



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Environmental Improvement and Energy Resources Authority

Sub-Section:

TITLE: Board Member Records

CUTOFF: End of service

DESCRIPTION: General information about the members of the Authority Board. Including, but not limited to appointment letters, resignations, bios, photos, and resumes.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23262

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Finished File on Issuance of Bonds

CUTOFF: Bond paid and end of Authority audit

DESCRIPTION: Contains final Authority approval, transcript of proceedings and complete record of bond issuance for all bonds the Environmental Improvement and Energy Resource Authority (EIERA) is authorized to issue. Records include, but are not limited to bonds issued by the EIERA for the State Revolving Fund Program for Drinking and Waste Water to political subdivisions for the planning, design and construction of drinking water and wastewater systems, and non-point source facilities. The EIERA also issues Private Activity Bonds to provide funding for certain Missouri facilities for qualifying environmental, pollution prevention or energy related projects.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 4155

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Investigation Files

CUTOFF: Completion of litigation or investigation

DESCRIPTION: Records, such as Department of Justice subpoenas, that deal with litigation or investigation related to Issuance of Bonds.

RETENTION: Years: 0 Months: Days:

NOTES: Files are transferred to Finished File on Issuance of Bonds (#4155) upon completion of litigation or investigation.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23261

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Environmental Improvement and Energy Resources
Authority

Sub-Section:

TITLE: Office Banking Files

CUTOFF: EOSFY

DESCRIPTION: The Authority's monthly banking statements, cancelled checks and general ledgers from the Environmental Improvement and Energy Resource Authority (EIERA) and the Missouri Market Development Program (MMDP) accounts, including investments, certificates of deposit, collateral, and cash.

RETENTION: Years: 5 Months: Days:

NOTES: Files include electronic and paper files.

DISPOSITION ACTION: Destroy

SERIES: 23260

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010