



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Soil and Water Conservation

Division: Directors Office

Sub-Section:

**TITLE:** Cost Share Claims

**CUTOFF:** EOFY in which maintenance agreement begins

**DESCRIPTION:** Applications and supporting documentation from owners of agricultural land. This would include regular cost share, loan interest share, and special area land treatment agriculture non-point source. Maximum maintenance agreement is 10 years.

**RETENTION:** Years: 11 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22419

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Financial Management Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies. Originals are kept by the Department in the Division of Administrative Services. Includes financial reports, deposit slips, revenue transmittals, billings, other transaction records, ledger sheets, program and region fiscal information not related to cost recovery, expense accounts, and budget formulation papers. See Missouri General Records Schedule for all records documenting payments (includes travel records, purchase orders, and phone bills).

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22417

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Funding Agreements

**CUTOFF:** Close of grant or agreement

**DESCRIPTION:** Includes federal grants and any other funding agreements, except as required for cost recovery documentation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22416

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



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Department: Department of Natural Resources

Section: Soil and Water Conservation

Division: Directors Office

Sub-Section:

**TITLE:** Legal Issues Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Any documentation of legal advice on issues from Department of Natural Resources or Attorney General's Office for Soil and Water program.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22414

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Soil and Water District Permanent File

**CUTOFF:** Life of district

**DESCRIPTION:** Contains district audit reports, records related to the formation of a district, District Supervisor election records, public notices, and petition results.

**RETENTION:** Years: 0 Months: 0 Days: 30

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22415

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Soil and Water Districts Commission Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes Soil and Water Districts Commission meetings, rules, regulations, and public comments and complaints. Many of these are scanned and stored on CD. Records are scanned and sent to archives.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22413

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Soil and Water Conservation

Division: Directors Office

Sub-Section:

**TITLE:** Task Force and Work Group Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes records of meetings, correspondence documenting the work of the team, and work products not included elsewhere in schedule. Meeting minutes and management policies are kept according to the General Retention Schedule (permanently) beyond the retention shown here.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22412

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Vehicle Trip Tickets

**CUTOFF:** Life of vehicle

**DESCRIPTION:** Originals. Contain records of vehicle use.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22418

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007