



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Soil & Water Conservation

Division: Geological Survey

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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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: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22413

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



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Section: Soil & Water Conservation

Division: Geological Survey

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