



**Agency Records Disposition Schedule**

Department: Department of Conservation  
Division: Resource Management Division

Section: Statewide Resource Management Branch  
Sub-Section: Forestry Section

**TITLE:** Cooperative Agreement Files

**CUTOFF:** Termination of agreement

**DESCRIPTION:** Files related to partnerships and agreements with other agencies, organizations, industry and associations.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21179

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**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

**TITLE:** Director File

**CUTOFF:** EOSFY

**DESCRIPTION:** Correspondence with Conservation Department Director, Assistant Director and Administration staff about Commission meetings.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21176

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation  
Division: Resource Management Division

Section: Statewide Resource Management Branch  
Sub-Section: Forestry Section

**TITLE:** Division Operational, Strategic and Area Plans

**CUTOFF:** WSO

**DESCRIPTION:** Plans are revised and updated as trees grow or plans and needs change.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21186

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Fire Control File

**CUTOFF:** EOSFY

**DESCRIPTION:** Summary fire reports of wildfires on natural ground cover; includes legal description of location of fire, landowner's name, possible cause, weather conditions. Reports are submitted by local volunteer fire departments or local Department staff. Agency retain on site 5 years.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21178

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Forest Cropland Files

**CUTOFF:** End of enrollment period

**DESCRIPTION:** The Forest Cropland Program is a program where state and privately owned forest land is enrolled in the program for 25 years and agree to leave the land in forest status in exchange for tax breaks and assistance in managing the land. Documents related to Forest Cropland (FCL) program including inspection reports, classifications, declassifications, report of cutting, yield tax collection, county audits, in-lieu-of-tax payments, deeds and land owner files. Files may be microfilmed. Retain on-site in support of on-going business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21185

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation  
Division: Resource Management Division

Section: Statewide Resource Management Branch  
Sub-Section: Forestry Section

**TITLE:** Forestry Program File

**CUTOFF:** EOSFY

**DESCRIPTION:** Files containing information on the Division's programs including fire, state land, private land/stewardship, forest legacy, community forestry, forest products, nursery, forest health and administration.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21183

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Grant Project Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Information on federal grants, pass-through funding and cost-share programs using state and federal funds.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21189

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Landscaping File

**CUTOFF:** Project completion

**DESCRIPTION:** Projects and reports on community forestry planting plans.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21177

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation  
Division: Resource Management Division

Section: Statewide Resource Management Branch  
Sub-Section: Forestry Section

**TITLE:** Legislation Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Information on legislation which affects forestry functions, including activities and correspondence with Legislative Caucus.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21182

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Missouri Conservation Commission File

**CUTOFF:** WSO

**DESCRIPTION:** Division copies of policies and plans, commission actions, etc.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21175

**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:** 21188

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation  
Division: Resource Management Division

Section: Statewide Resource Management Branch  
Sub-Section: Forestry Section

**TITLE:** Plans for Department-owned Forestry Land Files

**CUTOFF:** Completion of plan

**DESCRIPTION:** Management plans, developments, and inspections of Department-owned forestry lands. Retain on-site in support of on-going business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21181

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Planting File

**CUTOFF:** EOSFY

**DESCRIPTION:** Files related to nursery operation including seed purchases, seed sources, planting and soil management info, sales, revenue.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21187

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Research File

**CUTOFF:** WSO

**DESCRIPTION:** Research studies, monitoring, reports, statistics, proceedings on forestry issues.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21184

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007