



MINNESOTA HISTORICAL SOCIETY
STATE ARCHIVES DEPARTMENT

345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 (651) 259-3260

Government Records Information Leaflet No. 10 Watershed District and Soil and Water Conservation District Records

The county and regional offices of these districts contain many series of records that have significant historical value. This leaflet identifies some of the most valuable records series that have been created or preserved by the district offices. Records listed on this sheet that no longer have administrative value to the district offices may be eligible for transfer to the State Archives in the Minnesota Historical Society. Transfer of such records to any other historical agency, public library, or museum is allowed with the permission of the State Archives.

Other **JOINT POWER ORGANIZATIONS**, **LAKE IMPROVEMENT DISTRICTS** and other **CONSERVATION DISTRICTS** may be established to address soil and water management issues and may possess similar records as listed on this leaflet. Such records may be eligible for transfer to the State Archives.

MINUTES of the district board of managers and any committees or task forces.

ORGANIZATION RECORDS, including petitions for formation, plats and hearing data.

AGENDA PACKETS prepared for district board meetings, including agendas, reports, background data and other agenda items.

ANNUAL REPORTS, COMPREHENSIVE PLANS, WATERSHED MANAGEMENT PLANS, AND WORK PLANS of the district.

ANNUAL BUDGETS of the district.

AUDIT REPORTS of the district's finances compiled by private audit firms or the state auditor.

PRINTED REPORTS AND STUDIES produced by or for the district. Preserve a master set unless duplicated in the agenda packets or subject files.

ENGINEER REPORTS, with board actions, compiled by the district engineer concerning permit applications and other matters. May also include technical information such as printed reports and studies regarding areas in the district that are produced by the engineer, other board officials, and other federal, state, and local agencies. Preserve a master set unless duplicated in the agenda packets.

PROJECT FILES concerning sediment treatment, storm sewers, lagoon dredging, ditches, wetlands treatment, cultivation methods, soil erosion reduction, vegetation control and other activities. While most records with permanent value regarding significant projects may be located in the meeting minutes and printed reports there may be project files that include important information about significant projects. Include printed reports, correspondence, special meeting minutes and related papers.

SUBJECT FILES of the executive director or secretary. Include correspondence, reports and topical files.

The preservation and orderly disposition of watershed district and soil and water conservation district records are governed by Minnesota Statutes 138.17, Subdivision 1. No district records can be destroyed or removed from agency custody without signed authorization by the Records Disposition Panel as constituted by the statute. Further information and forms on which to request permission to destroy records on a one-time basis or to transfer noncurrent records to the State Archives are available from the State Archives, Minnesota Historical Society, at the address and phone number shown above.

A district may wish to compile a records retention schedule which allows the district to dispose of records on an on-going basis. Forms and instructions for compiling a schedule are available from the State Archives at the address and telephone number shown above.

March 2007