



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Infrastructure Management Branch

Division: Business Division

Sub-Section:

**TITLE:** Capital Improvements Projects

**CUTOFF:** EOSFY in which project was completed

**DESCRIPTION:** Design notes, planning and design, contract specifications, etc. all construction projects, contract specifications of all capital improvement projects. Retain on-site in support of on-going business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21263

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Contractor Diaries

**CUTOFF:** Completion of project

**DESCRIPTION:** Contract supervisor's diaries of construction projects by contract. Retain on-site 5 years then transfer to State Records Center.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21232

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Contractor Logs

**CUTOFF:** Completion of project

**DESCRIPTION:** Contract Supervisor's daily logs of construction projects by contract. Retain on-site 5 years then transfer to State Records Center.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21233

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Infrastructure Management Branch

Division: Business Division

Sub-Section:

**TITLE:** Infrastructure Asset Inventory

**CUTOFF:** EOSFY in which asset is sold or destroyed

**DESCRIPTION:** Program files containing the Department's inventory of all infrastructure assets. Records include, but are not limited to, asset type, asset condition and maintenance schedules, including historical, operational, and project information.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24595

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/25/2024

**TITLE:** Real Property Inventory

**CUTOFF:** LSAD

**DESCRIPTION:** Land tracking system noting values, acres, etc. of MDC land and buildings - electronic record.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21114

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Survey Records

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Records and reports documenting land survey work requested by the department. Records include but are not limited to: survey books, maps and plats.

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

**NOTES:**

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

**SERIES:** 21266

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023