



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Financial Management

Division: Office of the Director

Sub-Section:

TITLE: Bank Material Files

CUTOFF: EOFFY in which Contract Closed

DESCRIPTION: Documents related to contracted banking vendor for the Unemployment Insurance Trust Fund. Records include, but are not limited to, bank statements, daily fiscal activity information, rejected transactions, automated clearing house statements, bank fee statements, daily projected clearance amounts, bank reconciliations, and letters to the bank requesting stop payments. Created per Section 288.290 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6597

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Benefit Allowance and Unemployment Compensation Tax Files

CUTOFF: End of Federal Fiscal Year

DESCRIPTION: Files contain cash transaction records of the Unemployment Insurance Trust Fund and are referred to if there are any legal proceedings or if the Division of Employment Security pursues over payments to claimants or amounts due from employers. Records include, but not are limited to, employer contribution registers, cash restitution receipts and benefit payment reports. Created per Section 288.290 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6596

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Capital Improvement Program Records

CUTOFF: EOFFY in which Land or Building Sold

DESCRIPTION: Documentation of federal approval to purchase land and/or construct buildings with federal grant funds. Records include, but are not limited to, building amortization schedules to prove ownership equity of the buildings if ever sold and grant funds must be returned.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6600

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Financial Management

Division: Office of the Director

Sub-Section:

TITLE: Expenditure Reports

CUTOFF: EOIFY in which final expenditure report submitted

DESCRIPTION: Internal accounting reports prepared monthly for federal grant reporting. The cost reports show receipts and expenditures for state or federal programs, or contracts for services. Records kept per Section 29 CFR 97.42.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Documents are microfiched and the microfiche retained in the Financial Management Section.

DISPOSITION ACTION: Destroy

SERIES: 6582

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016