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(Rescinded September 30, 2019)


15 CSR 30-45.020 Local Records
(Rescinded September 30, 2019)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);

(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/.


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 2000–2011, which is incorporated by reference, and published by the secretary of state and available on the secretary of state website: www.sos.mo.gov. 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.
