



**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:** Captive Wildlife Inspection Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Record of inspections for Class I and Class II Captive Wildlife Permit Holders, Licensed Shooting Preserves and Hound Running Areas. Inspection forms are completed annually by Department of Conservation agents. Records maintained per 3 CSR 10-9.359.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23818

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Child Support Revocations

**CUTOFF:** EOSFY

**DESCRIPTION:** Record of actions taken by the Conservation Commission to suspend permit privileges of individual not in compliance with Child Support Laws. Required by Section 454.1027 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21249

**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:

**TITLE:** Employee Activity Work Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Records pertaining to the type of work activity and hours spent on each activity - maintained in the Resource Activity Planning Tracking Organizing and Reporting system or (RAPTOR) the Department's internal accounting system.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21225

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Equipment Use Records

**CUTOFF:** Sale of equipment

**DESCRIPTION:** Hours of use on boats and motors.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21223

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Hunting Method Exemption Applications

**CUTOFF:** WSO

**DESCRIPTION:** Electronic database of hunting method exemption applicants. These applicants are for individuals with special needs because of a disability. The exemption will allow them to hunt using an alternate method because of the disability. Exemptions may last anywhere from 1 year to a lifetime depending on a physicians recommendation. Superseded records are often requested via sunshine request from worker's compensation attorneys.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21230

**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:

**TITLE:** Information and Data on all Protection Division Personnel

**CUTOFF:** Termination of employment

**DESCRIPTION:** Duplication of information included in the official personnel file maintained in Human Resources plus the individual's POST training records.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21224

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**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

**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:** 21248

**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:

**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

**TITLE:** Protection Division Guidelines

**CUTOFF:** WSO

**DESCRIPTION:** Policies and procedures for Protection Division. A copy will be sent to the Missouri State Archives.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21227

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Uniform Allowance Certification

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documentation of uniform expenses incurred by agents for proof of compliance with Protection Division Guidelines on Uniform Allowance and reimbursement.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21229

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007