



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Protection Branch

Division: Resource Management Division

Sub-Section:

**TITLE:** Arrest Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Record of actions taken by Conservation agents; notes name of violator, date of arrest, violation, location, summary of incident, adjudication by court system. Information is often requested for historical and statistical requests, trends analysis and analytical reviews. Records will be reviewed on-site to determine if still of value. Retain on site.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21226

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Child Support Revocations

**CUTOFF:** When Suspension is Terminated

**DESCRIPTION:** Recorded actions taken by the Conservation Commission to suspend permit privileges of individuals not in compliance with child support laws. Records include, but are not limited to, personal identifying information of the individual suspended, and related correspondence. Records required by section 454.1027 RSMo.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21249

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/25/2024

**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

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Sub-Section:

**TITLE:** Field Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of reports on field bag checks, surveys and hunting accidents.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21210

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Hunting Method Exemption Applications

**CUTOFF:** End of Calendar Year in Which Permit Expires

**DESCRIPTION:** Hunting method exemption applications for individuals with special needs allowing them to hunt using alternative methods. Records include, but are not limited to, applications, proof of disability, and physician recommendations.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21230

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/25/2024

**TITLE:** Operation Game Thief Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Hard copy of reports to the Department by citizens who have witnessed wildlife code violations. File is maintained of statistical information.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21228

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Protection Branch

Division: Resource Management Division

Sub-Section:

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**TITLE:** Peace Officers Standards Training (POST) Records

**CUTOFF:** End of class

**DESCRIPTION:** Certificates, testing records, academy grades to support P.O.S.T. certification conducted by the Department.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21247

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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