

1. Schedule Number <i>021-051</i>	Date <i>5/19/21</i>	2. New	Revision of	<b>MINNESOTA RECORDS RETENTION SCHEDULE</b>	
3. Agency Brown Soil and Water Conservation District		4. Division/Section Brown Soil and Water Conservation District		6. Page	1 of 9
5. Address 300 2 <sup>nd</sup> Ave SW, Sleepy Eye, MN 56085				See attached page(s) for records description	
7. For Use By Records Panel Only  <i>Finance - "ALL TRANSACTIONS JOURNAL- GENERAL LEDGER" needs to be permanent. OSA</i>					
AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.			Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.		
8. Agency Records Management Officer (signature) <i>Melanie Krueger</i>		Date <i>4/7/2021</i>		11. Minnesota Historical Society, Director <i>Charles Rodger</i> <i>20 May 2021</i>	
9. Type Name / Phone Melanie Krueger, District Manager / 507-794-2553		12. Legislative or State Auditor <i>Paul Key</i>		Date <i>11/2/2021</i>	
10. Agency Head or Designee (signature) <i>[Signature]</i>		Date <i>4/19/21</i>		13. Attorney General <i>[Signature]</i> <i>6/3/2021</i>	

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

*Brown Soil and Water Conservation District General Records Retention Schedule*

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVE	DATA CLASS	STORAGE MEDIA
ADMINISTRATION	ANNUAL REPORTS & COMPREHENSIVE PLANS <i>Annual Accomplishments Reports, Annual Work Plans, and Comprehensive Plans for SWCD activities.</i>	Retain permanently or transfer to the State Archives.	Yes	Public MS 13.03	Paper
ADMINISTRATION	BIDS – SPECIFICATIONS & SUPPORTING PAPERS – NOT ACCEPTED	6 yrs.	No	Public MS 13.03	Paper
ADMINISTRATION	BIDS & QUOTATIONS ACCEPTED <i>Approved by the SWCD Board.</i>	6 yrs. after purchase or completion of project.	No	Public MS 13.03	Paper
ADMINISTRATION	BY-LAWS – OPERATING RULES	Permanent	Yes	Public MS -13.03	Paper
ADMINISTRATION	CERTIFICATES OF TITLES	Length of ownership	No	Public MS 13.03	Paper
ADMINISTRATION	CONTRACT/AGREEMENTS <i>Copies of contracts and agreements entered into with agencies and businesses and other pertinent information.</i>	10 yrs. after contract has expired.	No	Public MS 13.03	Paper
ADMINISTRATION	CORRESPONDENCE a. <i>Routine correspondence and memorandums with agencies, landowners, businesses, etc.</i> b. <i>SWCD correspondence and subject files of a policy making nature.</i>	3 yrs. 3 yrs. <del>Then transfer to the State Archives for selection and disposition.</del>	No Yes	Varies with subject of correspondence.	Paper/Electronic Paper/Electronic
ADMINISTRATION	GRANTS <i>Local, State, Federal</i>	6 yrs. after grant agreement expires unless agreement dictates otherwise.	No	Public MS 13.03	Paper
ADMINISTRATION	MANUALS – SWCD EQUIPMENT <i>Instructions or maintenance manuals of office equipment.</i>	Until removed or superseded	No	Public MS 13.03	Paper
ADMINISTRATION	MINUTES <i>Minutes recording actions taken in meetings, regular and special meetings, necessary for the management of the SWCD and its activities. The state archives wishes to have transferred Minutes of governing boards.</i>	Permanent (has historical value)	Yes	Public MS 13.03	Paper
ADMINISTRATION	NOTICE OF MEETINGS <i>SWCD generated, changes from normally scheduled SWCD Board meetings.</i>	6 yrs.	No	Public MS 13.03	Paper
ADMINISTRATION	OATH OF OFFICE <i>Signed oaths by elected or appointed officials to the SWCD board.</i>	10 yrs. after service after elected or appointed position	No	Public MS 13.03	Paper
ADMINISTRATION	ORGANIZATIONAL CHARTS – SWCD	Until superseded	Yes	Public MS 13.03	Paper
ADMINISTRATION	POLICIES & PROCEDURES – OPERATIONAL HANDBOOK <i>Documents the policies and procedures of the SWCD.</i>	Until superseded	No	Public MS 13.03	Paper

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CONTRACTS/ AGREEMENTS	AGREEMENTS/CONTRACTS/LEASES/JOINT POWERS <i>Various associations doing business with the SWCD.</i>	10 yrs. after expiration	No	Public MS 13.03	Paper
CONTRACTS/ AGREEMENTS	LEASE OF REAL PROPERTY <i>Property leased or rented by the SWCD. Copy of lease, payment record, etc.</i>	10 yrs. after expiration of lease	No	Public MS 13.03 subd. 2f	Paper
EDUCATION	BROWN SWCD SPONSORED EDUCATION PROGRAMS <i>Includes, but not limited to: Soil Stewardship information, Outstanding Conservationist information, New Ulm Farm Show Booth, Arbor Day Presentation, Environmental Fair, etc. These programs have various correspondence, order forms, reservations requests, and application forms.</i>	2 yrs.	No	Public MS 13.03	Paper
EDUCATION	NEWSLETTERS <i>Published by the SWCD and sent out to Brown County residents.</i>	3 yrs	No	Public MS 13.03	Paper
EDUCATION	PUBLICITY <i>Includes new releases and public service announcements generated from SWCD.</i>	2 yrs.	No	Public MS 13.03	Paper
ENGINEERING	AERIAL PHOTOGRAPHS <i>Photographs taken throughout the County (black and whites)</i>	Permanent (has historical value)	Yes	Public MS 13.03	Paper
ENGINEERING	CONSTRUCTION BLUEPRINTS ORIGINAL <i>Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, strip-cropping, and terraces.</i>	Permanent (has historical value)	No	Public MS 13.03 Non-Public MX 13.37	Paper
ENGINEERING	ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	Permanent (has historical value)	No	Public MS 13.03	Paper
ENGINEERING	MAPS- AS BUILT <i>Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, strip-cropping, and terraces (cost-share practices).</i>	Permanent (has historical value)	No	Public MS 13.03	Paper
ENGINEERING	PLANS & SPECIFICATIONS <i>Including spec. books.</i>	6 yrs. after receipt of as built.	No	Public MS 13.03	Paper

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ENGINEERING	PROJECT RECORDS <i>Engineered designed projects should be retained permanently if project has historical value, is assessed, or is a major capital improvement. Non-assessed projects, or projects not having historical value such as non-engineered projects, need only be retained for 5 yrs. after project completion or contract expiration.</i>	Permanent – If project is historical; or 5 yrs. if not	No	Public MS 13.03	Paper
FINANCE	ACCOUNTS RECEIVABLE – LEDGERS & JOURNALS <i>Record of all accounts of monies owed to the SWCD.</i>	6 yrs	No	Public MS 13.03	Paper/Electronic
FINANCE	ALL TRANSACTIONS JOURNAL – GENERAL LEDGER <i>Accounting sheets showing all transactions affecting the SWCDs chart of accounts.</i>	<del>6 yrs</del> Permanent	No	Public MS 13.03	Paper/Electronic
FINANCE	AUDIT REPORTS – EXTERNAL <i>Reports based on the SWCDs internal operations.</i>	7 yrs.	No	Public MS 13.03	Paper
FINANCE	BALANCE SHEETS	6 yrs.	No	Public MS 13.03	Paper
FINANCE	BILLING CLAIMS <i>Monthly expense records for SWCD expenses, purchase orders, invoices, claim forms, accounts payable forms, etc.</i>	6 yrs.	No	Public MS 13.03	Paper
FINANCE	BANK STATEMENTS <i>Deposit slips &amp; reconciliations</i>	6 yrs	No	Public MS 13.03	Paper
FINANCE	BILLING STATEMENTS	4 yrs	No	Public MS 13.03	Paper
FINANCE	BUDGET REQUESTS <i>Annual budget requests submitted to County for approval.</i>	6 yrs.	No	Public MS 13.03	Paper
FINANCE	BUDGET WORKPAPERS <i>Worksheets used to develop annual budget requests.</i>	2 yrs	No	Public MS 13.03	Paper/Electronic
FINANCE	BUGET/BUDGET RECORDS <i>Budget proposals, budget worksheets, approved budget. Includes supporting data and quarterly budget reports.</i>	2 yrs.	No	Public MS 13.03	Paper
FINANCE	CASH RECEIPTS <i>Sales receipts received for items or services from the SWCD.</i>	6 yrs.	No	Public MS 13.03	Paper/Electronic
FINANCE	CHART OF ACCOUNTS <i>Accounting structures.</i>	Until Superseded	No	Public MS 13.03	Paper/Electronic
FINANCE	CHECKS, CANCELED <i>a. Paid and returned checks, including payroll checks.</i>	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
FINANCE	FINANCIAL REPORTS (ANNUAL) <i>As audited by CPA.</i>	Permanent	No	Public MS 13.03	Paper
FINANCE	FINANCIAL/TREASURER'S REPORTS <i>Monthly Treasurer's Reports</i>	Permanent	No	Public MS 13.03	Paper

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FINANCE	INVENTORY/FIXED ASSETS SCHEDULE <i>Physical Inventory of furnishings and equipment owned by the SWCD.</i>	Until Superseded	No	Public MS 13.03	Paper/Electronic
FINANCE	INVESTMENT DOCUMENTS <i>Record of investments (certificates of deposit) made by the SWCD.</i>	4 yrs. after maturity	No	Public MS 13.03	Paper
FINANCE	PETTY CASH RECORDS	6 yrs.	No	Public MS 13.03	Paper
FINANCE	RECEIPTS – COMPUTER (QUICKBOOKS) GENERATED <i>Record documenting cash received by the SWCD.</i>	6 yrs.	No	Public MS 13.03	Paper/Electronic
FINANCE	SALES TAX INFORMATION <i>Records of payment to MN Dept of Revenue for sales tax.</i>	6 yrs.	No	Public MS 13.03	Paper
FINANCE	VOUCHERS – PAID INVOICES, CLAIM VOUCHERS <i>Record of payment and requests for payment of accounts paid by the SWCD.</i>	6 yrs.	No	Public MS 13.03	Paper
HUMAN RESOURCES	AFFIRMATIVE ACTION FILES <i>Sexual harassment and discrimination.</i>	Permanent	No	Public MS 13.03 Private MS 13.43 Confidential 13.39	Paper
HUMAN RESOURCES	AFFIRMATIVE ACTION RECRUITMENT FORM <i>Supplemental personnel data from job applications.</i>	1 yr.	No	Public MS 13.03 Private MS 13.43 Confidential MS 13.39	Paper
HUMAN RESOURCES	APPLICATIONS FOR EMPLOYMENT <i>Not hired. Resumes, photos, letters of recommendation.</i>	1 yr.	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	ATTENDANCE RECORDS <i>Sick leave, vacation leave, comp time leave, paid and unpaid leave requests, time sheets</i>	2 yrs.	No	Public MS 13.03 Private MS 13.43	Electronic/Paper
HUMAN RESOURCES	BENEFITS ENROLLMENT FORMS <i>Employees' medical, dental, deferred compensation, etc. election forms.</i>	Until superseded or 5 yrs. after coverage lapses.	No	Private MS 13.43	Paper
HUMAN RESOURCES	BENEFITS PLAN <i>Includes insurance, health care, deferred compensation, etc.</i>	Until superseded or 5 yrs. after coverage lapses.	No	Public MS 13.03	Paper
HUMAN RESOURCES	CLASSIFICATION STUDIES <i>Studies which describe job duties and may rank individual SWCD positions.</i>	Until superseded	No	Public MS 13.03	Paper
HUMAN RESOURCES	DAILY NARRATIVES <i>Journal all employees are required to use for time tracking and accountability purposes. Employees document how time is spent while employed, along with hours associated to the activity.</i>	2 yrs.	No	Public MS 13.03	Paper

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HUMAN RESOURCES	EMPLOYEE RECOGNITION & AWARDS <i>Correspondence, working papers, nominations, etc. Letters of commendation retained in employee's personnel file.</i>	2 yrs	No	Public MS 13.03	Paper
HUMAN RESOURCES	FIRST REPORT OF INJURY	3 yrs. Insurance Documentation	No	Public MS 13.03	Paper
HUMAN RESOURCES	GRIEVANCE FILES <i>Formal written employee grievance and/or complaint filed under personnel rules, and received by the SWCD. Should not be retained in employee personnel file.</i>	Permanent	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	I-9 FORM <i>Employment Eligibility Verification. Verifies status of citizenship or naturalization.</i>	3 yrs. after hire date, or 1 yr. after employment is terminated, whichever is later. Should not be retained in employee personnel file.	No	Private MS 13.43	Paper
HUMAN RESOURCES	JOB/POSITION DESCRIPTIONS <i>SWCD retains a position description history on the various positions with the SWCD.</i>	Until Superseded.	No	Public MS 13.03	Paper/Electronic
HUMAN RESOURCES	PAY EQUITY REPORTS <i>Pay equity implementation reports used to rank individual positions, sent in to the Department of Employee Relations.</i>	3 yrs.	No	Public MS 13.03	Paper
HUMAN RESOURCES	PENSION FILES <i>Forms, letters, and reports.</i>	Permanent	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	PERSONNEL FILES/RECORDS <i>Only relevant records on each employee, such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. should be retained in the employee personnel files. Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an interference of discrimination.</i>	5 yrs. after resignation or termination.	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	POLICIES & PROCEDURES/EMPLOYEE HANDBOOK <i>Personnel policies and procedures.</i>	Until Superseded.	No	Public MS 13.03	Paper/Electronic
HUMAN RESOURCES	REPRIMANDS/DISCIPLINARY ACTION	5 yrs. after employee's termination/resignation.	No	Public MS 13.03 Private MS 13.43	Paper

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HUMAN RESOURCES	SALARY SCHEDULES <i>Annual salary schedule for employees.</i>	6 yrs.	No	Public MS 13.03	Paper
HUMAN RESOURCES	SUPERVISORS HANDBOOK <i>SWCD Supervisors policies and procedures (written by the Board of Water &amp; Soil Resources (BWSR) and/or the SWCD</i>	Until Superseded	No	Public MS 13.03	Paper
HUMAN RESOURCES	UNEMPLOYMENT CLAIMS/COMPENSATION <i>Claims for unemployment.</i>	6 yrs.	No	Public MS 13.03 Private 13.43	Paper
HUMAN RESOURCES	VETERANS PREFERENCE ELECTION FORM <i>Veterans Preference Act.</i>	1 yr. if not hired. 5 yrs after termination/resignation if hired.	No	Public MS 13.03 Subd. 3	Paper
HUMAN RESOURCES	WORK SCHEDULE FILES <i>Annual report of hours worked, leaves taken.</i>	2 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
HUMAN RESOURCES	WORKERS COMPENSATION <i>Injury reports and correspondence dealing with injuries.</i>	6 yrs.	No	Private MS 13.43	Paper
INSURANCE	APPLICATIONS FOR INSURANCE <i>To SWCD's insurance provider.</i>	3 yrs.	No	Public MS 13.03	Paper
INSURANCE	CERTIFICATES OF INSURANCE	6 yrs. after expiration	No	Public MS 13.03	Paper
INSURANCE	CLAIMS <i>Claims filed by or against the SWCD.</i>	6 yrs. after final settlement except those involving a minor, save until minor turns 19.	No	Public MS 13.03 Private MS 13.43	Paper
INSURANCE	EMPLOYEE DISHONESTY/SURETY BONDS <i>Corporate or personal – to cover any officer or employee, also known as "Faithful Performance Bond".</i>	6 yrs. after expiration	No	Public MS 13.03	Paper
INSURANCE	FIRST REPORT OF INJURY	6 yrs. (MS 176.151); 20 yrs if maintained with W.C. file.	No	Public MS 13.03 Private MS 13.43	Paper
INSURANCE	INSURANCE AGENTS' SERVICE AGREEMENT	6 yrs. after expiration	No	Public MS 13.03	Paper
INSURANCE	POLICIES – ALL INSURANCE POLICIES <i>Includes, but not limited to: auto, machinery, general liability, life, property, inland marine, and workers compensation.</i>	6 yrs. after expiration	No	Public MS 13.03	Paper
INSURANCE	PROPERTY <i>Certificates and policies.</i>	Until Superseded.	No	Public MS 13.03	Paper
INSURANCE	WORKERS COMPENSATION CLAIM REGISTER	Permanent	No	Public MS 176.231	Paper
INSURANCE	WORKERS COMPENSATION CLAIMS <i>Injury reports and correspondence dealing with injuries.</i>	20 yrs.	No	Private MS176,231	Paper

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PAYROLL	1099 MISCELLANEOUS INCOME	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	EMPLOYERS QUARTERLY FEDERAL TAX RETURN <i>Federal Tax Form 941</i>	6 yrs	No	Public MS 13.03	Paper
PAYROLL	GARNISHMENTS <i>Child support/spouse maintenance.</i>	6 yrs. Not to be retained in personnel file.	No	Private MS 13.43	Paper
PAYROLL	PAYROLL JOURNAL <i>Detailed register of current and year-to-date salaries, gross to net.</i>	Retain Year-end report permanently; retain other reports 6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper/Electronic
PAYROLL	PAYROLL REPORTS <i>State withholding, federal withholding, FICA &amp; Medicare</i>	10 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	PENSION & RETIREMENT REPORTS <i>Deferred comp, etc.</i>	10 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	PERA REPORTS	Permanent	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	QUARTERLY WITHHOLDING TAX RETURN <i>State Form MW-1</i>	6 yrs.	No	Public MS 13.03	Paper
PAYROLL	TIME SHEETS	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	VACATION & LEAVE REQUESTS <i>Letters or memos of request.</i>	3 yrs.	No	Public MS 13.03 Private MS 13.43	Paper/Electronic
PAYROLL	W-2 STATEMENTS – EMPLOYERS COPY	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	W-3 STATEMENTS	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	W-4 FORMS – ORIGINALS	Until replaced	No	Public MS 13.03 Private MS 13.43	Paper
PAYROLL	WORKERS COMP PROOF OF PAYMENT	6 yrs.	No	Public MS 13.03 Private MS 13.43	Paper
RECORDS MGMT	AUTHORITY TO DISPOSE OF RECORDS STATE FORM PR-1 <i>Used to approve destruction of records not on an approved retention schedule.</i>	Permanent	No	Public MS 13.03	Paper
RECORDS MGMT	HISTORICAL DATA/PHOTOGRAPHS	Permanent (has historical value)	Yes	Public MS 13.03	Paper
RECORDS MGMT	PROCEDURES	Until Superseded	No	Public MS 13.03	Paper
RECORDS MGMT	RECORDS INVENTORIES <i>List of specific types of records generated by the SWCD staff. Used for generating retention schedules.</i>	Until Superseded	No	Public MS 13.03	Paper



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RECORDS MGMT	RECORDS MANAGEMENT MANUAL <i>Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines.</i>	Until Superseded	No	Public MS 13.03	Paper
RECORDS MGMT	RECORDS RETENTION SCHEDULES <i>List of specific types of records maintained by an agency and the period of time that each type should be retained.</i>	Until Superseded	No	Public MS 13.03	Paper
RECORDS MGMT	RECORDS TRANSFER/TRANSMITTAL LIST <i>Documentation that tracks and verifies the transfer of records.</i>	1 yr. or until the records are removed/destroyed.	No	Public MS 13.03	Paper/Electronic
SWCD TECHNICAL	COOPERATOR/PROJECT FILES <i>Files of individual projects, may include tiling information, technical notes, and survey notes.</i>	Permanent (has historical value)	Yes	Public MS 13.03	Paper
SWCD TECHNICAL	GOPHER STATE ONE RECORDS <i>SWCDs copy, stored in Cooperator files.</i>	1 yr.	No	Public MS 13.03	Paper
SWCD TECHNICAL	STATE COST-SHARE CONTRACTS/AMENDMENTS/VOUCHERS <i>Contracts with landowners, in which the landowner received funds from the SWCD to share the costs of practices for erosion or sedimentation control, or water quality improvement projects that are designed to protect and improve natural resources. Also includes any amendments made to the contracts, and payment vouchers.</i>	10 yrs. after contract has expired. May be kept longer in the cooperator/project file, if SWCD deems it has historical value.	No	Public MS 13.03 Private MS 13.43	Paper
SWCD TECHNICAL	SURVEY NOTES <i>Notes on survey shots taken in the field.</i>	Permanent (has historical value)	Yes	Public MS 13.03	Paper
SWCD TECHNICAL	TECHNICAL NOTES <i>Project log records, tech. notes or diaries pertaining to specific contracts or agreements.</i>	Permanent (has historical value)	Yes	Public MS 13.03	Paper
SWCD TECHNICAL	WCA CEASE AND DESIST ORDERS <i>SWCD copy of DNR Cease and Desist orders.</i>	5 yrs.	No	Public MS 13.03	Paper
SWCD TECHNICAL	REINVEST IN MINNESOTA (RIM) CONSERVATION EASEMENTS <i>Files for all RIM easements enrolled in Brown County</i>	Permanent	No	Public MS 13.03	Paper