



Pennsylvania
Historical & Museum
Commission

Quick Guide to PA Conservation District Records Disposal

According to the Conservation District Law, Conservation District offices are state entities and subject to the Commonwealth's records retention and disposition policies. Records related to shared services with county government (cooperative administration, personnel employed by county, shared property or facilities records, etc.) may also be subject to records policy in the PA County Records Act of 1968. If you are unsure if a particular record is a county or state record, check with the DEP Conservation District Support Section.

Instructions for all state records can be found in the Pennsylvania General Records and Retention Schedule (https://www.oa.pa.gov/Policies/Documents/m210_9.pdf) and the PA Department of Environmental Protection record schedule (contact your agency records coordinator or the State Archives for these documents). Records should be disposed after their retention time has been met as long as there are no audit or legal holds on them.

Records that have no documentary value, or have very short term administrative, legal, or fiscal use are considered "transitory records" and can be disposed immediately if there is no current business value. Transitory records can include:

- Routing Slips
- Miscellaneous notices and memoranda
- Widely distributed materials
- Drafts of letters and reports that do not record decisions
- Documents that are superseded or updated
- Duplicate copies of documents
- Duplicate stocks of obsolete publications
- Unsolicited advertising material
- Blank copies of documents
- Non-permanent records that have been scanned
- Records created outside your office/agency
- Reference materials created by other agencies or offices (i.e. the EPA)

For further assistance:

Department of Environmental Protection Record Coordinator: Jesse Klick, 717-787-4728, jeklick@pa.gov

Department of Environmental Protection, Conservation District Support Section: Karen Books, 717-772-5649, kbooks@pa.gov

Other PA State Archives records management resources: <https://www.phmc.pa.gov/Archives/Records-Management/Pages/default.aspx>

Pennsylvania State Archives website: www.phmc.pa.gov/archives



Retention Periods for Common Conservation District Office Records

General Schedule Number	Record Name	How long do I keep it?	How do I get rid of it?
G001.006	Routine correspondence and subject files	3 years	Shred
G001.015	Requests for information	2 years	Recycle
G001.016	Presentation materials	1 year	Recycle
G001.017	Vendor/equipment files	1 year or until obsolete	Recycle
G001.018	Professional organization/conference materials	1 years	Recycle
G001.019	Calendars, appointment books, visitor logs	1 year	Recycle
G001.022	Procedure manuals	Retain until obsolete	Shred
G001.031	Rental files	3 years after last payment	Recycle
G005.001	Grants issued by your office	1 year in office, 7 years at State Records Center	Recycle
G005.003	Grants received by your office	1 year in office, 4 years at State Records Center	Recycle
G006.001	Training course materials	3 years	Recycle
G010.003	Permits	3 years after expiration of permit	Shred
G010.007	Work orders	1 year	Recycle
G100.001	Audits	7 years after all claims are resolved	Recycle
G101.001	Budget files	1 year	Shred
G101.002	Budget planning documents	3 years	Shred
G102.001	Purchasing card records	4 years or until completion of Single Audits	Shred
G102.002	Travel card and expenses records	4 years or until completion of Single Audit	Shred
G102.004	Contract and lease administration files	4 years after end of contract	Shred
G102.008	General invoices and payment records	4 years after invoice is recorded in accounting system	Recycle
G200.009	Position descriptions	10 years	Shred
00001044	Biosolids Agreements	3 years after life of agreement	Central Office
00001039	Chesapeake Bay Program	9 years	Central Office
00001040	Chesapeake Bay Program Staffing	7 years	Central Office
00001043	Dirt and Gravel Roads Program	Until superseded or obsolete	Central Office
00001172	Growing Greener and 319 Grants	1 year	Central Office

If you have a record that is not on this list, refer to the General Records Schedule, DEP Records Schedule, or contact the DEP Conservation District Support Section.