



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Recovery Branch

Division: State Emergency Management Agency

Sub-Section: Floodplain Management & Mitigation

TITLE: Buyout Files

CUTOFF: End of Calendar Year

DESCRIPTION: Records related to deed-restricted, flood-prone properties purchased by local communities with funds authorized under Section 404 of the Robert T. Stafford Act and provided by the Federal Emergency Management Agency (FEMA). Oversight and land use of these properties are established under 44 CFR 80.19. Records include, but are not limited to, copies of deeds, listings of deed restrictions, property photographs, repetitive loss property documentation, title work and closing documentation, and other information as determined by the Administrator. Records kept per 2 CFR 200.33(b).

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24500

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Community Assistance Visit (CAV) Files

CUTOFF: End of calendar year in which file is closed

DESCRIPTION: Community Assistance Visit (CAV) files consist of the formal audit records by the State Emergency Management Agency (SEMA) on communities that participate in the National Flood Insurance Program (NFIP). CAV records include, but are not limited to, inspections of community permit files, meeting notes, and potential violations and remedies. Records created per 44 CFR 60.3.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24499

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



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Department: Department of Public Safety

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Sub-Section: Floodplain Management & Mitigation

TITLE: Historic Flood Insurance Rate Maps

CUTOFF: WSO

DESCRIPTION: Flood Insurance Rate Maps (FIRMs) are the official flood maps of communities within the United States. Created by the Federal Emergency Management Agency (FEMA), FIRMs display flood areas that fall within the 1% chance of being equaled or exceeded by flooding in any given year. Communities use FIRMs to regulate development in Special Flood Hazard Areas (SFHAs). Records created and kept per 44 CFR 65.1.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES: Obsolete maps are archived on-site for historic reference.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24066

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: State Floodplain Development Permits - Completed Projects

CUTOFF: When Superseded or Outdated

DESCRIPTION: State Floodplain Development Permits are issued for development on state owned or leased property in floodplains. Records include, but are not limited to, permits, maps and no-rise certifications. Records created as per Executive Order 98-03.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 19124

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: State Floodplain Development Permits - Incomplete Projects

CUTOFF: Date Project is Abandoned

DESCRIPTION: State Floodplain Development Permits are issued for development on state owned or leased property in floodplains. Records include permits for projects that were not completed. Records created as per Executive Order 98-03.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24574

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Recovery Branch

Division: State Emergency Management Agency

Sub-Section: Floodplain Management & Mitigation

TITLE: State Floodplain Development Permits - Supporting Documents

CUTOFF: When Superseded or Outdated

DESCRIPTION: Application documents used to approve State Floodplain Development Permits. Records include, but are not limited to: applications, project location forms, and correspondence. Records created as per Executive Order 98-03.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24573

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023
