

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Conservation Commission - Office# 710	<p>Conservation Commission & Conservation District Grants Program Files</p> <p>Documentation and information for specific local, state and federal grant programs: applications, invoice vouchers, inked documentation, file notes, status and final reports, related policy documents, and correspondence.</p> <p>Note: Cut-off changed from Fiscal Year per conversation with records officer, 2/24/99.</p>	99-04-59055 Rev.0	Final Audit	24 Months	60 Months	7 Years	Non-Archival OPR
Conservation Commission - Office# 710	<p>Conservation Commission Budget File</p> <p>Used to develop biennial budget requests and AFRS reports. NOTE: ARCHIVAL DESIGNATION NOT ON THE ORIGINAL SCHEDULES. 3/07 LW NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.</p>	74-03-03858 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Archival OFM
Conservation Commission - Office# 710	<p>Conservation Commission General Subject File</p> <p>Documents the organization and program activities of Commission and affiliations - used in historical publications.</p>	74-03-03852 Rev.0	Calendar Year	24 Months	96 Months	10 Years	Non-Archival OPR
Conservation Commission - Office# 710	<p>Conservation Commission Historical File</p> <p>Historical documentation of activities. Contains minutes of meetings and public hearings, rules and regulations, reports, personnel and member data, memorandums of agreement and understanding, and policy positions.</p>	74-03-03854 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Archival OPR
Conservation Commission - Office# 710	<p>Conservation Districts Elections and Appointments</p> <p>Consolidated reference file of district elections and appointments.</p>	89-10-44911 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OPR
Conservation Commission - Office# 710	<p>Conservation Districts Historical File</p> <p>Serves as a consolidated file of district annual reports, annual plans of work and minutes.</p>	74-03-03856 Rev.0	Calendar Year	36 Months	564 Months	50 Years	Archival OPR
Conservation Commission - Office# 710	<p>Conservation Districts Long-Range Plans File</p> <p>District long-range plans.</p>	89-10-44913 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Archival OPR
Conservation Commission - Office# 710	<p>Education and Information</p> <p>Communications reference file, misc. newsletters, brochures and speeches.</p>	74-03-03857 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM

Conservation Commission - Office# 710	Fiscal & Personnel File Copies of fiscal and personnel documents transmitted to OFM Agency Accounting Services and DOP Agency Assistance.	89-10-44916 Rev.0	Calendar Year	24 Months	60 Months	7 Years	Non-Archival OPR
Conservation Commission - Office# 710	General Administrative File Program worksheets and summaries of projects, maps, technical data, land use plans and survey worksheets.	74-03-03855 Rev.0	Calendar Year	24 Months	60 Months	7 Years	Non-Archival OPR
Conservation Commission - Office# 710	Misc. Subjects File Short term reference file on misc. meetings and subjects.	74-03-03859 Rev.0	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
Conservation Commission - Office# 710	Reference File Publications, conservation needs, procedures, directives, equipment inventory, laws, research and technical information are kept here for reference material.	74-03-03853 Rev.0	Until Superseded or Obsolete	0 Months	0 Months	0 Years	Non-Archival OFM
Conservation Commission - Office# 710	Washington Association of Conservation Districts Historical Historical documentation of activities. Contains articles and by-laws of the state and area associations, committee meeting minutes, policies, resolutions, awards, annual convention material, and publications	89-10-44912 Rev.0	Calendar Year	600 Months	0 Months	50 Years	Archival OPR