



Agency Records Disposition Schedule

Department: Department of Conservation

Section: General Counsel

Division: Administration Division

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: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21073

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

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: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21072

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

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:

8/2/2007