

## EXPIRED/TERMINATED CONTRACT DISPOSITION

Contract Disposal is 6 years and 3 months after expiration or termination. A hard copy needs to remain at the field office which will contain original signatures until the 6 years and 3 months have ended.

### **Transfer to general conservation plan folder:**

- ArcGIS maps
- Assistance notes
- Conservation plan/contract schedule
- Correspondence that could have future value (not just "attached is ...")
- Easements
- Highly Erodible Land (HEL) and wetlands information
- Job sheets/worksheets that were certified as complete
- Survey notes

**Shred or toss, as appropriate: Be sure to shred items that have any personal identifying information, such as social security numbers or tax ID numbers; none of these should be in the conservation plan folders. If there are cell phone or unlisted telephone numbers in any folders, remove them or block them out so they are unreadable.**

**(Much of this also pertains to general conservation plans.)**

- Annual status reviews
- CCC-1200, Conservation Program Application
- Conservation District's Cooperative Agreement
- Contract signature page(s) on the NRCS-CPA-1202 (Conservation Program Application), NRCS-CPA-1155 (Conservation Plan or Schedule of Operations), NRCS-CPA-1156 (Revision of Plan/Schedule or Operations) and Appendix
- Conservation Assessment and Ranking Tool (CART) Documents
- Ranking, Conservation Management Tool (CMT) and Application Evaluation and Ranking Tool (AERT) Reports
- Correspondence with no future reference value
- Invoices
- Old Farm Service Agency (FSA) maps (the single sheets)
- NRCS-CPA-1245 (Practice Approval and Payment Application) and supporting documents and checklist
- Soil interpretations sheets
- South Dakota (SD) Worksheets used for planning, i.e., SD-CPA-39 (Forage/Animal Inventory), SD-CPA-63 (Nutrient Management Tool), SD-ESC-013 (Rangeland Similarity Index/Stocking Rate)
- NRCS-CPA-52 (Environmental Evaluation for Conservation Planning)
- SD-SSC-1 (Cultural Resources Inventory) and SD-SSC-2 (Request for Known Cultural Resources Site)
- Uncertified (unapplied) job sheets/worksheets

**All electronic records are to be maintained including anything in Toolkit, Conservation Desktop (CD), CART or the Document Management System (DMS)**