



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

TITLE: Annual Fiscal Materials

CUTOFF: EOSFY

DESCRIPTION: Copies. Originals in Administrative Services. These records consist of miscellaneous financial reports not included in other categories.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22390

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Budget Formulation Papers

CUTOFF: EOSFY

DESCRIPTION: Copies of budget formulation papers from various divisions and programs throughout the Department of Natural Resources. Originals created and maintained in Administrative Services.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22392

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Employee Leave Records

CUTOFF: WSO

DESCRIPTION: Copies of employee leave records from various divisions and programs throughout the Department of Natural Resources. Originals in Administrative Services.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22394

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

TITLE: Employee Planning and Performance Appraisals

CUTOFF: WSO

DESCRIPTION: Copies of employee appraisals from various divisions and programs throughout the Department of Natural Resources. Originals in Administrative Services.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22393

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: General Counsel Opinions

CUTOFF: Maintain in General Counsel's Office as long as relevant to DNR mission

DESCRIPTION: Legal opinions concerning the Department of Natural Resources.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22395

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: General Counsel Work Papers

CUTOFF: Maintain in General Counsel's Office as long as relevant to DNR mission

DESCRIPTION: Reports, correspondence, meeting notes, briefs, and miscellaneous other documents associated with the General Counsel's work.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Return to Agency

SERIES: 22397

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

TITLE: Litigation

CUTOFF: Maintain in General Counsel's Office until end of year suit is resolved

DESCRIPTION: Pending law suit files are kept in the Director's Office. After suit is resolved, records are returned to appropriate Department of Natural Resources agency.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Return to Agency

SERIES: 22396

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Press Releases

CUTOFF:EOCY

DESCRIPTION: Original copies of announcements and news stories released by the Department of Natural Resources.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22389

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Purchase Orders

CUTOFF:EOSFY

DESCRIPTION: Copies of purchase orders from the various divisions and programs throughout the Department of Natural Resources. Originals in Administrative Services.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22391

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

TITLE: Reorganization Policies and Directives

CUTOFF: Completion of reorganization

DESCRIPTION: Official department-level directives and policy documents related to reorganization. These have permanent retention under the General Retention Schedule.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22388

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Reorganization Work Papers

CUTOFF: Completion of reorganization

DESCRIPTION: Work papers related to the reorganization of the Department.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22387

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Staff Meeting Memoranda

CUTOFF: WSO

DESCRIPTION: Used for reference during meetings. In general, they have only short term usefulness, though some may be attached to minutes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22386

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007