



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: 401 Certifications

CUTOFF:EOCY

DESCRIPTION: Federal Clean Water Act requires Missouri to provide a water quality certification before a federal license can be issued for activities that may result in any discharge into intrastate navigatable waters.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22139

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Budget and Financial Files: Document Control Sheets

CUTOFF:EOSFY

DESCRIPTION: 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: 22065

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Commission Meeting Items: Complaint Forms

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22075

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: Commission Rules and Regulations and Comments

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22074

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Concentrated Animal Feeding Operations (CAFO) Reports

CUTOFF:EOCY

DESCRIPTION: Reports submitted by Concentrated Animal Feeding Operations (CAFO) as required by permits. Records include, but are not limited to, annual or quarterly reports. Records created per 10 CSR 20-6.300(3)(F).

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24548

SERIES STATUS: Pending SRC-Approval

APPROVAL DATE:

TITLE: Corps of Engineers Water Districts

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22089

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: County Sewage Files: Programs

CUTOFF:

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22121

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Critical Resolved Enforcement Case Documents

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22124

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Deactivated Certified Operator Files

CUTOFF:

DESCRIPTION: Deactivated Certified Operator Files

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: From Outreach and Assistance Center schedule

DISPOSITION ACTION: Destroy

SERIES: 23034

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: Detailed Construction Plans: Programs

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22125

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Discharge Monitoring Reports (DMR)

CUTOFF:EOCY

DESCRIPTION: DMR

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22058

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Fee Invoices

CUTOFF:EOSFY

DESCRIPTION:

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22131

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: Fees: Laboratory Service and Administrative

CUTOFF: EOSFY

DESCRIPTION:

RETENTION: Years: 8 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22095

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Fees: Primacy Fee Reports

CUTOFF: EOSFY

DESCRIPTION:

RETENTION: Years: 8 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22096

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Legislative Issues

CUTOFF:

DESCRIPTION: Includes A. Citizen Complaints, B Site Inspections, and C Inspection Site Violation Notices

RETENTION: Years: 40 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22086

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: Medical Monitoring

CUTOFF:EOCY

DESCRIPTION: Medical monitoring

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22059

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Operator Training Course Records

CUTOFF:

DESCRIPTION: Operator Training Course Records.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES: From Outreach and Assistance Center schedule.

DISPOSITION ACTION: Destroy

SERIES: 22832

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: PDWP: Backflow Certification

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22087

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: PDWP: Deactivated Water System Supply Files

CUTOFF: Deactivation of water system

DESCRIPTION: to include general correspondence, all chemical and monitoring folders, enforcement, and permits

RETENTION: Years: 12 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22088

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Permits Terminated

CUTOFF: EOCY

DESCRIPTION:

RETENTION: Years: 21 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22132

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Public Water Supply Engineering Repots/ Plans / Specifications - Programs

CUTOFF:

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22092

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: Public Water Supply Permits: Construction Permit Information

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22101

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Purchase Order Files: Cost Recovery

CUTOFF:EOSFY

DESCRIPTION: DNR procurement request / requisitions (copies)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22069

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Rural Water Program Grants

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22106

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: Sample Analysis Reports/Cards - Bacteriological: Regions - Cards containing Chlorine Residual

CUTOFF:EOCY

DESCRIPTION: Active Supply

RETENTION: Years: 24 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22109

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2003

TITLE: Source Water Protection Certificates / CREP Grants

CUTOFF:Life of System

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22115

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2003

TITLE: State Operating Permits - Regions

CUTOFF:WSO

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22138

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: State Operating Permits: Programs

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 55 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22137

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Training

CUTOFF:WSO

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22063

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: United States Environmental Protection Agency files

CUTOFF:EOCY

DESCRIPTION: to include correspondence, monitoring data and reports, funding information for budgets, grants, State Revolving funds, program and enforcement evaluations, State/local agreements, audits, data verifications, CCR implementation, regulations, compliance reports, Safe Drinking Water Act

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22094

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Water Protection

Division: Division of Environmental Quality

Sub-Section:

TITLE: Vehicle Trip Tickets

CUTOFF: Life of vehicle

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22064

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003
