



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Agriculture Business Development Division

Sub-Section:

TITLE: AgriMissouri Membership Application	CUTOFF: EOY
DESCRIPTION: AgriMissouri offers multiple membership categories for producers in Missouri and the objective is to promote products grown, raised or processed in Missouri. This can include agricultural experiences or agritourism businesses, fresh agricultural products or processed products derived from agricultural products.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES: Membership is for one year and has to be renewed annually.	DISPOSITION ACTION: Destroy
SERIES #: 23075 SERIES STATUS: Approved	APPROVAL DATE: 10/27/2009
TITLE: Building Our American Communities (BOAC) Grant Applications	CUTOFF: EOSFY
DESCRIPTION: The BOAC program awards grants annually to Missouri 4-H clubs and FFA chapters for projects aimed at developing and advancing Missouri's rural communities for a total of 36 grants. A panel of judges selects the recipients.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES: Applicants must submit a new application each year.	DISPOSITION ACTION: Destroy
SERIES #: 23079 SERIES STATUS: Approved	APPROVAL DATE: 10/27/2009
TITLE: Certificates of Free Sale for International Marketing	CUTOFF: EOSFY
DESCRIPTION: Certificates of Free Sale, Health and Sanitary and other documents are requested by companies that are either headquartered in Missouri or have manufacturing facilities located in Missouri. These documents which list the name, location, manufacturing facility, product name, and other important information, play an important role in expediting product through Foreign Ports of Entry and the legal registration of product with foreign governments. Without these documents, export agents would be unable move Missouri products through customs and foreign ports.	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 23077 SERIES STATUS: Approved	APPROVAL DATE: 10/27/2009
TITLE: Daily and Weekly Market Summary	CUTOFF: EOY
DESCRIPTION: Weekly Market news summary provides a listing of major livestock markets in Missouri, cash grain bids, hay and forage prices, commodity future prices, and federally inspected livestock slaughter.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES: They are also used to establish value of any given class of livestock at any point in history. This is often needed for banks, insurance companies, and higher education.	DISPOSITION ACTION: Transfer to Missouri State Archives
SERIES #: 4070 SERIES STATUS: Approved	APPROVAL DATE: 10/27/2009



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TITLE: Grow Native Membership Application **CUTOFF:** EOCY

DESCRIPTION: Grow Native membership can be from retail garden centers, wholesale growers, landscape architects and designers, conservation contracts and land and watershed planners to promote and build the native plant business. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: Membership is for one year and is renewed annually. **DISPOSITION ACTION:** Destroy

SERIES #: 23080 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/27/2009

TITLE: Missouri AgriBusiness Academy (MABA) Applications **CUTOFF:** EOSFY

DESCRIPTION: The MABA is an annual youth leadership program designed for high school sophomores to explore career opportunities in agribusiness, government and production agriculture. After applications are received they are divided into six districts and ten from each district are judged once again by oral judges. There are 30 students each year in the MABA. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: Program is for high school sophomores only. **DISPOSITION ACTION:** Destroy

SERIES #: 23078 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/27/2009

TITLE: Quality System Assessment (QSA) Producer Evaluations, Profiles and Enrollments **CUTOFF:** WSO

DESCRIPTION: Records documenting the management practices, animal numbers, age verification, approval, de-listing of producers enrolled in the age and source QSA Program. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 23076 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/27/2009
