

VIII. Record Retention

A. Public Records

1. Unless otherwise provided by law, any written or electronic records of a public governmental body are to be open and available to the public for inspection and copying, in accordance with RsMO 610.023. For districts, some examples would include cost-share waiting lists, contractor lists and e-mails. However, this does not include social security numbers or tax identification numbers. If a member of a public body sends an e-mail related to public business to at least two other members of the public body, so that counting the sender a majority of the members of the body are copied, a copy of the e-mail needs to be sent to the custodian of records for the public body, as it is considered a public record.
2. A reasonable fee may be charged for providing access to or providing copies of public records. The board may charge a fee up to the maximum amount established in the current Sunshine Law.
3. The Sunshine Law requires that a request for access to a public record be responded to by the end of the third business day, following the date the request is received by the custodian of the public record. In the response, the district should provide a time-frame in which the records will be produced. If a request for access is denied, the custodian shall provide upon request, a written statement of grounds for the denial.

B. Permanent Records

1. **Conservation District Organization Papers**
 - a. Notice of Hearing.
 - b. Notice of Referendum.
 - c. Report and Certification of Referendum.
 - d. Tally Sheet for Referendum.
 - e. Declaration of Establishment.
 - f. Certificate of Organization.
 - g. Survey of Land Condition.
 - h. Map of Township Divisions.
2. **Election Records**
 - a. Legal Notice of Election.
 - b. Report and Certification of Election.
 - c. Letters of Appointment from Commission.
 - d. Verification of Supervisor Eligibility forms.
 - e. Tally Sheets.

3. **Board Meeting Minutes**
 - a. Regular Monthly meeting minutes.
 - b. Closed Session meeting minutes (kept with MU Extension member).
4. **Financial Records**
 - a. Annual Financial Reports.
5. **District Policy Manuals (updated as necessary)**
 - a. Cost-Share.
 - b. Personnel.
 - c. Procurement Policies.
 - d. Other Board Policies, such as Rental Equipment and any other initiatives.

C. Records to be Kept for Ten Years

1. **Financial Support Documentation for Accounting Reports**
 - a. Bank Statements.

D. Records to be Kept for One Year

1. **Election Records**
 - a. List of Voters.
 - b. Voted Ballots.
 - c. Power of Attorney.

E. Records to be Kept for Varying Lengths of Time

- * All of the following need to be kept for one year after receiving the most recent Final Audit Report, or as otherwise specified, whichever is greater.
1. All Memoranda of Understanding (MOU) – for the life of the MOU.
 2. Cost-Share:
 - a. All cost-share documentation must be retained for a minimum of three full fiscal years. Documentation less than three years old must be easily accessible.
 - b. Documentation for practices with a maintenance life of more than three years must be kept for the maintenance life of the practice. Documentation more than three years old can be moved to a more remote location.
 - c. A copy of an aerial photo must be filed with each contract payment clearly showing the location of the installed practice. The photo should include identifying marks specifically showing the township, section and range.
 3. Personnel Records – from the date of hire, as long as employed in the district for current employees, and one year past the most recent Final Audit Report for former employees (refer to Section VI – Personnel).

4. Grant Files (SALT, 319 grants, others).
5. Quarterly Reports.
6. Check Registers.
7. Invoices/Receipts.
8. Rental Log – for life of equipment.
9. Loan-Interest Share Records.
10. Purchase and Maintenance of Equipment.