



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Actuarial Reports

CUTOFF: EOSFY

DESCRIPTION: Bi-annual actuarial studies prepared for the Board.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22967

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Annual Budget Requests

CUTOFF: EOSFY

DESCRIPTION: Includes annual requests to the Petroleum Storage Tank Insurance Fund (PSTIF) from the Attorney General's Office, Department of Revenue, Office of Administration, and Department of Natural Resources for funds, descriptions of services provided by those agencies to the PSTIF, negotiations, correspondence and PSTIF decisions.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22966

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Board and Advisory Committee Records

CUTOFF: EOSFY

DESCRIPTION: Board of Trustees and Advisory Committee records (other than meeting minutes and official meeting records), including backup materials for information included in Board Meeting notebooks and Advisory Committee Meeting packets.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22963

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Board Member Records

CUTOFF: End of Service on Board of Trustees

DESCRIPTION: General information about the members of the Board of Trustees, including appointment letters, resignations, bios, photos, resumes, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22962

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Claim Files

CUTOFF: Close of claim

DESCRIPTION: Includes claim forms submitted by the Petroleum Storage Tank Insurance Fund (PSTIF) participants and beneficiaries, environmental reports prepared in response to a leak, correspondence with claimants and their consultants, paper photographs documenting the leak and the cleanup, invoices submitted by participants and beneficiaries for payment by the PSTIF, and records relating to claim payments by the PSTIF.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22969

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Claim Photographs

CUTOFF: Close of claim

DESCRIPTION: Digital photographs taken when a claim is filed to document the leak, the cause of the leak, the damages and the cleanup activities.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22970

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Legal - Agency Counsel Legal Opinions

CUTOFF: When policy decision is made by Board

DESCRIPTION: Documentation of agency's role in the process to develop, request, respond to, or present opinions on legal matters directly related to agency programs or functions generated by in-house counsel, retained legal counsel or Attorney General's Office.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Retain one copy, transfer one copy to Missouri State Archives

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22974

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Legal - Lawsuits

CUTOFF: Completion of lawsuit

DESCRIPTION: Papers produced in the course of litigation or other legal proceedings involving claim appeals, subrogation, or third-party lawsuits.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22975

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Legal - Transport Load Fee

CUTOFF: EOSFY

DESCRIPTION: Papers involving payment and/or refund of transport load fee, paid by petroleum suppliers and distributors to finance the Petroleum Storage Tank Insurance Fund.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22976

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Memoranda of Understanding or Agreement

CUTOFF: Expiration of MOU

DESCRIPTION: Department of Natural Resources/Petroleum Storage Tank Insurance Fund Memoranda of Understanding (MOUs), representing commitments, agreements of responsibilities, financial and reporting requirements between the two agencies.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22961

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Monthly Financial Statements

CUTOFF: EOSFY

DESCRIPTION: Balance sheets and income statements prepared for the Board.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22968

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Petroleum Storage Tank Insurance Fund Audit Reports

CUTOFF: Completion of audit

DESCRIPTION: Agency's copies of final reports prepared by an independent auditor. The reports detail and examine this agency's operations and performance.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22965

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Petroleum Storage Tank Insurance Fund Monthly Activity Reports

CUTOFF: EOSFY

DESCRIPTION: Statistics on participation and claims, providing a monthly "snapshot" of Fund operations.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22964

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Underwriting - Applications, Renewals, Correspondence, and Fee Payment Records

CUTOFF: Termination of policy

DESCRIPTION: Applications and renewals for insurance policies, correspondence to/from owner/operator, paper records of fee payments and "Declarations" sheets.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22971

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Underwriting - Inspection Reports and Photos

CUTOFF: Termination of policy

DESCRIPTION: Electronic copies of inspection reports of insured facilities, owner responses and facility inspection photos.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22973

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Underwriting - Leak Detection and System Maintenance Records

CUTOFF: End of policy year

DESCRIPTION: Leak detection system records provided by owner/operator with original insurance policy application and/or with renewal application; inspection records and photos.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22972

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008