



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: State Milk Board

Sub-Section:

TITLE: Approved Fieldmen Licenses and Tests

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications, and tests for Missouri Approved Fieldmen.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4133

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Brokerage Licenses

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications, and tests for Missouri Brokerage.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4134

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Bulk Milk Hauler School Attendance Records

CUTOFF: EOCY

DESCRIPTION: Attendance at a bulk milk hauler school is required for individuals to obtain a License to Sample and Weigh Milk. Records include, but are not limited to list of expected attendees, attendance sheets and sampler-weigher's training program information. Applicants are required to attend hauler school every five years. Records produced per 2 CSR 80-6.031.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4149

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: State Milk Board

Sub-Section:

TITLE: Certificates of Free Sale for International Marketing

CUTOFF: EOSFY

DESCRIPTION: Certificates of Free Sale are requested by companies that are either headquartered in Missouri or have manufacturing facilities located in Missouri. Certificates are used for expediting products through foreign ports of entry and the legal registration of products with foreign governments. Records include, but are not limited to request for certificate and certificate, which list the name, location, manufacturing facility and product name. Records produced per 2 CSR 80-6.041.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23385

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Dairy Manufacturing Plant Plans

CUTOFF: Close of plant

DESCRIPTION: Records used to ensure that dairy manufacturing plants are in compliance with regulatory requirements outlined by the State Milk Board. Records include, but are not limited to, original specifications, designs, drawings, and any documents resulting from building modifications or capital improvement projects. Records created per 196.530 - 196.540.3 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Plants are not owned by the state.

DISPOSITION ACTION: Destroy

SERIES: 4125

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Dairy Producer Records

CUTOFF: EOY in which producer becomes inactive

DESCRIPTION: Records include, but are not limited to producer permits, inspection reports, dairy sample results, water testing results, warning letters, stop sale notices, correspondence and copies of barn plans. May also contain Department of Natural Resources Animal Waste correspondence. Records produced and maintained per 2 CSR 80-2 and 2 CSR 80-6.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4121

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: State Milk Board

Sub-Section:

TITLE: Fieldmen Licenses and Tests

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications, and tests for Missouri Fieldmen.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4132

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Food and Drug Administration and United States Department of Agriculture Federal Reports

CUTOFF: EOSFY

DESCRIPTION: Reports on the sanitation and shipment of milk and milk products. Reports include, but are not limited to Milk Sanitation Ratings, Interstate Milk Shippers Check Rating, United States Department of Agriculture (USDA) Plant Survey, Food and Drug Administration (FDA) Triennial State Program Evaluation and all reports sent regarding investigations. Records produced per 196.951 RSMo. and in accordance with the United States Food & Drug Administration's (FDA) 7318.003 Milk Safety Compliance Program.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 4112

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Grade A Hauler Reports

CUTOFF: Non-renewal

DESCRIPTION: Includes trucker inspections and Grade A hauler inspections and application, distributors inspections, tanker inspections, and out-of-state haulers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4148

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: State Milk Board

Sub-Section:

TITLE: Hauler Licenses and Tests

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications, and tests for Missouri Bulk Milk Haulers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4129

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Hearings

CUTOFF: EOSFY

DESCRIPTION: Producer hearings on regulation violations that are held in front of the State Milk Board.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4107

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Laboratory Results and Reports

CUTOFF: EOSFY

DESCRIPTION: Laboratory results and reports for required tests such as bacterial counts, somatic cell counts, antibiotic tests, and cooling temperature checks on milk. Records include, but are not limited to, test results, reports on producers and plant samples, and notices of undergrade milk quality. Records created per 2 CSR 80-2.050 - 2.070.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Official samples of raw milk are conducted at least four times during any consecutive six months. Required samples shall be performed on pasteurized milk and milk products.

DISPOSITION ACTION: Destroy

SERIES: 4103

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: State Milk Board

Sub-Section:

TITLE: Market Testing Laboratory Licenses

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications, and tests for Missouri Market Testing Laboratories.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4137

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Milk Producer Barn Plans

CUTOFF: EOSFY

DESCRIPTION: Milk producer barn plans submitted by contracted Health Departments. Barn plans are submitted to each county health department for barns that will be housing milking cows. The plans are then sent by the health department to the State Milk Board.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 4118

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Milk Tester Licenses and Tests

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications and tests for missouri milk testers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4131

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: State Milk Board

Sub-Section:

TITLE: Missouri Milk Plant Records

CUTOFF: EOSFY

DESCRIPTION: Files may include USDA surveys, ratings, correspondence, equipment tests, inspections, vitamin analysis, water supply, complaints, sample results.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4122

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Plant Licenses

CUTOFF: Inactivation/Non-renewal

DESCRIPTION: Plant License applications, license renewal applications, and tests for Missouri milk plant licenses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4135

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Receiving Station Licenses

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications, and tests for Missouri Receiving Stations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4136

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: State Milk Board

Sub-Section:

TITLE: Tester - Grader - Sampler Licenses and Tests

CUTOFF: Non-renewal

DESCRIPTION: Applications, license renewal applications, and tests for Missouri Tester-Grade-Samplers

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4130

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Volume and Fee Reports

CUTOFF: EOSFY

DESCRIPTION: Tracks the import and export of Grade A milk and milk products in and out of the state of Missouri. Manufacturers and company's pay a fees on the amount of pounds they report they have imported and/or exported for one month. Also include monthly antibiotic reports.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4102

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009