

CONSERVATION RESERVE NOTE #72

April 20, 1966

(Updated Sept. 2003)

The purpose of this note is to provide guidance on the disposition of terminated and / or completed Conservation Reserve Program (CRP) contract records.

The procedure we will utilize can be found in the General Manual Records Guide 120-408 (120-GM, Amend. 46, ~~August 1993~~). ([Amend. 52, October 1998](#)).

- (a) The date of termination or completion must be clearly marked on each contract.
- (b) Plan maps, soils data, schedules of operation (completed CPA-11's or CPA-11A and CPA-12), conservation assistance notes, design or installation notes are to be kept and incorporated into individual case files, where they exist. This material should be kept in the case file until it is obsolete or considered inactive. **All this material will be kept for at least 5 years after contract termination or completion.**
- (c) Retain all other cost share supporting data such as AD-862's, seed tickets, land eligibility determinations and CPA-13's for 3 years after the contract termination or completion.

Where individual case files do not exist, retain all the material in (b) above for a minimum of 5 years.

Field offices, as approved through the Area Office, have the flexibility to best decide on how to accomplish CRP records disposition. Several options exist including but not restricted to the following:

- Retain the entire CRP contract file with in individual case files. Where file space is a concern and 6 part folders were used for CRP contracts, remove all material from the 6 part folder when it's placed in the case file.
- Retain the materials listed in (b) above within individual case files and retain all cost share supporting data, from (c) above, together in a separate file listed either alphabetically by landowner name or by CRP contract number.
- Retain entire CRP contracts in existing folders together in a separate file by landowner name or contract number. Cross reference the existence of the CRP contract in the appropriate case file.

WILLIAM HUNT  
State Conservationist