



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Science Branch

Division: Resource Management Division

Sub-Section:

TITLE: Missouri Natural Heritage Files

CUTOFF: End of State Fiscal Year Completion of Data Entry

DESCRIPTION: 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.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21251

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023

TITLE: Stream Stewardship Trust Fund Project Records

CUTOFF: When Easement or Project Obligations are Terminated

DESCRIPTION: 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.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24591

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023

TITLE: Wildlife Health Drug Licensing Records

CUTOFF: End of Federal Fiscal Year

DESCRIPTION: 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.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24592

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023