



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Realty Services

Division: Administration

Sub-Section:

**TITLE:** General Land Files

**CUTOFF:** LSAD

**DESCRIPTION:** Pertaining to individual tracts purchased - copies of deeds, appraisals, abstracts, title policies, maps, photos and contract. Retain on-site in support of on-going business.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21106

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Inventory of Commission Real Estate

**CUTOFF:** WSO

**DESCRIPTION:** Ongoing lists of Commission owned buildings and land.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21109

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Land Acquisition Records

**CUTOFF:** Termination of ownership

**DESCRIPTION:** Original deeds, abstracts and title policies. Original records prior to 1997 are held at the State Archives; records after 1997 are currently held on-site in our vault and will eventually be sent to the State Archives. Working copies are also maintained for day-to-day operations.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 21108

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Realty Services

Division: Administration

Sub-Section:

**TITLE:** Land Acquisition Technical Data

**CUTOFF:** Termination of ownership

**DESCRIPTION:** Paper, working files including aerial photos, General Land Office county maps, appraisals, topography maps, studies, proposals and recommendations. Information is often requested for historical and statistical requests, trends analysis and analytical reviews.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 21110

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Land Inventory - History

**CUTOFF:** LSAD

**DESCRIPTION:** Electronic spreadsheet noting the history of Department of Conservation lands; includes history or acquisition and disposal, name changes, buying and selling costs, etc. Information is continually updated and often requested for historical and statistical requests, trends analysis and analytical reviews. Retain on-site in support of on-going business.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21107

**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:** 21113

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Realty Services

Division: Administration

Sub-Section:

**TITLE:** Real Estate Agreement Files

**CUTOFF:** Termination of ownership

**DESCRIPTION:** Easements, leases, cooperative agreements, corporation licenses, memorandum of understanding, land use permits, management agreements, etc. Pertains to Department-owned lands and other private lands on which the Department holds rights.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 21111

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Right of Way Agreements

**CUTOFF:** Termination of ownership

**DESCRIPTION:** Road, trails, telephones, etc. Pertains to Department-owned lands and other private lands on which the Department holds rights.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 21112

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007