



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Director

Division: Administration

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

Sub-Section:

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**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

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