



Agency Records Disposition Schedule

Department: Department of Natural Resources
Division: Environmental Improvement & Energy Resources Authority

Section:
Sub-Section:

TITLE: Board Member Records

CUTOFF: End of service

DESCRIPTION: General information about the members of the Authority Board. Including, but not limited to appointment letters, resignations, bios, photos, and resumes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23262

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Investigation Files

CUTOFF: Completion of litigation or investigation

DESCRIPTION: Records, such as Department of Justice subpoenas, that deal with litigation or investigation related to Issuance of Bonds.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Files are transferred to Finished File on Issuance of Bonds (#4155) upon completion of litigation or investigation.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23261

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Issuance of Bond Files

CUTOFF: End of Audit Period

DESCRIPTION: Contains the complete record of bond issuance for all bonds issued by the Environmental Improvement and Energy Resource Authority. Records include, but are not limited to: final authority approvals, transcript of proceedings, bonds issued for the State Revolving Fund Program, private activity bonds, and energy projects.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Federally auditable up to three years after final payment.

DISPOSITION ACTION: Destroy

SERIES: 4155

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Environmental Improvement & Energy Resources
Authority

Sub-Section:

TITLE: Office Banking Files

CUTOFF: EOSFY

DESCRIPTION: The Authority's monthly banking statements, cancelled checks and general ledgers from the Environmental Improvement and Energy Resource Authority (EIERA) and the Missouri Market Development Program (MMDP) accounts, including investments, certificates of deposit, collateral, and cash.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Files include electronic and paper files.

DISPOSITION ACTION: Destroy

SERIES: 23260

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010