



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Wildlife Division

Sub-Section:

TITLE: Birds Management, Restoration and Control File

CUTOFF: EOSFY

DESCRIPTION: Information on bird restoration projects.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21256

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Department Land Master Files Conservation Lands Managed by the Department

CUTOFF: EOSFY

DESCRIPTION: Administration for natural areas plans, monitoring reports, and administration. Often used source for historical data. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21259

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Outdoor Recreational Planning

CUTOFF: Completion of project or plan

DESCRIPTION: Projects and plans for Department areas such as hiking/equestrian trails, managed hunts, camping, boating, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21258

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Wildlife Division

Sub-Section:

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: 21261

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Rare and Endangered Species File

CUTOFF: EOSFY

DESCRIPTION: Information on status of rare and endangered species in Missouri. Often used source and reference for these species. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21260

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Wildlife Management File

CUTOFF: WSO

DESCRIPTION: Informational file on all aspects of wildlife in Missouri not covered in mammal and bird management files, such as copies of area management plans and history files.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21257

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007