



Agency Records Disposition Schedule

Department: Department of Conservation
Division: Design and Development Division

Section:
Sub-Section:

TITLE: Capital Improvements Projects **CUTOFF:** EOFY in which project was completed

DESCRIPTION: Design notes, planning and design, contract specifications, etc. all construction projects, contract specifications of all capital improvement projects. Retain on-site in support of on-going business. **RETENTION:** Years: Months: Days:

NOTES: **DISPOSITION ACTION:** Permanent

SERIES: 21263 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

TITLE: Capital Improvements Projects/Cost Accounting and Fiscal Payment Records **CUTOFF:** EOFY in which project was completed

DESCRIPTION: Payment records on all construction projects, contract specifications and cost accounting/payment records of all capital improvement projects. May be destroyed after conclusoin of state audit if completed before end of retention period. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES: 21264 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

TITLE: Contractor Diaries **CUTOFF:** Completion of project

DESCRIPTION: Contract supervisor's diaries of construction projects by contract. Retain on-site 5 years then transfer to State Records Center. **RETENTION:** Years: 30 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES: 21232 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation
Division: Design and Development Division

Section:
Sub-Section:

TITLE: Contractor Logs

CUTOFF: Completion of project

DESCRIPTION: Contract Supervisor's daily logs of construction projects by contract. Retain on-site 5 years then transfer to State Records Center.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21233

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: General Information on Potential Capital Improvements Projects

CUTOFF: Commencement or abandonment of project

DESCRIPTION: County files; general notes on Community Assistance Programs (CAP), stream and site investigations and evaluations on Department-owned land or private lands for potential purchase by the Department.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21265

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Inter-Departmental Correspondence

CUTOFF: EOSFY

DESCRIPTION: Information and communication between various office sections and divisions and Design and Development Section concerning construction projects.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21262

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation
Division: Design and Development Division

Section:
Sub-Section:

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21234

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Survey Boundary Plats

CUTOFF: Completion of plan or map

DESCRIPTION: Survey boundary plats or maps documenting survey work requested by the Department on Department owned and/or non-owned lands. Often used in boundary disputes. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21231

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Survey Field Books

CUTOFF: When survey book is full

DESCRIPTION: Records and reports documenting survey work requested by the Department on Department owned and/or non-owned lands. Often used in boundary disputes. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21266

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007