



Agency Records Disposition Schedule

Department: Department of Conservation

Section: General Counsel

Division: Administration

Sub-Section:

TITLE: Donations and Bequests	CUTOFF: Upon execution or completion of Bequest
DESCRIPTION: Project files involving donations of land and other real and personal property, and files for individual requests mentioned in wills to be received in the future. Records will be retained on-site. Retain on-site in support of on-going business.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 21073	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
TITLE: Litigation	CUTOFF: Conclusion of Litigation
DESCRIPTION: Records pertaining to suits filed against the Department of Conservation; these confidential records will be appropriately labeled as Attorney-Client Privileged Communication and retained on-site. Retain on-site in support of on-going business.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 21072	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
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 #: 21075	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007