



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Regional Resource Management Branch

Division: Resource Management Division

Sub-Section:

TITLE: Departmental Area Permits - Prenumbered Documents

CUTOFF: End of State Fiscal Year

DESCRIPTION: Inventory of all prenumbered permits including those issued, unissued, and completed. Permit inventories are used for auditing and reconciliation purposes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21138

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023

TITLE: Special Use Permits

CUTOFF: End of State Fiscal Year in Which Permit Expires or is Rejected

DESCRIPTION: Permits issued to the public for special uses of conservation areas. Records include, but are not limited to, permit applications, signed forms, and confirmation of deposits. Records created per 3 CSR 10-11.110.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24596

SERIES STATUS: Approved

APPROVAL DATE: 1/25/2024