



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Library Vault) Printing Plates, Illustrations, etc.

CUTOFF:EOCY

DESCRIPTION: (Library Vault) Printing Plates, Illustrations, etc. Camera-ready copy, for geological publications. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20621

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Capitol Improvement) Building Plans and Modifications

CUTOFF:EOCY

DESCRIPTION: (Capitol Improvement) Building Plans and Modifications

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20628

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Library and Vault) Base Maps

CUTOFF:EOCY

DESCRIPTION: (Library and Vault) Base Maps

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20622

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Library and Vault) Geological Data and Confidential Matters

CUTOFF:EOCY

DESCRIPTION: Mine maps, well logs, etc. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20620

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Library and Vault) Geological Field Notebooks

CUTOFF:EOSFY

DESCRIPTION: (Library and Vault) Geological Field Notebooks. Records to be returned to agency.

RETENTION: Years: Months: Days:

NOTES: Records to be microfilmed.

DISPOSITION ACTION: Permanent

SERIES: 20613

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Library and Vault) Historical Files - Geological Survey

CUTOFF:EOCY

DESCRIPTION: (Library and Vault) Historical Files - Geological Survey. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20617

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Library and Vault) Out-of-Print Topography Maps

CUTOFF:EOCY

DESCRIPTION: (Library and Vault) Out-of-Print Topography Maps.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20618

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Library and Vault) Survey Publications

CUTOFF:EOCY

DESCRIPTION: (Library and Vault) Survey Publications - Volumes, Investigations Reports - Information Circulars - Biennial Reports. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20625

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Library and Vault) Unpublished Geologic Manuscripts

CUTOFF:EOSFY

DESCRIPTION: (Library and Vault) Unpublished Geologic Manuscripts. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20616

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Library) Scientific Journals

CUTOFF:EOCY

DESCRIPTION: (Library) Scientific Journals

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20623

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) County Road Maps

CUTOFF:WSO

DESCRIPTION: (Publications and Information) County Road Maps

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20630

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) Current Graphics Projects

CUTOFF:WSO

DESCRIPTION: (Publications and Information) Current Graphics Projects

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20635

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Publications and Information) Ed Clark Museum of Mo. Geology Files -

CUTOFF:EOCY

DESCRIPTION: (Publications and Information) Ed Clark Museum of Mo. Geology Files -

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20636

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) Inventory of Publications in Stock

CUTOFF:EOCY

DESCRIPTION: (Publications and Information) Inventory of Publications in Stock. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20627

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) Ledger Record of Daily Receipts - Mail orders, counter sales, transactions, etc.

CUTOFF:EOCY

DESCRIPTION: (Publications and Information) Ledger Record of Daily Receipts - Mail orders, counter sales, transactions, etc. Records may be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20631

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Publications and Information) Mailing Lists

CUTOFF: WSO

DESCRIPTION: (Publications and Information) Mailing Lists

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20629

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) News Release Utilization -

CUTOFF: EOCY

DESCRIPTION: (Publications and Information) News Release Utilization -

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20639

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) Record of Museum Collections

CUTOFF: EOCY

DESCRIPTION: (Publications and Information) Record of Museum Collections

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20637

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Publications and Information) Records of Postal Transactions

CUTOFF: EOCY

DESCRIPTION: (Publications and Information) Records of Postal Transactions. May be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20633

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) Section Performance Measures

CUTOFF: EOCY

DESCRIPTION: (Publications and Information) Section Performance Measures. 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: 20638

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: (Publications and Information) Surface Water Files

CUTOFF: EOCY

DESCRIPTION: (Publications and Information) Surface Water Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20640

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: (Publications and Information) Topographic Maps Received

CUTOFF:EOCY

DESCRIPTION: (Publications and Information) Topographic Maps Received . 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: 20634

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Accounting ledgers - computer printout

CUTOFF:EOSFY

DESCRIPTION: Accounting ledgers - computer printout. 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: 20692

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Agency Automobile Data

CUTOFF:WSO

DESCRIPTION: Agency Automobile Data - Includes make, license number, serial number, property number, credit card assignment, etc.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20600

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Applications for Cooperative programs - Corner marking and monumentation by private surveyors

CUTOFF: EOSFY

DESCRIPTION: Applications for Cooperative programs - Corner marking and monumentation by private surveyors. May destroy paper after microfilming (MFD).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20686

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Budget Data

CUTOFF: WSO

DESCRIPTION: Budget Data - Current and past, for reference

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20603

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Confidential Information Files

CUTOFF: EOCY

DESCRIPTION: Confidential Information Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20662

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Confidential Oil and Gas Scout Reports

CUTOFF:EOCY

DESCRIPTION: Confidential Oil and Gas Scout Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20666

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Contracts (for reference)

CUTOFF:WSO

DESCRIPTION: Agreements with Federal Government, maintenance with State, purchasing for year

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20599

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Corner Restoration Certificates

CUTOFF:EOCY

DESCRIPTION: Corner Restoration Certificates. May be destroyed after microfilm is made (MFD).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20690

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Corps of Engineer Files

CUTOFF: WSO

DESCRIPTION: Corps of Engineer Files

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20645

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Correspondence - Inter-library Loan, etc.

CUTOFF: EOCY

DESCRIPTION: Correspondence - Inter-library Loan, etc. 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: 20624

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: County Mineral Commodity/Occurrence Files

CUTOFF: EOCY

DESCRIPTION: County Mineral Commodity/Occurrence Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20649

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Electric Log Files - Electric generating plants

CUTOFF:EOCY

DESCRIPTION: Electric Log Files - Electric generating plants

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20667

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Expense Accounts - copies - Originals at Administrative Services

CUTOFF:EOSFY

DESCRIPTION: Expense Accounts - copies - Originals at Administrative Services

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20693

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Federal Account Files - copies

CUTOFF:WSO

DESCRIPTION: Federal Account Files - copies - Original in Administrative Services

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20611

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Financial Statements

CUTOFF: WSO

DESCRIPTION: Financial Statements - Monthly reports, biennial reports and payroll data used for reference

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20605

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Geodetic Control Data (NGS AND USGS)

CUTOFF: WSO

DESCRIPTION: Geodetic Control Data (NGS AND USGS)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20699

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Geological Data Files

CUTOFF: EOCY

DESCRIPTION: Geological Data Files - (Publications and information). Records to be returned to agency.

RETENTION: Years: Months: Days:

NOTES: Records to be microfilmed

DISPOSITION ACTION: Permanent

SERIES: 20602

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Geologist Log

CUTOFF:EOCY

DESCRIPTION: Geologist Log - For water wells and mineral test holes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20659

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Geophysical Data Files

CUTOFF:EOCY

DESCRIPTION: Geophysical Data Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20658

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Inventory Records

CUTOFF:WSO

DESCRIPTION: Inventory Records - All state properties in Div. Of Geology (A daily reference)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20604

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: List of All Water Well Drillers in Missouri

CUTOFF: WSO

DESCRIPTION: List of All Water Well Drillers in Missouri

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20672

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: List of All Water Well Equipment Mfg. And Supplies

CUTOFF: WSO

DESCRIPTION: List of All Water Well Equipment Mfg. And Supplies

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20673

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Location File - Mines, pits and quarries

CUTOFF: EOCY

DESCRIPTION: Location File - Mines, pits and quarries

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20656

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Major Project Files (By Sub-program) - Drainage of swamps, well drilling in various state parks, etc.

CUTOFF:EOCY

DESCRIPTION: Major Project Files (By Sub-program) - Drainage of swamps, well drilling in various state parks, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20642

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Maps and Books

CUTOFF:EOCY

DESCRIPTION: Maps and Books - Historical value

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20679

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Microfilm of Survey Documents - Duplicates

CUTOFF:WSO

DESCRIPTION: Microfilm of Survey Documents - Duplicates

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20683

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Microfilm of Survey Documents - Security Copy

CUTOFF:EOCY

DESCRIPTION: Microfilm of Survey Documents - Security Copy

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20684

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Mineral Statistics File

CUTOFF:EOCY

DESCRIPTION: Mineral Statistics File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20653

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Mineral Commodity File

CUTOFF:EOCY

DESCRIPTION: Mineral Commodity File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20650

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Mineral Occurrence File

CUTOFF:EOCY

DESCRIPTION: Mineral Occurrence File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20657

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Misc. original Government Documents

CUTOFF:EOCY

DESCRIPTION: Misc. original Government Documents - Original field survey documents showing state, boundaries, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20705

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Missouri Water Well Drillers Association Files

CUTOFF:EOCY

DESCRIPTION: Missouri Water Well Drillers Association Files

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20671

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Mo State Coordinate System Basic Control Systems

CUTOFF:EOCY

DESCRIPTION: Mo State Coordinate System Basic Control Systems - Reports, station descriptions and concrete monuments. May destroy paper after microfilm is made (MFD).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20689

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: News Releases

CUTOFF:EOCY

DESCRIPTION: News Releases - Feature stories, publications data

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20614

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Nuclear Plant Site Files

CUTOFF:EOCY

DESCRIPTION: Geology of area and all pertinent information

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20663

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Oil and Gas Council Well Records

CUTOFF:EOCY

DESCRIPTION: Oil and Gas Council Well Records

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20665

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Oil and Gas Files

CUTOFF:EOCY

DESCRIPTION: Oil and Gas Files - Correspondence, tech. Reports, hearings, etc.
Records to be microfilmed and returned to agency. 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: 20664

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Oil and Gas Production Files

CUTOFF:EOCY

DESCRIPTION: Oil and Gas Production Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20668

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Organizations, Agency Company Files - Mineral resources

CUTOFF:EOCY

DESCRIPTION: Organizations, Agency Company Files - Mineral resources

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20652

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Original Government Survey Notes

CUTOFF:EOCY

DESCRIPTION: Original Government Survey Notes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20703

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Original Government Survey Plats

CUTOFF:EOCY

DESCRIPTION: Original Government Survey Plats

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20704

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Paid Invoices - copies - Originals in Administrative Services

CUTOFF: WSO

DESCRIPTION: Paid Invoices - copies - Originals in Administrative Services

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20598

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Paid Warrant Requests

CUTOFF: WSO

DESCRIPTION: Paid Warrant Requests - Purchase orders, requisitions - copies - Originals in Administrative Services

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20609

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Past Payroll Posting

CUTOFF: EOSFY

DESCRIPTION: Past Payroll Posting - A ledger used for reference of past employees, for retirement and Social Security, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20606

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Physical Chemical Data File

CUTOFF:EOCY

DESCRIPTION: Physical Chemical Data File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20655

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Planning District Files

CUTOFF:WSO

DESCRIPTION: Planning District Files

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20644

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Plats and Corner Indexes -

CUTOFF:WSO

DESCRIPTION: Plats and Corner Indexes - Computer Run

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20681

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Plats and Corner Indexes - Computer tapes

CUTOFF:EOCY

DESCRIPTION: Plats and Corner Indexes - Computer tapes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20682

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Printing and Publishing Records

CUTOFF:EOCY

DESCRIPTION: Printing and Publishing Records - Reference publications and information.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20612

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Publications

CUTOFF:WSO

DESCRIPTION: Publications

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20694

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Qualification Questionnaire

CUTOFF: WSO

DESCRIPTION: Qualification Questionnaire - Used with Private survey firms with whom they do contract work

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20700

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Record of all water well samples

CUTOFF: EOCY

DESCRIPTION: Record of all water well samples - Received by Geological survey

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20660

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Record of Rock Cores - Residue samples and drill cuttings

CUTOFF: EOCY

DESCRIPTION: Record of Rock Cores - Residual samples and drill cuttings

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20661

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Record of Water Well Pump Tests

CUTOFF:EOCY

DESCRIPTION: Record of Water Well Pump Tests

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20675

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Records from Water Well Recorder Network

CUTOFF:EOCY

DESCRIPTION: Records from Water Well Recorder Network

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20674

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1992

TITLE: Records of Distribution of Publication and Maps

CUTOFF:EOCY

DESCRIPTION: Records of Distribution of Publication and Maps

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20632

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Reestablished Corner Certificates

CUTOFF:EOCY

DESCRIPTION: Reestablished Corner Certificates

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20691

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Reference Files - Sewage, Lagoons, reservoirs files

CUTOFF:EOCY

DESCRIPTION: Sewage, Lagoons, reservoirs files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20643

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Reference Files Geological Maps - Published and unpublished

CUTOFF:EOCY

DESCRIPTION: Reference Files Geological Maps - Published and unpublished. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20619

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Reference Maps - Control diagrams and base maps

CUTOFF:

DESCRIPTION: Reference Maps - Control diagrams and base maps

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20680

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Regional Mineral Resources File

CUTOFF:EOCY

DESCRIPTION: Regional Mineral Resources File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20654

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Report on Condition of Survey Stations

CUTOFF:EOSFY

DESCRIPTION: Report on Condition of Survey Stations. May destroy paper after microfilm is made (MFD).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20688

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Reports of chemical Water Analysis - Filed by County

CUTOFF:EOCY

DESCRIPTION: Reports of chemical Water Analysis - Filed by County

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20676

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Repository Accounting Records

CUTOFF:EOSFY

DESCRIPTION: Repository Accounting Records. May be destroyed after conclusion of state audit if ocmpleted before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20685

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Requests for Out-State Travel - copies -

CUTOFF:WSO

DESCRIPTION: Requests for Out-State Travel - copies -

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20695

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Resident Witness Affidavits

CUTOFF:EOCY

DESCRIPTION: Resident Witness Affidavits

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20698

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Revenue Transmittals

CUTOFF:EOSFY

DESCRIPTION: Revenue Transmittals. 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: 20696

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Search and Evaluation Papers

CUTOFF:EOCY

DESCRIPTION: Search and Evaluation Papers - A Search for corner positions and also field reports. May destroy paper after microfilm (MFD).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20687

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: State Contracts (with political subdivisions and others for services)

CUTOFF:EOCY

DESCRIPTION: State Contracts (with political subdivisions and others for services). May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20697

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Stratigraphic Data Files

CUTOFF:EOCY

DESCRIPTION: Stratigraphic Data Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20648

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Subject File, Mineral Resource

CUTOFF:EOCY

DESCRIPTION: Subject File, Mineral Resource

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20651

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Survey Contracts

CUTOFF:EOCY

DESCRIPTION: Survey Contracts. 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: 20702

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Survey Project File

CUTOFF:EOCY

DESCRIPTION: Survey Project File - Field notes, computation and final report. May destroy paper after microfilm is made.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20701

SERIES STATUS: Approved

APPROVAL DATE:

1/12/1977

TITLE: Technical Data File

CUTOFF:WSO

DESCRIPTION: Technical Data File

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20646

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Title and Abstracts of Property

CUTOFF: EOSFY

DESCRIPTION: Title and Abstracts of Property. Microfilm.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20601

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Transmittal Letters of Monies (State and Federal)

CUTOFF:

DESCRIPTION: Transmittal Letters of Monies (State and Federal) - Sent to the Department of Revenue. Records may be destroyed after completion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20610

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Vendors and Purchasing Information Cards

CUTOFF: WSO

DESCRIPTION: Vendors and Purchasing Information Cards (5 x 8)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20607

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Vendors Catalog and Brochures

CUTOFF: WSO

DESCRIPTION: Vendors Catalog and Brochures

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20608

SERIES STATUS: Approved

APPROVAL DATE:

1/27/1986

TITLE: Water Well Correspondence and Records (by County)

CUTOFF: EOCY

DESCRIPTION: Water Well Correspondence and Records (by County). 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: 20669

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982

TITLE: Work Books - Analysis of water, rocks , minerals, spectographs, etc.

CUTOFF: EOCY

DESCRIPTION: Work Books - Analysis of water, rocks , minerals, spectographs, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20677

SERIES STATUS: Approved

APPROVAL DATE:

8/31/1982



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Division of Geology and Land Survey

Sub-Section:

TITLE: Written Log File on Water Wells

CUTOFF: EOSFY

DESCRIPTION: Written Log File on Water Wells. Records to be microfilmed and returned to agency.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 20670

SERIES STATUS: Approved

APPROVAL DATE:

3/31/1982
