

Soil and Water Conservation Commission
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
SWCC	822	208 Program File	Documents relating to the water quality program of the Clean Water Act of 1977. Included is general correspondence dealing with agricultural non-point (unidentifiable) pollution sources, financial information and annual reports. It is cut off at the end of the Serial year.	Hold in the current files area three (3) years after release of the audit report; then destroy.
SWCC	821	General Correspondence	Documents relating to incoming and outgoing correspondence separated into three divisions. (1) Federal correspondence pertaining to agricultural issues, (2) State correspondence dealing with administrative matters, (3) Organizations dealing with conservation issues. It is cut off at the end of the serial year.	Hold in the current files area until superseded; then transfer to State Archives for retention of historically valuable material.
SWCC	827	Soil and Water Districts Administrative File	Documents relating to routine operation of the district offices. Included are annual plans of work that outline specific objectives for the year, corr. narrative reports that detail programs, annual reports, maps of commissioners' beats, and agreements with federal agencies. It is cut off at the end of the Serial	Hold in the current files area two (2) years or until superseded; then transfer to State Archives for retention of historically valuable material.

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SWCC	826	Soil and Water Districts Organizational File	Documents relating to the organization of the 82 soil and water conservation districts. Included are organizational papers, petition for organizing a district, copies of minutes of the commissioners' meetings and their election information. It is cut off at the end of the Serial year.	Hold in the current files area permanent within agency.
SWCC	824	Surface Mining Application File	Documents relating to applications made by mining companies to the Dept. of Natural Resources that commission reviews. Included are companies' reclamation plans and letters from district offices that it is in agreement with plan. It is cut off at the end of the Serial year.	Hold in the current files area until company's final bond released; then destroy.
SWCC	823	Watershed Applications	Documents relating to watershed district applications made to the federal soil conservation service that state commission reviewed. Included are review of plan and correspondence concerning application. It is cut off at the end of the year.	Transfer to State Archives for retention of historically valuable material.