



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Activity Reports

CUTOFF: EOSFY

DESCRIPTION: Field staff daily and weekly work activity reports of work completed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3950

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Attestation Forms

CUTOFF: EOCY

DESCRIPTION: Certificate of approval for private applicators to verify completion of required training.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3978

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Cancelled Requests for Inspection/Reinsertion of Products

CUTOFF: EOFFY in which request is cancelled

DESCRIPTION: Records include, but are not limited to cancelled requests for inspection/reinsertion, note sheets, and correspondence.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Requests for inspections are on a voluntary basis and can be cancelled if requesting entity decides it is no longer needed. There is no limit on number of cancellation requests per year or per entity.

DISPOSITION ACTION: Destroy

SERIES: 23861

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Company Deferment List

CUTOFF: EOSFY

DESCRIPTION: Names of companies who have elected to assume liability for the payment of inspection fees on feed sold to them.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23091

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: European Corn Borer Certificates

CUTOFF: EOSFY

DESCRIPTION: Certificates issued for exported corn free from European Corn Borer.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3970

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Feed Laboratory Records

CUTOFF: EOSFY

DESCRIPTION: Documentation of experiments performed on feed and treated timber samples to determine the ingredients in feed and treatments of lumber. Records include, but are not limited to, data collection worksheets, data results, and timber and feed analysis reports. Records created per the Missouri Commercial Feed Law: 266.152-266.220 and Missouri Treated Timber Law: 280.005-280.140 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24122

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Feed License Records

CUTOFF: EOSFY

DESCRIPTION: Applications for Missouri Commercial Feed License.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23092

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Feed Tonnage Report

CUTOFF: WSO

DESCRIPTION: Number of tons sold by each company and inspection fees paid.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3958

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Fresh Fruit and Vegetable Inspection Certificates - Non Raw Products for Processing

CUTOFF: EOSFY

DESCRIPTION: The Fresh Fruit and Vegetable Inspection Program assures fruits and vegetables meet quality and grade standards. Records include, but are not limited to inspection certificates, completed requests for inspection/reinsertion, note sheets and correspondence pertaining to inspections or appeals of an inspection.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: In the event of litigation between shipper and receiver, transfer certificate to series 23858.

DISPOSITION ACTION: Destroy

SERIES: 3967

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Fresh Fruit and Vegetable Inspection Certificates - Non Raw Products for Processing Litigation

CUTOFF: EOIFY in which case closed

DESCRIPTION: Records from the Fresh Fruit and Vegetable Inspection Program concerning litigation between the shipper and receiver. Records include, but are not limited to inspection certificates, completed requests for inspection/reinsertion, note sheets and correspondence pertaining to inspections or appeals of an inspection.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: No violations are issued by the program because it is a voluntary program. No legal file is started since the Missouri Department of Agriculture is not directly involved in litigation. Appeals are made to the Marketing Order Administration Branch of the Agricultural Marketing Service.

DISPOSITION ACTION: Destroy

SERIES: 23858

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Fresh Fruit and Vegetable Inspection Certificates - Raw Products for Processing

CUTOFF: EOIFY in which certificate is issued

DESCRIPTION: The Fresh Fruit and Vegetable Inspection Program assure fruits and vegetables meet quality and grade standards. Records include, but are not limited to inspection certificates, completed requests for inspection/reinsertion, note sheets, correspondence pertaining to inspections, or appeals of an inspection.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: In the event of litigation between shipper and receiver, transfer certificate to series 23860.

DISPOSITION ACTION: Destroy

SERIES: 23859

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Fresh Fruit and Vegetable Inspection Certificates - Raw Products for Processing Litigation

CUTOFF: EOFFY in which case closed

DESCRIPTION: Records from the Fresh Fruit and Vegetable Inspection Program concerning litigation between the shipper and receiver. Records include, but are not limited to inspection certificates, completed requests for inspection/reinsertion, note sheets and correspondence pertaining to inspections or appeals of an inspection.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: No violations are issued by the program because it is a voluntary program. No legal file is started since the Missouri Department of Agriculture is not directly involved in litigation. Appeals are made to the Marketing order Administration Branch of the Agricultural Marketing Service.

DISPOSITION ACTION: Destroy

SERIES: 23860

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Fresh Fruit and Vegetable Program Files

CUTOFF: EOSFY

DESCRIPTION: Verification of inspection sheets to verify inspection of fruits and vegetables.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3987

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Hemp Production License Application Records

CUTOFF: EOCY in which license not issued

DESCRIPTION: Applications submitted by candidates for licensure to grow, cultivate, process, and distribute hemp and hemp extract in the State of Missouri. Records include, but are not limited to, license applications, fingerprint submissions, criminal background checks, and other related supporting documentation. Records created and kept per 261.265 RSMo.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Licenses are valid for 5 years. After the 5 year period, growers must apply for a new license.

DISPOSITION ACTION: Destroy

SERIES: 24103

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Inactive License Files

CUTOFF: EOSFY

DESCRIPTION: Commercial, noncommercial, public, pesticide technician and dealer license files.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3976

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Johnson Grass Appointment Files

CUTOFF: EOSFY

DESCRIPTION: Correspondence between Missouri Department of Agriculture and County Commissioners Regarding Johnson Grass Control Board Appointments.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3984

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Notices of Inspection

CUTOFF: EOSFY

DESCRIPTION: Record of inspections of feed and seed facilities in the state.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23089

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Noxious Weed Complaint Files

CUTOFF: EOSFY

DESCRIPTION: Documentation received from private landowners regarding noxious weed violations.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23096

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Nursery Applications

CUTOFF: EOSFY

DESCRIPTION: License applications for Nursery Growers, Nursery Dealers and Greenhouses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3968

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Pesticide Inspections

CUTOFF: EOSFY

DESCRIPTION: Records of routine inspections, including documentation of enforcement actions if taken.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3980

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Pesticide Investigation Records

CUTOFF: EOSFY

DESCRIPTION: Records of complaints, follow-up and Federal investigations, including documentation of enforcement actions taken.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23088

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Pesticides Registration Files

CUTOFF: EOSFY

DESCRIPTION: Records of labels, labeling and product registration applications for pesticide products.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3979

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Phytosanitary Certificates

CUTOFF: EOSFY

DESCRIPTION: Certificates issued on plants/plant material exported.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3969

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Plant Pest Permits

CUTOFF:EOCY

DESCRIPTION: Under the authority of the Plant Protection and Honeybee Acts, a Plant Protection and Quarantine (PPQ) 586 permit is required for the importation, interstate movement and environmental release of plant pests and/or interstate movement of soil. Records include, but are not limited to applications, certificates of inspection, and permits.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: The Animal and Plant Health Inspection Service (APHIS) offers both the on-line and a manual process for application submission. Applicants apply directly to the USDA Permit Unit and not to the Missouri Department of Agriculture. Missouri Department of Agriculture reviews these permit applications online and gives state concurrence or comment.

DISPOSITION ACTION: Destroy

SERIES: 3972

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Postentry Quarantine File

CUTOFF:EOSFY

DESCRIPTION: Plants from foreign countries that must be checked for disease.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3971

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Product Listing

CUTOFF:WSO

DESCRIPTION: List of small-package pet products distributed in the state.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23093

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Sample Receipts

CUTOFF: EOSFY

DESCRIPTION: Record of samples pulled by inspectors at feed and seed facilities.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3963

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Seasonal Employee Files

CUTOFF: EOSFY

DESCRIPTION: Employment applications, correspondence including memos and letters and personnel action forms.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23097

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Seed Laboratory Records

CUTOFF: EOSFY

DESCRIPTION: Documentation of experiments performed on seed samples to determine seed purity and germination. Records include, but are not limited to, data collection worksheets and seed analysis reports. Records created per Missouri Seed Law: 266.011-266.111 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24123

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Seed Permits

CUTOFF: EOCY in which permit expires

DESCRIPTION: Applications for permit to sell seed.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3960

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Stop Sale Orders

CUTOFF: EOSFY

DESCRIPTION: Removal of seed products in violation of administrative rules or found deficient after laboratory analysis.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3964

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Unused Examination Files

CUTOFF: EOCY

DESCRIPTION: Records of pesticide exams unused for certification purposes within one year.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3977

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Withdrawal from Distribution Orders

CUTOFF: EOSFY

DESCRIPTION: Removal of feed products in violation of administrative rules or found deficient after laboratory analysis.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23090

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Wood Dealer Inspection Files

CUTOFF: EOSFY

DESCRIPTION: Inspection reports, sample reports, stopsale orders and letter correspondence regarding treated wood samples and visits to dealers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23095

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Wood Producer Inspection Files

CUTOFF: EOSFY

DESCRIPTION: Inspection reports, sample reports, stop sale orders and letter correspondence regarding treated wood samples and visits to wood treating plants.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23094

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Plant Industries Division

Sub-Section:

TITLE: Wood Treatment Dealer License Files

CUTOFF: EOSFY

DESCRIPTION: License applications for treated timber dealers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3983

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Wood Treatment Producer License Files

CUTOFF: EOSFY

DESCRIPTION: License applications and treating statements for wood treating facilities that sell material in/ into Missouri.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3982

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009
