Oklahoma's Conservation District Handbook

The Never-Ending Story?



The Old Standby

OUT OF DATE

Last update was in 2009
(only 1 chapter)

ANALOG

Printed on paper!
Not searchable!

CONFLICT

Not in line with new
processes/training



RESOURCE

~ 50% of the information relevant

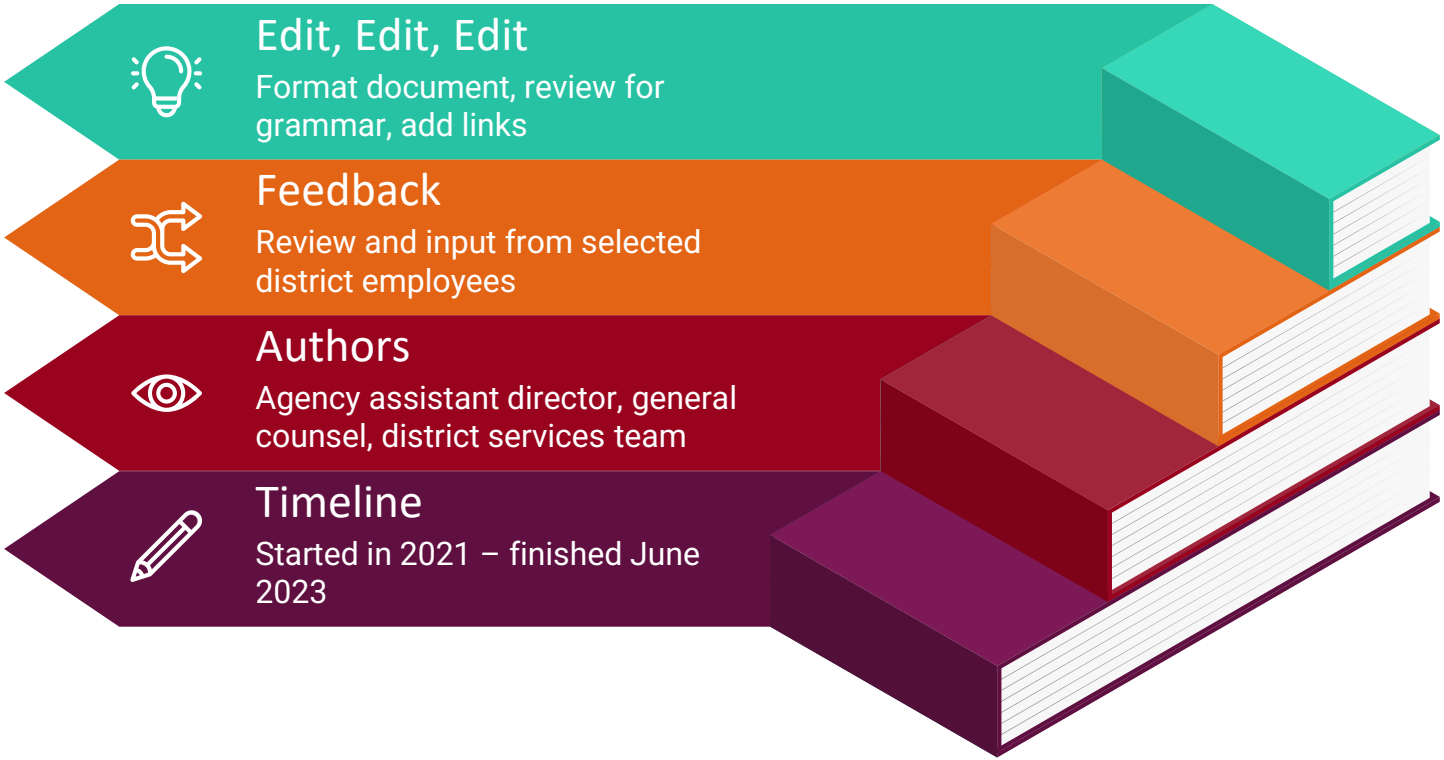
HISTORY

Carbon paper, anyone?

PAPERWEIGHT

Or maybe a bookend?

Time for a Rewrite



New & Improved

DIGITAL

Available to all on the OCC website
https://conservation.ok.gov/employee-resources/

SEARCHABLE

Easily find specific words or phrases; clickable Table of Contents



LINKS

Clickable links to forms, legal references, and other outside resources

CURRENT

Up-to-date, useable, relevant, resource on most district operation items

Rollout

Directors

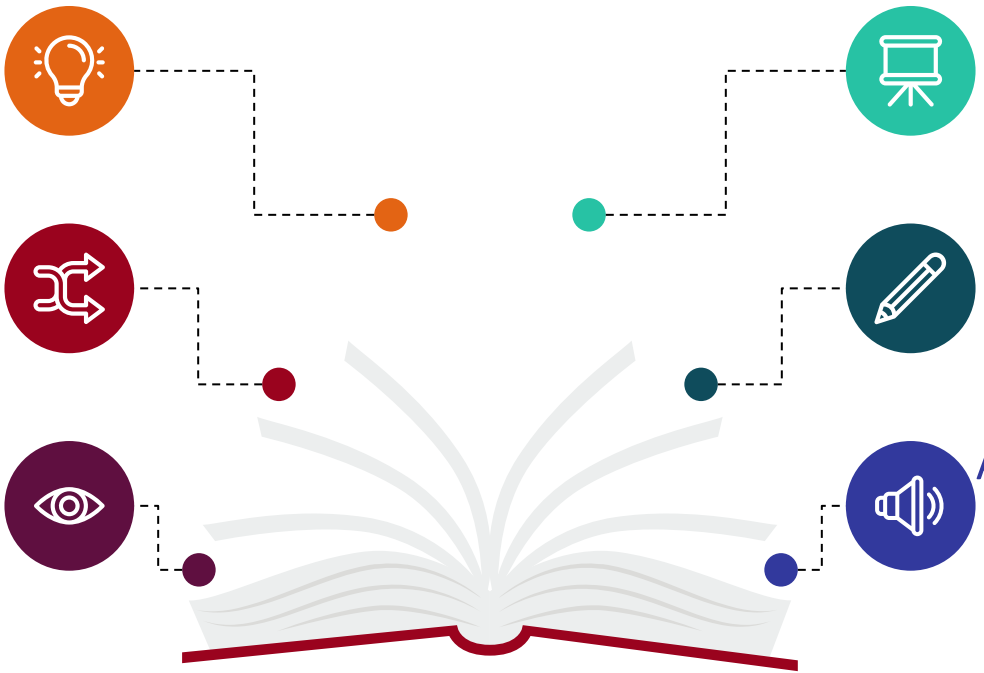
Personal email notice

Employees

Personal email notice

Districts

Shared email notice



Area Meetings

Roundtable sessions

Minutes

Official adoption by boards

Acknowledgment

Electronic form signed by all

Acknowledgement Form



Online Form

Allows tracking of responses

Acknowledging

That the signer knows where the book is located and will ask questions if needed



Keep It Current

Open to suggestions from all users

Review, write, approve



Share monthly list of updates

Repeat



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