



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: Apple Reports

CUTOFF: EOSFY

DESCRIPTION: Annual remittance reports by all apple orchards.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23114

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Aquaculture Collection Point Reports

CUTOFF: EOSFY

DESCRIPTION: Quarterly and annual remittance reports by all commercial fish producers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23115

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Beef Cash Listings and Late Fee Invoices

CUTOFF: EOSFY

DESCRIPTION: Listing of checks received for beef program and invoices sent to livestock markets, dealers, order buyers and packers for fees due on remittance reports filed after the due date.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23110

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: Beef Checkoff Reports

CUTOFF: EOSFY

DESCRIPTION: Monthly remittance reports by all livestock markets, dealers, order buyers collection points.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23109

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Case Files-AgMediation

CUTOFF: EOCY

DESCRIPTION: Case study files of mediation disputes between customers and businessess.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Files are retained for legal and case history.

DISPOSITION ACTION: Destroy

SERIES: 23105

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Checkoff Program Check Listings

CUTOFF: EOSFY

DESCRIPTION: Listing of checks received for wine and fish checkoff programs and personal service fees received from councils for administration of their programs and transmittal forms to deposit monies into fee funds in General Revenue.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23122

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: Closed/Exempt Grain Dealer Records

CUTOFF:EOCY

DESCRIPTION: Licensed application forms, financial statements, cancelled bonds, letters of credit, certificates of deposit, audit reports, tariffs, correspondence for grain dealers either no longer purchasing grain or that have filed and exemption which states why they do not have a license.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23104

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Corn and Soybean Checkoff Reports

CUTOFF:EOSFY

DESCRIPTION: Monthly and semi-annual remittance reports by all corn and soybean collection points.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23053

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Corn Refund Records

CUTOFF:EOSFY

DESCRIPTION: Copies of all refunds paid to corn producers by Commodity Fund Program.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23107

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: Council Correspondence

CUTOFF: EOSFY

DESCRIPTION: Correspondence with all state and national commodity councils that administer checkoff programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23108

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Federal Agreement Files

CUTOFF: Length of agreement

DESCRIPTION: Contains agreement between Federal and State governments which allows the state to operate under a Federal program of inspecting commodities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Destroy

SERIES: 4086

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Grain Inspection Records

CUTOFF: EOCY

DESCRIPTION: Records of official inspection and weighing to ensure that grain and commodities are marketed at a fair value. Records include, but may not be limited to pan tickets, billing sheets, invoice sheets, and related documentation. Records produced per 265.500 and 411.140 through 411.170 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4088

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: License Files of Warehousing and Grain Dealers

CUTOFF: EOY in which license closed or expired.

DESCRIPTION: Records of grain dealers and/or warehouses operating in the state of Missouri. Records include, but may not be limited to licensed applications forms, financial statements, cancelled bonds, letters of credit, certificates of deposit, audit reports, tariffs, and correspondence. Records produced per 411.010 through 411.800 and 276.401 through 276.582 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4091

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Out of State Beef Reports

CUTOFF: EOSFY

DESCRIPTION: Reports of payments of beef checkoff from out of state beef councils and payment notifications to out of state beef councils.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23111

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Peach Collection Point Reports

CUTOFF: EOSFY

DESCRIPTION: Annual remittance reports from peach producers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23120

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: Private Treaty Beef Reports

CUTOFF: EOSFY

DESCRIPTION: Reports from private cattle producers for sale of cattle from farm to farm.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23112

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Program Check Listings and Transmittals

CUTOFF: EOSFY

DESCRIPTION: Listing of checks received for corn, soybean, beef, sheep, wool, rice, and apple programs. Also includes transmittal form to deposit monies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23121

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Referendum Petitions

CUTOFF: EOCY

DESCRIPTION: Referendum petitions are original requests from producer organizations to form a commodity merchandising council, or make major changes to an existing merchandising council. The referendum petitions serve as guides, much like a constitution.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 4078

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: Rice Reports and Refunds

CUTOFF: EOSFY

DESCRIPTION: Remittance reports received from rice producers and collections points and copies of refund paid to rice producers by the Commodity Fund Program.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23119

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Schedule of Fees

CUTOFF: WSO

DESCRIPTION: The schedule of fees and charges is applicable for inspection and weighing services performed by the Missouri Department of Agriculture under the provisions of the United States Grain Standards Act (U.S.G.S.A.) and the Agricultural Marketing Act (A.M.A.) of 1946, as well as under Chapter 411 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4093

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Semi-Annual Beef Reports

CUTOFF: EOSFY

DESCRIPTION: Reports from cattle dealers and order buyers who report semi-annually because of low volume.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23113

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Grain Inspection & Warehousing Division

Sub-Section:

TITLE: Sheep and Wool Collection Point Reports

CUTOFF: EOSFY

DESCRIPTION: Monthly and semi-annual remittance reports by all sheep and wool collection points.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23116

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Sheep Refunds Records

CUTOFF: EOSFY

DESCRIPTION: Copies of all refunds paid to sheep and wool producers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23117

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Wine Collection Point Reports

CUTOFF: EOSFY

DESCRIPTION: Annual remittance reports by all wineries and wine producers. Report includes, but may not be limited to name and address of commercial producer, gallons of wine produced, wine marketing research assessment and certification. Records produced per 275.464 to 275.468 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: This information is not included in the department's annual report.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 23118

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013
