



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Facility and Visitor Services Program

Division: Division of State Parks

Sub-Section:

TITLE: Concession Cash Register Tapes

CUTOFF: EOSFY

DESCRIPTION: Records of retail activity by contracted retailers in State Parks.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22459

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Concession Contracts

CUTOFF: Term of contract

DESCRIPTION: Contracts for service-providers in State Parks. Frequently span several years and may be renewed. Should be maintained as long as it continues to be renewed. Contracts detail the agreement between State Parks and the service providers for permitted concession activities within State Parks.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22458

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Drinking Water Records -- Notices of Violation

CUTOFF: EOCY

DESCRIPTION: Notices issued by the Public Drinking Water Program to Parks. Copies. Public Drinking Water Program is office of record.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22455

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Facility and Visitor Services Program

Division: Division of State Parks

Sub-Section:

TITLE: Drinking Water Records -- Permits to Dispense

CUTOFF: Life of permit

DESCRIPTION: Permits issued by the Public Drinking Water Program for the operation of a public drinking water supply. Copies. Information is managed for long term uses by the Public Drinking Water Program.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22454

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Drinking Water Records -- Water Sample Reports

CUTOFF: EOY

DESCRIPTION: Permits issued by the Drinking Water Program require periodic reports at varying terms. Copies, Public Drinking Water Program is the office of record.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22453

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Drinking Water Records -- Well Records

CUTOFF: Life of well

DESCRIPTION: Records include drilling logs, construction records, and installation records for wells within State Parks. Maintained by agency in support of ongoing business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22452

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Facility and Visitor Services Program

Division: Division of State Parks

Sub-Section:

TITLE: Hazardous Waste Generator Permits

CUTOFF: Life of permit

DESCRIPTION: Reports issued to parks from Hazardous Waste program. Used by waste disposal contractors.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22457

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Park Camping Record

CUTOFF: Expiration of permit

DESCRIPTION: Includes reservation forms, group camp reservation forms, and other permit records for visitors' camping in state parks. Records are maintained at the park. 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: 22460

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Park Radio Licenses

CUTOFF: Life of permit

DESCRIPTION: Records for licenses issued by Federal Communications Commission (FCC) to operate base camp radios at State Parks. Licenses are good for 10 years.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22451

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Facility and Visitor Services Program

Division: Division of State Parks

Sub-Section:

TITLE: Sign Shop Records

CUTOFF: EOSFY

DESCRIPTION: Records documenting the fabrication of signage for State Parks. 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: 22449

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Warehouse Records

CUTOFF: EOSFY

DESCRIPTION: Records on warehouse activities, not otherwise included in the MoGRS or other approved retention schedules, document the maintenance of supply inventories, State Parks surplus property, surplus property auctions, and disbursement of supplies and equipment to State Park offices. 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: 22450

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Waste Water Discharge Monitoring Reports

CUTOFF: EOCY

DESCRIPTION: Reports required by the Water Pollution Protection Program for State Park facilities that dispose of waste water. May be submitted either monthly, quarterly, or annually, depending on the site.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22456

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007