information of Historical Significance
- ❖ Original Aerial, flood and Topographic Maps
- ❖ Watershed Conservancy District Records
- ❖ Ag Districts
- ❖ Ag Water Quality Plans OR until replaced by a new one
- ❖ Certificates of Attendance
- ❖ Memorandum of Understanding
- ❖ Scrap Book Clippings/Pictures

### Landowner Files

\*\*First you must work with FSA and NRCS to update reconstitutions. Information can then be merged into new landowner folders.

### Keep Indefinitely

- Sodbusters
- Engineering Plans
- SCS Contracts
- AWQP's (until updated)
- Notes & Pictures
- NRCS engineering notes

## Archiving

***In this world of technology there is no longer a need to archive paper records.***

- This is ONLY successful if you back everything up to an external location other than your computer
- **DO NOT DEPEND ON DISTRICT COMPUTERS OR USDA BACKUP**
- You must do this from year to year and keep it organized
- External drives need to be PROTECTED and kept in a fire-proof box
- You can even scan records from the past.
- Do whatever your District feels comfortable with.
- Update backup formats as they become obsolete

**\*\*Keep in mind that this is the minimum required and should be used as a guidance document. You should keep things that suit your District. Your District may wish to keep things longer. If ever in doubt, keep it for at least five years.**

**\*\*Remember to archive. You should have no more than three fiscal years information in your regular filing system. The rest should be archived either in boxes or file cabinets. You should set aside a specific time of the year to archive and update your filing system.**

**\*\*Anything with bank account numbers, social security numbers or other private information needs to be shredded, burned or destroyed.**