

Summary of Changes

Conservation Districts Records Retention Schedule v.2.0 (September 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-XXX) p.4**
“6 years after expiration/revocation/denial of permit (Non-Archival)”
 2. **Landowner Project Monitoring Files (DAN CD2023-XXX) 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-XXX) 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-XXX)

Non-Archival Series Being Revoked

- None

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