



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Fuel Device Safety and Accuracy Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Fuel Quality Program Complaint Records - Resolved

CUTOFF: EOCY in which complaint resolved

DESCRIPTION: Resolved complaints from consumers or merchants, resulting in an inspection or investigation. Records include, but are not limited to Complaint form which should include the following information: name, contact information, fuel supplier, evidence, and any damages. Records produced and maintained per 413.130 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4055

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Liquefied Petroleum Gas Meter Inspection Records

CUTOFF: EOSFY

DESCRIPTION: LP Meter Test Report/Refined Fuels Meter Test Reports/Terminal Meter Test Reports.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4065

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Petroleum Equipment Manufacturers & Installers Registration Records

CUTOFF: EOCY in which equipment is installed

DESCRIPTION: Registration records for liquid propane meter, anhydrous ammonia applicator, nurse tank and storage equipment manufacturers/installers. Records include Petroleum Inspection Financial Responsibility Registration forms. Records kept per 414.035 RSMo and 40 CFR 280.71.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: Petroleum Inspection Financial Responsibility Registration forms will be kept by the division.

DISPOSITION ACTION: Destroy

SERIES: 23129

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013



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Section: Fuel Device Safety and Accuracy Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Service Station Inspection Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records include Service Station Inspection Reports, Notices of Violations, Notices of Corrections Made/Complaint Investigations. Records are requested by banks, insurance companies, realtors and general public. They could also be requested for court cases.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Original records are in paper form. They are then scanned. Paper destroyed after 6 months.

DISPOSITION ACTION: Destroy

SERIES: 23127

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009
