



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Fuel Device Safety & Accuracy Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

TITLE: Emergency Response Records

CUTOFF: EOSFY of final disposition of court case.

DESCRIPTION: Accident reports completed by Weights and Measures Investigators summoned to investigate accident/fire/incident involving petroleum, propane or anhydrous ammonia products. Responsibilities for propane-related registration and safety requirements transferred to Missouri Propane Gas Commission in 2007.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Original Documentation Held By The Missouri State Fire Marshals Office.

DISPOSITION ACTION: Destroy

SERIES: 4063

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Fuel Quality Program Complaint Records - Resolved

CUTOFF: EOY in which complaint resolved

DESCRIPTION: Resolved complaints from consumers or merchants, resulting in an inspection or investigation. Records include, but are not limited to Complaint form which should include the following information: name, contact information, fuel supplier, evidence, and any damages. Records produced and maintained per 413.130 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4055

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Liquefied Petroleum Gas Meter Inspection Records

CUTOFF: EOSFY

DESCRIPTION: LP Meter Test Report/Refined Fuels Meter Test Reports/Terminal Meter Test Reports.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4065

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Fuel Device Safety & Accuracy Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

TITLE: Petroleum Equipment Manufacturers & Installers Registration Records

CUTOFF: EOY in which equipment is installed

DESCRIPTION: Registration records for liquid propane meter, anhydrous ammonia applicator, nurse tank and storage equipment manufacturers/installers. Records include Petroleum Inspection Financial Responsibility Registration forms. Records kept per 414.035 RSMo and 40 CFR 280.71.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: Petroleum Inspection Financial Responsibility Registration forms will be kept by the division.

DISPOSITION ACTION: Destroy

SERIES: 23129

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Service Station Inspection Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records include Service Station Inspection Reports, Notices of Violations, Notices of Corrections Made/Complaint Investigations. Records are requested by banks, insurance companies, realtors and general public. They could also be requested for court cases.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Original records are in paper form. They are then scanned. Paper destroyed after 6 months.

DISPOSITION ACTION: Destroy

SERIES: 23127

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Weights and Measures Service Technician Registration Records

CUTOFF: EOY in which license expires

DESCRIPTION: Applications to register individuals who install, maintain, or repair weighing and measuring devices/examination results/calibration certificates for equipment/copies of registration certificates or cards.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4068

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009