



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Director

Division: Administration Division

Sub-Section:

TITLE: Missouri Department of Conservation (MDC) Projects

CUTOFF: WSO

DESCRIPTION: Special reviews requested by Director; financial information (informational copies).

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21069

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21071

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Pending Federal and State Legislation

CUTOFF: WSO

DESCRIPTION: Federal and State legislation relating to the entire Department of Conservation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21070

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Director

Division: Administration Division

Sub-Section:

TITLE: Program Unit Reports

CUTOFF: EOSFY

DESCRIPTION: Informational copies of activities of divisions, sections and units; originals in the various offices.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21068

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007