



Agency Records Disposition Schedule

Department: Ethics Commission

Section:

Division:

Sub-Section:

TITLE: Campaign Finance Reports

CUTOFF:EOCY

DESCRIPTION: Disclosure of campaign finances on campaign disclosure reporting statements. These reporting statements consist of a cover sheet, a series of schedules that itemize the committee's receipts, expenditures and debts, a summary page, and a special purpose schedule that details fund raisers held by the committee as required by 130.056 RSMo

RETENTION: Years: 16 Months: 0 Days: 0

NOTES: Kept in electronic format.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 9

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Financial Disclosure Reports

CUTOFF:EOCY

DESCRIPTION: Reports filed by members of the Missouri delegation to the U.S. House of Representatives and U.S. Senate under U.S. House of Representatives and U.S. Senate Rules.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 19194

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Financial Disclosure Reports of State Officers

CUTOFF:EOCY

DESCRIPTION: Reports filed by elected state officers or individual approved to replace an elected state officer. Reports list any financial interests as required by 105.483 RSMo.

RETENTION: Years: 16 Months: 0 Days: 0

NOTES: Kept in electronic format.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 10

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: Ethics Commission

Section:

Division:

Sub-Section:

TITLE: Financial Disclosure Reports of Public Officers - all others

CUTOFF:EOCY

DESCRIPTION: Reports filed by all public officers other than those covered in Financial Disclosure Reports of State Officers (series #10). Reports list any financial interests as required by 105.483 RSMo.

RETENTION: Years: 16 Months: Days:

NOTES: Kept in electronic format.

DISPOSITION ACTION: Destroy

SERIES: 23305

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Investigative Files

CUTOFF:Closure of case

DESCRIPTION: Statutorily closed records containing checks, receipts, transaction dates, and other facts discovered in course of investigations arising from complaints of alleged violation of conflict of interest, lobbying statutes and campaign finance disclosure statutes.

RETENTION: Years: 16 Months: Days:

NOTES: May be kept in paper or electronic format.

DISPOSITION ACTION: Destroy

SERIES: 8

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Lobbyist Reports

CUTOFF:EOCY

DESCRIPTION: Registration, monthly activity, and list of principal and legislative action reports filed by lobbyists.The reports indentify individual(s)/organizations and the activity of those who engage in influencing public officials, as required by 105.473 RSMo.

RETENTION: Years: 16 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 11

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009