



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Planning and Development Program

Division: Division of State Parks

Sub-Section:

TITLE: Budget Request Files

CUTOFF: EOFY in which project completed

DESCRIPTION: Project requests that are completed for all projects; landscaping, maintenance and repair, capital improvement, etc., regardless of the approval level required or the source of funding. 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: 22487

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Computer Software Licensing Files

CUTOFF: LSAD

DESCRIPTION: Documents providing the licensure and implementation of computer software programs by the agency. May include permitted uses, rights and restrictions, warranty information, liability statement, and laws governing the product.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22481

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Construction and Renovation Project Files

CUTOFF: Life of structure

DESCRIPTION: Records related to construction of new properties or renovation of existing properties. To include correspondence, bids, specifications, plans, designs, maps, drawings, reports, notes, change orders, billing information, etc. These files pertain to projects that are either completed or cancelled and may be referred to as "inactive project files."

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22488

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Planning and Development Program

Division: Division of State Parks

Sub-Section:

TITLE: Contracts, Leases, and Agreements - Historical

CUTOFF: Expiration of contract or agreement

DESCRIPTION: Official agreements enforceable by law to acquire services, equipment or maintenance. May include Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA). Documents the terms and conditions of agreements between local government(s), companies, and individuals. May include contracts, exhibits, bid documents, change orders and amendments, leases, agreements and significant related correspondence information. Records classified as historical are those which are needed to interpret the history of State Parks and are needed for the Parks to fulfill historical interpretation mission. Records are maintained on site in support of historical interpretation mission. Original will be sent to the Missouri State Archives when no longer needed.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22483

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Contracts, Leases, and Agreements --All Other

CUTOFF: Expiration of contract or agreement

DESCRIPTION: Official agreements enforceable by law to acquire services, equipment or maintenance. May include Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA). Documents the terms and conditions of agreements between local government(s), companies, and individuals. May include contracts, exhibits, bid documents, change orders and amendments, leases, agreements and significant related correspondence information. Records not classified as historical are those which have no documentary value beyond their minimum retention period.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22484

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Planning and Development Program

Division: Division of State Parks

Sub-Section:

TITLE: Deeds and Conveyances

CUTOFF: Transfer of property

DESCRIPTION: Transfer of property or property rights to/from a local government entity. Retained by the Planning and Development program in order to document historical property boundaries. This documentation is needed on site in order to document compliance with contractual agreements made in connection to land transfer and is also needed for the State Park to achieve its historical interpretation mission. Original will be sent to the Missouri State Archives when no longer needed.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22492

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Employee Personnel Files

CUTOFF: Separation from employment

DESCRIPTION: Condensed files for each employee may include notice of appointment, personnel transaction records reflecting position classification and salary level, employee orientation check lists, performance documentation, and other records related to an individual's employment. Transferred to Department of Natural Resources Human Resources office when no longer needed.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 22485

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Planning and Development Program

Division: Division of State Parks

Sub-Section:

TITLE: Grant Records-Award Documentation

CUTOFF: Close of grant

DESCRIPTION: Grants may come from federal programs, state governments, foundations, or other private funding sources. The Planning and Development program is involved as a monitor of grant recipients to ensure that land use conditions are adhered to perpetually. This record series may include applications, project proposals, summaries, objectives, budgets, exhibits, award notifications, evaluation records, progress reports, budgets, project objectives, contracts, equipment inventories, financial reports, and/or related documentation. The Department of Natural Resources has an obligation to monitor and enforce perpetual conditions attached to awards related to land use. In order to meet this obligation, the State Parks Planning and Development Program must maintain records indefinitely after the closing of the grant. Retained on site in support of ongoing business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22489

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Grant Records-Fiscal Documentation

CUTOFF: Close of grant

DESCRIPTION: Records associated with grant awards that are not needed for long term documentation of the grant, contractual agreements, or projects specifics. These documents include documentation of grant fund expenditures as needed to administer funds.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22490

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Planning and Development Program

Division: Division of State Parks

Sub-Section:

TITLE: Grant Records-Not Awarded

CUTOFF: Award of grant

DESCRIPTION: Documents the application, evaluation, awarding, administration, monitoring, and status of grants in which a local government entity is the recipient, grantor, allocator or administrator. This series is for rejected grant applications. 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: 22491

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Park Map Files

CUTOFF: Term of state's interest in managing land area

DESCRIPTION: Maps of parks and facilities at parks. Topographical maps and other depictions of state parks that are printed out, approved, copied, given to construction crews to begin work, and original filed in flat files. Required for ongoing and various land management and interpretation projects in support of State Parks' land management mission. Original will be sent to the Missouri State Archives when no longer needed.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22493

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Personnel Correspondence

CUTOFF: EOY in which position is filled

DESCRIPTION: Includes interview plans, position description, selection criteria, and miscellaneous documents filed by vacancy.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22486

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Planning and Development Program

Division: Division of State Parks

Sub-Section:

TITLE: Records Management Records-Final Disposition Records

CUTOFF: WSO

DESCRIPTION: Disposal lists, destruction authorizations, and archives transfer agreements for official records of the Planning and Development program. Retained on site in support of ongoing business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22478

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Records Management Records-Working Papers

CUTOFF: WSO

DESCRIPTION: Copies of records schedules, inventories, procedures, and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22479

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Technical Manuals Specifications and Warranties

CUTOFF: WSO

DESCRIPTION: Owners manual and warranties for government owned vehicles and equipment. To include specifications, operating instructions, and safety information. Warranties include terms of coverage for repair or replacement of equipment.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22482

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Planning and Development Program

Division: Division of State Parks

Sub-Section:

TITLE: Telecommunications Log

CUTOFF: WSO

DESCRIPTION: Registers incoming and outgoing fax communication

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22477

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Vendor Directory Files

CUTOFF: WSO

DESCRIPTION: Documents vendors providing goods and services. To include names of vendors or company name of contact or agent, address, telephone and fax number, email and web site address, description of goods and services provided. Originals filed with projects. These copies are maintained as reference for future use.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22480

SERIES STATUS: Approved

APPROVAL DATE:

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