



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Policy Coordination

Division: Administration

Sub-Section:

TITLE: Environmental and Cultural Permits for MDC Projects on MDC owned and Managed Lands

CUTOFF: Sale or transfer of land title, or termination of management agreement

DESCRIPTION: Master files associated with obtaining cultural and environmental permits for MDC development/management projects and obtained permits/clearances.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21085

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Environmental Review Comments on External Projects

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with environmental review and comment on development projects, including National Environmental Policy Act, Clean Water Act, Fish and Wildlife Coordination Act, Endangered Species Act, Federal Energy Regulatory Commission, etc. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21083

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Human Dimension Reports and Studies

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with human dimension analyses including techniques, methods, data and reports. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21094

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Policy Coordination

Division: Administration

Sub-Section:

TITLE: Human Dimension Survey Questionnaire Forms

CUTOFF: Individual project completion

DESCRIPTION: Original completed questionnaire forms returned by survey recipients detailing human dimensions and looking at public use, knowledge and demand of natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21095

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Interagency Agreements

CUTOFF: Termination of agreement

DESCRIPTION: Master files containing MOUs, MOA, and other agreements with other state and federal agencies for fish, forestry, and wildlife management. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21091

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Mississippi River Basin Files

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with Mississippi River basin fish, forestry, and wildlife issues; interagency and interstate coordination groups; river development projects; fish and wildlife mitigation and habitat. There are several smaller individual projects included which are difficult to segregate. Used internally for consistency in handling and addressing issues. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources restoration. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21088

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Policy Coordination

Division: Administration

Sub-Section:

TITLE: Missouri River Basin Files

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with Missouri River basin fish, forestry and wildlife issues. There are several smaller individual projects included which are difficult to segregate. Used internally for consistency in handling and addressing issues. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21086

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Missouri River Fish and Wildlife Mitigation Files

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with Missouri River fish and wildlife mitigation project. There are several smaller individual projects included which are difficult to segregate. Used internally for consistency in handling and addressing issues. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21087

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: MO Department of Conservation Policies

CUTOFF: WSO

DESCRIPTION: Master files containing development of department policies led by policy coordination. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21092

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Policy Coordination

Division: Administration

Sub-Section:

TITLE: MO Department of Conservation Programs

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with programs and planning, such as the next generation, conservation atlas, regional management guidelines, etc. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21093

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Natural Heritage Reviews

CUTOFF: EOSFY

DESCRIPTION: Master files associated with natural heritage review of projects for species of Conservation concern. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21084

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 and 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: 21096

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Policy Coordination

Division: Administration

Sub-Section:

TITLE: Watershed Project Files

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with review and coordination of watershed projects. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21090

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: White River Basin Files

CUTOFF: Individual project completion

DESCRIPTION: Master files associated with White River basin comprehensive study; fish and wildlife issues. There are several smaller individual projects included which are difficult to segregate. Used internally for consistency in handling and addressing issues. Considered critical if still relevant, still in discussion and not yet completed, and/or a sensitive issue for natural resources. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21089

SERIES STATUS: Approved

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