<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Apple Reports</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION:</td>
<td>Annual remittance reports by all apple orchards.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td></td>
<td>DISPOSITION ACTION: Destroy</td>
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<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Aquaculture Collection Point Reports</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION:</td>
<td>Quarterly and annual remittance reports by all commercial fish producers.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td></td>
<td>DISPOSITION ACTION: Destroy</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Beef Cash Listings and Late Fee Invoices</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION:</td>
<td>Listing of checks received for beef program and invoices sent to livestock markets, dealers, order buyers and packers for fees due on remittance reports filed after the due date.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td></td>
<td>DISPOSITION ACTION: Destroy</td>
</tr>
</tbody>
</table>
### Beef Checkoff Reports

**TITLE:** Beef Checkoff Reports

**DESCRIPTION:** Monthly remittance reports by all livestock markets, dealers, order buyers collection points.

**RETENTION:** Years: 5 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

**SERIES:** 23109

**APPROVAL DATE:** 10/27/2009

### Case Files-AgMediation

**TITLE:** Case Files-AgMediation

**DESCRIPTION:** Case study files of mediation disputes between customers and businessess.

**RETENTION:** Years: 10 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

**SERIES:** 23105

**APPROVAL DATE:** 10/27/2009

### Checkoff Program Check Listings

**TITLE:** Checkoff Program Check Listings

**DESCRIPTION:** Listing of checks received for wine and fish checkoff programs and personal service fees received from councils for administration of their programs and transmittal forms to deposit monies into fee funds in General Revenue.

**RETENTION:** Years: 5 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

**SERIES:** 23122

**APPROVAL DATE:** 10/27/2009
### Closed/Exempt Grain Dealer Records

**TITLE:** Closed/Exempt Grain Dealer Records  
**CUTOFF:** EOCY

**DESCRIPTION:** Licensed application forms, financial statements, cancelled bonds, letters of credit, certificates of deposit, audit reports, tariffs, correspondence for grain dealers either no longer purchasing grain or that have filed an exemption which states why they do not have a license.

**RETENTION:** Years: 10 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

**SERIES:** 23104  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/27/2009

### Corn and Soybean Checkoff Reports

**TITLE:** Corn and Soybean Checkoff Reports  
**CUTOFF:** EOSFY

**DESCRIPTION:** Monthly and semi-annual remittance reports by all corn and soybean collection points.

**RETENTION:** Years: 5 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

**SERIES:** 23053  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/27/2009

### Corn Refund Records

**TITLE:** Corn Refund Records  
**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of all refunds paid to corn producers by Commodity Fund Program.

**RETENTION:** Years: 5 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

**SERIES:** 23107  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/27/2009
<table>
<thead>
<tr>
<th>TITLE: Council Correspondence</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Correspondence with all state and national commodity councils that administer checkoff programs.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Destroy</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Federal Agreement Files</th>
<th>CUTOFF: Length of agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Contains agreement between Federal and State governments which allows the state to operate under a Federal program of inspecting commodities.</td>
<td>RETENTION: Years: 3 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Destroy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Grain Inspection Records</th>
<th>CUTOFF: EOCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Records of official inspection and weighing to ensure that grain and commodities are marketed at a fair value. Records include, but may not be limited to pan tickets, billing sheets, invoice sheets, and related documentation. Records produced per 265.500 and 411.140 through 411.170 RSMo.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Destroy</td>
</tr>
<tr>
<td>SERIES: 4088</td>
<td>SERIES STATUS: Approved</td>
</tr>
<tr>
<td>TITLE: License Files of Warehousing and Grain Dealers</td>
<td>CUTOFF: EOCY in which license closed or expired.</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>DESCRIPTION: Records of grain dealers and/or warehouses operating in the state of Missouri. Records include, but may not be limited to licensed applications forms, financial statements, cancelled bonds, letters of credit, certificates of deposit, audit reports, tariffs, and correspondence. Records produced per 411.010 through 411.800 and 276.401 through 276.582 RSMo.</td>
<td>RETENTION: Years: 10 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES: DISPOSITION ACTION: Destroy</td>
<td></td>
</tr>
<tr>
<td>SERIES: 4091 SERIES STATUS: Approved APPROVAL DATE: 11/13/2013</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Out of State Beef Reports</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Reports of payments of beef checkoff from out of state beef councils and payment notifications to out of state beef councils.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES: DISPOSITION ACTION: Destroy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Peach Collection Point Reports</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Annual remittance reports from peach producers.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES: DISPOSITION ACTION: Destroy</td>
<td></td>
</tr>
<tr>
<td>TITLE: Private Treaty Beef Reports</td>
<td>CUTOFF: EOSFY</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>DESCRIPTION: Reports from private cattle producers for sale of cattle from farm to farm.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Destroy</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Program Check Listings and Transmittals</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Listing of checks received for corn, soybean, beef, sheep, wool, rice, and apple programs. Also includes transmittal form to deposit monies.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Destroy</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Referendum Petitions</th>
<th>CUTOFF: EO CY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Referendum petitions are original requests from producer organizations to form a commodity merchandising council, or make major changes to an existing merchandising council. The referendum petitions serve as guides, much like a constitution.</td>
<td>RETENTION: Years: 0 Months: 0 Days: 0</td>
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<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives</td>
</tr>
<tr>
<td>SERIES: 4078</td>
<td>SERIES STATUS: Approved</td>
</tr>
</tbody>
</table>
### Rice Reports and Refunds

**Title:** Rice Reports and Refunds  
**Cutoff:** EOSFY

**Description:** Remittance reports received from rice producers and collections points and copies of refund paid to rice producers by the Commodity Fund Program.

**Retention:** Years: 5 Months: 0 Days: 0

**Disposition Action:** Destroy

**Series:** 23119  
**Series Status:** Approved  
**Approval Date:** 10/27/2009

### Schedule of Fees

**Title:** Schedule of Fees  
**Cutoff:** WSO

**Description:** The schedule of fees and charges is applicable for inspection and weighing services performed by the Missouri Department of Agriculture under the provisions of the United States Grain Standards Act (U.S.G.S.A.) and the Agricultural Marketing Act (A.M.A.) of 1946, as well as under Chapter 411 RSMo.

**Retention:** Years: 10 Months: 0 Days: 0

**Disposition Action:** Destroy

**Series:** 4093  
**Series Status:** Approved  
**Approval Date:** 10/27/2009

### Semi-Annual Beef Reports

**Title:** Semi-Annual Beef Reports  
**Cutoff:** EOSFY

**Description:** Reports from cattle dealers and order buyers who report semi-annually because of low volume.

**Retention:** Years: 5 Months: 0 Days: 0

**Disposition Action:** Destroy

**Series:** 23113  
**Series Status:** Approved  
**Approval Date:** 10/27/2009
<table>
<thead>
<tr>
<th>TITLE: Sheep and Wool Collection Point Reports</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Monthly and semi-annual remittance reports by all sheep and wool collection points.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Destroy</td>
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<tr>
<td>SERIES: 23116</td>
<td>SERIES STATUS: Approved</td>
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<tr>
<td>APPROVAL DATE: 10/27/2009</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Sheep Refunds Records</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Copies of all refunds paid to sheep and wool producers.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES:</td>
<td>DISPOSITION ACTION: Destroy</td>
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<tr>
<td>SERIES: 23117</td>
<td>SERIES STATUS: Approved</td>
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<tr>
<td>APPROVAL DATE: 10/27/2009</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE: Wine Collection Point Reports</th>
<th>CUTOFF: EOSFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Annual remittance reports by all wineries and wine producers. Report includes, but may not be limited to name and address of commercial producer, gallons of wine produced, wine marketing research assessment and certification. Records produced per 275.464 to 275.468 RSMo.</td>
<td>RETENTION: Years: 5 Months: 0 Days: 0</td>
</tr>
<tr>
<td>NOTES: This information is not included in the department's annual report.</td>
<td>DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives</td>
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<tr>
<td>SERIES: 23118</td>
<td>SERIES STATUS: Approved</td>
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<td>APPROVAL DATE: 11/13/2013</td>
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