



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Audio Tapes - Back-up

**CUTOFF:** End of month

---

**DESCRIPTION:** Radio used to record calls at Communications Center.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 21419

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Audio Tapes - Master

**CUTOFF:** End of month

---

**DESCRIPTION:** Radio used to record calls at Communications Center.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 21418

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Breathalyzer File

**CUTOFF:** EOY

---

**DESCRIPTION:** Form is used to record the monthly maintenance of the Data Master breath testing machines. It may be used as documentation to support a driving while intoxicated case in court proceedings. There is no Missouri Department of Revenue or SHP number for this form. Copies. Original filed with arrest report.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 21396

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Breathalyzer Maintenance Record

**CUTOFF:**EOCY

**DESCRIPTION:** Checklist for Type 2 officers for completion of monthly maintenance check of Breathalyzer. Used to show equipment operating within Missouri Department of Health guidelines. Originals maintained at Troop, copy sent to Department of Health and Court with DWI paperwork. A Type 2 Officer is an officer certified by the Department of Health to complete maintenance checks on the instrument.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21397

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Breathalyzer Permit Application Form

**CUTOFF:**EOCY

**DESCRIPTION:** Used to show officer has completed required training and sufficient number of breath tests on various types of Breathalyzer equipment to qualify as an operator (Type 3) or technician (Type 2). Copy maintained at Troop, original sent to Missouri Department of Health.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21398

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Civilian Personnel Jackets

**CUTOFF:**EOCY

**DESCRIPTION:** File detailing work history and performance of civilian employee. Copy. Original at Human Resources Division.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21406

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Criminal Case Files - SHP-259

**CUTOFF:**EOCY

**DESCRIPTION:** A logbook, which tracks the disposition of criminal cases and the current work status of each case. Officers, supervisors, and staff routinely review cases, and document the updated status by use of this logbook.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21394

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Daily Observation Reports SHP-161J

**CUTOFF:**EOCY

**DESCRIPTION:** These forms are used to document a new officer's progression through the Field Training and Evaluation Program. The daily report documents in detail a new officer's overall performance during a routine shift of work and is completed by a Field Training Officer.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21414

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Detailed Functional Inspection Record

**CUTOFF:**End of calendar year when the inspection was completed

**DESCRIPTION:** Report used to document quarterly inspections of the contents of the emergency response trailers maintained by the division.

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

**NOTES:** Report SHP-636.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23445

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Driver Examination File - Driver Examination Report, SHP-232D

**CUTOFF:**EOCY

**DESCRIPTION:** Form is used to report information to the Missouri Department of Revenue on the reason a subject is taking a drivers test and documents the results of the test.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21395

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Fuel and Reciprocity Trip Permits

**CUTOFF:**EOSFY

**DESCRIPTION:** Permit for out of state commercial vehicles to travel Missouri Highways. Valid for 72 hours. 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:** 21412

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Motor Vehicle Mechanic File

**CUTOFF:**EOCY

**DESCRIPTION:** Documents on individual mechanics certified by the Patrol to perform motor vehicle inspections within the state of Missouri. The file contains permits, tests, complaints, and any other document that pertains to the mechanic.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21403

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Motor Vehicle Station File

**CUTOFF:**EOCY

**DESCRIPTION:** Documents showing stations that are certified by the Patrol to perform motor vehicle inspections and any complaints or violations that have occurred with the individual station.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21404

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Motor Vehicle Station Index Cards

**CUTOFF:**EOCY

**DESCRIPTION:** Signature cards maintained for individuals authorized to order new inspection stickers.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21405

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Noise Level Measurement Report

**CUTOFF:**Close of case

**DESCRIPTION:** Documents used by the Patrol to record boat engine noise level that may be in violation and to issue a citation or warning.

**RETENTION:** Years: 0 Months: 0 Days: 90

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23441

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Personnel Insurance Records

**CUTOFF:**EOCY

**DESCRIPTION:** Various forms containing insurance data necessary to process claims. Copy. Originals at General Headquarters.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21409

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Probationary Officer Evaluation Report SHP-171G

**CUTOFF:**EOCY

**DESCRIPTION:** The Probationary Evaluation Report is generalized documentation of an officer's performance during the Field Training and Evaluation Program (FTEP) and the remainder of the probationary year, which lasts one year from graduation date. Officers will receive a minimum of 72 Daily Observation Reports and eleven Probationary Evaluation Reports upon successful completion of the probationary period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21415

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Record of Service of Legal Process - SHP-80

**CUTOFF:**EOCY

**DESCRIPTION:** Form used when a trooper comes in contact with a person who has a suspended/revoked or altered driver license. The license is attached to this form and sent to the Department of Revenue.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21462

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Recovered Car File

**CUTOFF:**EOCY

**DESCRIPTION:** A "hit" file listing generated from MULES listing stolen vehicles that have been recovered. Copy. Original at General Headquarters.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21401

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Towed Vehicle Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Multi-copy form used to document the towing of a vehicle by an officer and the tow company taking the vehicle. Original kept at Troop with SHP-325 generated.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21402

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Traffic Arrest System Source Document

**CUTOFF:**EOCY

**DESCRIPTION:** Uniform Citation arrest records describe the results of the audit of Uniform Citations entered into the Traffic Arrest System (CJ32). The annual audit is of Uniform Citations used by specified officers during the previous calendar year. The information is entered on an SHP-15C. 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:** 21392

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Training/Education Certification Report SHP-955

**CUTOFF:**EOCY

**DESCRIPTION:** This form is used to record successful completion of Peace Officers Standards Training (POST) Continuing Education; also initial, (re)certification, management rule, and remedial training courses.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21413

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Troop Memorandums

**CUTOFF:**WSO

**DESCRIPTION:** Written directive concerning a single situation or temporary event, such as a DWI enforcement operation, speed saturation, overtime projects, etc. Original. Copy sent to General Headquarters.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21408

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Troop Special Orders

**CUTOFF:**WSO

**DESCRIPTION:** Written directive which affects only one component or function of the Patrol. Original. Copy sent to General Headquarters.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21407

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---





## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Uniform Citation Audit System Source Documents

**CUTOFF:**EOCY

**DESCRIPTION:** Describes the results of the audit of Uniform Citations entered into the Uniform Citations Audit System (CJ34). The annual audit is of Uniform Citations issued by specified officers during the previous calendar year. This information is documented by the use of a SHP-15C. 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:** 21391

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

**TITLE:** Uniform Citations

**CUTOFF:**EOCY

**DESCRIPTION:** Forms used to record arrest data

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21411

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

**TITLE:** Uniform Citations (UC)

**CUTOFF:**EOCY

**DESCRIPTION:** Copies of traffic tickets issued by troopers to motorists violating Missouri traffic laws (Missouri Supreme Court Rules 21, 22, and 23) (302.225 and 577.051 RSMo). 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:** 21328

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Vehicle Theft File - Stolen Vehicle Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Forms and computer entry printout detailing vehicle theft information maintained in a file. Stolen vehicle information stored in Missouri Uniform Law Enforcement System (MULES) until vehicle recovered. All warrants must be validated every three years by the issuing department. These are the hardcopy reports from which the theft information is derived from to be entered into the MULES system.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21400

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

---

**TITLE:** Vessel Inspection Report

**CUTOFF:**When superseded or outdated

**DESCRIPTION:** Report used by members of the Water Patrol Division to document an approved or non-approved vessel equipment inspection when a boat is stopped during routine patrol.

**RETENTION:** Years: 0 Months: 0 Days: 90

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1399

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

---

**TITLE:** Waiver and Release for Towing Vessels

**CUTOFF:**End of calendar year in which the document was created

**DESCRIPTION:** Form used by members of the Water Patrol Division to obtain a signed waiver that a person will not hold the department liable for damages if their boat is to be towed to safety with the patrol vessel.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23444

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Warrants - Arrest Orders for Positive Confirmations

**CUTOFF:**EOCY

**DESCRIPTION:** The Patrol accesses warrant and arrest information via the Missouri Uniform Law Enforcement System (MULES). The hits generated by a MULES request are stored in the system. These are MULES printouts pertaining to individual hit confirmations on warrants. The original warrants are maintained by the issuing county.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21399

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Weigh Station Summary

**CUTOFF:**EOSFY

**DESCRIPTION:** Report collects data daily on number of trucks weighted, overweight violations and enforcement action taken when an overweight vehicle is detected by weigh stations and portable units. This report includes enforcement hours, total personnel hours and station hours open for each weigh station and portable unit.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21274

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---

**TITLE:** Work Schedules and Assignments

**CUTOFF:**EOCY

**DESCRIPTION:** Forms used by supervisors to submit proposed work schedules and assignments in a uniform manner.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21410

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

---



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

---

**TITLE:** Work Schedules and Safety Program Schedules

**CUTOFF:** End of the calendar year of the final date on the schedule

---

**DESCRIPTION:** Documents used by supervisors to record proposed work schedules and assignments in a uniform manner.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1400

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

---