



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Library Development

Division: State Library

Sub-Section:

TITLE: Internet Filtering Compliance Forms

CUTOFF: EOSFY

DESCRIPTION: State Library certification of compliance of filtering internet access for minors, per 182.827 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23797

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Library Services and Construction Act Plans and Reports

CUTOFF: 31-Dec-1998

DESCRIPTION: Title I, Title II and Title III Program documentation. Records include strategic plans, annual plans and reports, as well as policy statements which describe program projects funded by federal monies distributed by the State Library. The records document the program history of the State Library.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1161

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Library Services and Construction Act, Title II Grant Files

CUTOFF: 31-Dec-2010

DESCRIPTION: Individual grant project files for construction grants. Records include, but are not limited to grant application, grant reports, architect reports, and building plans.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Grants include a provision that the federal government retains an 'interest' in the building for 20 years.

DISPOSITION ACTION: Destroy

SERIES: 23791

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Library Development

Division: State Library

Sub-Section:

TITLE: Library Services and Technology Act - Grant Files

CUTOFF: EOFFY in which grant cycle closes

DESCRIPTION: Funded applications, contracts and grant reports received from libraries that are awarded grants.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23794

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Library Services and Technology Act - Plan and Policy Reports

CUTOFF: EOFFY in which planning cycle closes

DESCRIPTION: Documentation of five-year strategic plans, annual plans and reports, submitted to the Institute of Museum and Library Services (IMLS) in order to receive Library Services and Technology Act (LSTA) funding.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23793

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Library Services and Technology Act - Statewide Project Files

CUTOFF: EOSFY in which project cycle closes

DESCRIPTION: Records documenting the support of the Library Services and Technology Years Act (LSTA) five-year plan involving statewide projects. Documents include, but are not limited to, project files from State Library staff, contracts with corporate, government and other entities, agreements, bid records, federal payroll certifications and accompanying time tracking documents when applicable, accounting and purchasing records, project summaries, general evaluations, publications printed with LSTA funds, and workshop and conference files.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23795

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Library Development

Division: State Library

Sub-Section:

TITLE: Local Library Program Files and Annual Reports

CUTOFF:EOCY

DESCRIPTION: Records used by the Missouri State Library to review and help identify trends in local library's that may need/want support through current grant programs, consultation services or continuing education opportunities. Records include, but are not limited to, annual reports, financial audit reports, information on important milestones, and items of a similar nature. Annual reports and financial audits are received pursuant to 182.075(3),182.210,182.291(7), 647.3 and 182.713 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Time of remittance of the annual and financial reports varies by library type.

DISPOSITION ACTION: Destroy

SERIES: 1157

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Missouri Digital Heritage (MDH) Digital Copies

CUTOFF:When superseded or outdated

DESCRIPTION: Digital copies of MDH collections that belong to other institutions and are stored in the imaging vault as backup. The owning institution can request that these records be removed from the vault at any time.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24003

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Public Library State Aid Program Records

CUTOFF:EOSFY

DESCRIPTION: Public library applications which are approved or denied, to include but are not limited to material showing when library districts were established, votes taken for tax rates, and annual files which include payment tables listing quarterly and annual allocations. Records contain certification of payment table list by State Librarian, certification of libraries to receive Equalization Aid, amount of funds dispersed, and use of funds report. Submitted to determine eligibility for receiving state aid.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1160

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Library Development

Division: State Library

Sub-Section:

TITLE: Public Library Statistical Survey and Data Reports

CUTOFF:EOCY

DESCRIPTION: Records include annual survey questionnaire and data collected from local libraries, used to plot trends in library services. Information is used to compile the Public Library Statistical Report. Report lists revenue, expenditures, collections, and activities of local libraries, per 181.021(1) RSMo.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES: One copy of survey questionnaire to Missouri State Archives

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23792

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Public Library Technology Plans

CUTOFF:EOCY

DESCRIPTION: Library Technology Plans submitted by public libraries to support Universal Services (E-rate) applications per FCC requirements. The plans detail how libraries will use federal fund subsidies to support telephone and internet access. Plans are reviewed by the State Library which allows libraries to apply for the subsidy.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23796

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Work Authorization, Business Entity Certifications

CUTOFF:EOFFY in which grant cycle closes

DESCRIPTION: Work authorization forms from libraries receiving grants. Provides documentation indicating no illegal immigrants are hired by grant recipient, per 285.530 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23798

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012