



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: Device & Commodity Inspection Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

**TITLE:** Country of Origin Inspection Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Inspection reports completed by field personnel to document sales of meat from sources outside the United States. Inspections are conducted on an annual basis. Records kept per 265.420 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23124

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Country of Origin Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Country of origin inspection reports completed by field personnel to document sales of meat from sources outside the United States.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23026

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Egg Inspection Records

**CUTOFF:** EOCY

**DESCRIPTION:** The Missouri Division of Weights and Measures licenses egg producers, dealers, and retailers and also inspects eggs sold in Missouri for quality. Anyone who buys or sells eggs must be licensed and renew that license annually. Records include, but are not limited to Applications, Inspection Reports and Stop Sale Reports. Records kept per 196.311 through 196.361 and 2 CSR 90-36.010 and 2 CSR 90-36.020.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4058

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: Device & Commodity Inspection Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

**TITLE:** Milk Inspection Records

**CUTOFF:**EOCY

**DESCRIPTION:** The Missouri Division of Weights and Measures administers the Unfair Milk Sales Practices Act, which prohibits selling milk below cost. The law prevents processors and distributors from unfairly diverting trade from a competitor or creating a monopoly by advertising or selling wholesale or retail milk products for less than the processor's or distributor's cost. Records include, but are not limited to Application, Inspection Report, and Stop Sale Report. Records kept per 416.410 through 416.560. RSMo. and 2 CSR 90-38.010 through 2 CSR 90-38.050.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23808

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Milk Price Filings

**CUTOFF:**EOSFY

**DESCRIPTION:** Milk Price notifications provided by milk distributors/retailers. Maintained by Weights and measures in the event a complaint is received about potential infraction of Unfair Milk Sales Practices Act.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4069

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Package Inspection Records

**CUTOFF:**EOSFY

**DESCRIPTION:** Standard and random package reports. Stop Sale/Stop Use orders issued by field personnel to prevent sales of underweight/overweight merchandise to consumers.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4066

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



### Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Device & Commodity Inspection Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

**TITLE:** Price Verification Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Price verification reports completed by field personnel to document the accuracy of price scanning equipment used by retail businesses.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23027

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Scale Inspections Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Inspections of large and small scales, as well as other weighing and measuring devices. An approval seal is placed on all devices that have been tested and determined to be accurate. Inspections are completed by field personnel to document activity and provide invoice for services to business. Scales are inspected annually. Records include, but are not limited to Scale Inspection and Scale Fee Invoice Forms. Records kept per 413.045 and 413.225 RSMo and the National Institute of Standards and Technology (NIST) Handbook 44.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23123

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013