

## Summary of Changes

### ***Conservation Districts Records Retention Schedule v.2.0 (December 2023)***

#### **New Records Series Added**

- Three (3) new records series have been added to this records retention schedule:
  1. **Agricultural and Outdoor Burn Permits (DAN CD2023-039) p.4**  
*“6 years after expiration/revocation/denial of permit (Non-Archival)”*
  2. **Landowner Project Monitoring Files (DAN CD2023-040) p.5**  
*“6 years after lifespan of project/practice and 6 years after completion/termination of agreement terms and completion of retention required by granting agency (Non-Archival)”*
  3. **Preliminary Landowner Consultation (DAN CD2023-041) p.7**  
*“6 years after completion of consultation, assessment, or other agency response (Non-Archival)”*

#### **Retention Changes**

- One (1) records series has changes to its retention period/cutoff:
  1. **Landowner Project Outcome/Summary Report (was Agreements with Landowners in Which the Conservation District Is a Signing Party) (DAN CD50-01-56) p.6**  
Increased from “6 years after completion of transaction or termination/expiration of instrument (Archival)” to “6 years after lifespan of project/practice and 6 years after completion/termination of agreement terms and completion of retention required by granting agency (Archival – Appraisal Required)”

#### **Other Minor Changes**

- One (1) records series has changes to its title and/or description:
  1. **Landowner Project Outcome/Summary Report (was Agreements with Landowners in Which the Conservation District Is a Signing Party) (DAN CD50-01-56) p.6**

#### **Archival Series Being Revoked**

- One (1) “Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
  1. **Agreements with Landowners in Which the Conservation District Is Not a Signing Party – Office Reference Copies (DAN CD50-01-55)**  
covered by Preliminary Landowner Consultation (DAN CD2023-041)

## **Non-Archival Series Being Revoked**

- None

***Net Increase in Records Series: 2 (from 2 series up to 4 series)***