



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Agriculture Business Development Division

Sub-Section:

TITLE: AgriMissouri Membership Application

CUTOFF:EOCY

DESCRIPTION: AgriMissouri offers multiple membership categories for producers in Missouri and the objective is to promote products grown, raised or processed in Missouri. This can include agricultural experiences or agritourism businesses, fresh agricultural products or processed products derived from agricultural products.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Membership is for one year and has to be renewed annually.

DISPOSITION ACTION: Destroy

SERIES: 23075

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Building Our American Communities (BOAC) Grant Applications

CUTOFF:EOSFY

DESCRIPTION: The BOAC program awards grants annually to Missouri 4-H clubs and FFA chapters for projects aimed at developing and advancing Missouri's rural communities for a total of 36 grants. A panel of judges selects the recipients.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Applicants must submit a new application each year.

DISPOSITION ACTION: Destroy

SERIES: 23079

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Building Our American Communities (BOAC) Grant Records - Not Awarded

CUTOFF:End of State Fiscal Year in Which Grant Not Awarded

DESCRIPTION: Documentation of BOAC grant applications that were not approved. Records include, but are not limited to, grant application documents, responses to applicant, and supporting documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: For records of grants awarded, see 23079.

DISPOSITION ACTION: Destroy

SERIES: 24624

SERIES STATUS: Pending SRC-Approval

APPROVAL DATE:



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TITLE: Certificates of Free Sale for International Marketing

CUTOFF: EOSFY

DESCRIPTION: Certificates of Free Sale, Health and Sanitary and other documents are requested by companies that are either headquartered in Missouri or have manufacturing facilities located in Missouri. These documents which list the name, location, manufacturing facility, product name, and other important information, play an important role in expediting product through Foreign Ports of Entry and the legal registration of product with foreign governments. Without these documents, export agents would be unable move Missouri products through customs and foreign ports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23077

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Daily and Weekly Market Summary

CUTOFF: EOCY

DESCRIPTION: Weekly Market news summary provides a listing of major livestock markets in Missouri, cash grain bids, hay and forage prices, commodity future prices, and federally inspected livestock slaughter.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 4070

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



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TITLE: Missouri AgriBusiness Academy (MABA) Applications

CUTOFF: EOSFY

DESCRIPTION: The MABA is an annual youth leadership program designed for high school sophomores to explore career opportunities in agribusiness, government and production agriculture. After applications are received they are divided into six districts and ten from each district are judged once again by oral judges. There are 30 students each year in the MABA.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Program is for high school sophomores only.

DISPOSITION ACTION: Destroy

SERIES: 23078

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Quality System Assessment (QSA) Producer Evaluations, Profiles and Enrollments

CUTOFF: WSO

DESCRIPTION: Records documenting the management practices, animal numbers, age verification, approval, de-listing of producers enrolled in the age and source QSA Program.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23076

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009
