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**Rules of  
Elected Officials  
Division 30—Secretary of State  
Chapter 45—Records Management**

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## Title 15—ELECTED OFFICIALS

### Division 30—Secretary of State Chapter 45—Records Management

#### 15 CSR 30-45.010 State Records

(Rescinded September 30, 2019)

*AUTHORITY: section 109.230, RSMo 1986. Original rule filed Aug. 25, 1989, effective Feb. 11, 1990. Rescinded: Filed March 20, 2019, effective Sept. 30, 2019.*

#### 15 CSR 30-45.020 Local Records

(Rescinded September 30, 2019)

*AUTHORITY: sections 109.241 and 109.255, RSMo 1986. Original rule filed Aug. 25, 1989, effective Feb. 11, 1990. Rescinded: Filed March 20, 2019, effective Sept. 30, 2019.*

#### 15 CSR 30-45.030 Local Records Grant Program Administration

*PURPOSE: This rule outlines the authority of the grants-in-aid program for local records preservation through the Office of the Secretary of State.*

(1) The local records grant program, administered by the Office of the Secretary of State, provides financial assistance to local government officials to support records management and preservation efforts, particularly for records of permanent retention. This grants-in-aid program is a significant effort in the overall mission of the agency to enhance the quality of archival preservation and public access to records of enduring value.

(A) Eligible applicants include all local government entities supported by a tax levy.

(B) Ineligible applicants include:

1. Individuals;
2. State agencies (local public records housed by state agencies may be included in a grant application that is submitted and administered by the local official who has statutory authority over the records);
3. Private organizations (local public records housed by private organizations may be included in a grant application that is submitted and administered by the local official who has statutory authority over the records);
4. Federal agencies.

(C) Procedures and Evaluation of Applications:

1. The Missouri Historical Records Advisory Board (MHRAB) recommends grant:

A. Activities, requirements, and objectives;

B. Cost-sharing contributions, budget structure, payment benchmarks, and accounting guidelines; and

C. Calendars.

2. The MHRAB reviews and evaluates grant applications and recommends funding levels for award to the secretary of state.

3. The process to be followed in writing and submitting a grant proposal are found in the *Missouri Local Records Preservation Grant Program Guidebook and Application*. All applicable guidelines, procedures, and standards relating to the local records preservation grants-in-aid program are detailed in *Missouri Local Records Preservation Grant Program Guidebook and Application* and the *Guidelines for Microfilming Public Records*.

A. Any interested person may obtain the most current version of *Local Records Preservation Grant Program Guidebook and Application* from the secretary of state website: [www.sos.mo.gov/archives/localrecs/grants/](http://www.sos.mo.gov/archives/localrecs/grants/).

B. The most current version of *Guidelines for Microfilming Public Records* are available from the secretary of state website: [www.sos.mo.gov/archives/pubs/mfmng/](http://www.sos.mo.gov/archives/pubs/mfmng/).

*AUTHORITY: section 59.319, RSMo Supp. 2014, and section 109.221, RSMo 2000.\* Emergency rule filed June 19, 1991, effective June 29, 1991, expired Oct. 28, 1991. Original rule filed June 19, 1991, effective Oct. 31, 1991. Amended: Filed Nov. 6, 1991, effective May 14, 1992. Rescinded and readopted: Filed July 27, 1999, effective Feb. 29, 2000. Rescinded and readopted: Filed Jan. 18, 2002, effective July 30, 2002. Amended: Filed Jan. 24, 2003, effective July 30, 2003. Amended: Filed July 25, 2014, effective Jan. 30, 2015.*

*\*Original authority: 59.319, RSMo 1969, amended 1989, 1994, 2012 and 109.221, RSMo 1989, amended 1990, 1993, 1995, 1998.*

#### 15 CSR 30-45.040 Missouri Historical Records Advisory Board (MHRAB) Regrant Program Administration

*PURPOSE: This rule outlines the authority of the grants-in-aid program for historical records preservation through the Office of the Secretary of State.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available*

*to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) The Missouri Historical Records Grant Program, administered by the Office of the Secretary of State, on behalf of the Missouri Historical Records Advisory Board, provides financial assistance to historical records repositories to support cooperative strategies, education for records keepers, and preservation and expanded access to records. This grants-in-aid program is a significant effort in the overall mission of the agency to enhance the quality of archival preservation and public access to records of historical value.

(A) Eligible applicants include historical, ethnic, and religious societies, museums, libraries, colleges, universities, and others whose archival collections or records of historical value are open to the public on equal terms for everyone.

(B) Procedures and Evaluation of Applications:

1. The Missouri Historical Records Advisory Board (MHRAB) recommends grant:

A. Activities, requirements, and objectives;

B. Cost-sharing contributions, budget structure, payment benchmarks, and accounting guidelines; and

C. Calendars.

2. The MHRAB reviews and evaluates applications and makes awards in the program.

3. The process to be followed in writing and submitting a grant proposal is found in the *Missouri Historical Records Grant Program Guidelines and Application 2010–2011*, which is incorporated by reference, and published by the secretary of state and available on the secretary of state website: [www.sos.mo.gov](http://www.sos.mo.gov). Paper copies are available from the Missouri Historical Records Grant Program, PO Box 1747, Jefferson City, MO 65102, (573) 751-4303. This material contains no later amendments or additions.

*AUTHORITY: sections 109.221.3 and 109.221.5, RSMo 2000.\* Original rule filed Oct. 6, 2000, effective April 30, 2001. Rescinded and readopted: Filed Oct. 6, 2003, effective April 30, 2004. Amended: Filed April 1, 2010, effective Sept. 30, 2010.*

*\*Original authority: 109.221, RSMo 1989, amended 1990, 1993, 1995, 1998.*