



### Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Resource Management Division

Sub-Section:

**TITLE:** Deer and Turkey Harvest Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Summary reports providing information on harvests. This would include county where killed, gender of the animal, size of the animal (adult, juvenile, antler points) and other relevant data. Information is often requested for historical and statistical requests, trends analysis and analytical reviews.

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

**NOTES:**

**DISPOSITION ACTION:** Life of System

**SERIES:** 21255

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Federal Aid Final Reports

**CUTOFF:** EOFFY

**DESCRIPTION:** Final research reports conducted in association with federal monies received through the Wildlife Restoration Program and Sport Fish grants. Information is often requested for historical and statistical requests, trends analysis and analytical reviews. Retain on-site in support of on-going business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21250

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Field Reports

**CUTOFF:** EOSFY

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

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21254

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Resource Management Division

Sub-Section:

**TITLE:** Missouri Natural Heritage Database

**CUTOFF:**LSAD

**DESCRIPTION:** A database that collects, analyzes, maintains, and disseminates biological information necessary for the management and conservation of Missouri's biological diversity. Details location of species of conservation concern.

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

**NOTES:**

**DISPOSITION ACTION:** Life of System

**SERIES:** 21251

**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:** 21252

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Research and Management Evaluation Field Notes and Data Sheets

**CUTOFF:**EOSFY

**DESCRIPTION:** All records pertaining to data collected during research and management evaluation projects, such as Sturgeon Monitoring Program, Missouri Forest Ecotype Project, and Gypsy Moth Project. Retain on-site in support of on-going business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21253

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007