



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section:

Division: Missouri Geological Survey

Sub-Section:

**TITLE:** (Library and Vault) Historical Files - Geological Survey

**CUTOFF:**EOCY

**DESCRIPTION:** (Library and Vault) Historical Files - Geological Survey. Records to be microfilmed and returned to agency.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20617

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/27/1986

**TITLE:** (Publications and Information) News Release Utilization -

**CUTOFF:**EOCY

**DESCRIPTION:** (Publications and Information) News Release Utilization -

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20639

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/27/1986

**TITLE:** Enforcement Records

**CUTOFF:**Completion of Case

**DESCRIPTION:** Records documenting violations of regulations, steps taken to resolve, and all other supporting documents related to cases that are being resolved prior to legal comment or action. Records include, but are not limited to, letters of warning, notices of violation, and supporting documentation used to resolve a case before an administrative order is issued. Records created pursuant to section 256.600 through 256.640 RSMo., and Chapter 259 RSMo.

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

**NOTES:** See series 24068 for records involving litigation

**DISPOSITION ACTION:** Destroy

**SERIES:** 24542

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Missouri Geological Survey

Sub-Section:

**TITLE:** Geohydrologic Evaluations

**CUTOFF:** Life of the site

**DESCRIPTION:** Records involving regulatory permitting or oversight of engineered structures, environmental facilities or sites; including sewers, lagoons, and reservoirs. Each evaluation documents a location-specific geologic interpretation which may require a follow-up action. Records include, but are not limited to, request forms, and documents provided by the permit applicant or requesting program. Records created pursuant to 640.409, and 644.051 RSMo.

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 20643

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019

**TITLE:** Geological Data Files

**CUTOFF:** EOY in which data collected

**DESCRIPTION:** Records used for maps, determination of siting requirements, resources assessment, pre and post planning for natural disasters, site planning and for economic development. Records include, but are not limited to, particle size and geochemical analyses, geophysical data, field books, outcrop locations, analysis of water/rocks/minerals/spectographs, electronic log files, mine and quarry inventories, mineral statistics, county mineral commodity, rock cores, residue samples, drill cuttings and geologist logs used for geographic location. Records created pursuant to 256.050, 256.070, and 256.090 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20602

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Missouri Geological Survey

Sub-Section:

**TITLE:** Major Project Files (By Sub-program) - Drainage of swamps, well drilling in various state parks, etc.

**CUTOFF:** EOCY

**DESCRIPTION:** Major Project Files (By Sub-program) - Drainage of swamps, well drilling in various state parks, etc.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20642

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/31/1982

**TITLE:** Oil and Gas Production Files

**CUTOFF:** EOCY in which data collected

**DESCRIPTION:** Files used for research and tracking of oil and gas production and operations. Records include, but are not limited to, shut-in status records, annual production injection, monthly production and well status documentation, and inquiries. Records created pursuant to 259.070 RSMo.

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 20668

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019

**TITLE:** Oil and Gas Well Records

**CUTOFF:** EOCY in which data collected

**DESCRIPTION:** Scientific data on oil and gas well location, construction, and plugging of wells which provides information used for future drilling and public safety. Records include, but are not limited to, well completion and injection documentation, plugging records, and well test data. Records created pursuant to 259.070 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20665

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section:

Division: Missouri Geological Survey

Sub-Section:

**TITLE:** Well and Pump Installation Contractor Permits

**CUTOFF:** EOY in which permit completed

**DESCRIPTION:** Permit applications for well drillers. Records include, but are not limited to, applications and permits issued. Records created pursuant to 256.606 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 20662

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019

**TITLE:** Well Installation Records

**CUTOFF:** EOSFY in which well completed

**DESCRIPTION:** Records of private water wells created by permitted contractors. Records include, but are not limited to, well construction and business records, approved deviations from state rules, water well sample results, casing points, drilling logs, and pump records. Records created pursuant to 256.600 through 256.640 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20670

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019