



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Water Resources

Division: Geological Survey

Sub-Section:

**TITLE:** Casing Depth Request

**CUTOFF:**LSAD

**DESCRIPTION:** These are requests made by drillers and engineers for a casing point in new well construction. Past requests are required for future responses. Maintained by agency in support of ongoing business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22403

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Correspondence -- Post-Water Well Drillers' Act

**CUTOFF:**EOCY

**DESCRIPTION:** Documents drilling, maintenance, and other information on wells drilled since the formation of the Well Logs in 1987. More current correspondence on wells is not as essential as the materials created before the Well Drillers' Law, but it is an essential information resource for other DNR activities.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22405

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Correspondence -- Pre-Water Well Drillers' Act

**CUTOFF:**LD

**DESCRIPTION:** Documents drilling, maintenance, and other information on wells drilled before the formation of the Well Logs in 1987. This correspondence must be kept permanently, because in many cases this correspondence is the only record of a well's existence. File is organized by county and township. This file is an essential information resource on all well data for wells drilled before 1987. Maintained by agency in support of ongoing business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22404

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Water Resources

Division: Geological Survey

Sub-Section:

**TITLE:** Dam Permits -- Construction

**CUTOFF:** When dam ceases to exist or be regulated

**DESCRIPTION:** These describe modifications on old dams and construction of new dams.

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

**NOTES:**

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

**SERIES:** 22406

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Dam Permits -- Safety and Registration

**CUTOFF:** WSO

**DESCRIPTION:** These permits are periodically renewed. Safety and Registration permits contain information about the dam and dam owner.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22407

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Dam Plans

**CUTOFF:** When dam ceases to exist or be regulated

**DESCRIPTION:** Construction plans for new dam and modifications of dams are kept in our office files. Submitted with permit.

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

**NOTES:**

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

**SERIES:** 22408

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Water Resources

Division: Geological Survey

Sub-Section:

**TITLE:** Litigation

**CUTOFF:** Final resolution of case

**DESCRIPTION:** Correspondence and other records related to actual litigation involving the Water Resources Program. The litigation is primarily handled by the State Attorney General, but these records consist of the Program Director's file on the subject. Water Resource's files are kept confidential. Anything copied at the Attorney General's Office is not duplicated.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22410

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** River Basin Management Files

**CUTOFF:** Maintained at agency until river basin is no longer of management interest to the State of Missouri

**DESCRIPTION:** These files are an important information source for resource management. They contain maps of basin, correspondence from organizations and agencies involved in those basins, and interstate basin issues documentation. Some documents may be historical and pertain to basin areas, boundaries and interstate use issues. These files are perpetually in the "active" state.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 22401

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** River Basin Organizations -- General

**CUTOFF:** WSO

**DESCRIPTION:** Historical articles, public information pamphlets, announcements, and transitory correspondence related to the activities of river basin organizations collected as references, but not published by the Missouri Water Resources program.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22400

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Water Resources

Division: Geological Survey

Sub-Section:

**TITLE:** River Basin Organizations -- Management Documents

**CUTOFF:** EOFY in which policy expires

**DESCRIPTION:** If these documents have bearing on state management policies, they should be retained the same as state policies and procedure files.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 22399

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** River Basin Organizations -- Meeting Minutes

**CUTOFF:** EOFFY

**DESCRIPTION:** Meeting minutes for river basin organizations attended by DNR personnel. Includes Upper Mississippi River Basin Association, Missouri Basin State Association, and Arkansas-White-Red Basins Inter-Agency Committee. These are interstate river basin committees. DNR Water Resources Center staff have participated in these committees for many years. They involve interstate water and river interests. Some may be federal/state agency materials, association committee materials, and meeting minutes. Some documents may be of a historical nature relating to interstate water/river uses and plans.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

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

**SERIES:** 22398

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Unregulated Dams Correspondence

**CUTOFF:** EOCY

**DESCRIPTION:** Incoming and outgoing correspondence is placed in individual files for each unregulated dam. The files are used extensively by staff and occasionally by the general public. Agency receives requests for copies of information that are in the files.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22409

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Water Resources

Division: Geological Survey

Sub-Section:

**TITLE:** Water Use Inventory Forms

**CUTOFF:**LD

**DESCRIPTION:** Forms from all registered Major Water Users in the State showing the amount of water they have used during the current year. The forms are kept indefinitely and used for historical information. Major water users include agriculture irrigators, as well as major public wells. Maintained by agency in support of ongoing business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22411

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Well Logs

**CUTOFF:**LSAD

**DESCRIPTION:** These are strip logs of certified wells in Missouri. These logs give technical information on wells and are used extensively by staff and by the public. Most of these logs are several years old. Information is stored in hardcopy as well as in electronic format. Well logs are the best record of existing wells in Missouri, and it is frequently used by the Wellhead Protection Program in the Division of Environmental Quality. Mandated under Water Well Drillers' Act (MoRS 256.600 to 256.640). Transfer to Department of Natural Resources Human Resources office.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22402

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**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



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Soil & Water Conservation

Division: Geological Survey

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



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

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