



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Land Survey Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Applications for Cooperative Programs

CUTOFF: End of State Fiscal Year

DESCRIPTION: Applications for the Private Surveyor Cooperative Program in order to contract with private surveyors to restore the United States Public Land Survey System Corners. Records include, but are not limited to, completed applications, site locations, and other identifying information. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20686

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020

TITLE: Certified Land Corner Documents

CUTOFF: When superseded or outdated

DESCRIPTION: Documents detailing established land corners. Records include, but are not limited to, corner restoration, establishment, and reestablishment documents. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20690

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020

TITLE: Field Survey Documents

CUTOFF: When superseded or outdated

DESCRIPTION: Documents relating to field surveys conducted by, or in cooperation with, the Land Survey Division. Records include, but are not limited to, original field survey documents depicting state and county boundaries. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20705

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Land Survey Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Geodetic Control Data		CUTOFF: When superseded or outdated	
DESCRIPTION: Current control data sheet for each Missouri Geographic Reference System (MoGRS) mark. Records include, but are not limited to, survey points or monumented locations comprising the geodetic control point. Records created pursuant to 60.510 RSMo.		RETENTION: Years: 50 Months: 0 Days: 0	
NOTES: To be obsoleted pending SRC approval.		DISPOSITION ACTION: Permanent - Transfer to Archives	
SERIES: 20699	SERIES STATUS: Approved	APPROVAL DATE:	6/8/2020
TITLE: Geodetic Control Maps		CUTOFF: When superseded or outdated	
DESCRIPTION: Maps created and used by the department to restore geodetic control markers. Records include, but are not limited to, United States Geological Survey (USGS) maps, field traverse notes, level line notes, and county-wide control maps. Records maintained pursuant to 60.510 RSMo.		RETENTION: Years: 50 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to Archives	
SERIES: 20680	SERIES STATUS: Approved	APPROVAL DATE:	6/8/2020
TITLE: Geodetic Mark Recovery Documents		CUTOFF: When superseded or outdated	
DESCRIPTION: Documents used to maintain geodetic markings. Records include, but are not limited to, recovery notes and photos for United States Geological Survey (USGS), National Geodetic Survey, and Missouri Geographic Reference System (MoGRS) marks. Records maintained pursuant to 60.510 RSMo.		RETENTION: Years: 50 Months: 0 Days: 0	
NOTES: To be obsoleted pending SRC approval.		DISPOSITION ACTION: Permanent - Transfer to Archives	
SERIES: 20688	SERIES STATUS: Approved	APPROVAL DATE:	6/8/2020



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Land Survey Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Geographic Reference System Geodetic Control Project Records

CUTOFF: When superseded or outdated

DESCRIPTION: Geographic Reference System (GRS) county-wide densification project documents used for restoring baselines. Records include, but are not limited to, Electronic Distance Management (EDM) Baseline notes and establishment documents. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20689

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020

TITLE: Historical Surveys and Maps

CUTOFF: When superseded or outdated

DESCRIPTION: Surveys and maps including, but not limited to, Corps of Engineers, Mississippi and Missouri River charts, Missouri/Nebraska surveys, Missouri/Illinois surveys, and St. Louis surveys. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20645

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020

TITLE: Land Survey Documents

CUTOFF: When superseded or outdated

DESCRIPTION: Documents relating to land surveys completed in state. Records include, but are not limited to, surveys acquired from state agencies, county officials, and private surveyors. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20683

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Land Survey Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Original Government Survey Notes and Plats

CUTOFF: When superseded or outdated

DESCRIPTION: Documentation of plat maps and survey notes for governmental land surveys. Records include, but are not limited to, original plat maps and survey notes. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20703

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020

TITLE: Qualification Questionnaire

CUTOFF: End of Calendar Year

DESCRIPTION: Questionnaire used to evaluate private survey firms for contract work. Records include, but are not limited to, firm information and completed questionnaires.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Destroy

SERIES: 20700

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020

TITLE: Survey Contracts

CUTOFF: EOCY

DESCRIPTION: Survey Contracts. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20702

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Land Survey Program

Division: Weights, Measures and Consumer Protection Division

Sub-Section:

TITLE: Survey Project File

CUTOFF: When superseded or outdated

DESCRIPTION: Survey documents acquired during the process of completing the project. Records include, but are not limited to, field notes, survey, survey worksheet, resident witness affidavits, computations, and final report. Records created pursuant to 60.510 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: To be obsoleted pending SRC approval.

DISPOSITION ACTION: Permanent - Transfer to Archives

SERIES: 20701

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020
