

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Department of Agriculture

State Soil Conservation Committee

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Committee Minutes</u></p> <p>File contains the official minutes of the State Soil Conservation Committee whose purpose is to advise and assist the soil conservation districts.</p>	Retain permanently.
2.	<p><u>District Minutes</u></p> <p>File contains the official minutes of the soil conservation districts.</p>	Retain permanently.
3.	<p><u>Supervisor Appointments</u></p> <p>File contains the recommendations and appointments made by the State Soil Conservation Committee.</p>	Retain for one (1) year and as long as the appointed person is a supervisor.
4.	<p><u>Oath of Office</u></p> <p>Contains copies of the oath of office taken by the soil conservation district supervisors.</p>	Screen annually retaining the current oath of office as long as the individual is a supervisor.
5.	<p><u>District Correspondence</u></p> <p>Contains incoming and outgoing correspondence involving soil conservation districts.</p>	Screen annually. Destroy that material no longer needed for current business. Retain all other material for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Hall of Records.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

2/23/83 Conrad C. Heath Director

Date

Signature

Title

Date

State Archivist

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Item No.	Description	Retention
6.	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous paper relating to the administration of the State Soil Conservation Committee.</p>	<p>Screen annually. Destroy that material no longer needed for current business. Retain all other material for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Hall of Records.</p>
7.	<p><u>Personnel Records</u></p> <p>File contains correspondence and other miscellaneous employee-related material. Official personnel records are maintained by the Personnel Department.</p>	<p>Retain in office as long as the person is employed by the Committee, then destroy.</p>