



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Accident and Drowning Reports

**CUTOFF:**

**DESCRIPTION:** Accident and Drowning Reports

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1392

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Boating Education Files - General

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Records related to boating education under 306.127 RSMo. Such documents may include automated test cards, class rosters and request forms.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Keep paper 12 months after scanning.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23439

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Division Memorandums

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Documents concerning a single situation or temporary event, including, but not limited to check point, saturation, overtime, and training.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1386

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Division Special Orders

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Orders affecting Water Patrol Division operation and guidelines.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23435

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Inactive Buoy and Slalom Course Permits

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Documents related to permits, including hearing records and other related correspondence. These records contain names and contact information of buoy permit holders as well as the location of the buoy at the property. Permits are non-transferable and may be revoked for non-compliance. If the owner chooses not to comply within a specified time period then the permit is voided and inactive.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1403

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Parasailing Files

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Permits and applications related to parasailing businesses. The permit allows the department to track their activities and location and to prevent two operators from pulling parasailers in the same area. The permit includes, but is not limited to the name of the business, owner, contact information and where they are allowed to operate. A new permit has to be issued for each year, generally done in the spring.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23438

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Regatta Files

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Documents related to permits for regattas. A regatta is any activity that involves an organized gathering of boats on the water for an event, including, but not limited to fishing tournaments or boat races. These files include, but are not limited to an application that contains the person or organization that wishes to hold the event, the location and contact information. Once the permit is approved and issued it will contain the stipulations and legal information the organizers are required to follow. Once the event is over the permit is no longer valid (obsolete).

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23437

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011