



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Device and Commodity Inspection Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Egg Inspection Records

CUTOFF:EOCY

DESCRIPTION: The Missouri Division of Weights and Measures licenses egg producers, dealers, and retailers and also inspects eggs sold in Missouri for quality. Anyone who buys or sells eggs must be licensed and renew that license annually. Records include, but are not limited to Applications, Inspection Reports and Stop Sale Reports. Records kept per 196.311 through 196.361 and 2 CSR 90-36.010 and 2 CSR 90-36.020.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4058

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Milk Inspection Records

CUTOFF:EOCY

DESCRIPTION: The Missouri Division of Weights and Measures administers the Unfair Milk Sales Practices Act, which prohibits selling milk below cost. The law prevents processors and distributors from unfairly diverting trade from a competitor or creating a monopoly by advertising or selling wholesale or retail milk products for less than the processor's or distributor's cost. Records include, but are not limited to Application, Inspection Report, and Stop Sale Report. Records kept per 416.410 through 416.560. RSMo. and 2 CSR 90-38.010 through 2 CSR 90-38.050.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Destroy

SERIES: 23808

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Device and Commodity Inspection Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Milk Price Filings

CUTOFF: EOSFY

DESCRIPTION: Milk Price notifications provided by milk distributors/retailers. Maintained by Weights and measures in the event a complaint is received about potential infraction of Unfair Milk Sales Practices Act.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4069

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Milk Pricing Complaints

CUTOFF: End of State Fiscal Year in Which Resolved or Adjudicated

DESCRIPTION: Records documenting complaints against milk processors or distributors selling or advertising milk products below their cost with the intent or effect of unfairly diverting trade from a competitor, injuring a competitor, destroying competition, or creating a monopoly. Records include, but are not limited to, documentation of the complaints, investigations, and pricing records, and stop-sale reports. Records created pursuant to 2 CSR 90-38.010-2 CSR 90-38.050.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: For Legal Files, see Series 24546.

DISPOSITION ACTION: Destroy

SERIES: 24622

SERIES STATUS: Pending SRC-Approval

APPROVAL DATE:

TITLE: Package Inspection Records

CUTOFF: EOSFY

DESCRIPTION: Standard and random package reports. Stop Sale/Stop Use orders issued by field personnel to prevent sales of underweight/overweight merchandise to consumers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4066

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Device and Commodity Inspection Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Price Verification Records

CUTOFF: EOSFY

DESCRIPTION: Price verification reports completed by field personnel to document the accuracy of price scanning equipment used by retail businesses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23027

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Scale Inspections Records

CUTOFF: EOSFY

DESCRIPTION: Inspections of large and small scales, as well as other weighing and measuring devices. An approval seal is placed on all devices that have been tested and determined to be accurate. Inspections are completed by field personnel to document activity and provide invoice for services to business. Scales are inspected annually. Records include, but are not limited to Scale Inspection and Scale Fee Invoice Forms. Records kept per 413.045 and 413.225 RSMo and the National Institute of Standards and Technology (NIST) Handbook 44.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23123

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013
