



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: State Land Survey

Division: Weights and Measures

Sub-Section:

**TITLE:** Applications for Cooperative Programs

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Applications for the Private Surveyor Cooperative Program in order to contract with private surveyors to restore the United States Public Land Survey System Corners. Records include, but are not limited to, completed applications, site locations, and other identifying information. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20686

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/8/2020

**TITLE:** Certified Land Corner Documents

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Documents detailing established land corners. Records include, but are not limited to, corner restoration, establishment, and reestablishment documents. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20690

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/8/2020

**TITLE:** Field Survey Documents

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Documents relating to field surveys conducted by, or in cooperation with, the Land Survey Division. Records include, but are not limited to, original field survey documents depicting state and county boundaries. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20705

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/8/2020



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: State Land Survey

Division: Weights and Measures

Sub-Section:

**TITLE:** Geodetic Control Data

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Current control data sheet for each Missouri Geographic Reference System (MoGRS) mark. Records include, but are not limited to, survey points or monumented locations comprising the geodetic control point. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20699

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020

**TITLE:** Geodetic Control Maps

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Maps created and used by the department to restore geodetic control markers. Records include, but are not limited to, United States Geological Survey (USGS) maps, field traverse notes, level line notes, and county-wide control maps. Records maintained pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20680

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020

**TITLE:** Geodetic Mark Recovery Documents

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Documents used to maintain geodetic markings. Records include, but are not limited to, recovery notes and photos for United States Geological Survey (USGS), National Geodetic Survey, and Missouri Geographic Reference System (MoGRS) marks. Records maintained pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20688

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: State Land Survey

Division: Weights and Measures

Sub-Section:

**TITLE:** Geographic Reference System Geodetic Control Project Records

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Geographic Reference System (GRS) county-wide densification project documents used for restoring baselines. Records include, but are not limited to, Electronic Distance Management (EDM) Baseline notes and establishment documents. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20689

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020

**TITLE:** Historical Surveys and Maps

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Surveys and maps including, but not limited to, Corps of Engineers, Mississippi and Missouri River charts, Missouri/Nebraska surveys, Missouri/Illinois surveys, and St. Louis surveys. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20645

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020

**TITLE:** Land Survey Documents

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Documents relating to land surveys completed in state. Records include, but are not limited to, surveys acquired from state agencies, county officials, and private surveyors. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20683

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: State Land Survey

Division: Weights and Measures

Sub-Section:

**TITLE:** Original Government Survey Notes and Plats

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Documentation of plat maps and survey notes for governmental land surveys. Records include, but are not limited to, original plat maps and survey notes. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20703

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020

**TITLE:** Qualification Questionnaire

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Questionnaire used to evaluate private survey firms for contract work. Records include, but are not limited to, firm information and completed questionnaires.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20700

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/8/2020

**TITLE:** Survey Contracts

**CUTOFF:** EOCY

**DESCRIPTION:** Survey Contracts. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20702

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/12/1977



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: State Land Survey

Division: Weights and Measures

Sub-Section:

**TITLE:** Survey Project File

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Survey documents acquired during the process of completing the project. Records include, but are not limited to, field notes, survey, survey worksheet, resident witness affidavits, computations, and final report. Records created pursuant to 60.510 RSMo.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20701

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/8/2020