



## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Protection Branch

Division: Resource Management Division

Sub-Section:

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**TITLE:** Arrest and Citation Records

**CUTOFF:** Date the Case is Resolved or Adjudicated

**DESCRIPTION:** Record of enforcement actions taken by conservation agents. Records include, but are not limited to, name of violator, date of arrest, violation type, location, summary of incident, and adjudication by court system.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** For arrests resulting in lifetime revocations please see series 24576.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21226

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

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**TITLE:** Audio/Video Recordings - Citations or Arrests

**CUTOFF:** Date of Issuance of Citation or Arrest

**DESCRIPTION:** Recordings from body cameras or other recordings made during encounters resulting in issuance of citation or arrest.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24608

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

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**TITLE:** Audio/Video Recordings - Routine Stops

**CUTOFF:** Day of Recording

**DESCRIPTION:** Recordings from body cameras or other recordings made during routine law enforcement compliance checks.

**RETENTION:** Years: 0 Months: 6 Days: 0

**NOTES:** For recordings of citations or arrests see series 24608.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24607

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

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## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Protection Branch

Division: Resource Management Division

Sub-Section:

**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

**TITLE:** Field Reports

**CUTOFF:** End of Current Year in Which Report Is Submitted

**DESCRIPTION:** Reports made by conservation agents as part of enforcement actions. Records include, but are not limited to, field bag checks, surveys, public contacts, and hunting incident investigations.

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

**NOTES:** For reports of hunting incident investigations please see series 21203.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21210

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024



## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Protection Branch

Division: Resource Management Division

Sub-Section:

|   |                                |   |           |
|---|--------------------------------|---|-----------|
| <b>TITLE:</b> Hunting Method Exemption Applications   |                                | <b>CUTOFF:</b> End of Calendar Year in Which Permit Expires |           |
| <b>DESCRIPTION:</b> 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.  |                                | <b>RETENTION:</b> Years: 7 Months: 0 Days: 0                |           |
| <b>NOTES:</b>   |                                | <b>DISPOSITION ACTION:</b> HIPAA-Compliant Destruction      |           |
| <b>SERIES:</b> 21230  | <b>SERIES STATUS:</b> Approved | <b>APPROVAL DATE:</b>                                       | 1/25/2024 |
| <b>TITLE:</b> Intelligence Reports: Citizen Accounts and Tips   |                                | <b>CUTOFF:</b> End of Current Year                          |           |
| <b>DESCRIPTION:</b> Reports to the department by citizens who have witnessed violations of the Wildlife Code. Records include, but are not limited to, written accounts, audio recordings, and video footage submitted by citizens documenting a wildlife violation.  |                                | <b>RETENTION:</b> Years: 1 Months: 0 Days: 0                |           |
| <b>NOTES:</b> Testimony used in a legal action will fall under series 21226.  |                                | <b>DISPOSITION ACTION:</b> Destroy                          |           |
| <b>SERIES:</b> 21228  | <b>SERIES STATUS:</b> Approved | <b>APPROVAL DATE:</b>                                       | 7/31/2024 |
| <b>TITLE:</b> Peace Officers Standards and Training (POST) Records - Continuing Law Enforcement Education   |                                | <b>CUTOFF:</b> Completion of Course                         |           |
| <b>DESCRIPTION:</b> Documents related to the administration and coursework of P.O.S.T Continuing Law Enforcement Education (CLEE). Records include, but are not limited to, course type, completion statistics, instructor information, course policy; course evaluation plans; training objectives; course synopsis; and academy grades to support P.O.S.T. certification conducted by the Department. Records retained pursuant to 11 CSR 75-15.020(5). |                                | <b>RETENTION:</b> Years: 6 Months: 0 Days: 0                |           |
| <b>NOTES:</b>   |                                | <b>DISPOSITION ACTION:</b> Destroy                          |           |
| <b>SERIES:</b> 24605  | <b>SERIES STATUS:</b> Approved | <b>APPROVAL DATE:</b>                                       | 7/31/2024 |



## 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 - Basic Training - Course Materials

**CUTOFF:** Completion of Course

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**DESCRIPTION:** Records for each basic training course, designation of the course, lesson plans, class schedule, including date, time, and instruction for all training, both mandatory and supplemental training. Records maintained pursuant to 11 CSR 75-14.020(1)(H).

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21247

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2024

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**TITLE:** Peace Officers Standards Training (POST) Records - Long-term Class Material

**CUTOFF:** Completion of Course

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**DESCRIPTION:** Records of trainees from a POST basic training course. Records include, but are not limited to, trainee name, social security number, date of birth, attendance record, all grades, final course score, and hours of training completed. Records created and retained per 11 CSR 75-14.020(1)(I).

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 24606

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2024

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## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Statewide Resource Management Branch

Division: Resource Management Division

Sub-Section: Wildlife Section

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**TITLE:** Nuisance Wildlife Control Permits

**CUTOFF:** End of State Fiscal Year in Which Permit Expires

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**DESCRIPTION:** Permits issued authorizing individuals to control nuisance wildlife. Records include, but are not limited to, applications, permits, and related correspondence.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21219

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2024

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**TITLE:** Wildlife Management File

**CUTOFF:** WSO

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**DESCRIPTION:** Informational file on all aspects of wildlife in Missouri not covered in mammal and bird management files, such as copies of area management plans and history files.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21257

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Regional Resource Management Branch

Division: Resource Management Division

Sub-Section:

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**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

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**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

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## Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Resource Management Division

Sub-Section:

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**TITLE:** Wildlife Harvest Records

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Documentation of individual wildlife harvest information. Records include, but are not limited to, demographic information of permittee, permit type, identifying information of the animal harvested, date, time, location, and method of the take.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21144

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2024

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## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Statewide Resource Management Branch

Division: Resource Management Division

Sub-Section: Fisheries Section

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**TITLE:** Stocking Records

**CUTOFF:** WSO

**DESCRIPTION:** Records of fish (species/quantity) stocked by the Department in public and private ponds, lakes and streams.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21167

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Statewide Resource Management Branch

Division: Resource Management Division

Sub-Section: Forestry Section

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**TITLE:** Department-Owned Forestry Land Files

**CUTOFF:** WSO

**DESCRIPTION:** Division copy of land files related to acquisition, easements, surveys, deeds, and funding of Department-owned lands with forests. Original records maintained in other divisions.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21180

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Science Branch

Division: Resource Management Division

Sub-Section:

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|---|--------------------------------|--|-----------|
| <b>TITLE:</b> Missouri Natural Heritage Files   |                                | <b>CUTOFF:</b> End of State Fiscal Year Completion of Data Entry           |           |
| <b>DESCRIPTION:</b> Records kept for the purpose of monitoring species of conservation concern. Records include, but are not limited to: biological information, location, projected numbers, and level of endangerment.  |                                | <b>RETENTION:</b> Years: 0 Months: 0 Days: 0                               |           |
| <b>NOTES:</b>   |                                | <b>DISPOSITION ACTION:</b> Permanent - Transfer to Missouri State Archives |           |
| <b>SERIES:</b> 21251  | <b>SERIES STATUS:</b> Approved | <b>APPROVAL DATE:</b>  | 6/28/2023 |
| <b>TITLE:</b> Stream Stewardship Trust Fund Project Records   |                                | <b>CUTOFF:</b> When Easement or Project Obligations are Terminated         |           |
| <b>DESCRIPTION:</b> Records related to the management of program assets and acceptance of funds for the Stream Stewardship Trust Fund. Records include, but are not limited to, project files, applications, permit records, reports, and easements. Easements may be dissolved per 442.014 RSMo.                                   |                                | <b>RETENTION:</b> Years: 5 Months: 0 Days: 0                               |           |
| <b>NOTES:</b>   |                                | <b>DISPOSITION ACTION:</b> Permanent - Transfer to Missouri State Archives |           |
| <b>SERIES:</b> 24591  | <b>SERIES STATUS:</b> Approved | <b>APPROVAL DATE:</b>  | 6/28/2023 |
| <b>TITLE:</b> Wildlife Health Drug Licensing Records  |                                | <b>CUTOFF:</b> End of Federal Fiscal Year                                  |           |
| <b>DESCRIPTION:</b> Records and logs associated with license to dispense controlled substances to wildlife. Records include, but are not limited to, practice activity along with records of the inventory, transaction, destruction, and administration of controlled substances to wildlife. Records created per 19 CSR 30-1.011. |                                | <b>RETENTION:</b> Years: 10 Months: 0 Days: 0                              |           |
| <b>NOTES:</b>   |                                | <b>DISPOSITION ACTION:</b> Destroy   |           |
| <b>SERIES:</b> 24592  | <b>SERIES STATUS:</b> Approved | <b>APPROVAL DATE:</b>  | 6/28/2023 |