



**Agency Records Disposition Schedule**

Department: Department of Conservation  
Division: Resource Management Division

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

**TITLE:** Birds Management, Restoration and Control File

**CUTOFF:** EOSFY

**DESCRIPTION:** Information on bird restoration projects.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21256

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Department Land Master Files Conservation Lands Managed by the Department

**CUTOFF:** EOSFY

**DESCRIPTION:** Administration for natural areas plans, monitoring reports, and administration. Often used source for historical data. Retain on-site in support of on-going business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21259

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Outdoor Recreational Planning

**CUTOFF:** Completion of project or plan

**DESCRIPTION:** Projects and plans for Department areas such as hiking/equestrian trails, managed hunts, camping, boating, etc.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21258

**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: Wildlife Section

**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:** 21261

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Rare and Endangered Species File

**CUTOFF:** EOSFY

**DESCRIPTION:** Information on status of rare and endangered species in Missouri. Often used source and reference for these species. Retain on-site in support of on-going business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21260

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Wildlife Management File

**CUTOFF:** WSO

**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