



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Fuel Quality Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

TITLE: Fuel Quality Complaint Records - Resolved

CUTOFF: EOSFY

DESCRIPTION: Complaint reports regarding quality of fuel received from consumers and/or businesses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23032

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Fuel Quality Enforcement Action Records

CUTOFF: EOSFY

DESCRIPTION: Enforcement correspondence, stop sales, follow up actions with regard to fuel quality issues.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23028

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Fuel Quality Program Complaint Records - Unresolved

CUTOFF: EOSFY of final disposition of court case

DESCRIPTION: Unresolved complaint reports from consumers or merchants regarding fuel quality issues. Records include, but are not limited to court documents, correspondence, and Complaint Forms which may include the following information: name, contact information, fuel supplier, evidence and any damages. Records kept per 2 CSR 90-30.040.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23033

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Fuel Quality Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

TITLE: Fuel Quality Program Test Records

CUTOFF: End of Calendar Year

DESCRIPTION:

Records of the Fuel Quality Program that administers the inspection, analysis, and enforcement of regulations to help ensure consumers are purchasing quality motor fuels. Records include, but are not limited to, fuel quality inspection reports, laboratory test results, report of test results, notice of violation reports, and stop sale reports.
Records kept pursuant to 414.042 RSMo and 2 CSR 90-30.040.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4060

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023