



Agency Records Disposition Schedule

Department: Department of Conservation
Division: Resource Management Division

Section: Regional Resource Management Branch
Sub-Section: Regional Administration Section

TITLE: Bank Deposit Slips

CUTOFF: EOSFY

DESCRIPTION: Deposit Slips for monies received for sale of Department publications, permits, and gift shop items and deposited into a local State of Missouri bank account. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21242

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Cash Register Tapes

CUTOFF: EOSFY

DESCRIPTION: Cash register tapes for sale of department publications, permits, and gift shop items (old cash register system). May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21240

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Daily Permit Sales Receipt Records

CUTOFF: EOSFY

DESCRIPTION: Daily tape from point of sale. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21241

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation
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Section: Regional Resource Management Branch
Sub-Section: Regional Administration Section

TITLE: Hourly Employees - Applicant Files

CUTOFF: Date of filling position

DESCRIPTION: Applications or resumes collected on unsuccessful applicants.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21246

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Hourly Employees - Personnel files

CUTOFF: Termination of hourly employee

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

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21245

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: List of Fur Dealers and Fish Stockers

CUTOFF: EOSFY

DESCRIPTION: Statewide - Lists of private fur dealers and fish stockers in the state. Information used for answering questions from the public. Information gathered by the Protection and Fisheries Divisions.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21235

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Regional Resource Management Branch

Division: Resource Management Division

Sub-Section: Regional Administration Section

TITLE: Monthly Activity Summary Report

CUTOFF: EOSFY

DESCRIPTION: Telephone usage, number of licenses sold, amount of correspondence processed, vehicle reports, gasoline pump reconciliations, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21239

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: News Releases - Agency Copy

CUTOFF: EOSFY

DESCRIPTION: Send one copy to Missouri State Archives for permanent retention, but agency copy will be filed locally for 3 years.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21236

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: 21243

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation
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Sub-Section: Regional Administration Section

TITLE: Police Officers Standards and Training (P.O.S.T.) Training Records

CUTOFF: EOSFY

DESCRIPTION: P.O.S.T. records for in service field agents to support compliance with P.O.S.T. continuing education requirements.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21244

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Proposed Regulation Changes

CUTOFF: EOSFY

DESCRIPTION: Copy - Original at central office; communication pertaining to proposed regulations or changes to existing Wildlife Code book. Regulations committee reports are submitted to the Conservation Commission and regulations are filed with the Secretary of State.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21237

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Transmittals for Monies

CUTOFF: EOSFY

DESCRIPTION: Transmittals for monies received from the sale of department publications, permits, and gift shop items, etc. (Form 27) plus supporting documentation such as the Z reports (Quicksell system). May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21238

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007