



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Financial Services

Division: Administrative Services

Sub-Section:

TITLE: Commercial Permits - Application Forms

CUTOFF: EOSFY

DESCRIPTION: Paper copies of commercial (Breeder I & II, Commercial Fishing, Deer Processing, etc.) permit applications and file copy of permit printed. Paper copies date back to 1980's. Historical information often requested by agents. Hard copies retained to ensure the integrity of electronic database.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21134

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Commercial Permits - Database

CUTOFF: EOSFY

DESCRIPTION: Electronic database of Commercial (Breeder I & II, Commercial Fishing, Deer Processing, etc.) permits issued. Historical information often requested by agents or public.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Life of System

SERIES: 21136

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Commercial Permits - Reports

CUTOFF: EOSFY

DESCRIPTION: Paper copies of reports of commercial (Breeder I & II, Commercial Fishing, Deer Processing, etc.) permits. Reports include information for 1999 and prior years. Historical information often requested by agents.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21135

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Financial Services

Division: Administrative Services

Sub-Section:

TITLE: Contracts with Hunting and Fishing Permit Issuing Agents

CUTOFF: Expiration of contract

DESCRIPTION: Contract with hunting and fishing permit issuing agents.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21140

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Deer and Turkey Check Sheets - Paper Documents

CUTOFF: EOSFY

DESCRIPTION: Paper check sheet completed at check stations detailing individual deer and turkey harvest information including name of permittee, type of animal killed, date, time, location, method of hunting, etc. Discontinued using these sheets in fall 2005, when implemented telecheck system for reporting.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21144

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Department Annual Report Information

CUTOFF: EOSFY

DESCRIPTION: Department annual report information, executive budget, internal budget work papers, electronic copies of support documentation for reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21133

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Financial Services

Division: Administrative Services

Sub-Section:

TITLE: Departmental Financial Statements, Accounts Payable Ledger and Statistical Reports

CUTOFF: EOSFY

DESCRIPTION: Departmental financial statements, accounts payable ledger and statistical reports; information documenting the Department's history of sales tax and hunting and fishing permit revenues; offering permanent historical value to the Department. Information is 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: 21132

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Paid Invoices

CUTOFF: EOSFY

DESCRIPTION: Paid invoices and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21130

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Paid Invoices - Federal Aid

CUTOFF: Issuance of final federal report

DESCRIPTION: Paid invoices associated with federal grants or programs and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21131

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Financial Services

Division: Administrative Services

Sub-Section:

TITLE: Payroll Deduction Authorizations

CUTOFF: Termination of employment

DESCRIPTION: Signed W-4 Forms, insurance, savings bonds, retirement fund and credit union deductions; used as input to SAM II Payroll, but hard copies to be maintained by Dept. per OA.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21128

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: 21146

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Point of Sale Records

CUTOFF: EOSFY

DESCRIPTION: Electronic database of sport hunting and fishing permit sales; details type of privileges obtained by individuals, where purchased, personal information on the hunter such as address, DOB, hunter education certified. Information is often requested for historical and statistical requests, trends analysis, and analytical reviews. Retain data in accessible database; MDC-IT section will retain off line.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21137

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Financial Services

Division: Administrative Services

Sub-Section:

TITLE: Procurement Documents

CUTOFF: EOFY Following the expiration of contract or agreements

DESCRIPTION: Procurement requisitions, encumbrance requests, purchase orders, department agreements, equipment maintenance contracts and other contract documents, original bid documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21129

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Records on all Departmental Area Permits - Inventory of Prenumbered Documents

CUTOFF: EOSFY

DESCRIPTION: Spreadsheet noting prenumbered permits (trout tags, boat rentals, water fowl blind use permits, shooting range permits, etc.) assigned to applicable locations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21138

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Records on all Departmental Area Permits - Prenumbered Documents

CUTOFF: EOSFY

DESCRIPTION: Completed copies of the prenumbered documents or unissued permits; used for audit/reconciliation purposes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21139

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Financial Services

Division: Administrative Services

Sub-Section:

TITLE: Revenue Receipt and Transmittal Forms (Form 27)

CUTOFF: EOSFY

DESCRIPTION: Revenue receipt and transmittal forms prepared by field staff noting revenues collected, mode of payment, and the applicable revenue source code. Used as source document for SAM II data entry. May be destroyed after conclusoin of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21141

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Sales and Inventories

CUTOFF: EOSFY

DESCRIPTION: Electronic files of Department of Conservation gross sales and inventories - publications, permits, and gift shop sales items. May be destroyed after conclusoin of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21143

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Special Reports

CUTOFF: EOSFY

DESCRIPTION: Internal audit reports that apply to financial services, special committee reports, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21142

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Financial Services

Division: Administrative Services

Sub-Section:

TITLE: Telecheck Deer and Turkey Harvest Records

CUTOFF: EOSFY

DESCRIPTION: Electronic database detailing individual deer and turkey harvest information including name of permittee, type of animal killed, date, time, location, method of hunting, etc. Information is often requested for historical and statistical requests, trends analysis, and analytical reviews.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Life of System

SERIES: 21145

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007