



## 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  
Cancelled, 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:** Hunting, Fishing, and Trapping Permits

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Documentation of hunting and fishing permits. Records detail the type of permit obtained by individuals, purchase location, and hunter demographic information.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21137

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Land Purchase Records with Federal Grants

**CUTOFF:** When Property Is Sold or Transferred

**DESCRIPTION:** Federal aid grant files pertaining to land acquisition projects for the purposes of restoration and conservation. Records include, but are not limited to, land purchase documents, deeds, easements, habitat management plans, and proposals. Records created per 16 U.S.C. 669-669l, 777-777n, and 4401-4414.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 21103

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024