



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Natural Resource Management

Division: Missouri State Parks

Sub-Section:

TITLE: Artifact Collection Records

CUTOFF: LD

DESCRIPTION: Record of loaned and donated items. Legal documentation of possession. Maintained on site for agency business.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22500

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Budget Formulation Papers

CUTOFF: EOSFY

DESCRIPTION: Copies. Originals in Division of Accounting Services. These records consist of assorted worksheets and reports used to compile the annual budget.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22495

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Herbarium Collection Records

CUTOFF: LD

DESCRIPTION: Documents related to the collection, inventory, preservation, use, and maintenance of herbarium materials. Maintained on site for agency business.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22501

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Natural Resource Management

Division: Missouri State Parks

Sub-Section:

TITLE: Interpretive Contact Annual Reports

CUTOFF:EOCY

DESCRIPTION: An annual summary of monthly reports is sent to Division Director, Executive Committee, and to facilities and districts.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22499

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Interpretive Contact Data

CUTOFF:EOCY

DESCRIPTION: Created at facilities and used to measure performance of resource stewardship functions relative to strategic plan goals. Kept on paper prior to 2003 and as an Access database 2004 and after. Paper is kept until entered into database.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22497

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Interpretive Contact Monthly Reports

CUTOFF:EOCY

DESCRIPTION: Monthly summaries of interpretive contact data are circulated to sections in Resource Management and Interpretation Program, to the Trail Coordinator in Operations, and to facilities and districts.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22498

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Natural Resource Management

Division: Missouri State Parks

Sub-Section:

TITLE: Natural Area Survey Data

CUTOFF: Completion of project

DESCRIPTION: Natural Area/Wild Area Nomination Forms and other information related to the preparation of nomination proposals. These records document the historical basis of an area's nomination, which is useful for future project considerations. Maintained on site for ongoing resource management purposes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22502

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Parks and Sites Files

CUTOFF: Completion of project

DESCRIPTION: Records related to resources managed by State Parks, including historic property, historic structures, facility history, facility plans, history, archaeology, natural resources, interpretation, operation, and land records. These are organized by state park/historic site. Maintained on site for ongoing resource management purposes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22494

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Revenue Records

CUTOFF: EOSFY

DESCRIPTION: Sales and deposit records for Missouri State Museum souvenir sales. These are original records. 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: 22496

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007