



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Conservation Business Services Branch

Division: Business Division

Sub-Section:

TITLE: Aircraft Insurance

CUTOFF: End of State Fiscal Year in Which Policy is Canceled, Modified or has Expired

DESCRIPTION: Record of insurance policies on aircraft used by MDC. Records include, but are not limited to, coverage plans, policy information, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21122

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024

TITLE: Aircraft Manifests and Flight Logs

CUTOFF: End of Calendar Year

DESCRIPTION: Documentation of the use of aircraft, including maintenance and flight logs. Records include, but are not limited to, daily flight logs, and flight manifests. Records kept per 14 CFR 249.20.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21121

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024

TITLE: Commercial Permits - Rejected

CUTOFF: Date of Rejection

DESCRIPTION: Permit applications that have been rejected for the commercial use of wildlife.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21136

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Conservation Business Services Branch

Division: Business Division

Sub-Section:

TITLE: Confined and Commercial Wildlife Permits

CUTOFF: Expiration or Revocation of Permit

DESCRIPTION: Records of permits for the use, possession, and sale of wildlife. Records include, but are not limited to: applications, notices of revocation, as well as wildlife breeding, collection, and processing permits for confinement and commercial purposes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21134

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024

TITLE: Land Acquisition and Federal Aid Grant File

CUTOFF: EOFFY

DESCRIPTION: Federal aid grant file pertaining to land acquisition projects. Retain on-site in support of on-going business.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21103

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