



Agency Records Disposition Schedule

Department: Department of Conservation

Section: General Services

Division: Administrative Services

Sub-Section:

TITLE: Aircraft Insurance

CUTOFF: Life of policy

DESCRIPTION: Record of insurance policy on aircraft used by MDC.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21122

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Aircraft Schedules, Maintenance Records, and Flight Logs

CUTOFF: EOSFY

DESCRIPTION: Completed aircraft schedules and flight logs, including flight manifests, on flights taken to specified sites by agency personnel. Maintained at the MDC hangar. 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: 21121

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Boat and Motor Titles and Registration

CUTOFF: Sale of property

DESCRIPTION: Boat and motor titles and registration for Department owned boats and motors used in regular agency operations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21117

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: General Services

Division: Administrative Services

Sub-Section:

TITLE: Equipment Maintenance and Repair Records

CUTOFF: Sale of equipment

DESCRIPTION: Equipment maintenance and repair records; job tickets or work orders maintained by MDC repair shops.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21126

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Gasoline Credit Card Information

CUTOFF: EOSFY

DESCRIPTION: Gasoline credit card information - electronic records - detailed information on all purchases charged to each gas credit card, such as date and time of purchase, dollar amount, where purchased, number of gallons, and type of fuel.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21120

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Land and Building Rental Contracts

CUTOFF: Expiration date of Contract

DESCRIPTION: Rental contracts for land and buildings used for office facilities and storage in regular agency operations.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21115

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: General Services

Division: Administrative Services

Sub-Section:

TITLE: Motor Vehicle and Trailer Registration

CUTOFF: Sale of property

DESCRIPTION: Motor vehicle and trailer registrations for vehicles and trailers owned by the Department and used in regular agency operations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21116

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21127

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Procurement Requests, Requisitions and Purchase Orders

CUTOFF: EOSFY

DESCRIPTION: Procurement requests, requisitions and purchase orders covering all material and equipment ordered by field staff or central office staff through general services (copies in Financial Services). Information is often requested and referred to by staff members.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21123

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: General Services

Division: Administrative Services

Sub-Section:

TITLE: Real Estate Purchases

CUTOFF: Termination of interest in property

DESCRIPTION: Values in General Services Section, supporting records in Realty Services Section. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21118

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Real Property Inventory

CUTOFF: LSAD

DESCRIPTION: Land tracking system noting values, acres, etc. of MDC land and buildings - electronic record.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Life of System

SERIES: 21114

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Sale of Used Equipment

CUTOFF: EOSFY

DESCRIPTION: Records relating to surplus property sales and sealed bids.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21119

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: General Services

Division: Administrative Services

Sub-Section:

TITLE: Vehicle Expense Reports - Electronic

CUTOFF: Sale of property

DESCRIPTION: Electronic Vehicle expense reports; summary information from the monthly paper reports is entered into an electronic database, includes total fuel usage and services for the month and the beginning and ending odometer readings.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21124

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Vehicle Expense Reports - Paper

CUTOFF: EOSFY

DESCRIPTION: Paper copy of vehicle expense reports maintained in each vehicle and completed by staff as incurred; includes fuel usage, services, odometer reading at time of refueling, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21125

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007