



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Administrative Rules and Regulations - Agency Files

**CUTOFF:** Publication of final order of rulemaking in Missouri Register

**DESCRIPTION:** Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to RSMo 536. Includes significant work papers involved in development of final rule or regulation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21515

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Agency Organizational Charts

**CUTOFF:** WSO

**DESCRIPTION:** Charts reflecting the organizational structure of the agency and its divisions. Information includes a diagram which shows systematic and symbolic program areas by name and function.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21529

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Audiovisual Productions

**CUTOFF:** EOY production is released

**DESCRIPTION:** Moving image and sound productions produced by an agency for wide general release. Includes, but is not limited to, instructional materials in audiovisual format, public service announcements, advertisements, radio programs, and television programs.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21518

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Conference, Seminar and Workshop Records

**CUTOFF:** EOFY in which event completed

**DESCRIPTION:** Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences. Includes but not limited to planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21541

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Declination Forms

**CUTOFF:** EOCY

**DESCRIPTION:** Supporting documentation verifying that agency personnel have offered voter registration services to constituents who have declined to register.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23149

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Emergency Preparedness Plans

**CUTOFF:** WSO

**DESCRIPTION:** Document the plans for protection and reestablishment of agency services and equipment in case of disaster. Information includes plan, procedures, checklists, and emergency phone numbers and addresses.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21537

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Employee Emergency Information

**CUTOFF:** WSO

**DESCRIPTION:** Forms from state employees containing emergency contact information, a list of allergies, and any pertinent medical information that staff will need during an emergency situation.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24000

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Financial Interest Statement Records

**CUTOFF:** Separation from employment

**DESCRIPTION:** Files include Personal Financial Disclosure Statements, and supporting documentation, for all agency personnel that are listed as covered employees per 105.483-492 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Agency Copy. Original at the Missouri Ethics Commission.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21540

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Forms Management Records

**CUTOFF:** WSO

**DESCRIPTION:** Records include blank templates of forms designed by the agency. Records provide prior history of the agency's business processes and may be necessary for legal purposes.

**RETENTION:** Years: 3 Months: Days:

**NOTES:** If the form template is part of an instruction manual or guideline for current agency procedures see, Series 21514 Procedure Guidelines and Manuals.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23979

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** General Correspondence - Elected Officials and Department Directors

**CUTOFF:** Completion of term of office or tenure

**DESCRIPTION:** Documents of a general nature that were created or received pursuant to law or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21530

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

**TITLE:** General Correspondence - Transitory

**CUTOFF:** WSO

**DESCRIPTION:** Drafts or other documents having short-term value and which are not an integral part of administrative or operational records file; not required to sustain administrative or operational functions; not regularly filed under a standard records classification system; not required to meet statutory obligations; and recorded only for the time required for completion of actions.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21532

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** General Correspondence-Agency Personnel

**CUTOFF:** EOSFY

**DESCRIPTION:** Documents of a general nature that were created or received pursuant to law, or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded to higher levels within the agency); documents relating to the creation or editing of forms, daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21531

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

**TITLE:** ID Badge Information

**CUTOFF:** Seperation of employment

**DESCRIPTION:** Information sheet filled in by all State of Missouri employees, along with any supporting documentation, that is used to designate what type of id, or security badge is issued to an employee.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Agency copy. Official copy kept with the Office of Administration.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23406

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Internal Audits - Report

**CUTOFF:** EOSFY in which audit completed

**DESCRIPTION:** Audit reports and related documents generated through internal audits regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21542

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Internal Audits - Work Papers

**CUTOFF:** EOSFY in which audit completed

**DESCRIPTION:** Supporting documentation of investigations or reviews prepared or conducted by internal auditors regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21543

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Internal Updates

**CUTOFF:** EOSFY

**DESCRIPTION:** Information submitted by sections within an agency to agency heads at defined times such as quarterly, annually, or biannually. Information may include, but is not limited to goals, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. This information may feed into official reports.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Official Reports record series number is 21516.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23147

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Legislative Tracking Files

**CUTOFF:** EOFY in which legislative initiative is completed or abandoned

**DESCRIPTION:** Records that document the development and monitoring of legislation, which may have an impact on an agency's programs or policies. May include but is not limited to proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, legal research and attorney notes, drafts, committee reports, agendas, and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21528

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Mailing Lists

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Lists and registers used to record the names and addresses of constituents and others with whom the agency has regular contact for general purposes.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21538

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Minutes - Agency Staff/Committee Minutes

**CUTOFF:** EOSFY

**DESCRIPTION:** Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21527

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Minutes - Official State Committees, Commissions, Boards, and Councils

**CUTOFF:** EOSFY

**DESCRIPTION:** Original official records of the proceedings of meetings. May include agendas, verbatim recordings from which no transcription is made, meeting announcements, and other supporting documents.

**RETENTION:** Years: 10 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21525

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Minutes - Verbatim Recordings

**CUTOFF:** Approval of transcription

**DESCRIPTION:** Recordings of meetings made exclusively for note-taking, preparation of minutes, records of action, or transcription of official meetings or proceedings.

**RETENTION:** Years: Months: Days: 90

**NOTES:** Minutes can be in stenographic, audio, video, handwritten, or digital format.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21526

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** News Releases

**CUTOFF:** EOY in which released to media

**DESCRIPTION:** Records of information officially released to the media for dissemination to the public.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21519

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Official Report

**CUTOFF:** EOSFY in which report is released

**DESCRIPTION:** State publications which are either a printed statement by a state agency, issued at specific intervals, such as annual or biannual, which describe its operations and progress, and possibly contain a statement of its future plans; or a formal, written account of an investigation given by an agency or organization, delegated to make the investigation. Reports may also include a detailed explanation or description of the previous year's activity, mission, goals, revenue collections, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. A copy will be sent to the Missouri State Library, per 181.100 RSMo.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21516

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Photographs

**CUTOFF:** Completion of project or event

**DESCRIPTION:** Records in this category can include photographic images recorded in a variety of media: prints, negatives, slides, and electronic files. Most photographic records are produced as a part of other record series, and so should be retained as required for other records in that series. All photographs, however, may have some historical research value. Before destroying any photographic records, agencies should contact the Visual Materials Archivist at the Missouri State Archives for consultation and review.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21520

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Policy and Planning Records

**CUTOFF:** EOFY in which superseded

**DESCRIPTION:** Records documenting the development, implementation, and review of an agency's policies, programs, and activities. Records may include but are not limited to strategic and management plans, mission and goal statements, final policy statements and directives, and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21512

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Policy and Planning Supporting Documentation

**CUTOFF:** EOFY in which final version published

**DESCRIPTION:** Material used in the development of policies and plans of an agency. May include but is not limited to drafts, research notes, and related documentation.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21513

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Procedure Guidelines and Manuals

**CUTOFF:** EOFY in which superseded

**DESCRIPTION:** Documentation of internal instructions, rules, and guidelines for current agency procedures. Records may include, but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, forms, lists of codes and desk manuals. Record copy maintained by the issuing office.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21514

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Public Information Requests and Documentation

**CUTOFF:** EOSFY

**DESCRIPTION:** Requests from the public for information pursuant to RSMo 610 (Missouri Sunshine Law) and documentation of the response.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21524

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Public Meeting Notice

**CUTOFF:** EOSFY

**DESCRIPTION:** Public notices of meetings under RSMo 610.010 (5), Missouri Sunshine Law.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21523

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Publication Working Files

**CUTOFF:** Completion of project

**DESCRIPTION:** Working documents of publications such as brochures, pamphlets, posters and books that are produced for wide distribution inside or outside an agency. Records include, but are not limited to, work books, galley proofs, current manuscripts, final page proofs, layouts, and submissions.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24075

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Publications

**CUTOFF:**EOCY

**DESCRIPTION:** Documents printed or otherwise produced for wide distribution inside or outside an agency. May include but is not limited to brochures, pamphlets, posters, books, handbooks, and maps.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21517

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Records Management Documentation - Disposition Approval Forms

**CUTOFF:**EOSFY in which final disposition of the subject records occurs

**DESCRIPTION:** Documentation generated from the records tracking system used to obtain approval for the destruction, or the transfer to the Missouri State Archives of records stored in the State Records Center.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21535

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Records Management Documentation - Disposition Verification Notice

**CUTOFF:**EOSFY

**DESCRIPTION:** Reports notifying state agencies of the destruction, or transfer of records stored in the State Records Center.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21536

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Records Management Documentation - Records Center Transmittals

**CUTOFF:** June 20, 2008

**DESCRIPTION:** Documentation of transfer of records to the State Records Center for storage.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21534

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Records Management Documentation-State Records Commission Approval Form

**CUTOFF:** Missouri State Records Commission approval of revised series

**DESCRIPTION:** This document, approved by the Missouri State Records Commission, grants the agency the authority to dispose of records having met their retention requirements. Created pursuant to 109 RSMo.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Agency Copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21533

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Speeches - Elected Officials and Executive Level

**CUTOFF:** Completion of term of office or tenure

**DESCRIPTION:** Final copies of speeches given by elected officials, agency directors, deputy directors and division directors. Speeches may concern policy issues, strategic planning, legislation concerning the agency, and other related topics. May include recordings of the speech in any form, and any audio-visual content.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21521

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

**TITLE:** Speeches - Non-Executive Level

**CUTOFF:** EOSFY

**DESCRIPTION:** Final copies of speeches given by employees below the agency director, deputy director and division directors' level. Speeches concern program procedure, work activities, and related topics.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21522

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Visitors Logs

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of registration of non-agency personnel and visitors into the agency's building and/or office area. Information may include but is not limited to date and time visitor checked in and out, visitor name, reason for visit, agency contact name, and badge identification number.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21539

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007