



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Private Land Services Division

Sub-Section:

TITLE: Authorization for Goose Control Permits

CUTOFF: EOSFY

DESCRIPTION: The United States Fish and Wildlife Service (USFWS) regulate all migratory birds. The state of Missouri has been granted permitting authority by the USFWS for the control of giant Canada geese during the months of March through August. Anyone wishing to control giant Canada goose numbers by egg and nest destruction, shooting or roundup and removal must have a permit from the Department.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21218

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Authorization to Destroy Deer Permits

CUTOFF: EOSFY

DESCRIPTION: Authorization to destroy deer - issued by Protection Division. This permit is required for killing deer outside of the established seasons when crop or other property damage is occurring.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21220

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Private Land Services Division

Sub-Section:

TITLE: Conservation Easements

CUTOFF: Termination of easement

DESCRIPTION: Conservation easements are an effective way for MDC to protect unique, isolated, or otherwise significant private lands having significant or unique fish, forest, and wildlife resources. Conservation easements have the advantage of leaving the property in private ownership and may result in tax benefits to the estate or individuals. Most MDC Divisions will be involved with some aspect of the Conservation Easement Program to varying degrees. Private Land Services is responsible for annually inspecting easements obtained by the Department. Resource based divisions may evaluate the fish, forest, and wildlife resources of a property offered for easement. Administrative Services and Design and Development can assist with legal and realty work. In addition, Outreach and Education can provide outreach efforts publicizing the benefits of conservation easements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21215

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Farm Bill Program Files

CUTOFF: DWSO

DESCRIPTION: Reference library maintained to keep track of the Farm Bill Program. Files need to be retained on site to be readily accessible to ensure effective implementation of conservation practices contained in the Farm Bill and 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: 21212

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Private Land Services Division

Sub-Section:

TITLE: Hourly Employee Personnel Forms

CUTOFF: Termination of hourly employee

DESCRIPTION: Hourly employees original personnel files, application or resume, certification of selective service registration, and hourly employment memorandum.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21222

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Memorandum of Understanding, Memorandum of Agreement, Contracts and Agreements

CUTOFF: Termination of agreement

DESCRIPTION: Agreements with various federal, e.g., USDA Natural Resources Conservation Service; state, e.g., Missouri Association of Soil and Water Conservation Districts, Soil and Water Conservation Districts; and non-governmental, e.g., Pheasants Forever, Quail Unlimited, Ducks Unlimited; agencies/organizations for delivery of conservation practices, distribution of conservation funds for enhancement of landowner habitat, and cooperative staffing for delivery of Farm Bill programs. Retain on site.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21216

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Private Land Services Division

Sub-Section:

TITLE: Missouri Department of Conservation (MDC) Cost Share Docket

CUTOFF: EOSFY

DESCRIPTION: The Cost Share Docket is a component of the Private Land Services Division's Landowner Assistance Program, which is comprised of both technical and financial assistance. Field staff provide one-on-one technical assistance, tailoring management recommendations to the land use goals of the landowner and site specific natural resource needs. In addition, a financial assistance component is provided via the Cost Share Docket. The Docket is a multi-faceted financial assistance program, which may provide incentive payments to landowners for implementation of selected natural resources management practices.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21213

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Missouri Department of Conservation (MDC) Seed Program

CUTOFF: EOSFY

DESCRIPTION: The Missouri Seed Program is utilized by all resource Divisions to provide seed to Missouri's landowners. The program provides a public relations tool with landowners, provides seed for wildlife food plots, and provide specialty seed materials to assist landowners with increasing the vegetative diversity on their property or to address specific wildlife needs. The program also provides dependable food sources for resident wildlife, particularly during the critical winter period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21214

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Private Land Services Division

Sub-Section:

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: 21211

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Snare Permits

CUTOFF: EOSFY

DESCRIPTION: The use of snares in Missouri is an illegal trapping method as regulated by the Wildlife Code of Missouri. Snare permits are required for the use of snares for designated periods of time in particular locations when people are experiencing wildlife damage due to coyotes. This permit is issued by Wildlife Damage Biologists.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21217

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Wildlife Control Permits

CUTOFF: EOSFY

DESCRIPTION: This permit is required by anyone wishing to use toxicants for the control of bird problems.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21219

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Private Land Services Division

Sub-Section:

TITLE: Wildlife Damage Program Annual Summary Report

CUTOFF: EOSFY

DESCRIPTION: This report reflects the number and nature of contacts made by wildlife damage biologists. These are retained on site because information is used as a reference for Department staff and is often requested for historical and statistical requests, trends analysis and analytical review. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21221

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007