



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: 71 Reports

CUTOFF: EOSFY

DESCRIPTION: Reports on the use of vehicles, filed daily, maintained monthly, and organized by individual vehicle. These reports contain records of mileage. Information is also entered into an on-line vehicle database. May be destroyed after conclusion of state audit if completed before end of retention period. Must be kept until end of fiscal year for audit purposes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22509

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Accident Reports

CUTOFF: EOCY

DESCRIPTION: Reports of accidents investigated by Park Rangers and either filed in paper format or entered into database.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22523

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Arrest Files -- Class A Felony or Murder

CUTOFF: EOCY

DESCRIPTION: Created by offices not equipped with ENTERPOL computer system, in lieu of occurrence reports. Records of arrests and investigations leading to arrests.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22529

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Arrest Files -- Misdemeanor

CUTOFF:EOCY

DESCRIPTION: Created by offices not equipped with ENTERPOL computer system, in lieu of occurrence reports. Records of arrests and investigations leading to arrests.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22527

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Arrest Files --Class B Felony or Lower

CUTOFF:EOCY

DESCRIPTION: Created by offices not equipped with ENTERPOL computer system, in lieu of occurrence reports. Records of arrests and investigations leading to arrests.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22528

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Background Checks -- Hired Applicants

CUTOFF:Separation from employment

DESCRIPTION: Materials related to conducting background check for employees who are eventually hired. A summary letter documenting results is retained as part of the employee's personnel file.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22519

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Background Checks -- Unemployable Applicants

CUTOFF: Completion of background check

DESCRIPTION: Each job applicant has an extensive background check completed. Occasionally, information discovered from the background check precludes the applicant's employment.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22517

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Backgrounds Checks -- Employable Applicants

CUTOFF: Position is filled

DESCRIPTION: Each job applicant has an extensive background check completed. Sometimes, not all promising applicants can be hired for each position. If an applicant is thought to be highly desirable, though not hired, then the background check is retained in anticipation of future applications.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22518

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Captains' Monthly Activity Reports

CUTOFF: EOY

DESCRIPTION: These reports are filled out by captains in each region, and they contain aggregate data for all monthly statistic reports on miles traveled, papers served, warrants served, arrests made, and traffic summons issued. Does not roll into any annual reports.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22508

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Crime Prevention Programs

CUTOFF:EOCY

DESCRIPTION: Records created as a product of public relations campaigns to discourage violations of the law. Programs include publications, advertising campaigns, and educational programs. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22532

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: ENTERPOL Occurrence Reports -- Misdemeanor

CUTOFF:EOCY

DESCRIPTION: Reports entered into database by investigating Park Ranger. Statute of limitations is 1 year. Includes reports of occurrences filed in paper format before database was instituted.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22524

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: ENTERPOL Occurrence Reports -- Class A Felony or Murder

CUTOFF:EOCY

DESCRIPTION: Reports entered into database by investigating Park Ranger. There is no statute of limitations. Includes reports of occurrences filed in paper format before database was instituted.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22526

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: ENTERPOL Occurrence Reports -- Class B Felony or Lower

CUTOFF:EOCY

DESCRIPTION: Reports entered into database by investigating Park Ranger. Statute of limitations is 3 years. Includes reports of occurrences filed in paper format before database was instituted.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22525

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Folder Tracking System

CUTOFF:LSAD

DESCRIPTION: Lotus Notes-based database that tracks the location of physical files throughout the organization, as well as actions taken on particular files, such as responses to Sunshine requests.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Life of System

SERIES: 22504

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Internal Affairs Investigation Files -- Founded Complaint

CUTOFF:Term of employment

DESCRIPTION: Investigation files resulting from a complaint that has been substantiated by the investigation. These are arranged by case number, and noted on employee summary card.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22521

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Internal Affairs Investigation Files -- Unfounded Complaint

CUTOFF: Close of investigation

DESCRIPTION: Investigation files resulting from a complaint that has been insubstantiated by the investigation. These are arranged by case number, and noted on employee summary card.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22522

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Juvenile Arrest Cards

CUTOFF: When subject becomes 18 years old

DESCRIPTION: Arrest records for suspects under 18 years age. Records created at time of arrest.

RETENTION: Years: 0 Months: 0 Days: 30

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22530

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Monthly Statistical Park Ranger Activity Database

CUTOFF: LSAD

DESCRIPTION: Access database contains information from all monthly statistic Park Ranger reports. Backed up regularly.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Life of System

SERIES: 22507

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Monthly Statistical Park Ranger Activity Reports

CUTOFF: Annual employee review

DESCRIPTION: These are reports of Park Rangers' activities, filed by individual Rangers to account for staff hours and other activities. Information is entered into a database.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22506

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Mutual Aid Agreements

CUTOFF: Expiration or termination of agreement

DESCRIPTION: Legal agreements between the Park Rangers program and local law enforcement agencies governing cooperation in law enforcement. Agreements are required under RSMo 70.815 and 70.820. The existence of these agreements could potentially become an issue in criminal prosecution, so the retention is set for a long period of time.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22505

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: On-line Vehicle Database

CUTOFF: LSAD

DESCRIPTION: Information on the use of vehicles. Information is only needed as long as vehicle is in service.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22510

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Peace Officers Standards and Training (POST) Certificates

CUTOFF: EOY in which printed

DESCRIPTION: Certificates are issued periodically as Park Rangers' certification are renewed, and they are also issued for individual training sessions, as well as at the time employees are hired or terminated. Originals are retained by the employee, but the Ranger program keeps a copy as well.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22512

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Peace Officers Standards and Training (POST) Files

CUTOFF: EOY certification is completed

DESCRIPTION: These files include correspondence, training records, and other documents related to a Park Rangers' POST certification. POST certification is required of all law enforcement officers in Missouri.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22511

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Performance Planning and Appraisals

CUTOFF: EOFY in which performed

DESCRIPTION: These are conducted annually for each employee, and results summarized for future reference on the summary card. Park Rangers program retains originals and copies are sent to Department of Natural Resources Human Resources office and to employee. Department copy is the record copy.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22516

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Personnel Employee Action Requests (PEARs) -- Current Employees

CUTOFF: EOFY in which issued

DESCRIPTION: These forms are generated each time there is a change in work schedule or assignment. These copies are kept in personnel files. Originals are kept with Department of Natural Resources Human Resources office.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22513

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Personnel Employee Action Requests (PEARs) -- Open Positions

CUTOFF: EOFY in which issued

DESCRIPTION: Forms generated each time there is a change in an open position. Originals are kept with Department of Natural Resources Human Resources office.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22514

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Personnel Employee Action Requests (PEARs) -- Fill Vacancy

CUTOFF: EOFY in which issued

DESCRIPTION: Forms generated to fill a vacant position. Originals are kept with Department of Natural Resources Human Resources office.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22515

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Park Rangers

Division: Division of State Parks

Sub-Section:

TITLE: Policies -- Park Ranger Program Drafts

CUTOFF: WSO

DESCRIPTION: Before a policy is distributed and becomes an official document, a draft policy is compiled. It is a true working draft, and not an operating policy. Destroyed when final policy is approved.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22503

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Secondary Employment Requests

CUTOFF: EOCY

DESCRIPTION: These forms are required for the approval of a Park Ranger's employment outside of the agency, and they must be filled out each year even if the job is retained from year to year.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22520

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Ticket Tracking

CUTOFF: EOCY in which infraction is settled

DESCRIPTION: Reports entered into database by investigating Park Ranger for infraction warrants and tickets. May be destroyed after conclusoin of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22531

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007